

DEPARTMENT OF
GEOLOGY
UTAH STATE UNIVERSITY

GRADUATE STUDENT
HANDBOOK

Revised 12-15-05

Changes made since previous version (8-29-05) shown
in red.

UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY

GRADUATE STUDENT HANDBOOK
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UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY

Introduction

Welcome to the Graduate Program in Geology at Utah State University! The faculty and staff wish you success in the coming school year and look forward to getting to know you better.

The purpose of this handbook is to provide you with a quick and convenient source of information about policies and procedures within the Department of Geology. Items in this handbook do not replace University or School of Graduate Studies policies and requirements. The student has the responsibility to remain informed of current policies and requirements and should have a copy of the appropriate USU Graduate Catalog for reference use. A great deal of information about the School of Graduate Studies is available on their web page:

<http://www.usu.edu/gradsch/index.cfm>

If you have any questions concerning items in this handbook, please direct them to your advisor or to the Geology Graduate Program Director (Dave Liddell).

UTAH STATE UNIVERSITY
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Getting Started/General Information

The following information is provided primarily for new graduate students and as a reminder for returning graduate students:

1. All TAs should plan on arriving on campus at least one week prior to the beginning of classes.

2. If you have not yet done so, you are strongly encouraged to apply for financial aid, including work study. You should do so even if you have a TA or RA. Application information and forms are available at: <http://www.usu.edu/finaid/>

3. You have been provided with an information sheet. Please fill it out and return it promptly to our department secretary. If you change your e-mail, local address or phone number during the year, please provide the new information to the secretary promptly.

4. Course registration is done via computer. You must register each semester prior to the first day of class to avoid a late fee assessment. You should meet with your assigned advisor to prepare your schedule.

5. The department communicates with all geology majors (graduate and undergraduate) via e-mail. Each registered student is entitled to a computer account which will then allow him/her to send/receive e-mail. Please provide the geology secretary with your user-name so that you can be added to the departmental e-mailing list.

6. Desk space is assigned with priority given to matriculated students. Please check with the Geology office or your advisor regarding the assignment of desks or office space. Many first year graduate students will be assigned cubicles in Geol #401. This room belongs to the Biology Department, which generously allows us to house our graduate students in it. **Geology students need to be aware that they are guests in Biology space and should act accordingly.** Under no circumstances should desks or cubicles be rearranged. Doing so could result in our loss of office space in that room!

7. Student parking stickers and bicycle permits are available at the Parking Office.
8. Picture I.D. cards are available at the Taggart Student Center after you have registered. This I.D. card serves as your library card.
9. Keys have been ordered for each graduate student. Keys are generally available within 10 working days after the key request is sent in. Keys must be picked up in person at the Key Office (at the University Police office) within 30 days of the request. Students must pay a one-time key deposit of \$25 (regardless of the number of keys). On completion of your degree program, keys should be turned in before leaving campus; your key deposit of \$25 will be refunded.
10. You are ultimately responsible for your program. Read the graduate catalog for current university policies and refer to this handbook for department policies. When in doubt, ask!
11. Geology 2500 trips are offered every fall and spring semester. Graduate students are encouraged to attend these trips to familiarize themselves with the regional geology and to meet the faculty and other students in a non-classroom setting. Registration for Geol 2500 is not allowed, as this credit cannot be counted toward a graduate degree. You should notify the supervising faculty member of your interest in participating and you will be required to pay the transportation fee (varies). Drivers may have fees waived. Look for posted flyers with details about the trips.
12. The department supports a Distinguished Lecture Series throughout the academic year. Speakers will be drawn from industry, government agencies and academia. Broad exposure to the ideas and research of other geoscientists is considered a critical aspect of graduate training. Consequently, all graduate students are expected to attend these lectures and contribute to the series (in the form of presentations on current research activities). You should look for posted notices and/or email about up-coming lectures. Geol 6800-1 (Seminar, sec 1, 1 cr) has been assigned to the Lecture Series.
13. Please check the department bulletin board and your mailbox in Geol #203 on a regular basis.

**UTAH STATE UNIVERSITY
SCHOOL OF GRADUATE STUDIES
2005-2006 DEGREE COMPLETION DEADLINES**

(Note that Geology Department deadlines supersede some of these.)

To have your transcript indicate that you completed in Fall, Spring, or Summer Semester, respectively, you must complete degree requirements by the following dates:

Fall Semester - December 17, 2005

Summer Semester -
August 11, 2006

Spring Semester - May 5, 2006

2005-2006 SPRING COMMENCEMENT PROGRAM TARGET DATES

**

**To receive a diploma for Spring Semester, have your name appear in the 2006 Commencement Program, and participate in commencement, you must complete degree requirements by the following dates:

December 5, 2005

Program of Study form and thesis proposal for Plan A should be completed, signed, and submitted to the Graduate School Office. Approved Supervisory Committee form must be on file in the Graduate School Office.

February 6, 2006

Program of Study form for Plan B, Plan C should be submitted. Approved supervisory committee form must be on file.

April 7, 2006

1-All graduation forms (alumni card, commencement data card, and fee payment form) must be completed and submitted to the Graduate School Office along with proof of payment of the graduation fee.

These forms and the fee are not optional.

2-The thesis should be approved by the thesis coordinator/department. (Allow sufficient lead-time, usually seven weeks, i.e. by mid February, to submit thesis.)

3-Letter of completion from department head for those in Plan B and Plan C programs should be submitted to the Graduate School Office. It is the student's responsibility to see that the letter is submitted on time.

4-Incomplete grades should be changed and posted on transcript.

If requirements for the degree are completed between April 10 and April 28, your transcript will indicate that you completed Spring Semester and you may participate in the Hooding and Commencement Ceremonies; however, your name will not appear in the Commencement Program.

If requirements for the degree are completed by May 5, your transcript will indicate that you completed Spring Semester; however, your name will not appear in the Commencement Program and you will not be able to participate in the Hooding and Commencement Ceremonies.

May 5, 2006 Hooding Ceremony

May 6, 2006 Commencement

UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY

GRADUATE POLICIES

UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY

GRADUATE POLICIES

MASTER OF SCIENCE PROGRAM

**UTAH STATE UNIVERSITY
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MS Admission Requirements

Students admitted to the MS program must have a completed Bachelor's degree in geology or a related field. Minimum admission requirements for the Master of Science degree are a 3.0 undergraduate GPA in the geosciences or related field and a 40th percentile for all categories of the Graduate Record Exam.

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MS Student Time Line

Time to Completion

Admission to the MS program in Geology is made with the expectation that the student will proceed through the program as efficiently as possible. Research collaboration with faculty is a significant part of the training of a graduate student and, if the research is to have value to the greater geoscience community, the results of this research must be disseminated in a timely fashion. In addition, much graduate student research is funded by agencies that require timely acquisition, analysis and reporting of results and adherence to fixed time schedules. Students who fail to fulfill their funded research obligations in a timely, professional and satisfactory manner can jeopardize a faculty member's research funding and may, in extreme circumstances, be removed from the project. Consequently, students should plan on finishing their degree program in two years. Logistics associated with field work may extend the time line somewhat (e.g. to two and one-half years), but graduate students will not be allowed to retain their matriculated status* after three years unless warranted by exceptional circumstances. Maintaining matriculated status after three years will require that the thesis advisor draft a memo explaining why the student should retain his/her matriculated status despite making less than satisfactory progress toward completion of the degree. Such extension past three years must be approved by the thesis committee, Department Head and Geology Graduate Program Director.

Please note that the School of Graduate Studies will only provide waivers for out-of-state tuition for the first two years of your graduate program.

(* Matriculated status means that a student has been admitted to the School of Graduate Studies and has been accepted into a degree program within an academic department. Matriculated status is required in order for a student to hold a teaching or research assistantship. Also, matriculated status is generally required to defer repayment of student loans.)

