

EARTH AND ENVIRONMENTAL SCIENCES

GRADUATE HANDBOOK

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1 DIRECTOR OF GRADUATE STUDIES AND SUPPORT STAFF

During Academic Year 2003-2004, the Director of Graduate Studies is Dr. Peter T. Doran. Dr. Doran evaluates and processes applications to the graduate program. Dr. Doran advises graduate students on programs of study, departmental rules and procedures and on the availability of assistantships, fellowships and other forms of financial aid; and evaluates student progress. Until the time a student has chosen a Graduate Advisor, the students should direct any questions to the Director. If Dr. Doran is not available, Dr. Steven L. Forman is the alternate Director of Graduate Studies.

For help dealing with other graduate student issues please see these staff members:

Marilyn Stingley, Administrative Secretary, Academic Affairs, 2440 SES: assistance with academic issues (including registration), T.A. and R.A. employment documents, photocopier user codes, lab and office keys (deposit fee required), I-Card after-hours building access.

Minnie Jones, Secretary, Business Affairs, 2440 SES: departmental Purchase Orders, requisitions, vouchers and reimbursements.

Gene Harris, Scanning Electron Microscope/Chemical Analyst, 1093 SEL: teaching labs and related materials; field equipment and supplies; rock prep lab use.

2 COURSE REGISTRATION AND PRE-REGISTRATION

Course selections should be done in consultation with the Director of Graduate Studies, or with the student's Advisor. In all cases, the student must meet with the Director of Graduate Studies prior to registration. Registration will be on "hold" until released by the Director. Registration is online or by telephone; instructions for using the UIC registration system are described on the UIC web site (<http://www.uic.edu/classes/timetable/regpolicies.pdf>).

3 GRADUATE (THESIS OR DISSERTATION) ADVISOR

One of the most important decisions the graduate student makes is the choice of a Thesis Advisor. Upon entering the program, the student should learn about the faculty members in the Department, to become aware of their fields of research and to determine which would be the most appropriate Advisor. Doctoral students generally come into the Department aware of which faculty member he/she wishes to work with, and may have already communicated with that faculty member during the application stage. The Advisor must be a member of the Graduate College (this generally includes all full-time UIC faculty).

4 GRADUATE COMMITTEES

A Graduate Committee should be selected by each student before the end of the first year at UIC. For M.S. students, the committee should be selected as soon as possible after the completion of the thesis proposal; for Ph.D. students, prior to the departmental qualifying exam. The advice of committee members can materially aid the student's education and progress towards a degree, therefore students are encouraged to consult with all members of their committee on a regular basis.

5 ANNUAL REVIEWS

The Department reviews the progress of its graduate students at the end of every academic year. The review examines both academic progress and performance as a research or teaching assistant. This review serves as a basis for awarding student financial support. In some cases, the Department may review a student's progress each semester. Students who do not show satisfactory progress towards their degree or have performed poorly as a TA may be denied continued support or be dismissed from the program.

At some point during the spring semester, every student must meet with his or her committee (not just the advisor) to discuss progress and to plan course and thesis or dissertation work over the next year. These recommendations will be indicated on the "Graduate Student Advising Form" supplied by the Graduate Director. This form should be returned to the Graduate Director and copies kept by you and your advisor. Note that decisions on financial aid for the following year will not be made until the form is received.

6 CONTINUATION, TRANSFER, PROBATION, and TIME LIMIT RULES

Students may continue to register as long as they remain in good standing and make satisfactory academic progress. As a minimum Graduate College academic criterion, a student must maintain a 3.00 (4.00 is the maximum possible) Grade Point Index (GPI). The GPI is the average of grades earned by graduate students in their current degree program, whether or not the courses are part of degree requirements. Only graduate level courses (400- or 500-level courses) in which an A, B, C, D, or E is earned are included in the GPI computation. General transfer credit take at other institutions is not computed in the GPI. Grades earned as a non-degree student, or while a student in other UIC colleges, or a different UIC graduate program will be computed if the courses are applied to the current graduate program through an approved transfer-of-credit petition.

If the GPI falls below 3.00, the Graduate College will place the student on Academic Probation and notify the student with a warning letter. Students have one term of enrollment (including summer, if registered) after the term in which their GPI falls below 3.00 to remove themselves from probation.

There is a 5-year time limit on the M.S. program. For the PhD program, there is a 7-year limit for students who enter with a master's degree (and 32 hours awarded toward the PhD) and a 9- year limit on those entering with a baccalaureate degree. In all cases, a one-time one year extension of the time limit will be granted automatically by the Graduate College upon the submission of a petition by the department (the student must prepare the petition). Under extraordinary circumstances, a second year extension may be granted; PhD students will need to retake and pass the preliminary examination.

7 GENERAL DEGREE REQUIREMENTS

All students need to fulfill degree requirements as given in the Graduate College Catalog, such as number of hours and composition of committees. These requirements, as well as departmental requirements, are described below. Departmental requirements may sometimes exceed those of the Graduate College. Any modifications of departmental requirements must be discussed with your advisor and committee and usually need to be approved by the Graduate Director or the Department.

8 THE MASTER'S PROGRAM

A. Course Requirements

Thirty-two semester hours of coursework are required, 12 of which must be in the area of concentration, 4 of which may be taken in Advanced Studies in Geosciences (EaES 596). Twelve additional hours must be taken from specialty areas different from the area of concentration. A minimum of 8 hours must be taken in 500-level courses. In addition, 8 hours of Master's Thesis Research (EaES 598) can be taken. Current concentration and specialty areas are:

1. Sedimentology/Stratigraphy
2. Paleontology
3. Solid Earth Geochemistry/Mineralogy/Petrology
4. Geophysics/Tectonics
5. Surface Water Hydrology/Geomorphology
6. Low Temperature Geochemistry/Hydrogeology /Isotope Geochemistry
7. Statistics/Computer Methods

With Departmental consent, some 400 or 500-level courses outside the Department may be included as specialty courses. Note that these are minimum requirements; your advisor or committee might recommend additional coursework.

