

COLLEGE OF CHARLESTON

Student Handbook

Master of Science in Environmental Studies

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Academic Policies and Procedures

Below are the academic policies and procedures for the Master of Environmental Studies program, as of September 4, 2014. All MES students are responsible for familiarizing themselves with the policies and procedures presented in this handbook. Therefore, it is important to read these policies thoroughly and consult this handbook for reference purposes.

Any additional questions may be directed to the MES Program Coordinator at (843) 953-2000.

Admission Requirements

Admission to the MES Program requires a bachelor's degree from an accredited institution. Students with any major are encouraged to apply. Minimum admissions requirements are listed below. Some applicants may not satisfy all requirements. Every effort will be made to accommodate such applicants through preparatory classes at the College of Charleston. Exceptions can be made on an individual basis, depending on a candidate's background or experience.

Undergraduate Record – Applicants to the program should have an overall GPA of 3.0 on a 4.0 scale.

Graduate Record Examination –The Graduate Record Examination General Test (GRE) is required for admissions. A combined score of at least 305 on the quantitative and verbal sections (at least 1100 in the previous format), and of at least 4 (out of 6) on the writing assessment section, is required. GRE scores submitted must have been earned within the previous five years. Applicants with older GRE scores may be required to retake the exam.

Undergraduate Academic Training – Admitted students are expected to have completed significant coursework in the sciences. Students who do not meet the entrance requirements listed below but who otherwise seem well-suited for the program may be admitted, but they must be prepared to remedy their deficiencies as stipulated by the Admissions Committee.

- Science: One academic year (two semesters with labs) of either Biology or Chemistry, and one academic year (two semesters with labs) of Biology or Chemistry (whichever one has not already been taken), or another physical or natural science.
- Statistics: As a prerequisite to the core course EVSS 659: Environmental Statistics (offered in the Spring), each student must either have taken the undergraduate course MATH 250: Statistical Methods I (or an equivalent college level statistics course) OR have passed the MES entrance exam in Statistics.

Letters of Recommendation – Applicants must submit three (3) letters of recommendation from instructors or individuals who have had close contact with the applicant during their undergraduate training or professional career.

Transcripts – One official transcript is required from each college or institution attended. Information concerning transcript submission is included in the MES application.

Transfer Credit – Upon written request and with the approval of a student's Academic Advisor (see number 8 below), up to nine (9) semester hours of appropriate graduate level course work may be transferred into a student's Program of Study (see number 9 below), under the following conditions:

- The institution transferring the credit is accredited to offer graduate degree programs by the cognizant regional accrediting association
- The credit is fully acceptable to that institution in satisfaction of its advanced degree requirements
- The credit is applicable in terms of content to the student's program of study.

The student assumes responsibility for initiating the request for transfer graduate credit on his/her Program of Study (see number 9 below). An official transcript containing the requested transfer work must be on file in the Graduate School Office. If such work is shown on the transcripts provided in support of the student's admission to the MES program, a new record is not needed.

Courses considered for transfer credit must carry a minimum grade of “B”/3.0. Additionally, transfer credit that is accepted must have been in courses started six (6) years or less before the semester in which the degree work is completed.

Admission Categories

Regular Admission – A prospective candidate for a degree who meets all requirements for admission to the MES program will be classified as a regular degree-seeking student.

Provisional Admission – A prospective candidate for a degree who does not meet all the admission criteria but who, in the judgment of the Admissions Committee, has the potential to successfully complete graduate work will be classified as a provisional student. In the student's acceptance letter, the Admissions Committee will outline the deficiencies, as well as the requirements to compensate for them.

Non-degree Seeking Students – Non-degree seeking students are those who desire registration with credit in graduate courses but who are not candidates for a degree. Students wishing to take MES courses as non-degree students must have an overall undergraduate GPA of a 3.0 on a 4.0 scale. Applicants seeking acceptance in non-degree status must contact the Graduate Office.

No more than a total of nine (9) credit hours of work taken in non-degree status may be applied toward the MES degree requirements if the student is later admitted to the program. In order to accomplish reclassification as a regular degree student, the candidate must complete a minimum of 9 credit hours as non-degree students before reapplying for admission as degree-seeking students. Non-degree students may enroll in Core Courses as well as electives.

Transient Students – Transient students are those students in good standing in any regionally accredited graduate school who wish to enroll in graduate courses for credit for the purpose of transferring this credit to his or her graduate school. Students interested in applying for transient student credit must contact the Graduate School Office.

International Students

Each international student applying for admission to the MES program must satisfy the following requirements:

1. Earn an appropriate undergraduate academic degree equivalent to an American bachelor's degree (B.A., B.S.) prior to enrolling for the MES program.
2. Make up any deficiencies in previous college/university academic work by successfully completing appropriate courses at the undergraduate level at the College of Charleston.
3. Meet all admission criteria for the MES program (see number 1, above).
4. Demonstrate proficiency in the English language (if English is not the student's primary language) as evidenced by the TOEFL (Test of English as a Foreign Language) iBT (internet-based testing) exam. The minimum total score accepted for admission is 81. The recommended section scores are as follows: writing = 20, speaking = 23, listening = 17 and reading = 21. If an applicant's score falls below the recommended minimum in one area but still meets the total score requirement of 81, section scores will be assessed individually in terms of their language adequacy. TOEFL scores are acceptable for a two-year period after the test.
5. Provide proof of ability to meet all education-related expenses while engaged in graduate studies by completing a Certification of Finances form with official signature, prior to being admitted to the program.

***Note:** In some cases, a sworn affidavit of support or notarized bank officer's statement is sufficient. In certain countries, United States Consular officers require prior payment of the first year tuition and fees before a non-immigrant student visa will be issued. Applicants should inquire about local practices in advance in order to establish their graduate study plans.*

Advising

All new MES students are assigned an advisor upon acceptance into the program. This faculty member will advise the student through the initial registration process, which occurs before their first semester of enrollment. It is expected, however, that **within the first semester of enrollment in the program, the student will select an Academic Advisor** who will supervise the completion of the Program of Study form, and the advising and registration processes. The Academic Advisor need not be the same initial advisor assigned to the student. Course schedules and descriptions are available from the MES office.

Registration

Registering for Courses

Students register for courses in MyCharleston (my.cofc.edu). After logging in, click on the “Academic Services” tab. Scroll to the middle of the page to the “Registration Tools” box. Here students have a few options: look up classes, add/drop classes, and registration status.