Fall Semester, Year One

- 1) Meet with your advisor and discuss possible thesis options and thesis committee members. This should occur early in the semester.
- 2) Establish a thesis committee, submit "Proposed MS Thesis Committee" form to the Geology Graduate Program Director.
- 3) Have a thesis committee meeting.
- 4) Complete and submit the "Program of Study" form to the Geology Graduate Program Director.
- 5) Complete and submit the "Data and Copyright" and "Plans for Publication" forms to the Geology Graduate Program Director at the same time as #4 above.

Spring Semester, Year One

- 1) Develop a thesis proposal.
- 2) Have a committee meeting.
- 3) Apply for research funding.
- 4) Submit yearly progress report to the Geology Graduate Program Director **by March 31**. Departmental decisions on scholarships rely heavily on the information provided by this form.

Summer Semester, Year One

- 1) Thesis field work.
****Note that the thesis proposal must be signed by the thesis committee prior to commencing the major portion of your thesis research activity. ****
- 2) Begin thesis lab work.

Fall Semester, Year Two

- 1) Brief thesis committee on your progress. At least one thesis committee meeting must be held within the regular nine-month academic year. At this meeting, the committee will evaluate

progress toward completion of degree requirements.

2) Make a short (15 - 30 min) presentation to the department on your thesis project.

3) Complete thesis lab work.

4) Begin writing thesis.

Spring Semester, Year Two

1) Complete writing of thesis.

2) With committee approval and signatures, submit thesis defense forms to the Geology Graduate Program Director.

3) Defend thesis. You must be registered for at least three credits the semester that you defend your thesis.

4) Make defense corrections to thesis.

5) Submit committee-approved thesis to the School of Graduate Studies. If the thesis is not submitted to the SGS and all degree requirements are not completed by the end of the semester following the defense semester, then the student must register for at least one credit the semester that the thesis is submitted to the SGS and all degree requirements are completed. If the thesis is not submitted to the SGS within one year of the defense, it must be redefended.

6) Submit graduation forms to the School of Graduate Studies.

*****Be sure to check the USU Graduate Calendar for important dates related to your graduation (p 4 herein).*****

If thesis is not defended during your second year:

1) Submit yearly progress report to the Geology Graduate Program Director by March 31.

2) Present results of thesis work to Department or other professional venue.

Each "returning" graduate student will be required to make an oral presentation to other students and faculty once during the regular

academic year. This presentation may be a progress report on thesis progress, a "trial talk" for a professional presentation, or talk or poster at a professional venue. These reports are informal and should be brief, on the order of 20 - 30 minutes. **Presentations must take place within the normal spring semester (i.e. not during finals week or after the end of the semester.)**

3) Note that matriculated status will be changed to "non-matriculated" after three years, unless the student's advisor can justify why that should not be the case. Such extension beyond three years requires the approval of the thesis committee, Department Head and Geology Graduate Program Director.

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Checklist for MS Students

These are the steps and time line that you must follow in order to make good progress toward your Master's degree and to be considered for departmental aid (tuition waivers, TAs, scholarships).

NOTE: All forms marked * should be submitted to the Geology Graduate Program Director.

Fall Semester Year One

___ Select Thesis Topic

___ Establish Thesis Committee and Submit **Proposed MS Thesis Committee*** Form to GGPD

___ Have a Thesis Committee Meeting

___ Submit **Program of Study***, **Plans for Publication*** and **Data and Copyright*** Forms to GGPD

Spring Semester Year One

___ Write and Submit **Thesis Proposal*** to GGPD

___ Apply For Thesis Funding

___ Submit **Yearly Progress Report*** to GGPD by March 31

Summer Semester Year One

___ Thesis Field and Lab Work

Fall Semester Year Two

___ Department Presentation on Thesis Research (15 - 30 mins)

___ Begin Writing Thesis

Spring Semester Year Two

____ Complete Writing of Thesis

____ Submit **Appointment for Examination*** Form to GGPD - Note that thesis committee must receive a draft of your thesis at least one month prior to the defense date.

____ Defend Thesis

____ Complete Thesis Defense Corrections

____ Submit Thesis to Graduate Studies for Approval

____ Submit 3 copies of Approved Thesis to Current Periodicals and Pay Binding and Microfilming Fees

____ Submit **Graduation Forms** to Graduate Studies

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The MS Thesis Committee

Choosing a Thesis Committee

1. Students are encouraged to establish their committees as soon as possible during their first semester, but the thesis committee must be established no later than the middle of the student's second semester on campus.

2. In consultation with your advisor, select two committee members. Committee members may be from other USU departments or from other institutions if there is good reason to have non-Geology faculty on the committee. If from other institutions, they must be approved in advance. Two of the three committee members must be from Utah State University. These faculty should be consulted about serving on the committee and their consent obtained. Complete the "Proposed MS Thesis Committee Membership" form with all required signatures and return it to the Geology Graduate Program Director who will forward the form to the School of Graduate Studies.

3. The thesis committee provides input in the process of course selection and thesis proposal construction.

4. **No changes in committee membership are permitted within six weeks of the thesis defense - this is a School of Graduate Studies requirement.**

Thesis Committee Meetings

1. Once thesis research has been initiated, it is recommended that graduate students meet with their committee at least once a semester to discuss progress, problems or deviations from the original thesis proposal.

2. At least one thesis committee meeting must be held within the regular nine-month academic year. At this meeting, the committee will evaluate progress toward completion of degree requirements. The committee may file a written report with the Geology Graduate Program Director, indicating whether satisfactory progress is being made.

3. Failure of the graduate student to convene at least one thesis committee meeting within the regular nine-month academic year will be interpreted as a sign of unsatisfactory progress. This may result in the student being placed on probationary or non-matriculated status.

**UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY
Proposed MS Thesis Committee Membership Form**

Initial ____ Revised ____

Graduate Student: _____

Date: _____

Student Number: _____

Current Address:

E-mail _____

Degree Sought: _____

Plan A _____ Plan
B _____

Other _____

Major: _____

Advisor/Chairperson: _____

Members (minimum of two)

Department/Area

Note: The appropriateness of faculty membership should be based on the topic of thesis research and determined by mutual agreement between the student and advisor. Committee membership is recommended by the Head of the Geology Department to the Dean of the School of Graduate Studies (who gives final approval).

The faculty listed above have been consulted and have agreed to serve on this MS thesis committee.

Signatures:

graduate student

advisor

Return this form to the Geology Graduate Program Director. _____

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The MS Program of Study

- a. Once a thesis committee has been approved by the School of Graduate Studies, the graduate student should then meet with the advisor and committee members to determine a course of study appropriate for the intended thesis research, and fill out the "Program of Study for Master's Degree."
- b. The Department of Geology recommends that 20 credits of coursework and 10 credits of thesis research constitute the required 30 credits for a graduate degree.
- c. No more than 15 credits of 3000-5999 level coursework may be used for a graduate degree.
- d. No more than 3 credits of 3000-4999 level courses may be applied toward the degree. These 3000-4999 level credits must be from outside your major area.
- e. The Program of Study must be signed by the thesis committee members.
- f. The Program of Study must be delivered to the Geology Graduate Program Director who will forward it to the School of Graduate Studies.
- g. The Program of Study will not be forwarded to the School of Graduate Studies unless it is accompanied by the "Data and Copyright" and "Plans for Publication" forms.
- h. Students will not be allowed to register for thesis credits until the Program of Study and thesis proposal are signed and filed in the School of Graduate Studies. Exceptions must be approved by the advisor and the Geology Graduate Program Director.
- i. The Program of Study represents a contract. If you make changes, they have to be approved by the School of Graduate Studies or you will not be able to graduate. This usually requires that your advisor send a memo to the School of Graduate Studies explaining why the changes were made.