B. Timetable of Normal Progress toward the Degree

To provide a guideline for what we mean by "satisfactory progress" we offer the following timetable for a Master's student who enters the program in the Fall on Full Status without

undergraduate deficiencies. Students who enter on Limited Status will be given additional time to meet the requirements for Full Status. Students entering the program in other semesters should adjust the timetable accordingly. The Graduate College sets a limit of 5 years to complete the degree.

a. Fall (first) semester: Complete 12 hours of coursework and select an advisor. It is up to the student to select a faculty member to serve as thesis advisor as soon as possible; the chosen faculty member must also agree to serve as the student's advisor. At this time, the Department notifies the Graduate College of the name of the advisor. Changing advisors and thesis topics will probably delay graduation.

b. A thesis proposal should be completed as soon as possible, and no later than the end of the Spring (or second) semester of your first year. Students preparing proposals should enroll in EAES 596 (Advanced Studies in Geology) under a prospective Advisor. One function of the advisor during this stage is to help the student select a realistic research project that can be completed within a year. When the advisor has accepted the first version of the student's thesis proposal, two other professors are selected to serve on the thesis committee, which should meet as soon as possible to evaluate the thesis proposal and recommend modifications if necessary. Selection of the other committee members should be based upon their ability to oversee pertinent aspects of the proposed research. In some cases it might be desirable to have additional committee members from other units of the University, or even from outside the University. In all cases, however, the committee must include three people from the Departmental faculty (including adjuncts).

c. Data collection should begin as early as possible and normally is conducted mainly during the Summer and Fall .

d. Most formal coursework should be completed by the end of the first year, with the exception of only one or two courses. All coursework should be finished by the end of the second Spring semester.

e. Data analysis and thesis writing should be completed during you're the second Spring semester. If absolutely necessary, thesis writing may extend into the second Summer; however, the ideal time to defend the thesis is early enough in the Spring semester so that the student can graduate in that semester. The "Thesis Manual" from the Graduate College describes the required thesis format.

f. The Graduate College has strict deadlines for graduation during a particular semester. In order to meet these deadlines, and to give your advisor, committee, and the department sufficient time to evaluate your thesis, and for you to make necessary changes, the following schedule is highly recommended. Exact dates of Graduate College deadlines will be announced at the beginning of each semester.

The following schedule is a guide:

week 1: meet with your advisor to review your progress towards completing your thesis, to tentatively set up a schedule for your colloquium and thesis exam.

week 4: submit a draft of your thesis to your advisor. Your advisor should have already seen and commented on earlier drafts. If acceptable, draft then submitted to other members of your committee. Submit Graduation Request and Committee Recommendation forms. Schedule dissertation presentation and defense and inform the Graduate Director.

week 5: revised draft placed in the department office for examination by the rest of the faculty.

week 6: dissertation presentation and defense.

week 8: corrected thesis submitted to advisor.

week 9: defended and departmentally approved thesis submitted to the Graduate college for approval.

week 11: corrected thesis submitted to Graduate College.

A few weeks later: Bound copy of thesis submitted to department (can be reimbursed). Advisors will appreciate a copy as well.

C. Master's Thesis Defense

Provided that a student has completed all graduation requirements and is in good academic standing, he/she is now ready to defend the thesis before a committee. The procedure involves three components: (1) a readable draft of the thesis available for faculty perusal, (2) a public colloquium, and (3) a nonpublic examination. The procedure is as follows:

1. No later than three weeks before the colloquium, and preferably sooner, the student and Advisor must inform the Graduate Director of the impending colloquium and thesis examination. At this time a formal Examination Committee is formed. The committee normally consists of the Advisor and two other members of the departmental faculty (including adjuncts). The chair of the committee (usually the Advisor) must be a member of the Graduate College faculty. At least one committee member must be a tenured member of the Graduate College faculty. In some cases, additional members of the committee can come from outside the Department, academic unit, or University. For members from outside the University, a curriculum vitae must be provided.

The Graduate Director fills out a formal request to constitute the committee at this time. The Department Head signs this document and forwards it to the Dean of the Graduate College. A copy of this form is kept in the student's file by the Graduate Director. Subsequently the Dean

sends formal notification of the selection of the Examination Committee to each committee member, and also sends a copy of a triplicate Examination Report to the department office.

2. No less than one week before the colloquium, a readable and reasonably complete draft of the thesis must be made available by the student for perusal by the faculty. Normally, the student's thesis advisor will decide when the thesis is ready for faculty perusal. This draft should include a complete list of cited references.

3. The student presents his/her thesis at a one-hour public colloquium. This should be similar in structure to regular department seminar presentations held on Thursday afternoons. The actual presentation of the paper should take 35-45 minutes but no more than 50 minutes, leaving 10 minutes for questions from the audience. Scheduling of the colloquium will be arranged by the student and the Advisor.

4. The thesis examination shall take place not more than one week after the colloquium. The examination will be nonpublic, oral and normally 1-2 hours long. The exam will be conducted by the thesis examination committee; however, other faculty members may attend if they wish. These faculty do not vote, but they may ask questions and participate in deliberations at the completion of the exam. The examination committee decides the outcome of the examination by a simple majority vote. Three results are possible: Pass, Conditional Fail, or Unconditional Fail. "Pass" means that the thesis examination was passed, but carries no implications about other degree requirements. For example, the committee may vote to "Pass", but may require modification of the thesis before final acceptance; or outstanding course requirements may still need to be fulfilled before the degree is awarded. "Conditional Fail" means the exam can be repeated at a later date agreed upon by the student and the examination committee. "Unconditional Fail" means the exam cannot be repeated. Note that a candidate cannot be passed if more than one vote of "Fail" is reported. Immediately after the committee has made its decision, the Examination Report is filled out.

9 THE DOCTORAL PROGRAM

The following outline represents the degree requirements for the Ph.D. in Earth and Environmental Sciences. Students with degrees in other academic disciplines who enter on Limited Status may be given additional time to meet the requirements.

A. Course Requirements

The minimum requirement for the Ph.D. is 104 hours of credit beyond the baccalaureate. A student may receive 32 hours of credit for having a prior M.S. degree. In addition, a minimum of 36 hours of coursework beyond the M.S. (or equivalent) is required. A student must take at least four regularly scheduled 500-level courses in the Department (not including EAES 599 -- Thesis Research).

B. Qualifying Exam

All doctoral students must pass a qualifying examination to continue in the program. The purpose of the Qualifying Examination is to determine the student's ability to engage in independent research at the doctoral level. The examination is designed to assess the student's depth of knowledge in a chosen field of specialization, as well as breadth of knowledge in the overall area of the earth and environmental sciences. Emphasis will be placed on the student's ability to integrate, synthesize, and utilize this knowledge in the analysis and solution of scientific problems. The exam will also be used to identify possible deficiencies in the student's background and training, in order to plan additional course work that may be needed. Preparation for this exam will take time and students should plan accordingly.

