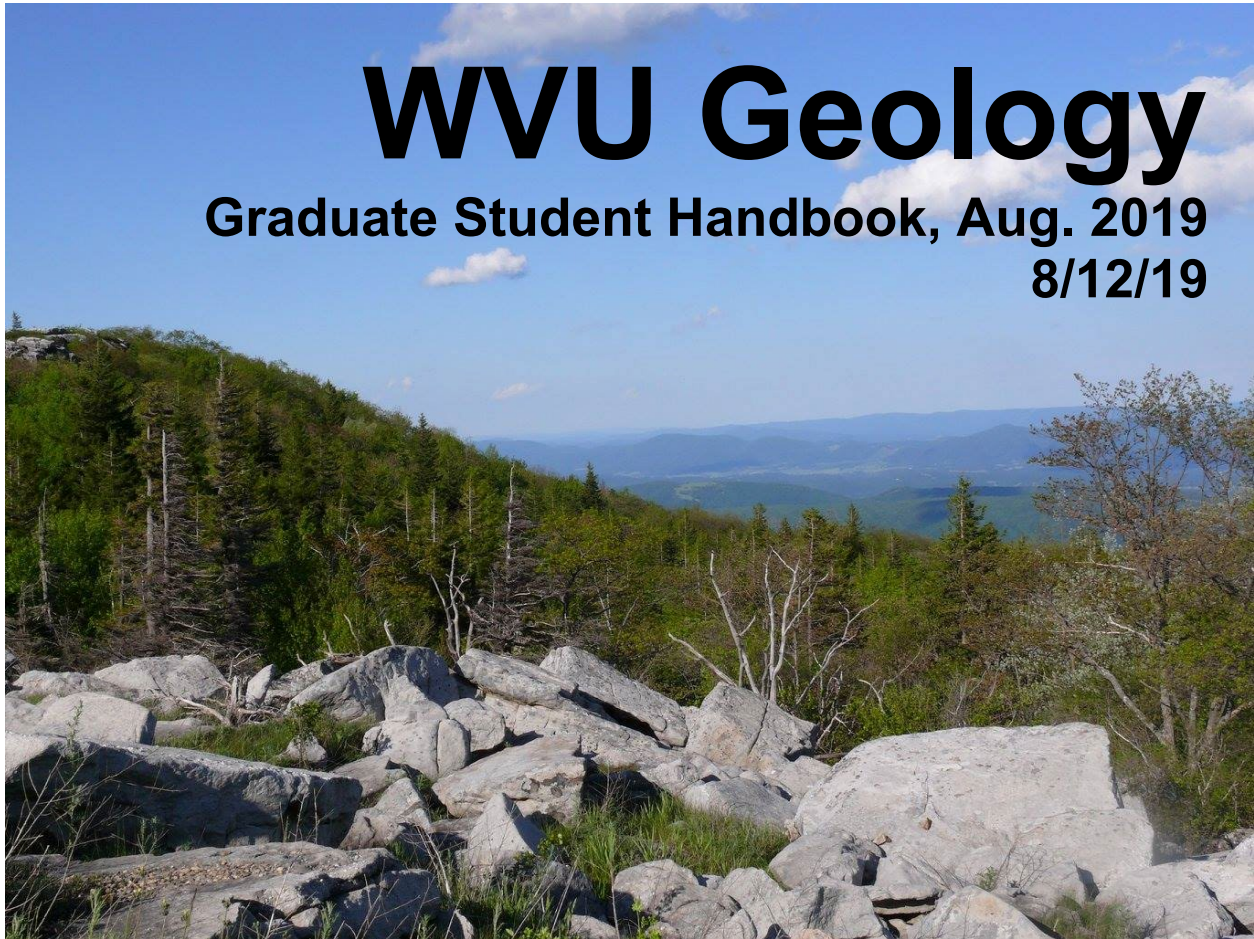


WVU Geology

Graduate Student Handbook, Aug. 2019

8/12/19



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Graduate Program Handbook August 2019

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Cover:

Dolly Sods Wilderness, Monongahela National Forest, WV. photo: James Lamsdell

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1 INTRODUCTION AND GENERAL COMMENTS

Beginning in Fall 2018, this handbook provides only the procedural information for graduate students in the WVU Geology program.

