

**DEPARTMENT OF GEOGRAPHY  
GRADUATE PROGRAM HANDBOOK**  
(Adopted May 2000; edited 2002, 2003, 2004, 2005, 2006)

The Graduate Program of the Geography Department offers opportunities for graduate students to receive training in a broad variety of aspects of the discipline and to work directly with faculty members on specific research projects. Both Masters and Doctoral Degrees are offered. In as far as possible all programs are tailored to the needs and interests of the individual student. The student's Academic Advisor and Committee have prime responsibility for developing with the student an appropriate course sequence and research program. In order to foster maximum flexibility for the individual while ensuring a uniformly high standard of geographical training for all graduate students, the department has developed a series of policies and guidelines for students and faculty. These are outlined in this Handbook.

Degrees are offered through the Graduate School of the University of North Carolina, and the present Departmental guidelines are additions to, or amplifications of, those of the Graduate School. This Geography Department Handbook should be read in conjunction with the Graduate School Handbook. Several appendices provide detail for the discussion below. Appendix I provides a schematic overview of the whole degree process. Appendix II lists the Graduate School and Departmental Forms which must be completed. Appendix III outlines the departmental teaching program;

**IT IS THE RESPONSIBILITY OF THE STUDENT TO ENSURE THAT ALL  
DEPARTMENTAL AND UNIVERSITY DEGREE REQUIREMENTS HAVE BEEN MET.**

## **I. ADVISING AND COMMITTEES**

The Director of Graduate Studies, two other faculty members, and two Graduate Students serve as the Departmental Graduate Studies Committee, which has full responsibility for the operation of the Departmental Graduate Program. The Graduate Students act as full members of the committee for all except personnel matters. The Director of Graduate Studies administers the Graduate Program, and can be consulted at any stage concerning any aspect of it.

### **A. Student Advisory Committees**

The student's Advisory Committee, chaired by the Advisor, has the responsibility to determine the courses to be taken, evaluate the quality and rate of progress towards the degree, and administer appropriate written and oral examinations. Geography departmental policies follow the Graduate School's requirements.

All beginning students will be advised initially by the person sponsoring the student's original application. As soon as a student has selected an area of specialization, an appropriate faculty member should be approached and, in consultation with the Director of Graduate Studies, asked to serve as Academic Advisor. Most frequently this is the person who originally sponsored the student.

The Academic Advisor has overall responsibility for the students program, working in close conjunction with the Advisory Committee. The Advisor is officially appointed by the Director of Graduate Studies after consultation with the student. The Advisor must be a regular member of the graduate faculty from within the Geography Department. **The Academic Advisor should be selected as soon as possible, and in no case later than the end of the second semester in**

**residence.** A selection early in the second semester is strongly encouraged. **See Appendices 1 & 2.**

The Advisory Committee is appointed by the Director of Graduate Studies in consultation with the student, the Academic Advisor and, if required, the departmental Graduate Studies Committee. **The Advisory Committee should be selected early in the third semester in residence.** The Committee, including the Academic Advisor, consists of:

***M.A. Committee:*** At least three members are required. The chair of the committee and a majority of the committee (and a majority of the people passing the student's exams or dissertation) must be regular members of the UNC-CH graduate faculty from the Geography department. **See Appendices 1, 2 & 4. The Committee must be approved by the Director of Graduate Studies before the Written Comprehensive Examination is taken**

***Ph.D. Committee:*** At least five members are required. The chair of the doctoral committee and a majority of the committee (and a majority of the people passing the student's exams or dissertation) must be regular members of the UNC-CH graduate faculty **in** Geography. Other members may be "Regular Graduate Faculty" or special appointees to the Graduate Faculty (i.e., not "regular graduate faculty" at UNC). At least one should be from outside the department, normally from another UNC Department or from a research institution in the Triangle area. **See Appendices 1, 2 & 7. The composition of the Committee must be officially approved by the Director of Graduate Studies prior to the Doctoral Written Examination and officially accepted by the Graduate School prior to the Dissertation Proposal Defense.**

"Regular graduate faculty" are tenured, tenure-track, and emeritus members of the UNC faculty. "Special appointees" are all other scholars (at UNC or outside). Graduate School approval is required to include "Special Appointees" on PhD committees. Adjunct faculty in Geography are not "regular graduate faculty" in Geography therefore they cannot be considered as graduate faculty **in** Geography so cannot serve as part of the majority of departmental faculty (i.e., insiders).

Once formally established, changes in Committee composition will be considered by the Director of Graduate Studies and, where required, by the Graduate School, upon a written petition signed by the student and the Academic Advisor.

The Committee must meet with the student at least once per semester in order to evaluate progress and recommend future actions. For Masters candidates, at least three Committee members, and for Doctoral candidates, at least five Committee members, are needed for these meetings. All Committee members must be present for the oral examinations.

Prior to each pre-registration period the student should discuss with his or her Academic Advisor and Committee Members the courses to be taken. The Director of Graduate Studies will provide the information needed for electronic pre-registration. ***All enrolled students planning to use university resources the following semester must pre-register. Students who are not pre-registered are ineligible for tuition remission.***

## **II. PROGRAM OF STUDY**

The student and his/her Academic Advisor and Committee together formulate an appropriate program of study within the general guidelines indicated below.

## A. First Year Courses

During the First Year in residence, all students are required to complete a two-course sequence designed to foster their research abilities by acquainting them with the basic tenets of geographic thought, historical and contemporary, and with the methodologies of geographic research, and to provide the skills necessary to communicate the results of that research. The courses also introduce the students to individual faculty members and their research programs, and commonly use the geography of North Carolina for case studies and examples. The following courses are required:

**Geography 702:** The History and Philosophy of Geography. Required for all graduate students. To be taken in the student's second semester (spring). Students with significant previous course work or other experience that duplicates the topics covered in 702 can, with their advisor's and committee's approval, petition to the graduate committee to be excused from this requirement. Three units.