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MS Courses

Distribution of Credits

- a. The recommended distribution between course work and thesis credits is 20 credit hours of course work and 10 credit hours of thesis for the required 30 credit hours.
- b. You may not include the credit received for the TA training course toward your MS degree.
- c. It is recommended that graduate students take at least three 6000-level geology courses to broaden their understanding of the various disciplines within geology and to ensure exposure to areas other than those directly related to their thesis research. This recommendation is in addition to that for attendance at the GEOL 6800-1 Distinguished Lecture Series seminar.

Registration Requirements

- a. Graduate students using university facilities and/or under faculty supervision must register for a minimum of 3 credits per semester up to and including the semester in which the thesis is successfully defended. This applies only to the regular academic year, i.e. fall and spring semesters. Following the thesis defense, registration policies of the School of Graduate Studies apply.
- b. Once a graduate student has registered and paid for all course work specified on their "Program of Study," the 3-credit minimum may be satisfied by registering for GEOL 6990, Continuing Graduate Advisement. A memo to the School of Graduate Studies from the Geology Graduate Program Director is required.
- c. Appointment as a teaching or research assistant requires a minimum of 6 credits per semester until the 20 credits of course work on the "Program of Study" are completed, then the minimum becomes 3 credits. Full-time registration for non-TAs or RAs is 9 credits.

Grades and GPA

- a. Only two grades of less than "B" (e.g. "B"- to "C"-) will be accepted as part of the required degree program as listed on the Program of Study. The School of Graduate Studies will not accept "D" grades.

- b. A 3.0 GPA must be obtained on required course work as listed on the Program of Study. Thesis credits will be graded Pass-Fail only.

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The MS Thesis Proposal

After deciding upon a particular research topic, the next step is to write a thesis proposal. This should be completed as soon as possible for a variety of reasons:

- 1) Most importantly, creation of the thesis proposal will help you to focus and organize your research project.
- 2) Your thesis committee will be able to provide input during the writing and review stages of the proposal.
- 3) Having your thesis proposal completed early will assist you in applying for various grants (AAPG, GSA, Sigma Xi, etc.), the majority of which have submittal deadlines of early to mid spring semester.
- 4) The thesis proposal represents, in effect, a contract between the student and the thesis committee. By signing the document, all parties agree that the research is of an appropriate nature and the methods described are adequate. This provides a safeguard against excessive additions or changes during the lifetime of the research project.

It is worth noting here that the project as described in the thesis proposal is not necessarily "cast in stone." Research projects commonly evolve and change and, **if the student and committee are in agreement**, then the originally-outlined project may be modified.

Note that the thesis proposal must be approved and signed by the thesis committee prior to commencing the major portion of thesis research activity.

FORMAT

The body of the thesis proposal should consist of approximately eight pages of double spaced text. In addition, there will be references, possibly tables or figures, and a schedule of tasks. The body of text should consist of the following parts:

1) INTRODUCTION

a) Project goals/hypotheses - What specific hypotheses do you wish to test with your research project and how will you go about testing each hypothesis?

b) Significance - Why is the project of interest (why should you be devoting two or more years of your life to working on it)? Give some serious thought to this section; in order to secure funding, it is essential that you convince others of the importance of your work.

c) Previous Work - You should provide a review of the most pertinent papers which deal with your topic.

2) METHODS

This section will help you to plan your detailed attack upon the project.

a) Field methods - Where will the project be conducted? Be specific and indicate map localities, if possible. What sampling strategies will you employ? How will sections be measured and sampled? How many and what type of samples will be collected?

b) Laboratory methods - What analytic procedures will you employ?

c) Data analysis and synthesis - How will you analyze your data? Certain statistical tests have different sampling requirements which should be addressed in 2a above.

3) SCHEDULE

What is your semester-by-semester plan for field and laboratory work, data analysis, synthesis and writing?

4) REFERENCES

Include only those papers cited in the body of your proposal.

Remember, the thesis proposal is just that, a proposal. Do not attempt to write your entire thesis at this time. As with most aspects of working on your Master's degree, communication between you, your advisor and your thesis committee will help things to go more smoothly.

UTAH STATE UNIVERSITY
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The MS Thesis

General

Communication and interaction with your advisor is critical to the development of your thesis. Stanford University has a web site with advice along these lines:

<http://www-smi.stanford.edu/people/pratt/smi/advice.html>

Format

As the thesis document takes shape, the following steps should be taken:

- Obtain the current version of the School of Graduate Studies Publication Guide for their requirements regarding thesis format.
- In consultation with your advisor, choose a geoscience journal whose format you will to follow.
- **The fact that you did something the same way as someone else does not guarantee that your thesis will be approved!**
- When questions arise regarding style and format, discuss them with the thesis coordinator in the School of Graduate Studies office. The thesis coordinator offers seminars on thesis writing and thesis formats on a regular basis. Watch for notices.
- You may reduce tables and figures but captions must remain full size and have the same size/style of print as the text.
- All section headings, figure and table captions, and plate titles **must agree verbatim** with the lists of same in the front of the thesis.
- Only references cited in the text should appear in the list of references. If a reference is important enough to list, it should be cited somewhere in the text, thus indicating its pertinence to the study.

Role of the Advisor and Thesis Committee

a. Your advisor and thesis committee should not be considered to be an editorial board. Their role is to evaluate the methods, the logic, synthesis of data and conclusions, but **not** to spend hours correcting style and spelling errors. The more time that they have to spend on editing leaves less time for dealing with the science of your work.

b. Preliminary draft(s) should be reviewed by the thesis advisor, not by the entire committee.

c. Students should be aware that the form and content of a thesis and the level of expectation by an advisor vary for any number of reasons: different kinds of research problems and methodologies that may be applied, changes in faculty, different abilities of graduate students, access to data, funding, etc. Comparisons with other theses, past or present, are commonly misleading and can generate unwarranted tension and anxiety. **Frequent communication with your advisor is critical in structuring your thesis document.**

d. Once the thesis draft is in reasonable form (i.e. has been reviewed for basic grammatical, format, and editorial problems) and with the advisor's consent, a draft should then be reviewed by all committee members. **This draft is not the defense copy.**

- On accepting a thesis draft, thesis committee members, including the advisor, should be allowed at least two weeks for review of the draft. **Committee members may refuse to review theses when other departmental or professional obligations conflict with a timely (two-week) review** (see "e". under Defense Preparation below).

Defense Preparation

a. Your thesis defense is often viewed as the last major hurdle on the path to receiving the MS degree. There are things that you can do **now** to help avoid conflict and tension during the last few weeks of writing, revising and defense preparation.

- Read the graduate catalog for university policies and procedures regarding theses and thesis defenses.

- Read this graduate student handbook for specific department policies and procedures.

- Communicate with your advisor and committee members regularly!

b. Once the advisor and committee agree that the draft is ready for defense, a defense may then be scheduled by written consent of the committee not less than two weeks prior to the defense date and on receipt of the final defense copy of the thesis. **NOTE: The School of Graduate Studies requires that a draft be reviewed by each committee member prior to scheduling the defense.**

c. A thesis defense is the defense of that thesis copy. The copy will not be returned to the candidate nor will any further changes be made in the thesis document by the candidate until after the defense.

d. You are responsible for scheduling your thesis defense with the School of Graduate Studies after approval of your advisor and consultation with your committee. **Remember that all committee members must have read the thesis before agreeing to schedule the defense.** Scheduling requires paper work and signatures.

- Your committee must have the defense copy of the thesis at least two weeks prior to the defense. If you have taken months for research and thesis preparation, why should your committee be expected to evaluate this work in a great hurry? If there are photos, large plates or appendices not quite ready for expensive duplication, at least one copy should be made available to the committee for the two-week period prior to the defense.