Dropping a Course

If a student registers for a course and later decides not to take the course, they must officially “drop” or “withdraw” from the course. Not attending class or not paying the bill will not automatically drop the student from the course. The drop/add period extends through the first week of class during the Fall and Spring Semesters. Courses dropped during this period do not appear on the student's academic record.

Course Withdrawal

STUDENTS MAY WITHDRAW FROM A COURSE WITH A GRADE OF “W” FROM THE END OF THE DROP/ADD PERIOD UNTIL THE END OF THE WITHDRAWAL PERIOD, AS DETERMINED BY THE COLLEGE OF CHARLESTON GRADUATE SCHOOL OFFICE.

After this date, students may appeal to withdraw from the course with a grade of “W.” Students must submit a Course Withdrawal form, available in the MES Program and Graduate School Offices, to the Graduate School Office. The withdrawal form must be accompanied by documentation of extenuating circumstances and must be signed by the course instructor to indicate that the student is passing the class at the time of the request to withdraw. The Dean of Graduate Studies will review the petition and grant or deny the withdrawal.

Incomplete Coursework

The grade “I” indicates that only a small part of the semester's work remains to be done, that the student is otherwise doing satisfactory work in the course, and that an extension of time is warranted to complete the work. If the student does not complete the work within the prescribed time period, the “I” is converted into an “F.”

Program of Study

A student's [Program of Study](#) contains a list of courses and other requirements that the student must complete, as well as courses which are accepted for transfer credit.

All MES students must take a total of thirty-seven (37) hours of course work in order to graduate, including at least twenty-three (23) hours of core courses, outlined below:

Environmental Studies:

- EVSS 646 2 credits (Fall or Spring) Core Seminar

Policy:

- EVSS 601 3 credits (Fall or Spring) Economic Theory for Policy Analysis
- EVSS 602 3 credits (Fall or Spring) Public Policy
- EVSS 632 3 credits (Fall or Spring) Social Science Methods

Science (one of the following):

- EVSS 610 3 credit hours (Fall) Environmental Biology (Biology), or
- EVSS 631 4 credit hours (Fall) Pollution in the Environment (Geology), or
- EVSS 640 3 credit hours (Fall) Earth Systems Science (Geology), or
- EVSS 650 3 credit hours (Spring) Energy Prod. & Resource Mgmt. (Physics)

NOTE: Students work with their Academic Advisor to choose the appropriate core science course.

Statistics (one of the following):

- EVSS 624 4 credits (Spring) Biometry (with lab), or
- EVSS 659 3 credits (Spring) Environmental Statistics

NOTE: As a [prerequisite](#) to the core course EVSS 659: Environmental Statistics, each student must either take the undergraduate course MATH 250: Statistical Methods I (or an equivalent college level statistics course) OR pass the MES entrance exam in Statistics.

Internship or Thesis (one of the following):

- EVSS 690 6 credits (Fall or Spring) Internship, or
- EVSS 691 6 credits (Fall or Spring) Thesis

TOTAL: 23 credit hours minimum (Some classes have lab components for an extra credit hour)

Electives: The remainder of the 37 credit hours is comprised of elective classes chosen by the student, typically with help from their academic advisor. These classes give the student skills and knowledge for the Thesis or Academic Internship.

Academic Advisor

MES students must select an Academic Advisor and complete a Program of Study form which helps the student plan their time throughout the program.

The role of the Academic Advisor is to guide the student through the MES program by helping the student create a Program of Study based on the student's academic needs and career goals. **The [Program of Study](#) form (MES-2) must be turned into the MES office by the end of the student's first semester of enrollment.** Any subsequent changes to the Program of Study may be submitted using the [Amendment to the Program of Study](#) form (MES-3).

The student's Academic Advisor also will assist the student in selecting faculty members for the Internship or Thesis Committee. Any changes in a student's Academic Advisor, Internship Committee, or

Research Advisory Committee must be made with the [Change in Advisor](#) form ([MES-5](#)) through the MES office.

Thesis and Academic Internship Requirements

Introduction

Students are required to complete either a Thesis or Academic Internship as part of the MES program. Both are rigorous, but have different focuses. The Thesis requires students to delve deeply into a specific area of environmental research and to demonstrate familiarity and competency with basic scientific methodology. In the thesis, the student will conceive, implement, analyze, and report on original research. The academic internship is geared towards students seeking experience within a professional setting. The objective and purpose are to obtain a breadth of knowledge and experience of environmental studies in an applied setting; the academic internship requires the student to engage with an off-campus institution and retain a project supervisor as one of their four advisory committee members.

Academic Process

Advisor

Both the Thesis and Internship options require the student to select a main advisor (Research Advisor and Internship Advisor respectively). The research advisor is the principal investigator faculty member (usually on-campus, but exceptions can be made) who directs the project. In the case of an Internship, the Internship Advisor may focus on guiding the student through his/her program of study and assists with the Internship project, which is directed by the off-campus Project Supervisor. For a thesis project, the Research Advisor can also act as the academic advisor, assuming they are familiar with the academic requirements of the program and can provide guidance for the student in that regard. The main advisor for Thesis or Internship students also provides guidance for the student in selecting members for an Advisory Committee to oversee their thesis or internship.

Finding a Thesis or Internship & Requirements

The thesis is developed by the student through research on their own time, as guided by the Research Advisor. In some cases a faculty member has a project in mind and advertises for a student to perform a scope of work. In other cases, the student develops the idea under advisement of a faculty member who has agreed to serve as Research Advisor. This is performed within the first two semesters by identifying interests, networking with professors to see availability for potential projects or serving on the committee, as well as through exposure to concepts in the Core Seminar.

For the internship option, in consultation with their Internship Advisor, the student will ordinarily be expected to seek and arrange their own internship. Students are encouraged to use the Internship Resource List and the "Positions Available" emails from the MES office and discuss these options with their advisor. Internships must have the approval of the student's Internship Advisory Committee and the Program Director prior to beginning the Internship project.

As part of his/her internship experience, the student will work six-hundred (600) hours or more in the internship setting and will be expected to complete an academic assignment to be approved by his/her Internship Advisory Committee. Completion of the academic assignment and six-hundred (600) work hours has been delineated as equivalent to six (6) credit hours of graduate study.

Note: In order to craft a viable internship proposal, substantial effort toward the topic goal will be required; this effort is not considered part of the 600 hours of internship activity. Only after successful presentation of the internship proposal and acceptance by the student's committee will the student be released to perform the 600-hour project activity and allowed to register for 6 credit hours of the internship (EVSS 690).

Committees

The function of the Advisory Committee is to direct and monitor the student's thesis or internship program and to assume responsibility for oversight of the student's progress toward the degree. While both Thesis and Internship require Advisory Committees, the structures are different.