1. Examination Deadlines: For a doctoral student having an M.S. degree in the earth sciences the examination should be taken by the end of the second semester in residence. For a student with no master's degree or with a master's degree in a field other than the earth sciences, the exam should be taken before the end of the third semester in residence following admission to the program.
2. Qualifying Examination Committee: Composed of four faculty members in the Department of Earth and Environmental Sciences, including the student's advisor. The structure and questions for the exam are agreed upon by this committee.
3. Nature of the Examination: The qualifying examination consists of a written portion and an oral portion. The exact structure of the written portion is determined by the advisor in consultation with the committee, with the student being notified of this structure at least four weeks in advance. It consists of three to eight hours in the area of specialization and an additional one to four hours in each of three additional areas. Each section need not be of the same length and may be open or closed book. If necessary, the written portion of the exam may be taken over multiple days. Students are encouraged to discuss the extent of the exam in each area with the members of the committee. The oral exam is designed to test the student's knowledge and ability to think out loud. The written exam will provide a starting point for the oral examination. However, questions will not be restricted to those on the written exam.

Major and minor subject areas are chosen in consultation with the advisor. These areas (major or minor) are normally chosen from the following, but other fields may be permitted upon approval of the department:

Geophysics
Mineralogy/Crystallography
Hydrogeology
Petrology
Quaternary/Glacial Geology
Solid-Earth Geochemistry
Geomorphology
Paleontology
Sedimentology/Stratigraphy

Structure/Tectonics
Low-Temperature Geochemistry
Isotope Geochemistry

4. Exam Results: The written exam and the oral exam are evaluated separately. Students must pass both to continue in the program. Students who fail either part may be permitted to retake that part of the exam within a semester.

C. Preliminary Exam

1. Purpose: The purpose of the Preliminary Exam is to determine the candidate's readiness to undertake dissertation research; passing constitutes formal Admission to Candidacy. The examination serves as the last major step towards the Ph.D. degree except for the completion and defense of the dissertation. The examination provides a student with timely feedback of the faculty's views of his/her potential for completing the Ph.D. program. Only students in good standing may be admitted to the examination.

2. Examination Deadlines: The Preliminary Exam is usually not offered before one calendar year of residence and there must be at least one calendar year before the defense of the dissertation. It is usually administered during or towards the end of the second year of study. The timing of this exam generally coincides with the end of most formal course work.

3. Nature of the Examination: The Preliminary Exam is oral, although a written portion may be administered also. Exam questions are directed toward the doctoral proposal, which is a formal written statement outlining the thesis project. The doctoral proposal constitutes part of the exam and should be presented (in writing) to the exam committee at least two weeks before the preliminary oral examination.

4. Preliminary Examination Committee: The Dean of the Graduate College appoints the preliminary examination committee upon the recommendation of the Graduate Director, who receives and approves the major advisor's recommendation. The committee consists of at least five persons, three of whom must be full members of the UIC Graduate faculty and two of whom must be tenured. The chair of the committee must be a full member of the UIC Graduate Faculty. The appointment of one or two members from outside the degree-granting program or University is encouraged. For each member from outside the university, a curriculum vitae must be provided.

5. Exam results: Each member of the committee votes pass or fail. A candidate cannot pass if more than one vote of fail is reported. The committee may require that specific conditions be met before the passing recommendation becomes effective. The committee reports its recommendation in writing to the Graduate Director, who in turn reports it within two weeks to the Dean of the Graduate College. The Director, on the recommendation of the committee, may permit a second exam. A third exam is not permitted. The re-examination should be taken by the end of the following semester. Upon successful completion of the preliminary exam, the Graduate Dean will notify the student that he/she has advanced to candidacy.

D. Dissertation and Dissertation Defense

A major requirement of the Ph.D. program is the completion of a dissertation based on original research under the supervision of a faculty member. The Dissertation Committee consists of at least five members. Provided that a student has completed all graduation requirements and is in good academic standing, he/she is now ready to defend the thesis before the committee. The Dissertation Committee is usually the Preliminary Examination Committee (described above). The dissertation must be presented before the academic community in a publicly announced oral presentation and must subsequently be defended before the Dissertation Committee in a closed-door session lasting up to two hours. In all other respects, the Dissertation Defense is held under the rules stipulated for the Master's Thesis Defense.

A graduate student who is admitted to the Graduate College with a master's degree and 32 hours awarded towards the Ph.D., or who continues in the Graduate College after completing the master's degree at UIC, must complete the degree requirements within seven years after initial registration. A student who is admitted to the Graduate College without a master's degree and proceeds directly to the doctorate must complete degree requirements within nine years after initial registration.

E. Suggested Timetable for Final Semester.

The Graduate College has strict deadlines for graduation during a particular semester. In order to meet these deadlines, and to give your advisor, committee, and the department sufficient time to evaluate your thesis, and for you to make necessary changes, the following schedule is highly recommended. Exact dates of Graduate College deadlines will be announced at the beginning of each semester.

The following schedule is a guide:

week 1: meet with your advisor to review your progress towards completing your thesis, to tentatively set up a schedule for your colloquium and thesis exam.

week 4: submit a draft of your thesis to your advisor. Your advisor should have already seen and commented on earlier drafts. If acceptable, draft then submitted to other members of your committee. Submit Graduation Request and Committee Recommendation forms. Schedule dissertation presentation and defense and inform the Graduate Director.

week 5: revised draft placed in the department office for examination by the rest of the faculty.

week 6: dissertation presentation and defense.

week 8: corrected thesis submitted to advisor.

week 9: defended and departmentally approved thesis submitted to the Graduate college for approval.

week 11: corrected thesis submitted to Graduate College.

A few weeks later: Bound copy of thesis submitted to department (can be reimbursed). Advisors will appreciate a copy as well.

10 WRITING AND ILLUSTRATING THESIS OR DISSERTATION

The Department usually requires that each thesis or dissertation be prepared in the form of a paper (or papers) suitable for submission to a scientific journal. The format of the thesis should follow that of the journal with respect to section headings, citation style, etc. Voluminous tables, extended descriptions of experimental procedure and the like are to be included in appendices. Other format requirements are outlined in the leaflet, "Instructions for the Preparation of Thesis", obtainable from the Department Office or the Graduate College.