**Geography 703:** Research Design in Theory and Practice. Required for all graduate students. Typically offered every Fall. To be taken when the student and advisor consider it best. Students with significant previous course work or other experience that duplicates the topics covered in 703 can, with their advisor's and committee's approval, petition to the graduate committee to be excused from this requirement. Three units.

**Geography 704:** UNC Geography and Geographers: Approaches and Research. Required for all incoming graduate students, to be taken in the first semester (fall) of the first year. One unit. (NB for fall 2007 the course will be 3 hrs and numbered 701)

## B. Choice of M.A. or Ph.D. track

At the end of the first year in residence, the student has the option of:

1. Proceeding into the M.A. program, and after completion of the MA, into the Ph.D. program
2. Proceeding directly into the Ph.D. program

No sooner than the end of the second semester in residence, the student without an M.A. should consider which is the most appropriate option. A brief review of the general issues involved follows. The choice is a major decision in a student's career and is rarely self-evident. Therefore the student should discuss the issues and options with any and all pertinent faculty and colleagues. **See Appendices 1, 2, & 6.**

*Issues to consider in making a decision:*

- *The nature of the M.A. and Ph.D. degrees:* These degrees are rather different:

The M.A. is a training degree which involves some original work, but commonly emphasizes the mastery of techniques within the student's subdiscipline.

The Ph.D. is a research degree which must demonstrate not only the complete mastery of the field - literature, paradigms, techniques, etc. - but also the ability for original, creative thinking, and the ability to identify and solve original problems.

- *Time to get a Doctorate:* It can be estimated, based on expected and continuous progress (as indicated in Appendix A), that the direct route to a Ph.D. takes about one semester to one year less than proceeding via the M.A. (i.e. 5 years rather than 6 years)

• *Extra Safety when proceeding via the M.A.:*

You are likely to have a M.A. whether or not the Ph.D. is completed

You gain research experience on a relatively small scale study

- this makes the Ph.D. program smoother, easier, possibly shorter
- you have the option to leave after obtaining the M.A.

### **C. Minimum Course requirements**

a) For students entering the program with a Masters degree earned elsewhere:

1) Ph.D.: at least 30 hrs. course work (including directed research and readings courses) plus at least 6 hrs. of Geog 394 (Dissertation credits).

2) Course requirements in addition to the minimum may be set by the Academic Advisor and Dissertation Committee if needed to remedy deficiencies or to gain specific expertise.

b) For students entering the program with a Bachelors degree there are 2 options:

1) The traditional B.A. then Ph.D. track:

i) M.A.: this requires at least 30 hrs. course work (including directed research and readings courses) plus at least 3 hrs. Geog 393 (Thesis credits).

ii) Ph.D.: this requires at least 24 hrs. additional course work (including directed research and readings courses) plus at least 6 hrs. of Geog 394 (Dissertation credits).

iii) Course requirements in addition to the minimums may be set by the student's Academic Advisor and Committee if needed to remedy deficiencies or to gain specific expertise.

2) The direct to Ph.D. track:

i) Here there is no explicit M.A. Admittance to this option is not automatic, students may petition to the Graduate Committee to be admitted to this track (only done with the explicit approval of the student's Academic Advisor) initially late in the second or early in the third semester).

ii) Ph.D.: this requires: at least 54 hrs. total course work (including directed research and readings courses) plus at least 6 hrs. of Geog 394 (Dissertation credits).

iii) Course requirements in addition to the minimum may be set by the student's Academic Advisor and Dissertation Committee if needed to remedy deficiencies or to gain specific expertise.

The Department supports the Graduate School recommendation that, when possible, at least half of the courses be at the graduate level (numbered 700 and above) and above. There is no credit for courses numbered below the 400 level.

The Department does not offer a formal 'Minor' as defined by the Graduate School, nor does it treat any foreign language requirement as different from any other type of course.

### **D. Transfers and Deficiencies**

The Department supports the transfer of credit as allowed by the Graduate School. Students desiring such credit should check with the Director of Graduate Studies. Students frequently take courses at nearby Duke University or North Carolina State University through inter-institutional registration. These are treated as on-campus courses. **See Appendix 2.**

It is assumed that all graduate students will already be familiar with the basic concepts of physical, human, and regional geography, with quantitative methods, and with cartography and

spatial analysis. Students lacking any of these will be expected to rectify the deficiencies through personal readings programs or through the auditing of appropriate courses. Knowledge of the content of such courses will be needed to master the material of the required first year courses.

### **III. EXAMINATIONS**

All examinations are scheduled by the Academic Advisor, in consultation with the student, the Thesis/Dissertation Committee, and the Director of Graduate Studies.

#### **A. Master of Arts candidates**

##### ***1. Written comprehensive examination (M.A. Comps)***

This is a six-hour comprehensive examination of the field of geography, with emphasis on the courses taken for the M.A. degree. Most questions will be of a methodological, conceptual, or problem oriented nature. This examination cannot be taken until all course work is complete or the final courses are in progress. For details of the administration, see Section IV.C below. **Also see Appendices 1, 2, & 5.**

##### ***2. Final oral examination (Thesis Defense)***

This is an oral defense of the thesis before the student's Thesis Committee. Either a professional conference presentation or a short public presentation, previously advertised within the Department, immediately prior to the defense, is an integral part of this examination. Since faculty are not officially in residence during the summer, and thus are under no obligation to conduct examinations then, considerable advance planning is likely to be required if a summer defense is contemplated. **Also see Appendices 1, 2 & 5.**

#### **B. Doctor of Philosophy Candidates**

##### ***1. Doctoral Written examination (Ph.D. Comps)***

This examination explores the student's mastery of the area of specialization. This will commonly consist of:

- A.** Two four-hour examinations in the field of specialization (one examination may be replaced by a field/library research problem)
- B.** A four-hour examination either relating the field of specialization to broader geographical concepts and/or, if appropriate, to a specific regional area.