In the case of a student wishing to include a committee member who is not a Graduate faculty member, the student should contact the MES office to initiate a review of the potential committee member.

Thesis

For a thesis project, the student's advisory committee must consist of four members, at least three of which must be Graduate faculty. At least one of the four committee members should be in an area of expertise outside the student's topical area of interest; for example, a student concentrating in Biology may comprise a committee of three Biology faculty members and one Political Science faculty member. Prior to the first meeting of the Research Advisory Committee, the student must present Committee members with a Program of Study with grades received in courses already completed. The student should work with their main advisor to plan their Program of Study. The Research Advisory Committee, after review of the student's Program of Study, may suggest further coursework deemed beneficial for completion of the research project. Throughout his/her research project, the student will meet regularly with the Research Advisory Committee to discuss progress, problems, and additional work necessary to complete the research.

Internship

For an academic internship project, the student's advisory committee must consist of four members: the internship project supervisor and three additional members, at least two of which must be among the Graduate faculty. For example, a student concentrating in Policy may comprise a committee of two Political Science faculty members and one Geology faculty member, with the fourth person the Project Supervisor from the sponsoring institution. At least one member of the Internship Committee must be a roster faculty member at the College of Charleston.

Proposal Content

Students must write a proposal for their thesis or internship in consultation with their Advisor and committee. The proposal enables the student to prepare the thesis or internship manuscript by outlining the major focuses. The format is mostly the same for thesis and internship, though the timeline differs. These are explained further below.

Thesis

Typically, the proposal is written, reviewed, and approved by the advisory committee and MES office by the time of the student's third semester in the program. The student will be expected to ensure that all resources necessary for their research and permission to use them have been obtained.

The Proposal should identify hypotheses to be tested and describe the research approach to the problem. It should show evidence of sound research methodology, creative integration of course material, and an understanding of the pertinent literature. The proposal outline follows, and is available also in the [Thesis Proposal Approval](#) form ([MES-6](#)).

- I. **Project Title**
- II. **Thesis Advisor**
- III. **Abstract - Outline Specific Project Goals**
- IV. **Project Narrative**
 - a. **Introduction**
 - b. **Detailed Project Description Explaining Goals**
 - c. **Significance**
 - d. **References / Works Cited**
- V. **Project Time Table**
- VI. **Expected Results/Outcomes**
- VII. **Resources Required to Complete the Project**
- VIII. **Approval Signatures ([MES 6: Thesis Proposal Approval](#) form)**

Internship

Similar to the thesis process, the internship is arranged and the proposal is written, reviewed and approved by the student's advisory committee and the MES program by the time of the third semester in the program. Ideally, the student will have coordinated with the outside agency or group to initiate a project, as necessary to develop the proposal, and then after the proposal is complete, the student conducts the work for the project (at a minimum of 600 hours with the agency, the schedule is to be negotiated between the student and his/her project supervisor). The agency may have a selection of the projects, or range of action items for the student to complete, **and it is the responsibility of the student to ensure the proposal for the academic internship is sufficient for the M.S. degree.**

A suggested outline of the proposal follows. The exact format should be agreed upon by the student's advisor and project supervisor. The following outline is also available in the [Internship Proposal Approval](#) form ([MES-7](#)).

- I. Project Title
- II. Sponsoring Organization
- III. Project Supervisor
- IV. Internship Advisor
- V. Abstract - Outline Specific Project Goals
- VI. Project Narrative
 - a. Introduction
 - i. Statement of Work / Activity
 - ii. Relevance
 - iii. Context of Internship and Problem
 - iv. How the Internship Applies to the Program of Study
 - v. Qualifications of the Student (Describe the specific qualifications required for the internship and how the student meets these qualifications; e.g. prior degrees, course work, experience)
 - b. Detailed Project Description
 - i. Methods
 - ii. Project Time Table
 - iii. Resources
 - c. Expected Results (a significant part of this will be a formal written report; this report may include detailing background, methods, results, data analysis, interpretation of results, references)
- VII. Responsibilities of Sponsor
- VIII. Approval Signatures ([MES 7: Internship Proposal Approval](#) form)

Proposal Approval

Approval of the proposal from the Advisor and committee must be gained before the student may proceed. The process for approval is explained below.

Thesis proposal defense

When the Research Advisor is satisfied with the student's preparation and the content of the proposal, the student will present and defend the Thesis Proposal before the Research Committee. The student will be questioned on those methodologies and the background areas needed to complete successfully the proposed research. The Program Director must also review and approve the proposal. Once the Research Advisory Committee and the Program Director have accepted the proposal, the student must submit it, along with a signed [Thesis Proposal Approval](#) form ([MES-6](#)) to the MES office. The Graduate Dean will then review the student's Thesis Proposal for approval.

Internship proposal defense

Internship proposals should be approved by the Internship Advisory Committee and the Program Director no later than two (2) weeks prior to the internship start date. The signed approval form and a copy of the [Internship Proposal Approval](#) form ([MES-7](#)) must be submitted to the MES office no later than two (2) weeks following the internship start date.

Note: The process of securing an internship with an outside agency requires that the student work closely with their Academic Advisor to be sure that their proposal is approved before the

majority of the internship activity is conducted. This usually requires a careful scheduling balance between the student's progress toward their Program of Study through planning of course credits, when to complete the Academic Internship Proposal, and coordinating the actual internship activity hours with the sponsor.

Registering for Credit Hours

Registering for Thesis or Internship Credit Hours is done by the Graduate School Office after three (3) conditions have been met. 1) The Proposal Approval form and 2) the Proposal document and 3) the [Individual Graduate Enrollment](#) form ([GSO-E3](#)) have been submitted to the MES Program Coordinator. The MES Coordinator will submit all three (3) documents to the Graduate School Office, which will then register the student for the appropriate credits.

Note that students should work with their Project Supervisor, Advisor, and Committee to schedule a proposal review meeting well in advance of when they wish to register for Internship or Thesis credits.

Report Preparation

The submission of your Thesis or Internship report is one of the last steps in the MES program leading to the award of your degree. It is a scholarly statement of the results of a substantial amount of research or internship work. The MES program has established guidelines for uniformity in the format of the manuscript. These guidelines were designed to ensure that all papers were high in quality and consistent in the arrangement of the contents as the finished document reflects on both the student and the College. Manuscripts will be made available for public use through the MES office and online through Proquest (Thesis only).

The MES style guide governing the format of the manuscript is in Appendix A. Additional guidance for the Thesis manuscript is found in the Graduate School Thesis Manual. **Note:** follow the Graduate School Thesis Manual directions if there is a deviation between it and the MES Style Guide and please notify the MES office so we can make necessary changes to the handbook.