- Your committee and the Geology Graduate Program Director are very unsympathetic to the reply "Nobody told me that!" **You have the responsibility of reading the School of Graduate Studies catalog and this Geology Graduate Student Handbook regarding policies and procedures!**

- Ask questions early! Communicate with your advisor!

e. Graduate students should be aware that faculty have other responsibilities and obligations during the summer and that most faculty are on a nine-month contract. **If it is absolutely necessary to defend your thesis during the summer, faculty consent must be obtained no later than the end of spring semester.**

f. When post-defense revisions are required, students should expect a turn-around from faculty of no less than five working days. Because faculty are on nine-month contracts, this turn-around time may increase to ten or more working days during the summer.

g. Multiple copies of theses (such as those required for defense or to turn in for binding) should not be run off on Department of Geology printers unless you wish to pay an additional \$20 for your own box of paper.

Binding and Microfilming

Before a thesis can be bound:

- The thesis must be duplicated and each copy checked for consistency, i.e. to see that pages are in the proper order and facing in the proper direction; and
- The plates and figures to be placed in back pockets and fold-out figures embedded in text must also be prepared, duplicated and fan-folded to a size appropriate for binding.

Clearing the School of Graduate Studies and Completion of the Degree

- a. Consult with the School of Graduate Studies to determine what their current practices are for scheduling and reviewing theses.
- b. The School of Graduate Studies requires that you complete all degree requirements on or before the last day of the semester following successful defense. **Students failing to complete all degree requirements within one year of successful defense shall be required to re-defend.**
- c. The School of Graduate Studies may select theses at random for external (off-campus) review. If your thesis is selected, it will not be approved by the Graduate Dean until the review process is completed.

**UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY**

Monitoring and Evaluation of MS Student Progress

It is in the best interest of the student, advisor and department to see that Master's degrees are completed in a timely manner. Continuing TA support, JS Williams money, tuition waivers and other forms of financial support for students are contingent upon satisfactory progress towards the degree. Two years is the optimum time limit for a Master's of Science degree.

Review will be an ongoing process and occur at least once each year, or as needed.

Near the end of the spring semester the Geology Graduate Program Director will review the student's yearly progress report and consult with his/her advisor. Based upon this, the Geology Graduate Program Director will make a written evaluation of the student's progress to date and provide copies for the student, advisor and student's file. If there is a perceived (by the advisor or Geology Graduate Program Director) unsatisfactory performance, the Geology Graduate Program Director will speak with the student and, if necessary, thesis committee prior to writing the letter.

Unsatisfactory progress is interpreted as failure to follow the Graduate Student Timetable presented earlier, failure to achieve a satisfactory GPA, failure to convene thesis committee meetings, and/or failure to make satisfactory progress on thesis research.

If, after the above notification, the student continues to make unsatisfactory progress (as determined by the advisor, thesis committee and Geology Graduate Program Director) toward the degree, they will be placed on probation/non-matriculated status and the School of Graduate Studies will be notified. Only in exceptional cases, will a student be allowed to maintain their matriculated status beyond three years.

As a last resort, if no progress is forthcoming, the student's participation in the Geology Graduate Program may be terminated.

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Annual MS Progress Reports

Attached is the annual report form for you to complete. Please read through it carefully to see that all information listed is correct. **Please note the last line:** "Attach a one-page progress report on thesis research. Briefly describe your accomplishments and findings to date, present activities, and time line for remaining tasks."

These reports will be used by the faculty to make decisions on departmental awards and on financial support for the following academic year. Specifically, this report will be used to determine eligibility for the J.S. Williams Graduate Fellowship, Geology Graduate Researcher of the Year Award, discretionary tuition waivers and post-first-year teaching assistantships.

This report is your opportunity to demonstrate your level of progress toward completing your Master's program. Achievement is judged based on:

- (1) Your written account of progress on your thesis research. This is done on the one-page attachment described above.
- (2) Presentations made in professional, departmental or other forums. Remember: **all returning students (other than first year) are required to make a departmental presentation on their thesis research during the fall semester.** Additional presentations are not required for you to be considered for funding, but they indicate your effort toward communicating your findings to others.
- (3) Research grants and scholarships awarded or applied for. Although these are not required, they will be used to judge your effort toward obtaining outside support and recognition.
- (4) Your performance in graduate classes, the rigor of your courses, your course load each semester and your GPA.
- (5) The rate of your progress, as based on the length of time that you have been in the program.
- (6) Your effort to keep your thesis committee informed and to seek its input, as based on the frequency of committee meetings and the length

of time since your last committee meeting. **There must be at least one formal committee meeting each year.**

Reports must be submitted to the Geology Graduate Program Director no later than March 31. If you have any questions about this reporting procedure, please consult your thesis advisor or the Geology Graduate Program Director.

**UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY
MS Thesis Progress Report Form**

Name: _____ Starting Date (Sem, Yr): _____

Utah resident: Yes No

Check if completed: Thesis Committee _____ Program of Study _____
Plans for Publ. _____ Thesis proposal _____

Thesis title: _____

Anticipated defense: (___ sem ___ yr) Percent of thesis draft completed to date:

Date of last committee meeting: _____

Courses completed to date:

Courses remaining:

Thesis credits to date: _____ remaining: _____

Non-TA support received from time of entry to present:

If you have been funded via a faculty research grant, is the research activity you are being paid for thesis related? Yes No

Grant proposals and scholarship applications submitted list date, source, and dollar amount; indicate whether pending, funded, or not funded:

Presentations delivered, scheduled or pending (Geol Dept., scientific meetings, etc.) list date and location:

*****Attach a one-page progress report. Briefly describe your thesis accomplishments to date and time line for remaining tasks. *****

Student signature: _____ Date: _____

UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY

GRADUATE POLICIES

DOCTOR OF PHILOSOPHY (PHD)
PROGRAM

**UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY**

PhD Program Description

The Doctor of Philosophy in Geology requires original research in a specific area of geology, demonstration of broad knowledge in the field of geology, and demonstration of depth of knowledge in at least two areas of geology. The successful candidate must demonstrate a breadth of understanding in geology, as well as a depth of understanding in his or her chosen area(s) of emphasis. Potential students must show an ability to do creative research. This research should be carried out over a significant period of time (i.e., at least one year or three semesters in residence). Thus, each successful PhD candidate will produce a significant piece of original research, presented in a written dissertation and defended in an oral examination. This work should be of such scope and quality that more than one journal or conference articles can be derived from it.

There are two program tracks for this degree: academic and professional. The academic track is designed to prepare graduates for a career in academia or other teaching-related settings; it includes both coursework in education and classroom teaching experience under the supervision of a faculty teaching mentor. The professional track is designed to prepare graduates for work in professional careers with the petroleum industry, other extractive industries, or environmental and hydrologic consulting. It includes coursework in statistics, information systems, remote sensing, and GIS; completion of a professional internship is encouraged.

**UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY**

PhD Admission and Program Requirements

Admission Requirements

Students admitted to this program must have a completed Bachelor's degree in geology or a related field. In addition, prior completion of a Master's degree in Geology is required except where students can demonstrate exceptional merit and experience. Minimum admission requirements for the Doctor of Philosophy degree are a 3.4 undergraduate GPA in the geosciences or related field and a 50th percentile for all categories of the Graduate Record Exam. In all cases, final admission must be approved by the Department Head and the departmental Graduate Program Director.

Program Requirements

Students completing a PhD in Geology must fulfill the following requirements:

1. Complete at least 90 credits of graduate coursework (including at least 21 credits of Geol 7970 dissertation/research) beyond a B.S. or at least 60 credits (including at least 15 credits of Geol 7970 dissertation/research) beyond an M.S., with a minimum class grade of B and a minimum cumulative GPA of 3.3.
2. If an M.S. is completed first, then no more than 12 credits of the 60 credits required for the PhD may be taken in coursework numbered below the 6000 level. If an M.S. is not completed first, then no more than 21 credits of the 90 credits required for the PhD may be taken in coursework numbered below the 6000 level.
3. Complete at least 30 credits of advanced coursework (6000 level and above) beyond the BS or 21 credits of advanced coursework beyond the MS, including at least 15 credits of 7000-level geology coursework, and excluding Geol 6900, 7970, and 7990.
4. Complete 3 credits of PhD Seminar (GEOL 7800).