It is desirable that students publish their theses as soon as possible after submission to the Graduate College. Some papers resulting from a thesis are co-authored by the student and the advisor. The idea of co-authorship should be discussed by the student and the advisor. Under normal circumstances the student is the senior author of papers and abstracts based solely on the thesis.

It is customary for a student to present a bound copy of the thesis to both the Advisor and the Department (the Graduate School takes care of binding their copy). Bound thesis copies not only look great on your bookshelf, but they also impress parents and relatives. Two local binderies are:

1. A & H Bindery, Morgan and Washington, Chicago; Telephone: (312) 421-6900, usually within two weeks.
2. Koehler Bindery, 3802 W. Montrose, Chicago; Telephone: (773) 539-7979, usually within 2-3 weeks.

In order to minimize the amount of work done to transform a thesis into a publication(s), it is desirable that illustrations be prepared in accordance with the specifications of the target journal. Consult with Advisor on the choice of journal.

The Department will certify to the College that the thesis or dissertation meets the Thesis Manual requirements for format and style and is acceptable for binding. Deadlines for thesis submittals will be posted at the beginning of each semester. The completed and correctly formatted thesis or dissertation must be in the Graduate College by the published deadline and to the Advisor at least two weeks prior to this. It is the responsibility of the student, not the Advisor or Graduate Director, to assure that all thesis and graduation requirements and deadlines are met.

11 FINANCIAL ASSISTANCE

Most graduate students in good standing receive financial support in the form of Teaching or Research Assistantships during the academic year and summer. Continued financial support is contingent in all cases upon satisfactory progress toward the degree (See Sections IV and V). It is Department policy not to extend financial aid through Teaching Assistantships for Master's students beyond two years (not including loans, tuition and fee waivers, and outside scholarships) except under extraordinary circumstances. The Department limits a doctoral student's reliance on Teaching Assistantships to a maximum of four years. For both Master's and Doctoral students, financial support can be extended beyond the limits of Teaching Assistantships with Research Assistantships under the direction of the Advisor.

All students with Teaching or Research Assistantships are to report to the Department one week before the start of the Fall Semester unless otherwise directed.

Any student with a Teaching or Research Assistantship must enroll for a minimum of 8 credit hours during each semester that aid is received (3 for the summer). Students with University Fellowships or Tuition and Fee Waivers must sign up for 12 credit hours per semester and 6 for the summer. If a student has completed all course requirements, EAES 596 and EAES 599 credits can be used to complete the required hours. Failure to register for sufficient hours will result in loss of tuition and fee waivers.

The following forms of financial aid are available to graduate students, including those controlled by the Department. Check the Graduate Catalogue for more complete details.

A. University Fellowships - Awards made by the University for superior scholarship. A limited number are awarded each year. A Fellow is expected to pursue a full program of graduate study (at least 12 hours per semester). The Fellowship carries a stipend and a tuition and fee waiver.

B. Searle Fellowship. The Searle Environmental Health and Safety Fellowship is presented by the Dean of the Graduate College in recognition of an outstanding graduate student (PhD only) in the general area of environmental health and safety or environmental engineering.

C. Minority fellowship programs (Abraham Lincoln Graduate Fellowship, CIC Minority Fellowships, Illinois Consortium for Educational Opportunity Program, Illinois Minority Graduate Incentive Program, Martin Luther King, Jr. Financial Award, Diversity Fellowship Program) are intended for members of racial and ethnic groups that are underrepresented in post-graduate education. The Patricia Roberts Harris Fellowship Program is available for female Ph.D. candidates.

D. Teaching Assistantships - The Department awards a limited number of Teaching Assistantships each year. The duties of a TA are to assist in undergraduate instruction. The number of TA's available within a year varies, so students wishing to be considered for an assistantship for the coming year should inform the Director of Graduate Studies in writing no later than March 15th of their intention. A reminder memo and a form for this purpose will be sent by the Graduate Director. Final decisions are usually made by April 15th of each year,

following completion of the annual review. Additional TA positions may become available on a semester-to-semester basis.

E. Research Assistantships - Faculty members conducting research may support a graduate student with funds from a research grant. The arrangements for RA's are made between the student, the faculty member involved, the Department Head, and the Graduate College.

F. Tuition and Fee Waivers - The Department usually has one or two of these to award each year. Recipients are required to enroll in at least 12 hours of course work per semester.

G. Summer Support - Most graduate students in good standing are normally supported by Research Assistantships at the discretion of their Advisor. A few Teaching Assistantships are also available during the summer.

H. UIC Graduate College Travel Grants - Small grants for travel to conferences are available from the Graduate College. The amount of the award is usually \$200 and are given to students presenting papers. See the Graduate Director for more information.

I. External Research Support - Students conducting their research in the summer should consider applying for funding from outside sources that include:

Earth and Environmental Science Graduate Fellowships and Grants

1. American Geophysical Union, Travel Grants to AGU meetings (\$350 or \$600)

American Geophysical Union
2000 Florida Avenue NW
Washington, DC 20009 USA
Fax: +1-202-328-0566
Email: wsinghateh@agu.org/
Web Site: www.agu.org

2. American Geophysical Union: Horton Research Grants for PhD research in the hydrologic sciences (\$10,000)

AGU-Horton Research Grants
2000 Florida Avenue NW
Washington, DC 20009
Web site: <http://hydrology.agu.org/comm/hortonrg.html>

3. Geological Society of America Research Grant (\$1000-3000; usually a February 15 deadline)

Research Grants Administrator
Geological Society of America
P.O. Box 9140 Boulder CO 80301-9140
Also see the GSA web page: www.geosociety.org

4. Geological Society of America Quaternary Geology and Geomorphology Division, Fahnestock, Mackin and Howard awards (\$5000-\$10,000) for various aspects of geomorphic and hydrologic research

Alan R. Nelson Secretary

QG&G Division of GSA U.S. Geological Survey, MS 966

PO Box 25046

Denver CO 80225

Web site: <http://204.144.241.6/qgg/index.htm> or via www.geosociety.org and click on "divisions"

5. American Association of Petroleum Geologists Grants-in-Aid (\$500-3000), deadline is January 15, 2000

Rebecca Griffin

American Association of Petroleum Geologists

P.O. Box 979

1444 S. Boulder

Tulsa OK 74101

phone: (918) 560-2444

e-mail: rgriffin@aapg.org

6. Paleontological Society Graduate Research in Paleontology - (student membership in the Paleontology Society required) - 20 grants at \$500 each. Application forms are available on the Paleontological Society web page: <http://www.uic.edu/orgs/paleo/grantin.html>

7. J. David Love, Wyoming Field Geology Fellowship supports field projects in Wyoming and the Rocky Mountain Region.

Dr. Kent A. Sundwall

WGA Scholarship Chairman

Absaroka Exploration Co., Inc.