Defense and Completion

Forms and Deadlines

The Defense process timeline is as follows. At least two (2) weeks prior to defending, the [Defense Notification](#) form ([MES-8](#)) should be submitted to the MES office and the final draft of the report given to the committee for review. Work on the draft should stop and attention focused solely on the presentation (so the presentation mirrors what is in the paper). The actual defense must be completed, at **latest**, two (2) weeks before the Graduate School deadline.

Arranging and scheduling the defense is up to the student, though the MES office can help the student identify suitable rooms. The student must reserve a room to give the defense in as well as notify the MES office about date, time, and location two (2) weeks prior to the defense via the [Defense Notification](#) form ([MES-8](#)). The MES office will send out announcements via email and the website.

After the completing the defense with Committee approval and academic requirements fulfilled, the student must submit the signed [Certification for Successful Thesis Defense](#) form (MES-9) or the [Fulfillment of Internship Requirements](#) form (MES-10) to the MES office. Students completing a thesis must also submit the [Thesis Release \(p14\)](#) to the Graduate School Office

If the student is unable to complete the thesis or internship report in the semester in which they are registered, a grade of Incomplete (I) will be issued until the requirements are fulfilled. Students can apply for one (1) credit of Continuous Enrollment ([EVSS 900](#)) for the subsequent term in which they will complete the project and receive approval from their committee. See the Graduate School website for relevant due dates for the particular term. Students should plan approximately 3 or 4 business days ahead of the due date to deliver the approved report and paperwork to the MES and Graduate School Offices for approval.

Defense

The defense begins with a formal presentation of the project, and should be approximately twenty to thirty minutes in length. The candidate's Committee and other attendees then conduct an oral examination to test the candidate's understanding of the area of research or internship.

Thesis

Performance on the oral examination must receive the approval of the majority of the student's Research Advisory Committee before the student will be recommended for the MS degree.

Internship

The Internship Defense presentation is focused on what the student detailed within their Internship Proposal, not the other day-to-day aspects of the job that lay outside of the scope of their proposal.

If the committee determines that the internship requirements designated at any previous time have not been met, they may require that the student remediate to fulfill these requirements. For example, the committee could require the student to complete an additional literature review, relevant to the internship.

Final Copy Submission

Final copies of the thesis and internship manuscripts are due by the date established by the Graduate School Office for each semester. The date can be found on the Graduate School Office calendar: <http://gradschool.cofc.edu/currentstudents/calendar/index.php>.

Thesis Submission

Each candidate shall submit their thesis online at using the instructions in the Graduate School Thesis Manual and <http://gradschool.cofc.edu/research/thesis.php>. Please contact Robyn Olejniczak (843) 953-5614 if you encounter any problems or have any questions. Check with the Graduate School Office to make sure you understand how to submit your thesis prior to going online.

The candidate will order one (1) hardbound copy of the thesis which will be delivered to the MES office. In addition, committee members may request a copy of the thesis. Binding, paper quality, and other details should be discussed with each committee member. Requires a signed title/coverpage for submission.

Internship submission

Each candidate shall submit an electronic copy (pdf) of his/her Internship Report to the MES office. These are due by 5PM on the Thesis deadline date. Requires a signed title/coverpage for submission.

Applying for Graduation

All candidates for a degree must submit an online Application for Master's Degree through MyCharleston on the date stated in the Graduate School Academic and Administrative Calendar for the semester you wish to receive the degree. Deadline information may be found at <http://gradschool.cofc.edu/currentstudents/commencement/index.php>.

Students are also expected to complete an Exit Interview prior to the end of their last semester. These interviews are conducted in an anonymous fashion, and graduating students will be informed when they are expected to complete an interview.

Note that students must be enrolled either in courses or in one hour of Continuous Enrollment (EVSS 900) in the semester in which they intend to graduate; this applies to the summer semester as well.

Independent Study

The MES program offers an Independent Study course category (EVSS 693-0XX) to allow students the opportunity to pursue a specialized course of study in a topic area not covered in the regular program curriculum. This individually- directed study of an environmental issue in the area of policy or science will be planned by the student in consultation with, and under the supervision of an MES graduate faculty member. The supervising faculty member, topic, and project outline must be approved by the student's Academic Advisor. The student must submit the approved proposal outline along with the [Individual Enrollment Form \(PDF FILE\)](#) to the MES Program Office. Multiple projects may be conducted for up to six (6) hours of the Independent Study category.

Student Progress/Evaluation

Each MES student must maintain a 3.0 GPA during his/her program of study. Should a student's GPA fall below a 3.0, he/she will be placed on academic probation and given one semester in which to raise the average to the minimum. Students must also achieve a minimum grade of "B" or better in all but one of their core courses. Students receiving three (3) grades below the grade of "B" or one grade of "F" in any of their courses will be dismissed from the program.

Students may, upon petition and acceptance by the Steering Committee, retake core courses in which they receive grades lower than “B.” Failure to achieve the required grade upon retaking the course will usually result in dismissal from the program, as will a grade of less than “C” in any course.

At the end of each semester, the student's record may be reviewed by the MES Progress Committee to determine whether he/she is making adequate progress towards the degree. Should a student fail to make adequate progress, the Steering Committee may recommend dismissal from the program. Student petitions citing extenuating circumstances will be considered by the Steering Committee. Students dismissed from the MES program will not be allowed to reapply for one calendar year.

Leave of Absence

Should a student decide to take a leave of absence from the program, he/she must submit a letter describing why he/she is taking the leave and listing the dates the leave is expected to span. The student must then submit the letter to the Graduate School Office.

Withdrawal from the Program

If at any time a student decides to withdraw from the MES program altogether, he/she must complete a Withdrawal form at the Graduate School Office. If, after withdrawing from the program, the student decides he/she would like to return, he/she must reapply to the program.

Petitioning

Any exceptions to the stated curriculum requirements or the policies and procedures outlined in this handbook that a student wishes applied to his/her course of study must be approved by the Steering Committee. The student must write a letter and provide any documentation pertinent to his/her request. This information should be submitted to the MES Program Office and will be considered by the Steering Committee at its first meeting following the submission of the petition.

Policies and procedures concerning grievances, sexual harassment, and honor code violations are available in the MES and Graduate School Offices.

Time Limit for Degree Completion

All MES students must fulfill the program requirements within five (5) years of matriculating. Petitions for extensions will be considered by the Steering Committee in extenuating circumstances.