Information and rules related to program admission and degree requirements are now found in the WVU Graduate Catalog. Please refer to that document for those details.

- Geology graduate degree requirements:
<http://catalog.wvu.edu/graduate/eberlycollegeofartsandsciences/geology/#text>
- General WVU requirements regarding Academic Standards; Advising, Enrollment and Evaluation; Degree Regulations; FERPA; Programs Courses and Credits: Tuition, Fees and Residency: <http://catalog.wvu.edu/graduate/>

Note – The Graduate Catalog is the official location for all WVU and Geology degree requirements. Students are responsible with knowing those rules and should not rely on this handbook alone.

Forms and examples of forms used by the Geology Grad Program can be found on the web page: <https://www.geology.wvu.edu/graduate-studies/current-graduate-students/forms-you-will-need>

For questions related to the rules or the handbook, contact the current chair of the Geology Graduate Program Committee (GGPC).

Abbreviations used in this document:

GGPC	Geology Graduate Program Committee
G&G	The Department of Geology & Geography (this refers to the entire department, not just the Geology Program)
Grad	Graduate
GPA	Grade point average
GTA	Graduate teaching assistant
GRA	Graduate research assistant
UG	Undergraduate

SECTION A. DEGREE PROGRAMS

2 GENERAL PROCEDURES AND POLICIES FOR ALL GEOLOGY GRADUATE DEGREE PROGRAMS

2.1 SUMMARY OF MILESTONES AND DEGREE REQUIREMENTS

Summary of Geology Degree Requirements

	M.S.		Ph.D.
	Research (Thesis) Track	Professional Studies Track	
Coursework Credits	24	24	9
Additional Credit Requirements	2 credits Geology Colloquium (GEOL 699) At least 6 credits of research (GEOL 697)	8 professional development credits.	2 credits Geology Colloquium (GEOL 699) 2 credits PhD seminar (GEOL 796) At least 6 credits of research (GEOL 697)
Total Required Credits	32	32	19
Required Milestones	Thesis Proposal Thesis Defense Thesis		Preliminary Exam Dissertation Proposal & Oral Comprehensive (Candidacy) Exam Dissertation Defense Dissertation
Other required items	Plan of Study	Plan of Study	Plan of Study

2.2 ADMINISTRATION POLICIES

2.2.1 Appointment letter

Your Offer Letter is essentially a contract. It specifies your funding sources and terms. It also lists any deficiencies in coursework you may need to make up before you can graduate. Your contract is unique to you, so another student's contract does not apply to you.

Your offer letter serves as your initial Appointment Letter. The university issues updates to these on an annual basis.

2.2.2 Final Transcripts

Your final academic transcript from your previous university must be submitted to the Office of the University Registrar (<http://registrar.wvu.edu>).

2.2.3 Required Training

WVU has online certification courses for plagiarism, chemical lab safety, etc. Sometimes, you will be prompted by an email to your MIX account or by a request from a faculty or staff member to take a tutorial. If you receive a request to complete one of these online courses, please do so as soon as possible.

- All graduate students must complete the Plagiarism Avoidance Tutorial hosted by the WVU library system before beginning the geology graduate program. The tutorial can be accessed here: <https://lib.wvu.edu/instruction/plagiarism/> You can take the quiz multiple times, so keep trying until you get 100%.

The record of the completed tutorial should be provided to the geology Graduate Secretary (Hope Stewart) in either hard copy or email form.

- Students who may work in a chemical lab must take online lab safety training: <http://ehs.wvu.edu/training/lab-safetyhazardous-materials>

Take the test and save/email results page to our chemical safety officer Dr. Graham Andrews. Consult Dr. Andrews before taking the online test.