P.O. Box 1543 Casper, WY 82602

(phone)307-266-4760

8. The Mineralogical Society of America awards a \$3500 grant for research in mineralogy and petrology. There are no restrictions on how the grant funds may be spent, as long as they are used in support of research.

Dr. J. Alex Speer

MSA Business Office

1015 Eighteenth St., NW, Suite 601

Washington, DC, 20036-5203 (phone: 202 775 4344, fax: 202 775 e-mail:

j_a_speer@minsocam.org) or from the MSA webpage, <http://geology.smith.edu/msa/msa.html>.

9. The Clay Minerals Society annually awards several grants of up to \$2500 through its student research grant, including \$500 travel grants to CMS meetings

The Clay Minerals Society

Leslie Shivers, Manager

P.O. Box 460130

Aurora, CO 80046-0130
Web page: <http://cms.lanl.gov/>

10. The Society for Organic Petrology (\$1000), Foster research for graduate student research in organic petrology, which includes coal petrology, kerogen petrology, organic geochemistry and related disciplines.

S. J. Russel
Shell E & P Technology Co.
Bellaire Technology Center
3737 Bellaire Blvd.
Houston TX 77025
Phone: 713-245-7603
Fax: 713-245-7599
E-mail: srussell@shellus.com
Web Page: wwwtsop.org

11. Illinois-Indiana Sea Grant, National Oceanographic and Atmospheric Administration.
Supports ecologic, hydrologic and surficial geologic research in the Great Lakes.

Illinois-Indiana Sea Grant
Purdue University
1200 Forest Products Building
West Lafayette, Indiana 47907-1200
Web Page: <http://ag.ansc.purdue.edu/il-in-sg/>

12. The U.S. Environmental Protection Agency (EPA), Science to Achieve Results (STAR) Fellowship Program for Graduate Environmental Study (\$34,000/year for 3 years covers all expenses)

EPA
Virginia Broadway
Phone: 202.564.6923
email: broadway.virginia@epa.gov
<http://es.epa.gov/ncerqa/rfa/2002stargradfellann.html>

13. NASA Graduate Student Fellowships In Earth System Science (~\$35,000/year for 4 years)
The research themes are organized as follows: Biology and Biogeochemistry of Ecosystems and the Global Carbon cycle, Atmospheric Chemistry, Aerosols, and Solar Radiation Global Water and Energy Cycle Oceans and Ice in the Earth System, Solid Earth Science

NASA Earth System Science Fellowship Program Code Y

500 E Street, SW, Suite 200
Washington, DC 20024-2760

Telephone: (202) 479-9030

Additional inquiries may be sent to acrouch@hq.nasa.gov or by calling (202) 358-0855. Web page: http://research.hq.nasa.gov/code_y/nra/current/Fellowship-ESS01/index.html

14. American Water Works Association Larson Aquatic Research Support Scholarship (MS, \$5000. Ph.D.\$7000). Supports research in diverse areas, including but not limited to corrosion

control, treatment and distribution of domestic and industrial water supplies, aquatic chemistry, analytical chemistry, and environmental chemistry

Annette Carabetta, Scholarship Coordinator

American Water Works Association

6666 West Quincy Avenue

Denver, Colorado 80235

Phone: 303-347-6206

Fax: 303-794-6303

Email: acarab@awwa.org <http://www.awwa.org/scholars/lars%5F02.doc>

15. Charles Schuchert and Carl O. Dunbar Grants-in-Aid Invertebrate Paleontological Research at the Peabody Museum of Natural History, Yale University (\$500) Granted to graduate students or young professionals who wish to visit Peabody collections. Funds may be used for transportation and housing expenses

Tim White, Collections Manager

Invertebrate Paleontological Research Grants

Division of Invertebrate Paleontology

Peabody Museum of Natural History

Yale University

170 Whitney Avenue

PO Box 208118

New Haven, CT 06520-8118

Phone: (203) 432-3767

Email: tim.white@yale.edu <http://www.peabody.yale.edu/collections/ip/Grants.html>

16. AWG (American Women in Geosciences) Winifred Goldring Award AWG is pleased to announce the 2001 Winifred Goldring Award competition. The award, which consists of a one-year membership in both the Paleontological Society and AWG, will be presented to an outstanding female student interested in pursuing a career in paleontology. The award is named for Winifred Goldring, a pioneering woman in paleontology, who became State Paleontologist of New York State in 1939 and the first female president of the Paleontological Society in 1949.

Dr. Joanne Kluessendorf

Weis Earth Science Museum

University of Wisconsin-Fox Valley

1478 Midway Road

Menasha, WI 54952

for information, please e-mail at: jkluesse@uwc.edu

17. The Paleobiological Fund Student Research Grant Program (\$500-2000) Student Research Grant awards can be applied to general research costs including travel, purchase of necessary equipment, publication page costs and some miscellaneous expenses.

The Paleobiological Fund

P.O. Box 75

Readfield, ME 04355

Curtis Bentley: (207) 685-3317

Email: cpaleo@aol.com

<http://www.paleofund.org/>

18. Joseph A. Cushman Awards for Student Research, Msc or PhD (\$1000). The Cushman Foundation for Foraminiferal Research administers the Joseph A. Cushman Awards for Student Research including the William V. Sliter Research Award. These awards are to support research dealing with foraminifera or allied groups. Proposals are judged upon scientific merit and financial need and partially support M.S. or Ph.D. research projects not currently funded through other grants.

Jennifer Jett Cushman Foundation
MRC- 121 Department of Paleobiology
Smithsonian Institution
Washington, DC 20560-0121
jett.jennifer@nmnh.si.edu

19. Illinois Groundwater Association (\$150-300) The Illinois Groundwater Association awards small grants to help student research into groundwater in Illinois. Any undergraduate or graduate student registered for full or part-time study at an accredited college or University in Illinois is eligible.