Readmission

A student who has been dismissed from the MES program because of a failure to resolve GPA or satisfactory progress issues may reapply to the program after one calendar year from the date of his/her

dismissal. The student must meet all criteria for admissions currently in effect at the time of application for readmission.

Notice of Change

Rules, regulations, fees, course descriptions, and program requirements are subject to change without notice. When a change in program requirements is made while a student is enrolled in the MES program, the student may elect to complete the program under the requirements in effect at the time of his/her matriculation OR he/she may elect to shift entirely to the new requirements. As a result of ongoing reviews of the MES program, certain course offerings may be deleted or restructured between editions of the Student Handbook.

Appendix A: Sample Thesis Timeline

This appendix contains examples of students going through the MES Program with a Thesis, Academic Internship, MES/MPA Dual Degree, and Peace Corps Master's International (PCMI). These should provide some general guidance on timelines for when things are due or should be done.

Thesis

This is a hypothetical timeline example for a Thesis project:

The MES program is designed to be a two year program, the following timeline accommodates the MES program design. Please remember that actual experiences may deviate from this timeline.

Your Program of Study form should be filled out by the end of your *first semester*. Your Academic Advisor and Research Advisor may help you put together your Program of Study.

Fall Semester Program Entry:

First Year:

1st Fall Semester:

- **Choose thesis project topic by:**
 - Attending core seminar presentations
 - Approaching a professor whose research interests you
- **Allocate a Research Advisor**
- **Select a Research Advisory Committee:**
 - Your research advisor will help you select a research advisory committee of three additional people.
- **Submit a Research Advisory Committee Form to the MES department**

1st Spring Semester:

- **Work on Thesis Proposal**
- **Submit Thesis Proposal to your Research Advisory Committee**
 - Remember to include some time for revisions by your committee
- **Research Advisory Committee approves your proposal**
- **Submit your Thesis Proposal Form to the MES department**
 - You must submit your Thesis Proposal Form to the MES department before you can register for thesis credits (EVSS 691, 6 Credit Hours)
- **Register for thesis credits (EVSS 691) for the following Fall Semester**

Second Year:

2nd Fall Semester:

- Enrolled in EVSS 691, remaining core classes, and electives
- Work on Thesis Project
- Compose Thesis

2nd Spring Semester:

- Enrolled in EVSS 691 and electives
- Finish research
- Prepare to defend Thesis

Steps towards the conclusion of the Thesis Defense include:

1. Submit the completed Thesis Report to the Research Advisor for initial review in a timely fashion
2. Work with the Committee to determine the day, time, and location of the Defense; get Committee signatures on the Defense Notification form
3. Turn in the Defense Notification form to the MES office at least 2 weeks before defending
4. Give the Thesis Report to the full committee for their review at this time as well, stop working on the report until after the defense
5. The date of the Defense should be held at least two weeks before the deadline for submitting the final copies to the MES Program Office. This final deadline is Thesis deadline noted on the Graduate School list of deadlines each semester.
6. When the Defense has been completed and the Research Advisory Committee has approved the final completed Thesis Report, the Committee signs the Certification of Successful Thesis Defense form, and the Research Advisor provides a grade for the six hours of Thesis credit.
7. Turn in the completed Thesis Report to the MES office by 5PM of the Thesis Deadline date (noted on the Graduate School's list of dates) also, order one (1) hardbound copy of the thesis to be delivered to the MES Program Office (committee members may request a copy of the thesis).

Appendix B: Sample Internship Timeline

Internship

This is a hypothetical timeline example for an Internship project:

The MES program is designed to be a two year program, the following timeline accommodates the MES program design. Please remember that actual experiences may deviate from this timeline.

Your Program of Study form should be filled out by the end of your *first semester*. Your Academic Advisor and Research Advisor may help you put together your Program of Study.

Fall Semester Program Entry:

First Year:

1st Fall Semester:

- **Choose Internship topic by:**
 - Attending core seminar presentations
 - Approaching a professor whose research interests you
 - Research you are already conducting
 - Your internship will be in an applied setting other than at the College of Charleston under the direct supervision of an approved mentor
- **Allocate an Internship Advisor**
 - Typically, your supervisor at your internship will be the Internship Advisor
- **In order to craft a viable Internship Proposal, substantial effort towards focusing your internship study topic is required**
 - This time is not included in your six-hundred (600) hours in the internship setting
- **Determine a target deadline to complete Academic Internship Report**
- **Select an Internship Advisory Committee:**
 - Your Internship Advisor will help you select an Internship Advisory committee of three additional people
- **Begin literature review and writing the Internship Proposal**

1st Spring Semester:

- **Work on Internship Proposal Form**
- **Submit Internship Proposal to your Internship Advisory Committee**
 - Remember to include some time for revisions by your committee

- The Internship proposal should be approved by both the Committee and Program Director no later than two weeks prior to the internship start date
- **Internship Advisory Committee approves your proposal**
- **Submit your Internship Proposal Form to the MES department**
 - Both your Committee and the Program Director should approve your Internship proposal
 - You must submit your Internship Proposal Form to the MES department before you can register for internship credits (EVSS 690, 6 Credit Hours)
- **Register for Internship credits (EVSS 690) for the following Fall Semester**
 - You may register for all six credits in one semester or you may split the six credits between two semesters

Second Year:

2nd Fall Semester:

- **Enrolled in EVSS 690, remaining core classes, and electives**
- **Work on Internship Project**
- **Compose Internship Report**

2nd Spring Semester:

- **Enrolled in EVSS 690 and electives**
- **Finish the Internship Report**
- **Prepare to defend Internship report**

The steps toward the conclusion of the Internship Report Presentation and Defense process include:

1. Submit the completed Internship Report to the Internship Supervisor (and Academic Advisor, as appropriate) for initial review in a timely fashion.
2. Work with the Committee to determine the day, time, and location of the Internship Report Presentation and Defense, and get the Committee signatures on the Defense Notification form.
3. Provide the MES office with the signed copy of the Defense Notification form at least two weeks before the defense.
4. Submit the Internship Report to the full committee for their review at least two weeks before the defense.
5. The date of the Defense should be held at least two weeks before the deadline for submitting the final copies to the MES office. This final deadline is the same as the Thesis deadline noted on the Graduate School list of deadlines each semester.

6. When the Defense has been completed and the Internship Committee has approved the final completed Internship Report, the Committee signs the Fulfillment of Internship Requirements form, and the Internship Advisor provides a grade for the six hours of Internship credit.
7. The original and two (2) copies of the final Internship Report must be submitted to the MES office by 5 p.m. of the Thesis deadline noted on the Graduate School's list of deadlines each semester.