- 5a. Academic Track: Complete 9-12 credits of department-approved education or instructional technology courses, and successfully teach one geology course under the supervision of a faculty mentor. EEd/SecEd 6190 and Geol 6900 (teaching internship) required.
- 5b. Professional Track: Complete 9-12 credits of department-approved courses in statistics, remote sensing, and/or geographic information systems. Completion of professional internship program is encouraged. Approved courses include AWER 4930, 6760, AWER/BIE/BMET 6250, FRWS 6740, 6750, ENVS 6550.
6. Pass a written comprehensive examination showing depth and breadth of knowledge in geology and the student's area(s) of emphasis. The student may be required to take additional classes to satisfy any deficiencies.
7. Successfully complete a written dissertation research proposal, present that proposal orally to the department, and defend it during an oral examination. The oral examination will include questions of a deep and probing nature, and may range beyond the dissertation proposal into areas unrelated to the student's specialization.
8. Complete at least 15 credits of dissertation research credits (GEOL 7970) if admitted with a prior master's degree, or 21 credits of dissertation research credits (GEOL 7970) without an earned master's degree.
9. Successfully complete and defend a dissertation. The dissertation will be a written document and may consist of several papers submitted or accepted for publication. The defense will be oral, including a presentation of the work and successful defense of the work to the faculty.

**UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY**

Doctoral Student Evaluation

There will be a three-tier advising process for students in this program. Each PhD student will have a graduate supervisory committee with at least five members, consisting of the major professor, at least two additional faculty from the department, and at least one member from another department at Utah State University. This committee will help the candidate define a research program of suitable scope for a doctoral research project and ensure that the research carried out is both original and conforms to the standards associated with doctoral research programs.

In addition, all graduate students are subject to supervision and program review by the Graduate Program Director and Department Head. The Graduate Program Director ensures that program goals are met in a timely fashion, and that performance of teaching assignments meets department standards. Each student will meet with their graduate supervisory committee and the Graduate Program Director at least once each year to insure that progress is being made and to insure that a plan exists for future research and learning.

Finally, each PhD candidate in the teaching track will be assigned a faculty mentor to oversee their teaching and pedagogy. This mentor will normally be different from their dissertation advisor, and will provide the candidate with insights into teaching and working with students that extend beyond that normally associated with graduate studies (e.g., teaching introductory lab sessions).

Doctoral graduates should be able to conceive and implement original research projects in their area of expertise, teach basic and advanced subject matter, and address a range of problems in a systematic, scientific fashion. The standards for research and scientific thought are addressed directly through the production of a written and defended dissertation. The standards for teaching are addressed through teaching assistantships and through our formal program of training in the academic track. These standards are essentially constant with the sciences. Competencies may vary depending on the area of specialization, and will be defined by the dissertation committee at the beginning of each student's program.

Doctoral students will be assessed using the following standard tools: (1) A comprehensive written examination, which tests depth and breadth of knowledge in geology and the student's area(s) of emphasis. The student may be required to take additional classes to satisfy any deficiencies. (2) The candidate must successfully complete a written dissertation research proposal, present that proposal orally and defend it during an oral examination. The oral examination will include questions of a deep and probing nature, and may range beyond the dissertation proposal into areas unrelated to the student's specialization. and (3) The dissertation and oral dissertation defense, which determine the quality and scope of the research carried out, its originality, and whether the conclusions are consistent with the data produced and with other studies in the same general topic.

UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY

GRADUATE POLICIES

ALL GRADUATE STUDENTS

UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY

Rights to Data, Plans for Publication

The School of Graduate Studies requires the student to complete paperwork (**Rights to Data, Plans for Publication**) designating authorship, copyright restrictions and ownership of research results.

- Forms are provided to the student by the School of Graduate Studies when the thesis committee is approved.
 - Forms will require signatures of the student, advisor and thesis committee, after which they should be submitted to the Graduate Program Director along with the student's Program of Study.
 - Forms may be modified at a later date if necessary.
- a. Authorship of manuscripts for publication resulting from thesis research should be determined by mutual agreement between the student and the thesis advisor.
- Graduate students may not automatically be considered first author of all publications resulting from their thesis research. The research may be a component of a larger project involving their advisor, additional students and/or other professional colleagues.
 - Students may initiate a manuscript for publication, however circumstances may dictate that the student is unable to prepare a manuscript for publication in a timely fashion. Typically, submission of a manuscript to the advisor should occur no later than six months following completion of the degree program. If a manuscript is not forthcoming, the adviser may initiate the manuscript and/or may assume senior authorship.
- b. Ownership of thesis-related research materials generally resides with the Department of Geology and/or the advisor.
- Representative rock samples and/or thin sections cited in a thesis should be left with the advisor or stored in the department thesis-specimen depository.

- Any thesis-related materials derived from externally-funded research projects must be retained by the advisor as the advisor is ultimately responsible to the funding agency.
- If leaving residency before completion of all degree requirements, the student is required to deposit copies of pertinent thesis research documents (field notes, field maps, cross sections, thesis drafts, etc.) with the advisor.

UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY

Financial Support for Graduate Students

Tuition Waivers

- All non-resident geology graduate students (MS and PhD) receiving a graduate teaching assistantship (TA) or research assistantship (RA) will be provided with a waiver of the out-of-state portion of tuition from the School of Graduate Studies.
- The School of Graduate Studies currently provides out-of-state tuition waivers for MS students holding TAs and RAs for two years only.
- MS students are assessed tuition and fees at the resident rate (for 2005-2006: \$1173 for 6 credits, \$1605 for 9 credits).
- Limited numbers of in-state tuition waivers or grants for MS students may be provided by the School of Graduate Studies or by the Department of Geology. These will be awarded competitively within the Department of Geology.
- Matriculated PhD students supported by a TA or RA may receive a fee waiver for in-state tuition. The student must be registered for at least 9 credits. These waivers cannot be applied to coursework below the 5000 level. For more information go to:
<http://www.usu.edu/gradsch/TuitionWaiverPolicy.htm>

Continuing Support

No graduate student will be given any form of departmental financial assistance beyond the first two semesters of study UNLESS there is an approved Thesis Proposal and Program of Study form on file in the School of Graduate Studies and a copy on file in the department office.

Departmental Sources

- Graduate teaching assistantships are used primarily to recruit students from other institutions to our program. As a general rule, they are not automatically "renewed" for a second year.

- The J. Stewart Williams Graduate Fellowship is awarded to geology graduate students to support thesis-related field research. To qualify for selection, the Program of Study form and thesis proposal must be on file in the office of the School of Graduate Studies and the yearly progress report must be submitted to the Geology Graduate Program Director. Selection is usually made late spring semester with funds available in early July. Awards are usually on the order of \$500 to \$1500.
- Some discretionary in-state tuition waivers or other forms of financial aid may become available via the College of Science during spring semester to be awarded the following academic year.

Other On-campus Sources

- If you have not yet done so, you are strongly encouraged to apply for financial aid, including work study. You should do so even if you have a TA or RA. Work study may be used in conjunction with an RA and has advantages for the department and student. Application information and forms are available at: <http://www.usu.edu/finaid/>
- The Graduate Students Senate (GSS) provides travel support to professional meetings for graduate students giving papers. Chances of support are best early in the academic year as this funding is limited and the fund is quickly depleted.
- The USU Women's Center provides financial support for non-traditional female students. Contact their office in the Taggart Student Center for specific details.

