Welcomes & Department Overview

Dr. Michael D. Kaplowitz
Chairperson & Professor

Dr. John Kerr
Associate Chairperson & Professor
About Michigan State University (MSU)

- Founded in 1855 in response to pressure from Michigan’s farmers
- First institution of higher learning in the United States to teach scientific agriculture
- Prototype for 69 land grant institutions established under the Morrill Act of 1862
- Primarily an agricultural college for its first century
Department of Community Sustainability

Land Grant Model

- Teaching
- Research
- Extension

- MSU keeps the philosophy of being useful to the people
- MSU serves the state, the country, and the world
University Structure & Organization

University

College

Department

College

Department

Department
Where CSUS Fits within MSU

- MSU
  - CANR--College of Agriculture & Natural Resources
  - Other Colleges
    - CSUS--Department of Community Sustainability
    - Other Departments
    - Other Departments
Department of Community Sustainability

- Interdisciplinary department focusing on community sustainability around agriculture, recreation/tourism, and natural resources
- Renamed in July 2013 (previously CARRS)
- Primarily social sciences
- Focus on applied research and outreach; work as “scholar practitioners”
- Undergraduate majors in environmental studies; parks, recreation & tourism; and agriculture/food/natural resources education
Department of Community Sustainability

A friendly place:
We want you to succeed!!

Graduate degrees are built for self-starters:
Lots of flexibility to swim (or sink)
To begin to build cohort and CSUS community:

Self-introductions
Graduate Program Overview & Resources

Dr. Gail Vander Stoep
Graduate Program Coordinator & Associate Professor

Maggie Saremi
Graduate Secretary

Dr. Kimberly Chung
Chairperson of GACC & Associate Professor
Overview & Resources: Your Packets
GRADUATE

The Department of Community Sustainability (CSUS) offers two graduate programs and three degree types to domestic and international students.

TWO GRADUATE PROGRAMS

- Community Sustainability (CSUS)
- Sustainable Tourism and Protected Area Management (STPAM)

Domestic MS applicants who wish to combine Peace Corps service with one of the two graduate programs offered by the department can learn more about the Peace Corps Master’s International option here. PCMI is only available to domestic MS applicants who are not returned Peace Corps volunteers.

THREE DEGREE TYPES

- MS-A
- MS-B
- PhD

FIVE DEPARTMENT THEMES

Department themes describe the general areas of application of the department’s work. They do not necessarily define the focus areas of the two graduate programs.
Overview & Resources: Your Cohort
Graduate Programs

Degree Types

Department Themes

Prospective U.S. Students

Prospective Int’l Students

Current Students

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Overview & Resources: Grad Profiles
Overview & Resources: Fall 2015 Courses

CSUS 800
Foundations of (CSUS) Community Sustainability
Instructor: John Kerr

CSUS 802
Survey of Research Methods
Instructor: Maria Claudia Lopez

All MS & PhD Students except...

...PhD students w/ significant & diverse research experience
Overview & Resources: Handbook

Your Degree Guidelines Contract
Overview & Resources: Handbook

- Degree Planning & Progress Checklists
- Annual Review Guidelines
- Comprehensive Exam Guidelines (PhD)
- Assistantship Information
- Program Expectations & Support
- Grievance Procedures
- MSU Resources
## Program Overview: Degree Milestones

<table>
<thead>
<tr>
<th></th>
<th>MS - Plan A</th>
<th>MS - Plan B</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Committee</strong></td>
<td>Yes (advisor + 2; thesis)</td>
<td>Yes (advisor +1: project)</td>
<td>Yes (advisor + 3; dissertation)</td>
</tr>
<tr>
<td><strong>Program of Study</strong></td>
<td>Yes (Spring/Summer 2016)</td>
<td>Yes (Spring/Summer 2016)</td>
<td>Yes (Fall 2016)</td>
</tr>
<tr>
<td>(degree plan)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Comprehensive</strong></td>
<td>No</td>
<td>No</td>
<td>Yes -- with committee approval</td>
</tr>
<tr>
<td><strong>Program Statement</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Comprehensive</strong></td>
<td>No</td>
<td>No</td>
<td>Yes -- after 80% coursework</td>
</tr>
<tr>
<td><strong>Exam</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Proposal Meeting &amp;</strong></td>
<td>Yes, for thesis</td>
<td>Yes, for project (public defense optional)</td>
<td>Yes, for dissertation</td>
</tr>
<tr>
<td><strong>Public Defense</strong></td>
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</tr>
<tr>
<td><strong>Final Public Oral</strong></td>
<td>Yes, for thesis</td>
<td>Yes, for project</td>
<td>Yes, for dissertation</td>
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<tr>
<td><strong>Defense</strong></td>
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</tbody>
</table>

*Send defense announcements to Graduate Secretary 2 weeks prior, for posting on web and sending email announcements*
Your Role, Your Responsibilities

- Meet faculty, identify potential committee members
- Be intentional in developing your academic goals
- Research course options, specializations
- Identify other experiences to help meet goals
- Re-evaluate your academic goals periodically
- With advisor, create a committee
- Monitor your progress; meet deadlines
- Engage in annual assessment with advisor
- Learn from, share with other graduate students
Your Advisor (with Committee),
Their Responsibilities

升起 courses
升起 Guide all aspects of research, project work
升起 Support student search for funding
升起 Guide preparation for comprehensive exams (PhD), proposal presentations, final defenses
升起 Encourage & support conference participation, presentation submissions & preparation
升起 Collaborate with you in relevant journal article writing
升起 Engage in annual assessment with you
What does your guidance committee do?