Chemical waste training can also be taken in-person. Regular sessions are offered; see: <https://www.ehs.wvu.edu/training/hazard-comm-hazardous-waste-lab-safety-training>.

2.2.4 Evaluation of Milestone Events and Exams

Milestone events and exams are determined to be a pass or fail based on the closed vote of the committee. Votes must be pass or fail; abstentions are not permitted.

- Passing votes must be unanimous for the Ph.D. Preliminary Exam
- Passing votes must be unanimous or nearly unanimous (with only 1 dissenting vote allowed) for the Thesis defense and Dissertation Committee tests (for the proposal and oral test, and the final dissertation defense).

One reexamination only is allowed for each of the preliminary, proposal and comprehensive exams (no retake is allowed for a defense). Deadlines for the re-take are at the agreement

of the exam/research committee and the GGPC but must be within 2 months of the original exam/event. Milestone deadlines specified for the degree (see Sections 3 and 4 for milestone deadlines) still apply to exams taken a second time.

2.2.5 Attendance at Defenses

As specified in the graduate catalog, the student and all committee members are expected to be physically present for a defense. In extraordinary circumstances, and only with the approval of the college or school dean or designee, an individual may attend by audio or videoconference (with videoconferencing preferred). Anyone attending the defense electronically must remain available during the entire time of the defense.

http://catalog.wvu.edu/graduate/advisingcoursesdegrees/degree_regulations/#thesedissertationstext

2.3 COURSE RELATED POLICIES

2.3.1 Plan of Study

All students are required to complete a Plan of Study within their first month in the program. The purpose of the Plan of Study is to identify the courses and requirements the student must meet to obtain their desired degree. This initial form outlines the courses you plan to take and makes sure those courses cover all requirements for the degree. The plan of study is usually modified a few times prior to graduation. As a general rule, be proactive and keep up-to-date on deadlines regarding submission of the plan of study and other documentation needed to graduate.

Masters students will initially develop this with an Advising Committee. PhD students will develop this in conjunction with their advisor.

The original signed Plan of Study is given to the Graduate Secretary (Hope Stewart) for placement in the student file. The Plan of Study can be revised at any time with the agreement of the student and the appropriate advising/research committee. The final Plan should reflect the actual courses taken by the student and be signed by their research committee.

Plan of Study forms are prepared and updated on the geology network. When you need to make changes, please contact a member of the GGPC regarding who is currently making the edits on the forms. Example forms can be found on the WVU Geology web site.

2.3.2 Courses and Course Load

Full-time students with financial support normally maintain 12 hours for each of fall and spring semesters; 9 credits is the minimum.

- Students using university resources are required to enroll for each least 1 hour of graduate credit.
- International (non-U.S.) students may have additional VISA requirements and should check with [WVU's International Student's & Scholars Services \(IWSS\)](#).

Course information is found in the following locations:

- Approved Geology courses are listed in the WVU Graduate Catalog: <http://catalog.wvu.edu/graduate/eberlycollegeofartsandsciences/geology/#courseinventory> . For courses outside of the department, see those departments in the Graduate Catalog.
- Pre-approved courses outside of geology (for MS students) can be found in the graduate catalog (<http://catalog.wvu.edu/graduate/eberlycollegeofartsandsciences/geology/#masterstext>)
- Courses offered each semester can be found at STAR: https://star.wvu.edu/pls/starprod/bwckschd.p_disp_dyn_sched

Many new, temporary or occasional graduate courses are taught under #93 course numbers (# = 4, 5 or 6). These classes will show up under STAR for the specific semester but do not show up in the graduate catalog. These classes are typically advertised by email and/or signs in Brooks Hall.

2.3.3 Course Credits toward Degree

All course work applied towards the degree must be at the graduate level (numbered 400 or higher). No more than forty percent of course credits counted toward any graduate degree may be at the 400-level.