Appendix C: Thesis and Internship Report Style Guide



Thesis and Internship Report Guide

Master of Science in Environmental Studies Program

Updated February 2015

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Overview

The submission of your master's thesis is the last step in the program leading to the award of your degree. Your manuscript is a scholarly statement of the results of a substantial period of research and preparation. It will be made available for public use in the MES office and online through ProQuest. For these reasons, the Environmental Studies Graduate Program has established guidelines in the physical format of the manuscript in order to obtain a high quality product in a permanent and readily reproducible form of presentation, and with consistency in the arrangement of the contents. The thesis must be a professionally finished work in format, style, spelling and appearance. Failure to follow these instructions will necessitate revisions of the document until it meets the expected standards.

Your report must meet all the guidelines set forth in the *Thesis Manual: A Guide for Graduate Students* produced by the Graduate School Office. The manual, along with the most current information concerning the requirements, dates, thesis preparation guidelines, is found at www.gradschool.cofc.edu. This document details requirements not specified in the Graduate School manual.

It is preferred that this report be prepared in the format of an appropriate journal of publication, with minimal necessary revision prior to submission. Any deviation from MES presentation requirements must be approved by your committee and the Director of the MES Program. **In no case will any deviation from the format of the Graduate School manual be permitted.**

Report Body: What do I write about?

This section explains what is in the main parts of the report's text. The formatting of text and other sections are detailed elsewhere.

Introduction

The purpose of the Introduction is to introduce the reader to the problem. It is a concise statement of the problem and an outline of the scope, aim, and nature of the research. It should also include a review of the current literature on the subject. This should lead into the objectives of your research/internship. Cover why are you conducting this and how it is different from previous research. Then explain the hypothesis (if you have one).

Materials and Methods

The purpose of the Materials and Methods is to recount, in a concise manner, the materials and methods employed in the research. It should also include sufficient information so that the study could be repeated. This section should include a description of the research site or organization, depending on what pertains to your research/internship.

Care should be exercised not to include superfluous information. Also, extreme caution must be used to avoid including results and/or conclusions. Specimens or data deposited in a museum or library should be cited here.

Note that all units of measurement shall be expressed in SI units. An excellent reference is the ASTM Standard for Metric Practice, a comprehensive guide for the application of the Systeme International d'Unites (SI). ASTM Standard E 380-82.42 p. ASTM Publ. Code No. 06503808-41. ASTM, 1916 Race Street, Philadelphia, Pennsylvania. Note especially the SI requirements: (1) use the terms mass or force instead of weight; (2) when one unit appears in the denominator, use the solidus, g/m²; (3) when two or more units appear in the denominator, use negative exponents. e.g., m⁻² d-l.

Results

The Results reflect the findings of the student's investigation only, not the findings of other researchers in the area. This is a summarized form of extensive data that may appear in the figures, tables and/or appendices. Do not attempt to analyze data here; that is done in the Discussion section.

Discussion

The Discussion section is for an analysis of the data acquired. In this section, the student may draw comparisons with findings of other researchers in the field or even speculate to some degree and, if appropriate, suggest additional research.

Conclusion

The Conclusion (or Summary) is a final brief statement which draws together the objectives and findings of the entire research project. Care should be exercised to draw conclusions pertinent to the problem and to avoid personal bias.

Arrangement

This section details how to arrange the final report so that it fits the expectations of the Graduate School. The Environmental Studies Graduate Program has established guidelines for uniformity in the format of the report. These guidelines are designed to ensure that all papers are high in quality and consistent in the arrangement of the contents.

The report must be a professionally finished work in format, style, spelling, and appearance as the finished document reflects on both the student and the College. The format of the manuscript should be consistent with the guidelines presented herein. Failure to follow these instructions may result in either rejection of your Report or revision.

Report formatting is determined by the Graduate School Office, so please refer to *Thesis Manual: A Guide for Graduate Students* for overall guidance. Details not discussed within that guide are explained in this section.

Section Layout

The pages of your thesis will appear in the following order:

- Title Page
- Abstract
- Copyright Page
- Acknowledgements
- Table of Contents
- List of Figures
- List of Tables
- Introduction
- Materials And Methods
- Results
- Discussion
- Conclusion
- Literature Cited
- Figures (See Figure/Table section)
- Tables (See Figure/Table section)
- Appendices

Explanation of Report Pages

Each of the following pages must conform to the following criteria. In all cases, the instructions in the Graduate School Office's *Thesis Manual: A Guide for Graduate Students* take precedence over any instructions contained herein.

Title and Abstract

The formatting of both the Title Page and the Abstract pages are specified by the Graduate School's *Thesis Manual: A Guide for Graduate Students*. Refer to it for instructions and examples.

Copyright

This page should contain your copyright information should you decide to copyright your thesis or copyright. You should discuss the nature of your work and your future plans for publishing your thesis with your advisor. An example copyright page is included in the example report. This page will be blank if you do not wish to copyright your report.

Acknowledgements

If you wish you may include a page with a brief note of dedication or acknowledgement of help received from particular persons. (See Published Material in the Citing Literature section regarding acknowledgement for published material).

List of Figures and Tables

The directions for List of Figures and Tables are the same; substitute “Table” for “Figure” if making the other.

1. The words “List of Figures” will be centered at the top of the page.
2. One space down from the “List of Figures” appears the word “Figure” on the left margin and the word “Page” on the right margin.
3. One space down from the words “Figure” and “Page” appears the description of the first figure. Directly under the word “Figure” is the number “1.”, followed by two spaces, followed by a description of the figure, followed by “. . .” until the right margin is reached, followed by the page number where the figure appears. Use single spacing for the figure description should you need more than one line.
4. One (double) space down is the number, description and page number of the next figure. Repeat this step until all figures are listed.

Literature Cited

The style and format of this section will ordinarily depend on the practice of the journal to which the paper based on the thesis is submitted. Make sure your style and format in the literature cited section is consistent; consistency is key.

Figures

This is optional; use it if figures are inserted after the text.

A figure legend shall be placed on a separate page from the figure and positioned so that the legend faces the figure. Only the legend page is numbered, with the page number placed at the bottom center of the legend page.

Tables

This is optional; use it if tables are inserted after the text.

Text material should not duplicate that in tables. Each table should be on a separate sheet. Each should have a short but ample description enabling the reader to understand the table without reference to the text. Multi-page tables are to be avoided when possible.