External Sources

- Professional organizations, such as the Geological Society of America, A.A.P.G. and Sigma Xi, make competitive awards for thesis research. In all cases, applications require information about the intended thesis research. It is to your advantage to have your thesis proposal completed as quickly as possible before you are pushed by these application deadlines.
- Application forms for G.S.A. and A.A.P.G. research grants are available on line. Graduate students are encouraged to work with their thesis advisors in seeking outside support for thesis research.

- The Utah Geological Survey (UGS) provides thesis support for quadrangle mapping and other studies having sufficient general interest at the state level. Work with your thesis advisor in seeking support from UGS.

UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY

Guidelines for Graduate Teaching Assistants

1. General information:

Graduate students appointed as teaching or research assistants must be registered as full-time matriculated graduate students. This requires a minimum of six credit hours until the required course work on the plan of study is completed (20 credits min), after which the minimum drops to three credits (typically Geol 6990).

Most TA/RA appointments are for 50% time (20 hours per week) as you are considered a full-time student and a part-time university employee. If your appointment is 50% time, you may not accept additional university employment without permission of the department head. Concurrent off-campus employment is discouraged.

You must know what your own class schedule will be before teaching assignments can be made for the semester; therefore, you should meet with your advisor as soon as possible to work out a schedule so that teaching assignments can be made without conflict.

Teaching assistants should be aware that teaching assignments will not be the same for all; some may end up teaching more lab sections than others. Every attempt is made to keep assignments equitable, but this is not always possible nor in the best interests of the department.

a) Typically, each full TA is assigned three two-hour labs for the same course to supervise for a total of six contact hours per semester. In cases where the labs are three hours long, only two lab sections would be assigned. In some instances, it may be necessary to make a mixed assignment of 1100 and 1150 labs.

b) The balance of the twenty hours commonly consists of lab preparation time, office hours to meet with students, and grading lab assignments. **On occasion, other tasks may be assigned or requested, such as proctoring and/or grading**

exams, participating in community service, and/or providing other service to the department. Graduate students are expected to complete these additional tasks when asked.

The Graduate Teaching Assistant has a contractual responsibility to arrive prepared and on time for all labs. Under no circumstances can the Teaching Assistant make the decision to cancel a scheduled lab. This is solely the responsibility of the supervising faculty member. If you must miss a lab, contact the supervising faculty member in advance (the farther in advance, the better) to let them know about the situation. It is up to you to find a suitable replacement to teach your lab. If you must miss a lab because you are attending a professional meeting or conducting field work, the department will try to assist you in finding a replacement, but the responsibility is, ultimately, yours. Failure to meet an assigned lab without contacting the supervising faculty member could result in the loss of your Teaching Assistantship.

2. Classroom etiquette:

As a teaching assistant, you are a representative of this department. You are reminded to act responsibly and dress appropriately for the classroom.

On completion of your lab, erase the chalk board, close the windows, turn off the lights, return any borrowed chairs to their proper place and return all lab materials to their proper storage place. If the projection screen and shades were lowered, raise them. If you have the last lab for the day, please lock the door when finished.

Roller blades or roller skates are not to be worn within the building. Bicycles are not permitted in teaching or research labs, classrooms or in the hallways. Students should leave bikes outside of the building at the bicycle rack. There are NO exceptions to this policy.

3. Course coordinators:

There are faculty coordinators assigned to supervise the day-to-day lab operations (and problems) for Geol 1100 and 1150; Pete Kolesar is the coordinator of Geol 1100 and Tom Lachmar is the coordinator of Geol 1150. Other faculty may be involved in actually teaching these courses in any given semester.

Course instructors should inform their assigned TA and their classes of the responsibilities of the TAs. For Geol 1100 and 1150, the course coordinators should inform the TAs of their specific duties.

4. Teaching evaluations:

It is recommended that each teaching assistant be evaluated early in the semester (after teaching three to four labs). An evaluation this early is meant to be a constructive exercise permitting you to modify your teaching techniques if needed. A copy of the form is attached.

The evaluation will be carried out in the lecture section by the instructor in charge and the results discussed only between the instructor (or coordinator) and the TA.

5. Class lists:

You will be provided with a list of students registered for your lab section. This list will be updated periodically throughout the semester.

Only those students on this list should be allowed in your lab and given lab materials.

You are not permitted to add students to this list. Refer students to the course instructor or lab coordinator.

You may allow an occasional student to attend your lab for make-up purposes, but it is important that you do not exceed the room capacity under any circumstances. If the make-up is for a student that is not from one of your labs, inform the student's regular TA that the student has taken a make-up lab.

There may be a need for additional chairs because of make-up students attending your lab. Any chairs brought into your lab room must be taken back immediately on completion of the lab.

Any student not on a lab list must go to the university registration office and register for a lab section. **Lab assignments or permission to add a "filled" lab section are to be made only by the lab coordinator or instructor, not the TA.**

The most recent campus interpretation of privacy laws forbids posting a grade list using any part of a student ID or Social Security number. Students may be assigned a random number or password. In general, posting grades is discouraged.

6. Lab materials:

Most Geol 1100 and 1150 materials are stored in room #202. It is imperative that materials borrowed from this room be returned immediately after your lab so that other TAs will have access to them.

Please be aware of concurrent labs! You may be sharing lab materials with one or two other lab sections at the same hour. In general, each rock and mineral set should be shared between two students. Taking 12 sets will cover a class of 22 students with one set for the TA.

There are large display specimens in room #202. There is a manual hanging on the shelves which provides background information on most specimens. You are encouraged to enrich your classroom environment by using these materials. Again, return all specimens promptly when done with lab.

All TAs are responsible for maintaining the integrity of the rock and mineral sets and map materials. Verifying sets and materials after each lab avoids major problems for the next person and for the next semester!

If specimens have become sufficiently hand worn and dirty so that they are no longer representative or functional, they should be replaced. Check with your course coordinator about finding appropriate replacement material before throwing anything away.

7. Sexual Harassment:

Teaching assistants are persons of authority in the classroom environment and responsible for reporting and acting on incidents of sexual harassment.

Any incidents of harassment must be reported to the course coordinator and/or the department head immediately.

Teaching assistants should not tolerate sexual harassment in their classrooms including harassment between students (i.e. third party harassment).

Teaching assistants should not date or socialize with students during the academic semester in which they have grading or supervisory responsibilities.

You should read the statement of university policy on sexual harassment in the Geology Graduate Students Handbook.

8. Safety in the lab:

You are expected to caution students about reasonable precautions that must be taken in using lab facilities and materials.

a) The glass plate used to test for hardness should be placed firmly on the table and not held in the hand.

b) Use of hydrochloric acid:

Use only those acid bottles which are labeled clearly to show the contents to be dilute hydrochloric acid.

At the start of each semester, acid bottles should be rinsed, re-labeled if needed, and refilled from the large bottle stored in the fume hood in room #115.

Caution students that **acid should not be placed indiscriminately on every specimen**; when it is used, it should be blotted off or rinsed off.

If there is any possibility that a student has gotten acid in the eyes, immediately take the student to the eye wash station.

Having a wet floor is the last concern - slam the handle and turn the eye wash on full.

The student should be taken to Student Health Services (Medical Building, north of the stadium) immediately after a thorough washing.

9. Students with disabilities:

You should be sensitive to the needs of students with disabilities.

There are special services available on campus that will allow us to reproduce lab materials in large print and/or braille. For the hearing impaired, signers are available and a closed caption decoder is available when videos are shown.

Those students with disabilities who require assistance in the learning environment have the responsibility of bringing their needs to the attention of the instructor. Please communicate these needs to the course coordinator or department head immediately.

UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY

Conflict Resolution

The Department of Geology has a well-deserved reputation for being “user-friendly” for its students. Graduate students are typically treated more as colleagues than as students. Unfortunately, disagreements between students and their advisors sometimes occur. The following is an attempt to clarify the procedure that should be followed in these circumstances. Please note that all parties involved in a conflict have an obligation to communicate about problems or potential problems early on, and to actively work toward their resolution.