- Guides your overall program
  - Helps identify classes
  - Approves program plan
  - Supports your project/thesis/dissertation

- Ph.D.: Administers Comprehensive Exam

- Gives general professional advice
Required Actions: Annual Progress & Performance Assessment

- Every January
- Developmental, supportive

You

- Form (on CSUS grad web site)
- Draft a statement re: your progress
- Use guiding questions → Handbook
- Statement → Advisor
- Meet with Advisor
Required Actions: Annual Progress & Performance Assessment (cont.)

- **You + Advisor**
  - Meet and discuss

- **Advisor**
  - Writes appraisal reflecting discussion
  - Signs form and appraisal

- **You**
  - Sign and submit both no later than February 1
Required Actions: Program Planning & Program of Study (MS)

- What is it?
- Discuss courses w/ advisor, committee
- Hold committee meeting
- Finalize plans w/ committee
- Get signatures
- Submit

Department of Community Sustainability

**What is it?**

- MS-A Program Plan
- Community Sustainability (5389)

**Required Actions:**
- Program Planning
- Program of Study (MS)
- Discuss courses w/ advisor, committee
- Hold committee meeting
- Finalize plans w/ committee
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**Required Common Courses:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSUS 800</td>
<td>Foundations of Community Sustainability</td>
<td>3</td>
</tr>
<tr>
<td>CSUS 802</td>
<td>Survey of Research Methods</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required Research Course:**

Minimum of 3 credits of quantitative or qualitative methods (selected in consultation with student’s guidance committee)

**Focus Area Courses:**

Minimum of 15 credits in the focus area, selected in consultation with student’s guidance committee and based on student’s academic goals; at least 6 credits must be in CSUS courses.

<table>
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<th>Credits</th>
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</thead>
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<tr>
<td>CSUS</td>
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**Thesis Research Credits:**

Minimum of 6 credits; maximum of 18 credits

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<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSUS 899</td>
<td>Master’s Thesis Research</td>
<td>6</td>
</tr>
</tbody>
</table>

**Successful Completion and Defense of Master’s Thesis**

- Confirmation of Agreement between Student and Committee

**Name**

Student:

Guidance Committee Chairperson:

**Signature**

Date:

---

CSUS Master’s Plan A

MSU is an Affirmative-Action, Equal-Opportunity Employer

Created 9/5/13, CSUS revised 8/24/14
Required Actions: Program of Study (PhD)

- Process is the same, but . . .
- First, complete CSUS Program Planning Form
- Use GradPlan = electronic program plan
- Submit electronically
- Auto-routed for approvals
Required Actions: Program of Study – Revise if . . .

- Change committee member(s)
- Change degree type
- Change ANY courses
- File:
  - MS: w/ Graduate Secretary
  - PhD: in Grad Plan
  (after discussion with, approval by committee)
**Required Actions: Program of Study – File by . . .**

- **MS: End of first academic year**
  - End of semester 2
  - Summer OK (for fall starters)
  - PCMI: *Before* depart for Peace Corps placement

- **PhD: Beginning of second year**
  - During semester 3
Required Actions: Comprehensive Exam
(PhD students only)

What? Formal admission to candidacy

After 80% course credits taken

Check Handbook for process & deadlines

Designed & evaluated by committee
Required Actions: Research & Projects

- MS Thesis / Plan B Project Progress Targets
  - Spring semester: develop ideas
  - Summer: good time to progress
  - Year 2: advancing, writing, analyzing
  - Defend semester 4 or following summer

- PhD Progress Targets: highly variable
Required Actions: RCR Requirement (Responsible Conduct of Research)

- 5 hours by first annual assessment (January)
- 3 hours incorporated into CSUS 800
- Options for other 2 hours (work with advisor/assistantship supervisor; see handbook or form/instructions on website; the IRB/HRPP tutorial will be required in CSUS 800)
- 3 hours each subsequent calendar year of degree program

RCR ≠ IRB
Department of Community Sustainability

**Funding Sources:** Competitive & Need-based

- **Endowed Fellowships**
  - Harriette B. Sherman Scholarship for Recreation & Tourism Systems
  - George & Nancy Axinn International Scholarship
  - Gilbert W. Mouser Scholarship in Conservation & Environmental Education
  - Milton Steinmueller Fellowship in Natural Resources & Environmental Policy

- **GOF funds** (*must apply; fall & spring distributions*)

- **Assistantships**

**Application Date:** December 1, 2015
Assistantships: Some Comments

- See CSUS Grad Fact Sheet for assistantship time commitment dates
- GA/Supervisor assessment required each semester of employment (*before reappointment*)
- 2015-16 Brochure on Graduate School website

http://grad.msu.edu/assistantships/
Who’s Who: Graduate Secretary

Maggie Saremi

- Processes applications
- Files routine paperwork
- Keeps student records
- Reminds you (& us) of requirements & deadlines
- Sends all sorts of helpful email messages
- Facilitates orientation logistics
Who’s Who: Graduate Program Coordinator

Gail Vander Stoep

- Implements CSUS GACC policies
- Reviews curriculum records
- Coordinates CSUS and university competitions for varied fellowships
- Updates handbook, forms, etc. per CSUS & MSU policies
- Coordinates orientation
Who’s Who: Graduate Affairs & Curriculum Committee

- Maria Claudia Lopez
- Phil Howard
- Maggie Saremi (Graduate Secretary)
- Kim Chung (Chairperson)
- Samantha Stockwell (Graduate Student Representative)

- Considers changes to current policies
- Works on curriculum issues
Random Musings

👉 Take charge of developing a program that will meet your goals
  - Look hard for good courses; don’t settle
  - Keep checking in about those goals
  - Build program – courses, research, experiences – around those goals

👉 Cast a wide safety net
  - Your advisor
  - Other faculty
  - Your best resources? EACH OTHER

👉 Breathe
  - Graduate school can be stressful; take deep breaths