Dr. Colin Booth, IGA Grants Coordinator
Department of Geology and Environmental Geosciences
Northern Illinois University
DeKalb, IL 60115
Phone: 815-753-7933
Fax: 815-753-1945
Email: colin@geol.niu.edu

20. American Quaternary Association's Denise Gaudreau Award (\$500) Dr. Denise Gaudreau's dedication, accomplishments, and promise as an aspiring Quaternary scientist, whose life was taken prematurely by a rare form of Multiple Sclerosis. The \$500 award supports the early career development of women scientists in Quaternary studies. Female scientists in any field of Quaternary studies within two years prior to completing a Ph.D. are encouraged to apply. Membership in AMQUA and U.S. citizenship are not required. Selection will be based on scientific accomplishments, promise, and demonstration of original thinking

President of AMQUA
Dr. Dan Muhs
U.S. Geological Survey
MS980, Box 25046
Federal Center
Denver, CO
E-mail: dmuhs@usgs.gov <http://www4.nau.edu/amqua/awards.html>

General Graduate Fellowships and Grants

1. National Science Foundation Graduate Research Fellowships (Stipend of about \$16,800 + \$10,500 for tuition and fees for each 12 month period up to 5 years, with \$1000 travel stipend). NSF Graduate Research Fellowships are open only to individuals who are, at the time of

application, citizens of the United States or permanent resident aliens of the United States, with less than 20 post-baccalaureate semester hours. High GRE scores (General and Subject test) required. Inquiries concerning the application process should be directed to:

NSF Graduate Research Fellowship Program

Oak Ridge Associated Universities

P.O. Box 3010

Oak Ridge, TN 37831-3010

(phone) 423-241-4300

(fax) 423-241-4513

(e-mail) nsfgrfp@orau.gov

<http://www.orau.org/nsf/nsffel.htm>

2. Sigma Xi "Grant-in-Aid of Research" program (usually \$500-1000).

Sigma Xi National Headquarters

345 Whiting Avenue

New Haven, CT 06511

or check the Sigma Xi web page: www.sigmaxi.org

3. UIC Committee on Institutional Cooperation (\$250) Women in Science And Engineering Travel Grants provides support for women students who are presenting papers at conferences. Veronica I. Arreola

UIC Center for Research on Women and Gender (m/c 980) 1640 West Roosevelt Road, Fifth Floor

Chicago, Illinois 60608

(312) 413-1813

(312) 413-7423 FAX

e-mail: via@uic.edu

Obtain a grant application on-line by visiting: <http://www.cic.uiuc.edu/wise/wisetrvl.html>

4. UIC Provost Award for Graduate Research (\$1000-3000), Open competition for all UIC graduate students involved with research. Web site: <http://www.uic.edu/depts/grad/research/provawd.html>

5. Illinois Minority Graduate Incentive Program (annual stipend of \$15,000) Applicants must be African American, Hispanic American or Native American; traditional underrepresented groups in graduate programs. Jose Perales, Assistant Dean UIC Graduate College Phone: 413-2559.

12 INCOME TAX

According to the Graduate College, the Tax Reform Act of 1986 states: "Any amount received for services is now taxable regardless of whether their services are required as part of the degree program." Tuition benefits resulting from a University Fellowship (U.F.), Research Assistantship (R.A.), or Teaching Assistantship (T.A.) are now counted as earned income. The Graduate Director will pass along more information as it is received.

13 PRESENTATION OF ONGOING THESIS RESEARCH

Students are encouraged to present research papers on their ongoing thesis work at scientific gatherings such as the annual meeting of the Geological Society of America or the American Geophysical Union. Writing an abstract, preparing illustrations, practicing the delivery of a paper with the friendly advice of faculty and fellow graduate students, and the actual presentation are invaluable experiences for your future professional life. Having delivered a paper and getting an abstract published also enhances your scholastic record. Limited financial support for attending a meeting may be available from the Advisor's research grants or from the Department, on a case-by-case basis.

In preparation for such presentations, and to explore your research ideas, plans, and problems in a friendly, informal fashion, the Department has an ongoing program of brown-bag presentations. This program is organized by the students.

14 THE LIBRARY

The Science Library, located near the Department on the third floor of SES, contains the majority of earth-science related library materials. The library web site is the place to start any search. From this site you can do a search for hard copy material on site, request interlibrary loans, or search our available electronic journal holdings.

15 COMPUTER FACILITIES AND E-MAIL

Most graduate students have access to a PC in their office or lab. Personal computers, a scanner, and printers for general student use are located in Room 2462 SES. All of these have internet access. Additional personal computers are available at the Library, Science Learning Center, and the Computer Center facilities around campus.

To obtain an e-mail address, go to the Computer Client Services Office located in Room 2267 SEL (Science and Engineering Laboratories Building) (312) 413-0003, to have an e-mail address created. When your e-mail address has been created, give Marilyn Stingley your e-mail address. Even if you don't intend to use the university e-mail system, you will need an e-mail address and password to access electronic resources (e.g. journals and reference databases). See <http://www.uic.edu/index.html/computing.shtml> for information on computing resources at UIC

16 DEPARTMENTAL RESEARCH FACILITIES

To use any of the departmental research facilities, check first with the indicated person in charge. Remember that your job is not finished until you have cleaned up.

17 PHOTOCOPYING

The Department provides graduate students with unlimited B&W photocopying on the machine in 2438 SES, at \$0.08/page (double for 11x17), which is a lower charge than the commercial photocopying services available elsewhere on campus. Photocopy use is prepaid; see Marilyn Stingley for details. A couple of hints: 1. Check to see if the article is online through the libraries electronic holdings. If so, you can save it to your computer, and/or print it to your printer, 2. Photocopy two-sided (it saves trees and paper costs even if it doesn't cut down your number of copies), 3. Send an e-mail to the authors requesting reprints of papers. This takes longer than photocopying, but you get a nicer copy (providing the author still has copies available). There is also a copypshop with color services in the CCC, next to Java City.

18 DEPARTMENTAL SEMINARS

An important part of the Department's activities is the weekly seminar series held on Thursdays at 4:00 p.m. Outside speakers and faculty and students are invited to speak on topics of general interest. The purpose of the weekly seminars is to provide a forum for the dissemination of new ideas, new concepts and new developments in the earth sciences. Seminars begin with a brief departmental meeting, where faculty and students can make announcements of general interest.