This exam cannot be taken until the final semester of course work, but must be taken within one semester of the completion of such work. For administrative details, see Section VI.C below. **Also see Appendices 1, 2, 7 & 8.**

##### ***2. Doctoral Oral examination (Proposal Defense - Second Doctoral Examination)***

This exam should be taken soon after successful completion of the written examination (normally within a month). The Examining Committee is composed of the five (or more) members of the student's dissertation committee. This is primarily an oral defense of the dissertation proposal. **Also see Appendices 1, 2, & 7.**

##### ***3. Final oral examination (Dissertation Defense)***

This is a defense of the dissertation. It is in two parts:

- A.** First is a public presentation of the dissertation defense. It must be advertised by email to all faculty and graduate students no less than two weeks prior to the defense, and again one week prior. This notice should include the work's abstract. The two weeks would

coincide with the minimum two week period to circulate a final dissertation to the committee members. In addition, 2 week or longer notices also should be sent to the departmental webmaster to be incorporated in a new listing on the web site for defenses (with date/time/place and abstract). Public presentations and final examinations should, wherever, possible be scheduled at times when departmental graduate seminars are not being taught. There are to be no non-semester defenses except by agreement by the student's committee and by petition to the graduate committee or DGS.

- B.** A closed defense open only to the student's Dissertation Committee. This is held after the public lecture, at a time mutually agreeable to the candidate and the Committee. Since faculty are not officially in residence during the summer, and thus are under no obligation to conduct examinations then, considerable advance planning is likely to be required if a summer defense is contemplated. **Also see Appendices 1, 2, & 8.**

### **C. Administration of Written Examinations**

No less than one month prior to the examination, the student should provide to the advisor a statement showing (a) courses taken for the Ph.D. and/or M.A. degree, as appropriate, (b) a 2-3 paragraph resume of the proposed thesis/dissertation topic and (c) tentative long-range career plans. **Also see Appendices 1, 2, 5, & 8.**

The Advisor and the Committee will identify potential questioners, provide the student's statement, and solicit questions from:

**For M.A. candidates:** the student's Committee and all faculty teaching geography courses taken by the student. The teachers of courses taken outside the Department may be invited to submit questions should the Committee feel the need to create the appropriate breadth or balance.

**For Ph.D. candidates:** the student's Committee and any other pertinent individuals.

The Advisor and Committee will construct a balanced examination from the submitted questions.

For each question, the individual submitting the question will have responsibility for grading it, using the standard graduate student grading scale. Results will be transmitted to the Academic Advisor.

The Academic Advisor and Committee will evaluate the student's performance. If there is no grade below P-, the student unconditionally passes. A candidate receiving at least one F from at least two members of the Committee automatically fails. In the intermediate situation, the Committee must meet to evaluate options. Some form of re-testing or remedial work will be required.

In normal circumstances, the written examination is a "closed book" examination. While the use of word processors is encouraged, in order to ensure the integrity of the 'closed book' approach the Advisor and Committee may require use of a specific machine which contains a word processing program with which the candidate is familiar.

For the Ph.D. examination a field/library research problem may be substituted for one of the four-hour examinations. Commonly this is a single research question which the student has to answer, using any resources available, within a specific time. Twenty-four hours is normally regarded as being approximately equivalent to the four-hour closed book examination which it replaces. Clear guidelines on what is and is not acceptable during this extended examination period will be established by the Committee and explained to the student in written form.

If a specific question requires a different approach, that will be clearly indicated by the questioner prior to the examination so that suitable arrangements can be made. Further, the constraints will be made clear to the candidate at or, if appropriate, prior to, the examination.

#### **IV. THESES AND DISSERTATIONS**

Throughout the preparation of the thesis or dissertation, including proposal development, it is expected that the student will maintain close contact with the Academic Advisor and the Committee. The Academic Advisor will play the major guidance role, but all Committee members will have areas where their expertise is beneficial, and they should be consulted regularly. It is a requirement that the student provide an oral report of progress to a meeting of the full committee at least once per semester.

The Graduate School publishes a 'Guide to Theses and Dissertations' which gives details of the required submission format. A variety of reference and note styles are allowed. The Department accepts whichever style is appropriate for a particular subdiscipline.

#### **V. PROGRESS TO A DEGREE**

##### **A. Satisfactory Progress**

All students are expected to make steady and continuous progress towards their degree. This progress is represented by the series of 'milestones' given in Appendix 1. This Appendix provides the basic yardstick against which to evaluate progress, although the rate of progress or the order of events may vary slightly from student to student.

Progress, as recorded in the departmental Student Annual Report Form, is evaluated by the Graduate Committee towards the end of each year. Students who, after suitable warning, are not making satisfactory progress, will not be supported from departmental resources.

##### **B. Continuous Registration**

All students must register for any semester in which they use University resources, including faculty time. Once the formal course work is complete, this is met by registration for 3 credit hours of Geog 993 or Geog 994 (commonly called thesis or dissertation hours). Students who have not completed their degrees but are not using University resources may either simply not register or apply for a formal leave of absence. The latter, if approved by the Department and granted by the Graduate School, extends the degree time limits by the period of the leave. In either case the student is deemed to have left the program and *must reapply for admission* to the Graduate School through the Department.

##### **C. Degree Time Limits**

The Graduate School stipulates a limit of 5 years for the M.A. and 8 years for the Ph.D. between the time of first registration in the UNC Graduate School and the completion of the degree.

A student may petition the Graduate School for an extension of the total time limits. The Department believes that a student who has maintained satisfactory progress should have completed the degree well before these limits are encountered, and is reluctant to support any such petition. Should an extension be granted, it is likely that additional work, including retesting of the written examination material, would be required of the student to ensure that he/she is familiar with recent advances in the discipline.