Appendices

A last section may contain supporting data for the text in the form of one or more appendices. Examples of appendix material are data sheets, questionnaire samples, illustrations, maps, charts, etc. If the appended data includes oversized illustrations or maps, several alternative methods of inclusion are available. (See section dealing with Photographs, Plates, Tables, Etc.).

Footnotes and Endnotes

The placement of citations is a matter of preference which you should discuss with your advisors. Footnotes may be placed at the bottom of the pages and endnotes at the end of the chapter or at the end of the text preceding the bibliography.

Formatting

This section details the specific formatting required for the report. An example report is found at the end of this document.

Spacing

Use double spacing throughout except in footnotes, indented quotations set off from the text, bibliography entries of more than one line, and materials such as captions or tables and appendices of data.

Margins

Every page of the thesis must be kept within margins set as follows: A minimum margin of 1.5 inches (for binding purposes) on the left side of the page; 1 inch at the top, right and bottom sides. The only exception is that there will be a two-inch margin from the top of the first page for each new chapter. All pagination and footnotes must fall within these margins. The right margin should not be justified. Any page submitted with less than the minimum margins will be rejected.

Fonts

Use one of the "Roman" fonts, such as Times New Roman, in either an 11-point or a 12-point size. Italics are used for all Latin phrases such as *et al.* and *etc.* and for genus and species names such as *Nyssa sylvatica*.

Justification and Hyphenation

A typed thesis will have a straight-line left margin and a ragged right margin, within the margins explained earlier. Long words may be hyphenated at the discretion of the typist to prevent unusually short lines from appearing, but hyphenation should be minimized. Each paragraph must be indented five (5) spaces. Do not end a page with a hyphen.

Pagination

The Title Page is not numbered. The Abstract through the List of Tables are numbered using small Roman numerals (ii, iii, iv...). The Abstract page is page "i" and all pages are numbered consecutively thereafter.

The pages starting with the body of the thesis through the last page of the last appendix are numbered using Arabic numerals (1, 2, 3...). The first page of the body of the thesis is page "1" and all pages are numbered consecutively thereafter.

The page numbers that are displayed must be centered at the bottom of each page, within the bottom margin. Note that no words, punctuation, or diacritics of any kind accompany the page number: it says "4", not "-4-" or "4." or "Page 4".

Graphs, Tables, and Illustrations

At the discretion of the committee, the graphs, tables, and illustrations may be embedded into the text or placed at the end of thesis in separate sections. In all cases, figures are numbered consecutively,

separate from table numbers. Thus, you will have “Figure 1,” Figure 2” and “Table 1,”and “Table 2.” They are numbered with Arabic numerals (1, 2, 3...) assigned in consecutive order as they are referred to in the text. Each must have a unique number and name.

Formatting should be based on the requirements of the target journal. Some general instructions follow.

Figures and Graphs

The figure number and title always appears below the figure. The figure number is followed by two spaces and the figure title. The title should informatively describe in a short form the content of the figure; it is usually a sentence fragment. The title is capitalized in sentence style, and no period follows the title unless additional information is presented in the title block. The figure title may contain abbreviations and symbols that have been defined in the text. If the title is long enough to take more than one line, the first line of the title should be the longest. The second and succeeding lines should align with the letter F in "Figure" if the caption is flush with the figure's left edge. No line should be wider than the figure. If a source must be identified, it is set within parentheses as the last element of the caption.

Example:

Figure 6. The parts of a table (adapted from *Journal of Food Science* 1981; 46(2):661)

For graphs, titles should not simply repeat the axis labels; rather, the title should be a phrase describing what the data show. Titles of figures should not begin with a phrase describing the type of figure: for example, "Photograph of . . ."

Some journals require that each figure caption be accompanied by a summary of the experimental conditions applying to the figure. This can result in a paragraph of information that may be as large as the figure itself, and providing such a summary for each figure takes up valuable space. Routine restatements of experimental conditions for each figure should not be necessary if this information has been clearly provided in the methods section of the document and if the text that refers to the figure makes clear from which experiments the data come. When information specific to a figure is needed, it should be a brief note; otherwise, it should be provided in the text.

A single caption should be provided for multipart (composite) figures, with necessary information about the separate parts provided by their individual labels. If the separate parts of the figure call for so much information that individual captions are needed, the composite should be divided into separately numbered figures.

Tables

Table numbers are normally consecutive through the document, but in large documents they may reflect the number of the section or chapter of which they are part ("Table 1 1", "Table 1 2", and so on).

The word "Table" and its number are followed by 2 spaces and the title. No period follows the title unless explanatory text is part of the title block.

The title of each table must be unique, succinct, and informative; it should be a phrase, not a sentence, but the phrase should be capitalized in sentence-style. The title is placed above the table. The title should not be a list of the column headings of the table; it preferably specifies a category or class that encompasses the variables in the table. Terms in the title should correspond to those used in the text, and if abbreviations are used, they should have been introduced in the text before being used in a table title.

The table number and title may be in a bold face or not, and may be placed flush with the table's left edge or centered on the table. About 0.6 cm (0.25 inch; 1.5 picas) should separate the last line of the table title from the 1st horizontal rule of the table.

Column headings (also called "heads" or "boxheads") identify the entries in the columns of the table; each column of a table, including the stub, must have a heading. Columns and their headings often (but not always) are used to display the dependent variable being presented in the table, so that like data are compared down the columns.

A heading consists of a word or short phrase descriptive of the entries in the column, followed (if needed) by the appropriate units set within parentheses. Sentence-style capitalization is used for the headings. Occasionally a column will not need a descriptive word or phrase and the heading will consist solely of a unit designation; in such cases, the unit is not enclosed in parentheses.

Placement of Figures and Graphs

Placement of figures and graphs is at the discretion of the committee. If embedding figures and tables, place them in the document as close as possible to the first point in the text where they are referenced. If the figure will not fit on the page with the first reference to it, it should go on the next available page. Figures should be at the top of the page preferably; it allows the text to visually anchor the bottom of the page. Text may appear on any page carrying one or more figures, but the minimum amount of space available for text should be no less than 5.1 cm (2 inches, 12 picas); fewer lines on a page of figures can be overlooked too easily. When a figure appears on a page with text, about 1 cm of space (3/8 inch; 2 picas) should separate the text from the top of the figure or the bottom of the caption. Figures/tables should be centered horizontally within the margins, and a narrow figure occupying 1 column is centered within the boundaries of that column.

If placing figures and tables at the end of the text, all figures or tables are placed in a separate section at the end of the report.

Legends

Figures and graphs

A figure legend shall be placed on a separate page from the figure and positioned so that the legend faces the figure. Only the legend page is numbered, with the page number placed at the bottom center of the legend page.