- 1) Issues of concern must be discussed by the student and the student’s advisor and then, if necessary, with the student’s thesis committee. Advisors and the thesis committees are likely to be in the best position to evaluate the technical aspects of the research project.
- 2) If problems still exist **after discussions with their advisor and committee**, the student should speak with the Geology Graduate Program Director. In this capacity the Geology Graduate Program Director will try to be fair and listen (separately) to both sides of the disagreement and will then try to mediate an agreement between both parties.
- 3) If the Geology Graduate Program Director is unsuccessful in mediating the situation, the next step is to take the issues to the Geology Department’s Graduate Committee, consisting of the Department Head, Associate Head and Graduate Program Director. The committee will make a recommendation to both student and advisor/committee.
- 4) As a last resort, the student can go to the Graduate Dean and request his/her intervention, as outlined in the *Code of Policies and Procedures for Students at Utah State University*. Hopefully, any situation that develops within our department can be resolved before this step is called for.

UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY

GENERAL POLICIES

**UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY**

Waiver of Risk and Standards of Conduct

Geology students and faculty should be aware of the following university policies. Students may be requested to sign an agreement form (as shown below) which indicates that they have read and are aware of these policies.

1. Waiver of Risk:

Some classes within the University involve some risk and some may also involve travel. The University provides these classes on a voluntary basis, and students ought not participate in them if they do not care to assume the risks. Students ought to inquire as to possible risks a class or major may generate, and if they are not willing to assume the risks, they should not select that class or major. By voluntarily participating in these types of activities, the student agrees not to hold USU or its staff liable.

(Source: Utah State University Undergraduate and Graduate Catalogues)

2. Standards of Conduct:

A. Standards of conduct prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school premises or property [including University vehicles], or as part of any of its activities [including officially sanctioned field trips].

B. Standards of conduct prohibit sexual harassment in any form (including sexist remarks and behavior, inappropriate offensive sexual advances; solicitation of sex with a promise of reward; solicitation of sex with a threat of punishment and sexual assault; unwelcome advances, requests, favors, verbal or physical contact, implicit or explicit conditions, or terms placed on employment or education which have the effect of interfering, intimidating, or creating a hostile or offensive environment).

(Source: Code of Policies and Procedures for Students at Utah State University)

WAIVER OF RISK FORM

I have read the statement concerning waiver of risk and I am aware of the risks involved if I participate in this activity. I have read the statement concerning standards of conduct and agree to follow these standards of conduct.

Activity: _____ Date: _____

Signature: _____

Emergency Contact:

name: _____

relationship: _____

ph. number: (_____) _____

**UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY**

Keys, Telephones and Building Security

1. The FC-2 student submaster is provided to many undergraduate geology majors when they begin upper-division courses, such as mineralogy, sed-strat, structure, etc. Areas accessible via the FC-2 student sub include the following:

- outside doors
- Geol #203 Oldham Room (study area)
- Geol #07 break room
- Geol #G04 rock-prep area
- Geol #102, #202, #217A teaching labs
- Geol #102A microscope storage closet

2. Geol #101 is accessed via push-button electronic locks. The combination is provided to students on an as-needed basis. Combinations are changed periodically to maintain security.

3. Research areas are on separate keys. Keys will be provided to students only with the consent of the research area's supervising faculty member. "Floater" keys to the X-ray lab (Geol #117), dark room (Geol #06A), and the sedimentology lab (Geol #115) are available from the secretary for short-term use only. Students must have faculty permission to sign out these keys.

4. All members of the department with keys (faculty, staff and students) are asked to share in the responsibility for department security.

PLEASE MAKE SURE THAT ALL UNATTENDED RESEARCH LABS AND OFFICES ARE KEPT LOCKED.

5. Geol #203, the study-display room, and the three teaching labs (Geol #102, #202, and #217A) will normally be left unlocked from 8 a.m. until 5 p.m. Monday through Friday. All other areas should be left locked when unattended or unoccupied.

6. If you are uncertain about what to do when you find doors or areas unlocked (especially after 5 p.m.), bring this to the attention of a faculty member as quickly as possible. If no faculty member is available or when in doubt, LOCK THE DOOR.

7. There is one telephone accessible to undergraduate students with an FC-2 key: Geol #203.

**UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY**

Geology Office - Use of Supplies and Facilities

Graduate students are reminded that use of facilities and office supplies in the Geology Department office is a privilege and not a right. Please note the following:

1. Office supplies

- a. Office supplies are purchased with state funds and these items cannot be taken for personal use under any circumstances.
- b. Students are expected to ask the secretary for assistance when in need of materials or office supplies. Students are not allowed access to cupboards, drawers and/or filing cabinets.
- c. If you are performing a task for a supervising faculty member, it is the faculty member's responsibility to obtain the necessary materials or make appropriate arrangements with the secretary.
- d. Do not ask to take staplers, scissors, tape or other office equipment out of the office. These items are maintained for the convenience of all.

2. Letterhead

Use of letterhead constitutes official departmental correspondence; it is not to be used for any other purpose. Students may use letterhead for research-related or professional-level correspondence. In such cases, obtain letterhead directly from your advisor.

3. Copier

- a. Graduate students making personal copies will have an individual copier code and will be billed monthly.
- b. Students making copies for classes for which they are the TA should charge those copies to the appropriate class-fee account, such as Geol 1100, 1150, or 3600. Any supplemental materials to be duplicated for a course should be approved by the course

instructor, keeping in mind the over-all course-fee budget for the course.

4. Office Hours

In general, students should observe the posted departmental office hours when seeking to make use of facilities in the department office.

**UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY**

**Field and Laboratory Equipment
Policies and Procedures**

Most department equipment may be borrowed by students for their use in field work, research or class activities.

Field Equipment

Field equipment items include Brunton compasses, measuring tapes, color charts, stereoscopes, altimeters, camping equipment, water containers, etc. In general, this equipment comes under the supervision of the structural geologist (Jim Evans) and is signed out by him.

Most field items are stored in the "Technician's Office" in the prep lab area, #G04A. In an effort to maintain better security and inventory control on this equipment, most items of equipment are numbered. Please use this number when items are signed out.

Microscopes

Binocular microscopes and petrographic microscopes may be signed out for use in graduate student offices or research labs when not required for use in classes. Additional, related equipment includes light sources, mechanical stages (with or without point-count gears) and a counter bank.

In general, binocular scopes are under the supervision of the paleontologist (Dave Liddell) and petrographic scopes are under the supervision of the igneous petrologist (John Shervais).

OSHA Standards

The Dept. of Geology must comply with OSHA standards in storage and use of all chemical substances, including dark-room chemicals, epoxy, hydrochloric acid, alcohol and acetone. Consequently, access to some lab areas will be restricted. Safety training and acknowledged receipt of Materials Safety Data Sheets (MSDS) will be required in any labs using chemicals. Pete Kolesar is the department's Lab Safety Coordinator.

Lab Equipment

Use of other equipment may be arranged by contacting the individual faculty member responsible for it:

Darkroom facilities	Geol 06A Dave Liddell or Jim Evans
Luminoscope facilities	Geol 06B Pete Kolesar
Crusher/Grinder	Geol 05A Susanne Janecke or Pete Kolesar
Air Abrasive Unit	Geol 05A Dave Liddell
Magnetic Separator	Geol 217 Susanne Janecke
Polishing Laps	Geol 03 Jim Evans or Don Fiesinger
Rock Prep Area and Thin Section Area	G04-G06 Don Fiesinger, Jim Evans, or other faculty members
X-ray Lab	Geol 117 Pete Kolesar
Sed Lab	Geol 115 any number of faculty:
Geochem Lab	Geol 114 Joel Pederson
Paleo Lab	Geol 214 Dave Liddell
Hydro Lab	Geol 305 Tom Lachmar
Map Preparation Lab	Geol 303 Susanne Janecke and Jim Evans
GPS & Total Distance Station Unit	Geol 06B Jim Evans

Hammer Seismic Unit

Geol G04 John Shervais

Note: Graduate students do not have keys to most of these rooms. Keys are provided on an "as-needed" basis via request of the faculty member listed above. There are some keys available for short-term sign out from the secretary.

**UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY**

**Claypool Map Room (Geol #207)
Policies and Procedures**

The Department of Geology maintains a comprehensive collection of geologic and topographic maps, with emphasis on the intermountain west. In addition, the room functions as a branch of the University Library and some holdings are Federal Depository holdings and not the property of the Geology Department. As a consequence, Federal Depository stickers are displayed at the front door of the building, on the directory board on the first floor and on both doors to Geol#207.

The purpose of this map collection is to provide immediate reference use by all, including the general public.

If this area is to maintain its usefulness as a reference area, it is critical that maps be properly reshelved. If you are not sure where a map belongs, ask your advisor.

Access

Access to the Claypool Map Room is via the department office or from the hallway. Access to the general public must be allowed via the Federal Depository Agreement, but such access is restricted to regular office hours.

Faculty may allow access during other hours, but must take responsibility for individuals they allow in.

Sign Out

Use of these maps is restricted to the Map Room in Geol #207, xeroxing in Geol #205, or, when signed out, to respective graduate student or faculty offices.

Sign out of most maps on a short term basis by graduate students is permitted. "Short term" is interpreted to mean approximately two weeks.

Sign out by the general public is allowed only with the permission of the department head.

Undergraduates are not permitted to sign out maps. Faculty members may sign out maps for use by undergraduates, but the responsibility lies with the faculty member.

Sign out restrictions are to ensure immediate access if the map is needed by someone else.

Sign out maps in the notebook available on top of the filing cabinet just inside the door from Geol #205.

Long term use of maps is discouraged. There are the following alternatives:

If a map is needed on short notice and must be consumed (used in the field, marked up or folded), please be responsible enough to notify the department head immediately so that a replacement copy can be obtained.

There are holdings of duplicate maps available for teaching or research activities. If you consume the last copy of a given map, please notify the secretary or department head so that replacements may be obtained. Please provide the name of the quadrangle, the map scale and number of copies needed.

The department will purchase copies of maps for individuals (faculty or graduate students) when justified for teaching or research.

**UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY**

**Document Room (Geol #203A)
Policies and Procedures**

The Department of Geology maintains a collection of USU Geology MS theses, theses and dissertations of regional interest from other institutions, US Geological Survey publications, Utah Geological Survey publications, field guides, technical reports, GSA Bulletin, Bulletin of the AAPG, short runs of other professional journals and some documents of regional interest. The USGS publications consist primarily of bulletins, professional papers and water supply papers. There is also a collection of geology teaching videos available.

The purpose of this collection is to provide quick access for reference use at any time.

If this area is to maintain its usefulness as a reference area, it is critical that items be properly reshelved. If you are unsure where a document belongs, ask your advisor.

Access

The Document Room is accessible through the main office (Geology #205) during normal office hours; direct exit into Geol#203 (display and study area) is not permitted.

Faculty may allow access during other hours, but must take responsibility for the individuals they allow in.

Sign Out

Use of these documents is restricted to the Document Room in Geol #203A, xeroxing in room #205, or, when signed out, in graduate student or faculty offices.

Sign out of most items on a short term basis by graduate students and faculty is permitted. "Short term" is interpreted to mean approximately two weeks.

Undergraduates are not permitted to sign out documents. Faculty members may sign out documents for use by undergraduates, but the responsibility lies with the faculty member.

Sign out restrictions are to ensure immediate access if the document is needed by someone else. In addition, replacement of many of these documents is virtually impossible.

Sign out documents in the blue three ring binder which is kept on the window sill or near the round table.

Long term use of any document is discouraged. There are the following alternatives:

Theses may be signed out from the University Library, or personal copies may be borrowed from the respective thesis advisors.

Most documents are available in the USU Library or via Interlibrary Loan.

The department will purchase copies of documents for individuals (faculty or graduate students) when justified for teaching or research.

Document Cabinet

Fragile or irreplaceable documents of local interest are locked up in the green document cabinet.

As a general rule, access is restricted to faculty and items in this cabinet should not be removed from the room unless for xeroxing in Geol #205.

The secretary has been instructed that the cabinet key is not to be given to students.

Graduate students may have access to this material only when authorized by a faculty member.

Video Cabinet

Teaching videos are available for use in classes and labs. They must be signed out and returned promptly after use. **Someone else may be counting on using that video in their class later in the same day.**

UTAH STATE UNIVERSITY
DEPARTMENT OF GEOLOGY

Computer Facilities

Policies and Procedures

The Department of Geology maintains computer equipment for general use by Geology Department faculty and students. These facilities are not supported by the computer fee collected at registration, but by department funds only. All students should be aware that there are publicly-accessible computer facilities elsewhere on campus that they are entitled to use as a consequence of the computer fee collected at registration.

Priority Use

- Use of these facilities is restricted to Geology undergraduate majors and Geology graduate students. **Other students currently taking Geology courses may use these facilities for Geology course-related work only.** These are not general public access facilities.
- Priority is given to those students completing Geology course assignments where use of specialized Geology-supported software is required. Students may be asked to relinquish computers if a class is scheduled to use departmental computer facilities.

Locations

- The primary computer work area for students is located in the Oldham Room, Geol #203 (the west end of the display and study area), where there are several Macintosh and IBM-compatible PCs (Pentiums). There are also a number of computers located in Geol. #401. Geology 217 may become a computer lab in the near future. These computers are hooked up to the ethernet and the departmental file server. Print jobs may be directed to the laser printer via the network.
- There are computers associated with a number of student office and lab areas throughout the department: rooms #06, #115a sed lab, #214 paleo lab, #304 structure lab and #305 hydro lab.

GeoRef

The CDROM geological data base, GeoRef, can be accessed via the USU website or using PCs with ethernet connections, such as the PCs in the Oldham Room (Geol #203) or in the Claypool Map Room (Geol #207). During a search, any marked records will be printed out at the printer attached to the computer. GeoRef can be accessed from any DOS computer connected via EtherNet; it can only be accessed on Macintosh computers via the USU website.

Use of Laser Printers

Laser printers are now networked to most departmental computers via the Geology server. Laser printing of multiple copies of documents (theses, term papers or other documents) is not permitted.

PLEASE remember to reset software printer options on completion of a laser-print job so that the next user does not get printer garbage.

Paper and Ribbons/Toner

- When the paper supply gets low, see the Geology secretary for a new supply.
- When the printer ribbon or toner starts to fade, please request a ribbon replacement or toner cartridge from the secretary.

Files, Disks and Disk Drives

- All student users are required to provide their own disks. Most departmental computers accept CD ROMS and 3 1/2" floppy disks.
- The hard drive is used primarily to house the operating system, word processing, spread sheet, and other specialized software. Any files that you generate should be kept on a floppy disk, not on the hard drive. You must be careful not to delete any files but your own from the hard disk.
- Remember that files left on the hard disk are publicly accessible and may be deleted by anyone at any time. You may create and store files in your own sub-directory but retain a backup!

- You cannot install software on the general access department computers. If there is a program that you need to use, have your advisor contact the Geology Department secretary about having it installed.

Software Problems

- Most software comes with internal help files rather than hard-copy instruction manuals. Look for help files within the software you are running.

- If you are having difficulty using software, please read the appropriate help file before asking for assistance.

- Faculty making assignments which utilize specialized software are expected to provide their students with appropriate instruction and directions for its use. Please contact your instructor first when seeking assistance.