## **VI. PROFESSIONAL DEVELOPMENT**

The development of a professional demeanor and attitude is an integral part of the degree program. The Department seeks to foster this by providing opportunities outside the formal course work and research project environment. Thus every student is expected to participate in Departmental academic activities, including attendance at lectures by guest speakers and Departmental colloquia. Students are also encouraged to attend professional meetings. Where possible and when needed, Departmental funds are provided to facilitate this.

In the later stages of their degree program, students should present papers at professional meetings as part of their training. This is regarded as one measure of satisfactory progress. Students are also encouraged to organize or chair sessions, or act as paper discussants, at such meetings. The Department also encourages the submission of research results for publication in refereed journals. The Department also, in conjunction with the UNC Graduate School and the Office of Research Services, encourages the submission of research proposals to extramural funding agencies.

### **A. Teaching**

Teaching is likely to be an integral part of the careers of many students. Thus the department offer opportunities for the orderly development of high-quality teaching skills. No teaching is required of any graduate student, but is encouraged for most. To this end, the Department has established a sequence for steps for the development of teaching skills. A document, *Guidelines and Principles for Graduate Student Teaching in Geography*, detailing these is appended to this document as Appendix 3. The basic rules for teaching in the department follow.

#### **Training Requirements**

1. Common training is required for all departmental TAs prior to TA assignment. Those not initially in TA assignments may defer the training if desired. This training consists of:
  - a. CTL orientation (offered before fall and spring semesters).
  - b. Departmental orientation covering departmental technology such as projection technology, copiers, processing of scantrons, etc.
  - c. Departmental orientation covering departmental policies regarding the role of TAs and faculty, evaluation and recognition, etc.
  - d. Further, TAs are strongly encouraged to participate in the CTL's short seminars offered during the semester.
2. Focused extra training is required (in advance) for all Teaching Fellows (i.e., students with complete course responsibility).
  - a. To be eligible for a teaching fellow assignment, students must:
    - i. Request a course teaching assignment to the Graduate Committee who will make a recommendation to the departmental chair. There is no guarantee that the department will be able to honor the request given budget, course, and schedule restraints.
    - ii. Have completed their PhD course work.
    - iii. Be making satisfactory progress towards the degree as indicated by the student's advisor and committee.
  - b. Have completed a formal course on university teaching or a customized CTL course consultation or have evidence of appropriate teaching experience. Exceptions will be granted only with documented evidence of completion of a similar course elsewhere or equivalent experience.

- c. Participate in the Department's and the CTL's program of teaching evaluation.

Each year the Director of Graduate Studies will invite requests for course teaching which, after evaluation by the Graduate Studies Committee, are transmitted to the Departmental Chair as head of the Course Scheduling Committee. While the Department makes every effort to accommodate specific requests, it cannot guarantee that any course will be available for a specific semester. It is most common for the courses available to be small sections of the main introductory courses, and in no case will a student teach a course which requires supervisory powers over a fellow student serving as a Teaching Assistant.

Opportunities for off-campus teaching frequently arise, either through a request to the Department or to an individual student. While such activities are encouraged, it is anticipated that the Graduate Committee will use the same criteria concerning progress as those in #3 above in recommending to the student whether or not to accept the assignment.

The Department regards teaching a course as a full 20 hr. per week task, which constitutes a full work load for a student receiving remuneration from University-related sources.

## **VII. STUDENT FINANCES**

### **A. Financial Aid**

The Department strives to obtain aid for as many students as possible, and endeavors to maintain aid throughout the student's program. Several funding sources are available to the Department, and individual students are encouraged and assisted in seeking their own external funding. Rarely, however, are funds sufficient to meet the demand of all deserving candidates. Virtually all awards require evidence of satisfactory progress towards a degree before they are continued (see Section V). There is also a limit to the total length of time a student may be funded:

- 2 years     M.A.
- 4 years     Ph.D. with prior Geography M.A.
- 5 years     Ph.D. without prior Geography M.A.

### **B. Fellowships and Assistantships**

The Graduate School Catalog provides details of fellowships and scholarships competitively available to UNC Graduate Students. Some are directly administered by the University and are awarded in conjunction with the Department, some are from extramural sources and an individual must take a lead role in securing them. Most require no service to the University or the Department on the part of the recipient. They are designed to allow the recipient to engage full time in scholarly activity.

Most students are supported by Assistantships, which require departmental service. These are of two basic forms: Research Assistantships and Teaching Assistantships.

**Research Assistantships:** require that the recipient work with a specific faculty member on a particular research project. Frequently specialized skills are needed to undertake the required work. Since funds from sponsored research come to the Department from a variety of both extramural sources and on-campus research units, the nature of the work, and the time commitment required, depends on the project.

**Teaching Assistantships:** the role of teaching assistants (TAs) is to assist in the undergraduate instructional mission of the University. Individual TA's are assigned to individual faculty members to assist in specific courses. As far as possible, assignments

will be made in such a way that the student is exposed to a variety of teaching styles and subject matter and gains increasing experience and expertise throughout his/her graduate program. The normal maximum time commitment is an average of 20 hours per week during the regular semesters.

Prior to each Semester, the Graduate Committee solicits requests for assistance from faculty and assigns students. In general the priority order is:

1. Large (>100 student) Introductory Geography (courses below the 100 level) classes
2. For any remaining resources, consideration will be given for
  - a. additional resources for those teaching exceptionally large classes (>250),
  - b. courses with large laboratory content
  - c. courses being developed or significantly modified
  - d. other exceptional circumstances

### **C. Student Funding Policy**

Research Assistantship funding is provided for specific projects and is commonly awarded to specific students with particular skills or interests. Funding available for Teaching Assistantships, while closely tied to the teaching mission, covers a wide range of skills, so that the Department has more flexibility in awarding TA funding. The Student Funding Policy provides the basic guidelines for using TA funding to:

1. Optimize the use of all resources available to the department, thus maximizing the benefit to the maximum number of people;
2. Minimize risk of any student who is making satisfactory progress within Departmental time limits being unable to complete a degree program because of withdrawal of funding
3. Ensure that students are treated as equally as possible, while maintaining the flexibility of an individual faculty member's and/or student's research and education program;
4. Encourage the search for and use of all funding sources available to the Department and its students.