All graduate students are expected to attend. Graduate students are expected to register for EaES 595, Departmental Seminar, each semester (1 hr., graded S/U). Attendance will be taken at each seminar; unexcused non-attendance can lead to a grade of Unsatisfactory.

Refreshments are usually served before the seminar at 3:30 p.m. in the Department Lounge (2460 SES).

Graduate students are given the opportunity to invite one speaker of their own choosing each semester and to host that speaker. Additional speakers may be suggested at any time for consideration by the seminar chairman. The seminar notices include the name of each speaker's faculty host, so that interested students can arrange to meet independently with the speaker.

19 TERRA SOCIETY and GRADUATE STUDENT COUNCIL

The Terra Society at UIC is the student organization in EAES that organizes parties, sporting events, picnics and other "get-togethers", where we can get to know each other. Field Trips are planned by individuals and the club and vary from one day to one week in length.

Membership is automatic for undergraduate majors and graduate students. Meetings are bi-weekly unless announced otherwise. Elections are held yearly. An advisor is chosen by the elected officials and is subject to club approval. Operating funds are acquired from a nominal membership fee and various fund-raising events .

The Graduate Student Council is a campus-wide student government organization. It acts as a forum for discussions of political issues of concern to graduate students, provides limited funding for presentations at meetings, and provides social functions.

20 STUDENT ADVISORY COMMITTEE

A Student Advisory Committee serves as a clearing house for student issues and suggestions and as a means for communicating information about various Departmental matters. Student members are elected by the Geology club.

21 DUTIES OF TEACHING ASSISTANTS

A teaching assistantship (50% time, 20 hours per week) normally involves teaching two lab and two discussion sections in introductory courses each semester. A 25% time T.A. normally teaches only one Lab-Discussion section. The time and effort spent in assisting in higher level courses, such as EaES 220, 330, or 440 is somewhat variable, and teaching loads are adjusted accordingly.

In addition to normal classroom and grading duties, a T.A. is expected to:

1. hold office hours for students seeking help and post and announce to her/his classes a schedule of office hours every semester;
2. attend each lecture session of the course being assisted;
3. attend a weekly T.A. meeting with the lecturer;
4. proctor and grade mid-term and final exams;
5. put the lab back the way you would like to find it at the end of each class;
6. assist in keeping the teaching labs and materials secure from theft or mutilation.

An annual Excellence in Teaching award is presented by the Department to one or more T.A.s.

22 INTERNATIONAL TEACHING ASSISTANTS (ITA's)

The Department is required by state law to assess the oral English proficiency of all T.A.'s from non-native English speaking countries. All incoming foreign students will be required to take the SPEAK test offered by the International TA Training Program immediately after their arrival at the university. The Graduate Director will have the exact dates of the test.

Depending on the test results, an international TA may be required to enroll in ESL 401 (Teaching Methods for International Teaching Assistants). The exact section will depend on your score on the SPEAK test. Inadequate spoken English skills may preclude service as a TA in the Department.

23 DEPARTMENTAL GRADUATE STUDENT ORIENTATION

A TA orientation is held during the week preceding the beginning of the semester. A detailed schedule will be provided by the department. We expect each TA to attend .

A graduate student orientation meeting for the Department is held on the third Friday in August, prior to the beginning of the Fall semester. All graduate students, both new and continuing, are expected to be present.

24 SEXUAL HARASSMENT

Sexual harassment, whether verbal or physical, intentional or unintentional, is unethical and unprofessional and is not tolerated by either the Department or the University. It creates an unhealthy atmosphere for learning and teaching and can also lead to legal action against the offender and the University. Teaching Assistants are strongly urged to act professionally and avoid situations that can lead to even the perception of sexual harassment. Please inform the Graduate Director and, if necessary, the Affirmative Action office if you experience problems. For more information see <http://www.uic.edu/depts/grad/regulations/harassment.shtml>

25 OFFICE POLICIES

General rules for graduate student interaction with the Departmental office staff are as follows:

- A. Office Hours - 8:30 a.m. - 4:45 p.m. Plan your needs accordingly.
- B. Photocopy Machine - Under no circumstances are students permitted to perform maintenance procedures on the photocopy machine. See Marilyn Stingley for assistance.
- C. Use of the office telephones - All graduate office phones are restricted to toll-free dialing only. Please limit your personal use of the phones and if you need to make personal calls, use a calling card. To make a business call, talk to your advisor.
- D. Office Supplies - The only supplies furnished to students will be those needed for TA duties (i.e., gradebook, copies of handouts related to teaching, etc).
- E. Keys - See Marilyn Stingley for keys (at a deposit of \$4.00 per key, which will be refunded when the keys are returned). She is authorized only to take checks and money orders. Make sure that your home address, telephone number, and social security number are written on the check. To get access to the building after 6:00 p.m. and on the weekends, Marilyn will fill out a building access authorization card . Take this card to the Physical Plant Department, located at 1140 S. Morgan Street, where I.D. card access to the building can be arranged.
- F. Thursday Seminar Duties - Each Thursday seminar will have a graduate student assigned to it to ensure that AV equipment is ready on time.

G. No Smoking Policy - Smoking is not allowed in any campus building; this includes private offices.

H. Ordering supplies - Normally all supplies are ordered by faculty or staff, but if you need something, do as follows:

a. GET PERMISSION from your advisor or the faculty member in charge of the lab you are using.

b. Ask the professor on which account the order will be paid.

c. Fill out the correct requisition form. See Minnie for forms.

(1) Departmental Purchase Order for outside vendors

(2) General Stores Requisition Voucher for ordering from General Stores

(3) Interdepartment Requisition Voucher for ordering from Chemical or Biological Stores.

For outside vendors, catalogs are available from Gene Harris or the department office.

d. Hand requisition to Minnie with the professor's signature.

Note: If you are walking a requisition through Biological or Chemical Stores,

(1) wait for the requisition to be typed and signed by the Head or Assistant to the Head.

(2) take the requisition to pick up your material.

Note: Some things are stocked to supply the department as a whole. These include: thin section supplies, slides and coverslips, epoxy, some photographic film and chemicals, Kimwipes, paper towels and other cleaning supplies. See Gene Harris.