Tables

Text material should not duplicate that in tables. Each table should be on a separate sheet. Each should have a short but ample description enabling the reader to understand the table without reference to the text. Multi-page tables are to be avoided when possible.

Full-page tables, charts, graphs, photographs, plates, etc

Full-page tables, charts, graphs and other non-text material require the same margins as typewritten pages. There are several methods of including over-size material: submit pages to be folded and inserted by the Library, indicating the appropriate page number; fold the material and request that it be placed in a pocket in the back of the thesis; or have the material photographically or xerographically reduced. If necessary, wide tables, charts, and figures can be placed in landscape orientation. Figures may be embodied in the text or take up a full page. Each figure or table must be numbered and should have a caption, and the caption must appear on the same page as the figure/table. However, for full page figures, captions may appear on the facing page. Such a caption page must be the mirror image of a normal page, i.e., the wider margin is on the right. The caption itself should be centered and should always be on a page by itself, not on the back of a preceding page.

Photographs may be included in the thesis. There are two options for including photographs in your thesis.

1. All photographs must be printed on paper size eight and one half inches by eleven inches. The print should be printed on the top of the page so that there is one and three quarters inches left hand margin, a one inch right hand margin, a one and one half inch bottom margin, and a one inch top margin. A five by seven sized photograph printed onto a size eight and one half inch by eleven inch size paper will accommodate the margin requirements.
2. Photographs may be color photocopied onto paper which is eight and one half inches by eleven inches with a one and three quarters inch left hand margin, a one inch right hand margin, a one and one half inch bottom margin, and a one inch top margin.

Citing Literature

The format of both in-text citations and the Literature Cited section are dependent on the requirements of the target journal, and use the instructions provided by the editor to format your citations. Work closely with your Advisor to ensure that you do not have to rewrite your "Literature Cited" section. Be precise the first time you write a citation. You will save valuable time in the long run.

Note that it is helpful to use a citation manager such as Endnote. These allow for export of citations into specific formats and can link in-text citations.

Handling Quoted Material

Short quotations (fewer than 40 words) are incorporated into the text and enclosed by double quotation marks ("").

Long quotations of 40 or more words are displayed in a double-spaced block of typewritten lines with no quotation marks. The APA suggests that you do not single space; however, some instructors will require that indented quotations be single-spaced, especially when quoting poetry, which loses some of its formal characteristics when double-spaced. Check with your instructor before single-spacing quotations. Indent five spaces from the left margin and type the entire quotation on the indented margin without the usual opening paragraph indentation. If the quotation is more than one paragraph, indent the first line of the second and additional paragraphs five spaces from the already indented margin, i.e. ten spaces from the left margin.

If you have a quotation within a block quotation, enclose it in double (") quotation marks. If you have a quotation within a short quote (one incorporated within the text), enclose it within single quotation marks (').

Ellipsis points are used to indicate omitted material. Type three periods with a space before and after each period to indicate omission within a sentence (. . .). To indicate an omission between sentences type a punctuation mark for the sentence followed by three spaced periods (. . .), (? . . .), (! . . .).

When a period or comma occurs with closing quotation marks, place the period or comma within the quotation mark. Put other punctuation outside quotation marks unless it is part of the quoted material.

Published material

As the author of the thesis manuscript, you will be asked to certify that any previously copyrighted material used in your work, beyond "fair use," is with the written permission of the copyright owner. (See the *Chicago Manual of Style* for an explanation of "fair use.")

With the approval of the thesis committee, your own published material may be accepted as all or part of the Master's thesis, where the publication or publications represent research or scholarship comparable in scope and contribution to that portion of the standard thesis they are intended to replace, and where the published material is substantially the product of the candidate's period of study while in the Environmental Studies Graduate Program. There should be an introduction showing the historical development, methods used, and results which would be helpful to others.

If your own published material lists a co-author, and if the co-author is listed by reason of having directed and supervised the research which serves as the basis of the thesis, only the candidate's name is listed as the author in the preliminary pages. The acknowledgment page should state, "The text of this thesis includes reprint [s] of the following previously published material: [give full publication information here]. The co-author listed in this publication directed and supervised the research which forms the basis for the thesis." If your own published material approved for submission has co-authors other than the research director, the candidate must submit letters to the Graduate School office from the co-authors and copyright holders giving their approval for the material to be used. A detailed statement of the contribution by the candidate to all multi-authored publications must be included in the acknowledgment.

If your own published material is approved by the thesis committee for submission as a part or whole of the thesis or thesis, a memorandum stating this and approving the student's acknowledgement statement must be submitted by the committee chair to the Dean of the Graduate School. The pages of the published material must have the same margins and type of paper as specified for the thesis which may necessitate reduction of the material. Note that enlargement of the materials to meet standard margin requirements is not needed. When using reprints, page numbers of the reprint should be removed and replaced with numbers corresponding to the position of the reprint within the thesis. Each chapter may have an abstract of its own, but in any event there must be a general abstract covering the entire Thesis.

Report Submission

Deadline

All candidates for a degree must submit an online Application for Master's Degree to the Graduate School office by 5 p.m. on the date stated in the Academic and Administrative Calendar for the semester you wish to receive the degree. Degree and thesis submission deadline information can be found at <http://gradschool.cofc.edu/research/thesis.php>.

Number of Copies

Thesis

The candidate shall submit his/her thesis online using the instructions in the Graduate School Thesis Manual. The candidate will order one (1) hardbound copy of the thesis which will be delivered to the MES office. In addition, committee members may request a copy of the thesis.

Internship

The candidate shall submit the original and two (2) complete, signed, and bound copies of their internship report to the MES Program Office. Binding may be done at local copy shops.

The copies will be distributed as follows:

Original: MES Program Office

Copy 1: Primary Advisor

Copy 2: Internship Supervisor

Paper and Binding of Original Report (Not Required)

If you, your advisor, or your committee would like a bound copy please follow the binding guidelines below. The original report that will be stored in the MES office must be printed on standard size, white, 8-1/2 x 11 inches, unpunched, non-glossy, non-textured paper of twenty (20) pound weight and 100% rag content. Your report will be on file at the College for a time that may stretch into hundreds of years, and acid-free paper is essential to prevent premature deterioration.

Thesis

ProQuest will handle all these details when submitting the report online.

Internship

This can be done at a local copy shop. Only one side of the paper should be used. The paper must be plain white with no ragged edges

Paper and Binding of Copies

Thesis

Binding, paper quality, and other details should be discussed with each Thesis committee member.

Internship

Copies should be clean photocopies on at least 20% rag content and with acid free paper.