In order to achieve this:

Funding for graduate students is usually granted on an academic year (Fall through Spring Semesters) basis. Preliminary offers to students is usually made in March. Final assignments will be made immediately prior to the Fall Semester. Consequently:

1. Requests for funding source changes after the August final assignment must be approved by the Graduate Committee. This policy does not concern the actual selection of students nor the assignment of students to particular departmental duties or research projects.
  - (a) Students paid by sources which end in mid-year cannot anticipate Departmental (Teaching Assistant) funding for the balance of the year.
2. All funding beyond the first year is dependent on the satisfactory progress of the student as determined by course work results and/or the decision of the student's advisory committee.
3. The Department will endeavor to ensure that students who receive university-approved scholarships, fellowships etc. which pay less than the current departmental TA rate will be topped-up from Departmental funds.
4. No student can normally receive, from university-related sources, remuneration for work involving more than 20 hr. per week during the regular semester.

**D. Tuition and Fees**

Agencies supporting graduate students through University-affiliated sources (e.g. Departmental Teaching Assistants, those funded by faculty grants, University Scholarship holders) pay directly to the University tuition at the rate applicable to North Carolina residents. For students who are not residents of North Carolina for tuition purposes and who are also paid from University-affiliated sources, the Department applies for relief of the difference between the in-state and out-of-state tuition rate. While this is normally granted, there is a University-wide limit on the amount of money available for this purpose, so that it is not automatic. Continuing students who qualify for NC residency are encouraged to apply for state resident status at the earliest opportunity.

**APPENDIX 1**  
**Steps and Progress to a Degree: Student Milestones**

	<b>Ph.D. via M.A.</b> <b>(54 + thesis/diss hrs)</b>	<b>Ph.D. Direct</b> <b>(54 + diss hrs)</b>	<b>Ph.D. with previous M.A.</b> <b>(30 +diss hrs)</b>
<b>Semester 1:</b>	Course work <i>Form # 10 if needed</i>	Course work <i>Form # 10 if needed</i>	Course work <i>Form # 10 if needed</i>
<b>Semester 2:</b>	Course work Select MA advisor	Course work Select advisor <i>Form # 4</i>	Course work Select advisor
<b>Semester 3:</b>	Course work Select MA committee & meet <i>Form # 2</i>	Course work Select PhD committee & meet <i>Form # 5</i>	Course work Select PhD committee & meet <i>Form # 5</i>
<b>Semester 4:</b>	Course work MA Written Exam Defend MA Thesis <i>Form # 3</i>	Course work Meet with committee	Course work Meet with committee PhD Written Exam <i>Form # 6</i>
<b>Semester 5:</b>	Course work Form PhD committee & meet <i>Form # 5/6 below</i>	Course work Meet with committee	Course work if needed Meet with committee PhD 1st Oral Exam (proposal defense) <i>Form # 6</i>
<b>Semester 6:</b>	Course work Meet with committee	Course work Meet with committee	Field work
<b>Semester 7:</b>	Course work if needed Meet with committee	Course work if needed Meet with committee	PhD 2 <sup>nd</sup> Oral Exam (Dissertation defense) <i>Form # 6</i>
<b>Semester 8:</b>	Course work if needed Meet with committee PhD Written Exam <i>Form # 5/6</i>	Course work if needed Meet with committee	
<b>Semester 9:</b>	PhD 1 <sup>st</sup> Oral Exam (proposal defense) <i>Form # 6</i>	PhD 1 <sup>st</sup> Oral Exam (proposal defense) <i>Form # 6</i>	
<b>Semester 10:</b>	Field work	Field work	
<b>Semester 11 or later:</b>	PhD 2 <sup>nd</sup> Oral Exam (Dissertation defense) <i>Form # 6</i>	PhD 2 <sup>nd</sup> Oral Exam (Dissertation defense) <i>Form # 6</i>	

During the graduate career, all students will normally be expected to undertake:

- Present conference paper;
- Submit refereed journal article;
- Present Departmental Colloquium;
- Act as paper discussant;
- Organize or chair conference session;
- Submit extramural research proposal

## APPENDIX 2 REQUIRED GRADUATE SCHOOL AND DEPARTMENTAL FORMS

There are a number of “milestone” events that require official paperwork to be filed with the Graduate School and/or entered in Departmental files. **It is the student’s responsibility to ensure that these forms are filled out, signed, and filed – do not rely on your faculty advisor to do this.** Occasionally, faculty advisors forget to do the paperwork, hazarding a student’s record and potentially his/her progress.

Most of the forms need signatures by a student’s advisor (Committee Chair), committee members, Department Chair, and/or the DGS. To keep student records accurate, students must return ALL completed forms to the DGS who will ensure that they are recorded in the student’s record in the Department and pass them along to the Graduate School. Some forms must be used twice so it is essential that copies be kept in the student’s files. Students are wise to make personal copies of all the formal documents for their files as well.

Most of these forms are available to download (in PDF format) directly from the Graduate School’s web site. This insures that the most current versions are used.