I. Upon leaving the University:

a. Please make sure the Department office (2440) has a bound copy of your thesis and also give a bound copy of your thesis to your advisor.

b. See Marilyn Stingley to sign a Termination Form and also return your University ID at that time.

c. Return your keys and receive refunds on your key deposits.

d. Make sure that all DF grades in EAES 596 are changed by your Graduate Advisor. Note, however, that DF grades in EAES 598 and 599 are automatically changed to "S" by the Graduate College.

26 HOUSING

EAES graduate students live all over the city. The following are some of the housing options the students use, arranged according to length of commute time.

A. No commute: Student Dorms - on east campus, including new south campus development:
<http://www.housing.uic.edu/>

B. Very easy commute: short, free transportation: Student Dorms - on west campus.

C. Near campus:

1. Bridgeport - approx. 3500 South; goes through rundown Maxwell Street section of town, 1000-3000 south; not too expensive; Halsted bus as transportation, approx. 20 min.

2. Little Italy and Tri-Taylor - west of department: hard to find apartments, best bet may be to walk through these neighborhoods (but not alone at night). Served by University shuttle.

3. Greek Town - 5 block north: very little here, largely commercial district, some lofts.

D. Easy Commutes:

1. Oak Park - west; Suburb, use Congress L train to commute, 30 min.; Housing not cheap but many faculty and students live there; liberal, multi-cultural community. You may want to check out nearby Berwyn and Forest Park, which are cheaper

2. Near North - Lincoln Park and surroundings; Yuppie-ville; nice shops; easy transportation, nightlife, etc.; More expensive housing with a few deals interspersed. Halsted (#8) bus.

3. Bucktown and Wicker Parks. 20 minutes on O'Hare L, northwest (Between Division and Armitage, Ashland and Western). Gentrifying area; cafes, artists, antiques, etc.

E. One Hour Commutes: 4000 North and beyond including Evanston, Rogers Park: generally cheaper housing than Near North and Oak Park; Fairly peaceful middle class neighborhoods; Some students live here; North/South L's (Howard and Ravenswood lines) are main mode of transportation. West suburbs (Naperville, Villa Park) and South Suburbs (Homewood, Flossmoor) require using the Metra commuter train or car.

Additional information is available at the Housing Office in Chicago Circle Center and from the Chicago Reader, a free weekly newspaper, which you can pick up on Fridays in the Main Library

or Chicago Circle Center. The housing office also maintains a web site with off campus housing ads <http://www.housing.uic.edu/offcampus/>

27 MEDICAL PRIVILEGES AT THE UNIVERSITY

HMO fees are mandatory if you cannot demonstrate proof of other health insurance (i.e., coverage on parent's or spouses policy). An additional fee will be assessed for dependents. If you are not enrolled for the summer semester, you are not covered by the University health care unless you fill out a form and send them a check. If you are eligible for a summer tuition waiver, you should compare the cost of general plus health service fees versus the special fee for summer health care.

The U of I College of Dentistry at the UIC Medical Center does dental work on U of I students for a fraction of the cost you would pay elsewhere (it's no more than 1/4 of what a practicing dentist charges). The disadvantage is that it takes quite a bit of time, since each step of the dental student's work is checked by a dentist. Best bet is to take advantage of the "UIC Screening" that happens each fall (watch for posters around school). During the UIC Screening, dental students come to UIC and do a preliminary examination. If you require work, your case is given to a dental student, who eventually gets in touch with you to make an appointment. By participating in the UIC Screening, you get to bypass a large number of people who just walk in off the street. If you just go over to the Dental School on your own, you'll still pay the reduced rates for U of I students, but you will be part of the large pool of people who just walk in. It can take them quite a while to get to you by this route.

The UIC Eye and Ear Infirmary is also located at the UIC Medical Center. They do free refractions (examinations and prescriptions for glasses) for U of I students. It may take a couple of hours. Just go over any weekday.

28 POLICY ON GIFTS

Under state statutes, it is improper for students to present gifts to state employees, including faculty members, and it is illegal for those employees to accept gifts. Although the faculty recognizes with appreciation that it is customary in many foreign countries to present a small gift to an advisor, state law does not permit faculty members to accept such a gift no matter how small it may be.

29 SURVIVAL HINTS FROM OUR STUDENTS

The following represents suggestions and advice from our students for incoming students.

A. Registration: An advising hold will be put on all new graduate students. You are required to consult with the Director of Graduate Studies before you register. After this requirement has been fulfilled, the advising hold will be released.

B. Student I.D.: The I.D. Office is located in the Student Services Building, Have your ID card in your possession at all times. Your I.D. will be asked for:

- when you check out books;
- when you go to the health service;
- during registration;
- when you enter the building after 6 p.m.;
- conduct any other business with the administration.

C. Credit Union 1: If you get a payroll check, you are eligible to be a member of the UIC Credit Union. Checks may be direct deposited into either a Credit Union account or any other bank account. Otherwise, checks are sent to the department.

D. Class planning: Take core courses when they are given because such courses are not offered every semester. Course scheduling occurs two years ahead of time and it is sometimes possible to learn what is planned for the future. However, these schedules are tentative.

E. Your address: If you move send in the change of address cards provided with your bill. The official Department address is: Department of Earth and Environmental Sciences (m/c 186), University of Illinois at Chicago, 845 W. Taylor St., Chicago, IL 60607-7059.

30 A FEW FINAL COMMENTS

The graduate school experience is fundamentally different, in many ways, from what you probably experienced as an undergraduate. Learning how to think critically, how to develop and carry out an original project, and how to convey your results in both written and verbal forms is as important as the material learned in class. As Sheila Widnall, then President of the AAAS, wrote in 1988 (Science, 241:1740-1745):

"..it is at the graduate level that the student begins to function as an independent scientist - indeed, that is the purpose of graduate education. During this process the faculty gradually begins to remove the props supporting the student and to place more responsibility on the student for problem formulation, evaluation, execution, and defense. Ideally, as the process continues, the student has access to a variety of structured professional experiences designed to enhance self-confidence and build independence. These experiences include opportunities to present and defend research results in regular and productive group meetings, to evaluate and criticize the work of peers, to formulate and carry out research tasks of increasing importance, to participate in dialogues and debates about scientific and technical issues, and to discuss future career plans as they relate to current interests and activities. Faculty members often do not make these parts

of the educational process explicit to the student. Much of the stress of graduate education results from a lack of student understanding of this hidden agenda."