<http://gradschool.unc.edu/forms.html>

### **1) Application for North Carolina Resident Status for Tuition Purposes:**

For use by currently enrolled students to initially apply for in-state resident status for tuition purposes. We require all eligible students to apply in good faith for resident status. (applies to both Master’s and Doctoral student) <http://gradschool.unc.edu/forms.html>

### **2) Master’s Committee Composition:**

This form is available as Appendix 4 below. Must be completed before the MA comps are taken. (requires DGS approval)

### **3) Master’s Comprehensive Exam Report Part I:**

To report results of the MA comprehensive exam. This uses Part I of the same form as the next. (requires Committee Chair signature). See Appendix 5 below or <http://gradschool.unc.edu/forms.html>

### **3) Master’s Final Oral Defense Report Part II:**

Reports the results of the MA thesis defense. This uses Part III of the same form as above. (requires Committee Chair signature) See Appendix 5 below or <http://gradschool.unc.edu/forms.html>

### **4) Recommendation to Bypass Master’s Degree:**

This form is not available from the Graduate School. (requires DGS approval) See Appendix 6 below or <http://gradschool.unc.edu/forms.html>

### **5) Report of Doctoral Committee Composition Part I:**

This is used to report committee member names and their relevant faculty status. This uses Part I of the same form as the next. (requires DGS approval). See Appendix 7 below or <http://gradschool.unc.edu/forms.html>

### **5) Report of Approved Dissertation Project Part II:**

This is used to report the approval of and the title of a dissertation project (usually called the proposal defense). This uses Part II of the same form as above. (requires DGS approval)

**6) Doctoral Exam Report:**

This is used to report the results of a students written exams (comps) (Part I), to record the results of the proposal defense (Part II), and to record the successful defense of the dissertation (Part III). (requires Committee Chair signature). See appendix 8 below or <http://gradschool.unc.edu/forms.html>

**7) Application for Graduation:**

To apply to graduate at the commencement indicated. Applies to both Master's and Doctoral students. (requires DGS approval) <http://gradschool.unc.edu/forms.html>

**8) Graduate Faculty Appointment:**

Submitted to Graduate School, along with a current C.V., to have a non-tenure track UNC faculty member, or an individual outside the University, appointed to the Graduate School faculty for a specified term. This is necessary for some "outsider" committee members (e.g., faculty at Duke, NC State, or other schools). (Requires Departmental Chair approval) <http://gradschool.unc.edu/forms.html>

**9) Application for Admission to Candidacy:**

Submitted once all requirements for the PhD degree, except the dissertation, have been satisfied. Confers "ABD" status. (requires DGS or Departmental Chair approval) <http://gradschool.unc.edu/forms.html>

**10) Transfer Credit Recommendation:**

To request transfer of academic credit earned at a previous institution, or at this institution before admission to a degree program at the Graduate School. Applies to both Masters and Doctoral students. (requires DGS and Committee Chair approval) <http://gradschool.unc.edu/forms.html>

**11) Request for Extension of Time:**

To request an extension of time for: 1) completion of degree; or 2) removal of IN/AB grade. All students in Geography are admitted as PhD students (to be eligible for University awards) therefore they have a total of 8 yrs for PhD from their first enrollment date (5 yrs for MA). (requires DGS approval) <http://gradschool.unc.edu/forms.html>

**12) Request for Leave of Absence:**

To request a formal leave of absence. (requires DGS approval) <http://gradschool.unc.edu/forms.html>

**13) Request for Reinstatement:**

To request reinstatement to the Graduate School after having been declared academically ineligible to proceed. (requires DGS approval) <http://gradschool.unc.edu/forms.html>

**14) Application for Readmission:**

To re-enter a graduate program after being away (not enrolled) a regular semester (spring or fall). (requires DGS approval) <http://gradschool.unc.edu/forms.html>

**15) Academic Affairs Institutional Review Board (AA-IRB) for Human Subject Research:**

Training and formal approval of all research that collects data from live humans is necessary well before any research is done. This is a fairly lengthy process so contact the Chair of the Departmental Human Subjects Research Committee well in advance of your plans. The necessary forms and instructions are available on-line. ( requires Departmental Chair, Departmental IRB chair [currently Dr. Birdasall], and AA-IRB chair approvals).

<http://research.unc.edu/ohre/>

## **APPENDIX 3**

### **Guidelines and Principles for Graduate Student Teaching in Geography**

This proposal arose from recommendations in the past graduate program review, the Provost's guidelines regarding graduate teaching assistants, and general unease at the current system. It has been discussed by the graduate committee and the graduate student body as a whole. It has been liberally borrowed from Provost's guidelines, CTL documents, and graduate student committee's GTA development document. This proposal consists of general policies plus three general recommendations: for training; for expectations and responsibilities for both faculty and TA/TFs; and for supervision, evaluation, and recognition of TA/TFs. It is proposed to begin with next semester's courses and to replace relevant parts of the current section on professional development/teaching in the graduate handbook.

#### **General Policies**

All students participating as TAs or Teaching Fellows (TFs) will be in good standing with the department and graduate school, be proficient in the English language, and be making satisfactory progress towards their degree. Participation (and funding) as a TA or TF is an opportunity and can be withdrawn with cause as the need arises. Participation as a TA is both a service to the professor, the department, and university as well as an opportunity for professional development by the student. The department and graduate committee should recognize this duality in course assignment, training, assessment, and recognition. Moreover, professors supervising TAs should participate in the professional development of students assigned as their TAs.

It is strongly recommended that all students participate as TAs at some point in their career since communicating is essential to any field of endeavor. It is strongly recommended that all students intending on a college/university career participate in the extra training noted below even if they do not have the opportunity to participate as a Teaching Fellow.

#### **Training Requirements**

- 1) Common training is required for all departmental TAs prior to TA assignment. Those not initially in TA assignments may defer the training if desired. This training consists of:
  - a) CTL orientation (offered before fall and spring semesters).
  - b) Departmental orientation covering departmental technology such as projection technology, copiers, processing of scantrons, etc.
  - c) Departmental orientation covering departmental policies regarding the role of TAs and faculty, evaluation and recognition, etc.
  - d) Further, TAs are strongly encouraged to participate in the CTL's short seminars offered during the semester.
- 2) Focused extra training is required (in advance) for all Teaching Fellows (i.e., students with complete course responsibility).
  - a) To be eligible for a teaching fellow assignment, students must:
    - i) Request a course teaching assignment to the Graduate Committee who will make a recommendation to the departmental chair. There is no guarantee that the department will be able to honor the request given budget, course, and schedule restraints.
    - ii) Have completed their PhD course work.

- iii) Be making satisfactory progress towards the degree as indicated by the student's advisor and committee.
- b) Have completed a formal course on university teaching or a customized CTL course consultation or have evidence of appropriate teaching experience. Exceptions will be granted only with documented evidence of completion of a similar course elsewhere or equivalent experience.
- c) Participate in the Department's and the CTL's program of teaching evaluation.

### **Expectations and Responsibilities**

- 1) Guidelines for selection of TAs include both graduate student qualifications (see above) and faculty and departmental course needs.
  - a) Size of enrollment and/or special needs (e.g., for computer or other lab help).
  - b) Need/desire for TA help (carries with it a responsibility for TA mentoring).
- 2) The expectation is that TAs are 'professors in training' and their roles should reflect more than simply clerical or technical labor. Responsibilities for TAs may differ and should be progressive – according to experience and position. By accepting TA help, faculty are accepting responsibility in the TA's professional training as well.
  - a) 1<sup>st</sup> time TAs should have limited (but escalating) responsibility; progressing from only mentoring, clerical, or technical tasks to more responsible ones such as grading, presenting an occasional lecture (planned with help from the supervising faculty and/or CTL), helping prepare tests or web sites, etc.
  - b) More experienced TAs should be given more responsibility where possible (e.g., responsibility for creating entire exams, lectures, web sites, etc.).
- 3) TAs are expected to reflect on their experience as a TA in each class (e.g., what they learned, what is needed to make the course function better, etc.) and communicate that to the supervising professor, the DGS, or Department Chair if appropriate.
- 4) There is an expectation that TAs and professors will discuss and agree upon responsibilities, duties, work loads, and performance standards. The DGS will provide students and professors with copies of the CTL document, *TAs and Professors as a Teaching Team* as impetus for discussion of duties and responsibilities.
- 5) The TA work load is to average 20 hours weekly. In some weeks this will be exceeded due to course requirements and others will require less.
- 6) There may be the need to resolve potential disputes between a TA and supervising professor. In these cases the TA or professor should initially discuss the problems together or with the DGS (or Department Chair if the DGS is not appropriate). If warranted, the issues will be escalated to the Department Chair for arbitration.
- 7) It is expected that potential exceptions may arise to any of these expectations and that some combination of the DGS, the TA, the supervising professor, and the department chair will pursue an appropriate remedy. In other words, expectations and responsibilities should be flexible.

### **Supervision, Evaluation, and Recognition**

- 1) There will be supervision and evaluation of all graduate students in teaching roles.
  - a) For Teaching Assistants
    - i) Supervising faculty will observe and consult where appropriate and report the TA's overall performance in a brief note to the TA and DGS.

- ii) Where appropriate, a standard departmental (qualitative) teaching evaluation survey (in addition to the usual quantitative course evaluation) will be administered to evaluate the TA's performance.
- b) For Teaching Fellows
  - i) A member of the departmental teaching committee will formally observe and evaluate at least one lecture and evaluate the course design, exams, etc. This teaching committee evaluator will create a written teaching performance comment/evaluation that will be given to the TF, the DGS, and department chair.
  - ii) A standard departmental (qualitative) teaching evaluation survey (in addition to the College's numerical course evaluation) will be administered to evaluate the TF's performance.
  - iii) Teaching Fellows will organize an evaluation of their teaching with the CTL including video-taping if appropriate.
- 2) Formal recognition will be encouraged for all TAs and TFs.
  - a) Using formal evaluation and faculty observations, the departmental teaching committee (with help from supervising faculty) will also submit appropriate TAs and TFs to University-wide teaching prize competitions.

**APPENDIX 4**

**THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL  
Department of Geography**

**MASTER'S COMMITTEE COMPOSITION REPORT**

**Student's Name:**

**PID#:** -

**Date:**

**Committee Chair: (Please print and Sign)**

**Committee Member 2: (Please print)**

**Committee Member 3:(Please print)**

**Committee Member 4: (Please print)**

**Committee Member 5: (Please print)**

**(Three members required, two must be regular members of the department.)**

**Signed**

**Director of Graduate Studies:**

APPENDIX 5



THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

The Graduate School

MASTER'S COMPREHENSIVE EXAM or APPROVED SUBSTITUTE REPORT

Student's Name _____	PID# _____
Department/Curriculum/School: _____	

**PART I: REPORT OF WRITTEN EXAMINATION  or APPROVED SUBSTITUTE**

I certify that the above named student:

\_\_\_\_\_ successfully passed the examination \_\_\_\_\_  
 \_\_\_\_\_ failed to pass the examination \_\_\_\_\_ *signature of committee chair* \_\_\_\_\_ *date*

check here if student previously failed this requirement. Date(s): \_\_\_\_\_  
 I certify that this student was registered as required during the term this work was completed.

**PART II: REPORT OF ORAL EXAMINATION  or APPROVED SUBSTITUTE**

I certify that the above named student:

\_\_\_\_\_ successfully passed the examination \_\_\_\_\_  
 \_\_\_\_\_ failed to pass the examination \_\_\_\_\_ *signature of committee chair* \_\_\_\_\_ *date*

check here if student previously failed this requirement Date(s): \_\_\_\_\_  
 I certify that this student was registered as required during the term this work was completed.

**PART III: REPORT OF THE FINAL ORAL EXAMINATION (defense of thesis)**

A two-thirds majority of the committee has judged the thesis and its defense to be:

\_\_\_\_\_ acceptable \_\_\_\_\_  
 \_\_\_\_\_ unacceptable \_\_\_\_\_ *signature of committee chair* \_\_\_\_\_ *date*

Committee member name/signature	Pass/Fail	Committee member name/signature	Pass/Fail
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that this student was registered as required during the term this work was completed.

Submit form to The Graduate School when complete.

**APPENDIX 6**

**THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL  
Department of Geography**

**RECOMMENDATION TO BYPASS THE MASTER'S DEGREE**

**Student's Name: (please  
print)** \_\_\_\_\_

**PID#** \_\_\_\_\_ - \_\_\_\_\_

**Date:**

**Speaking for the Committee, I recommend that this student bypass the Master's degree  
and pursue the doctoral degree.**

**Signed  
Committee Chair:** \_\_\_\_\_

**Director of Graduate Studies:**



APPENDIX 8



THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

The Graduate School

DOCTORAL EXAM REPORT FORM

(NOTE: The Committee Composition form should be on file with the Graduate School before exam results are reported.)

Student's Name \_\_\_\_\_ PID# \_\_\_\_\_

Department/Curriculum/School: \_\_\_\_\_

**PART I: REPORT OF PRELIMINARY WRITTEN EXAMINATION**

On behalf of a majority of the examining committee, I certify that the above named student:

\_\_\_\_\_ successfully passed the examination \_\_\_\_\_  
 \_\_\_\_\_ failed to pass the examination \_\_\_\_\_ *signature of committee chair* \_\_\_\_\_ *date*

check here if student previously failed exam. Date(s): \_\_\_\_\_  
 I certify that this student was registered as required during the term this work was completed.

**PART II: REPORT OF ORAL EXAMINATION**

On behalf of a majority of the examining committee, I certify that the above named student:

\_\_\_\_\_ successfully passed the examination \_\_\_\_\_  
 \_\_\_\_\_ failed to pass the examination \_\_\_\_\_ *signature of committee chair* \_\_\_\_\_ *date*

check here if student previously failed exam. Date(s): \_\_\_\_\_  
 I certify that this student was registered as required during the term this work was completed.

**PART III: REPORT OF THE FINAL ORAL EXAMINATION (defense of dissertation)**

A majority of the committee for the above named student has judged the dissertation and its defense to be:

\_\_\_\_\_ acceptable \_\_\_\_\_  
 \_\_\_\_\_ unacceptable \_\_\_\_\_ *signature of committee chair* \_\_\_\_\_ *date*

Committee member name/signature	Pass/Fail	Committee member name/signature	Pass/Fail
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that this student was registered as required during the term this work was completed.

Submit form to The Graduate School when complete.

## APPENDIX 9

### I. ADMISSION PROCEDURES

The application and admission process has three major steps:

#### 1. Initial Indication of Interest

All prospective students are strongly encouraged to contact either the Director of Graduate Studies or the individual faculty member with whom they appear to share common interests, prior to any formal application. It is the policy of the Department to admit only those students who have been 'sponsored' by a specific faculty member. This 'sponsor' undertakes to provide advice and guidance during the first year in residence. In many cases the initial sponsor becomes the formal Academic Advisor of the student, but students are not bound to the initial faculty member contacted. For those who have not yet fully developed specific interests, the Director of Graduate Studies frequently serves as the sponsor.

Visits to campus are encouraged. Advance notice to the Director of Graduate Studies is always appreciated, since it allows time to arrange meetings with suitable faculty and graduate students. Personal contacts can also be made with many faculty and students who attend the AAG national and Southeast regional conferences each year.

#### 2. Formal Application

All prospective students must apply for admission to the Graduate School of the University of North Carolina. The Graduate School has responsibility for administering the admissions process, the Department being responsible for selecting the candidates to be admitted.

The deadline for consideration for admission with funding is set by the Graduate School. This is currently January 1 of the year for which admission is sought. The Department only accepts students who start with the Fall semester.

#### 3. Evaluation and Admission

The Graduate Studies Committee of the Geography Department is responsible for evaluating all applicants and recommending admission and funding decisions to the Graduate School. The Department seeks to admit high quality students from a diverse background whose general interests are aligned with those of one or more of the active Departmental faculty. Selection is made with the following criteria or considerations in mind:

1. Qualifications of the candidates, including (i) GRE scores, (ii) GPAs at previous schools, (iii) TOEFL scores for foreign candidates, (iv) previous schools and majors, (v) letters of recommendation, (vi) letter stating interest in the program. Note that this list does not imply any ranking of criteria; each component is given an approximately equal weight.
2. The match between prospective student and faculty interests, including the faculty members' current load of graduate students and research program.
3. Evidence of interaction between faculty members and students with common interests, especially for those already holding Geography M.A.s
4. Evidence of a research program or project which the student could become involved in, funding available now or in the immediate future, or of research currently being proposed.
5. The contributions they can make to the department
6. How well they represent the diversity of North Carolina, the United States, and the world.

The number of students in residence is constrained by Graduate School policies, faculty load and the availability of finance. The Department is highly selective and students are admitted on merit and compatibility with faculty research interests.

#### **D. Orientation Activities**

All newly admitted students, along with faculty and returning graduate students, attend the Departmental Orientation which takes place immediately prior to the start of classes for the Fall Semester. In addition to covering a variety of necessary administrative issues, orientation provides an opportunity for interaction between old and new members of the Department. Faculty members have the opportunity to discuss their current research interests and projects, and to describe Departmental links with other units or organizations on campus and in the local area. In addition, faculty and students consider a variety of practical matters ranging from funding to use of the Departmental computer facilities. This Departmental Orientation complements that provided by the Graduate School, which concentrates on University-wide issues.