(<http://catalog.wvu.edu/graduate/advisingcoursesdegrees/#creditlimitstext>)

Graduate credit is obtained only for courses in which the grade earned is A, B, C, P or S. Courses taken as audits or courses in which the grade earned is D, F, or U do not count toward a graduate degree.

(<http://catalog.wvu.edu/graduate/advisingcoursesdegrees/#creditlimitstext>)

2.3.4 Geology Colloquium

The graduate colloquium (GEOL 699) is offered all semesters. Students take this as 1 credit per semester during two different semesters.

Students taking the colloquium for credit are required to sign-in with the advising faculty member. All graduate students are expected to attend the colloquium regardless of if they are currently taking it for credit.

2.3.5 Withdrawing From Courses

Graduate students are not permitted to withdraw from classes unless they have permission from their advisor as well as the Graduate Program Committee. Students interested in doing so must provide a written statement explaining the rationale for the change.

2.3.6 Minimum GPA

Students must maintain a minimum overall GPA of a 3.0 and a minimum GPA of 3.0 in coursework applied to their graduate program^a.

Students whose GPA falls below 3.0 will be put on probation for one semester. If they remain below 3.0 for a second semester, they will be dismissed from the program.

2.4 OTHER PROCEDURES

2.4.1 Milestone Tracking Forms

The Milestone Sign-Off sheet provides formal documentation that specific requirements for the degree have been successfully met. These milestones include (as appropriate): Preliminary exams, proposal defenses, comprehensive (candidacy) exams, and final defenses.

Copies of these forms are present in the presentation room (325 Brooks) and the conference room (324 Brooks). In addition to the student signature, this form is signed by the committee chair and all committee members.

The signed form is put on file in the main office. Students may wish to keep a copy of the form in their personal file as a formal record of your progress. Example forms can be found on the WVU Geology web site.

2.4.2 Annual Progress Assessment

All graduate students will have their progress reviewed each spring during residence, as a condition of continued financial support. Assessments will be done in coordination with the student's graduate advisor and the Geology Grad Program Committee and will be used in determining continuation of financial support.

Guidelines for what constitutes "good progress" is defined in the graduate catalog and below (separately for MS and PhD programs).

Students will be notified of the review process for each year early in the fall semester.

^a The 2017-2018 Graduate Catalog lists a GPA requirement of 3.3 for PhD Students. It will be changed for the 2018-2019 academic year.

2.4.3 Research Committee Composition and Research Plan (MS-Research and PhD Only)

The student must identify a willing Advisor who is a Regular member of the Graduate Faculty.

Details regarding committee requirements should be reviewed in the Graduate Catalog: http://catalog.wvu.edu/graduate/advisingcoursesdegrees/degree_regulations/#General_Requirements, and are summarized below:

- The research committee must consist of no fewer than three members for a MS and four members for a PhD.
- No more than one person may be a non-graduate-faculty member.
- Doctoral dissertation committee must have at least one member from outside of G&G
- Any outside faculty member must hold the equivalent degree as the one being sought by the student.
- The majority of the committee members must be faculty members in G&G (Geology Program Rule)

Students will complete a Research Plan to the GGPC at least one month ahead of the proposal. This plan will indicate their (1) advisor; (2) tentative research topic; and (3) list of Research Committee members. This plan will become part of the student's department file.

2.4.4 Waiver of Geology Deadlines

Students who for reasons related to health, financial support, or other circumstances cannot meet any of the Geology Program deadlines may petition the Geology Graduate Program Committee for a postponement in advance of the deadline. The request should indicate the circumstances and the proposed new deadline. The request must have the support of the student's Ph.D. advisor. Students are reminded that postponement of deadlines may delay their graduation. Waiver requests are addressed on a case-by-case basis; they are not always approved.

2.5 GRADUATION PROCESS

Procedures for graduation are maintained by the Eberly College of Arts and Sciences: <https://eberly.wvu.edu/students/graduate/graduation-forms-and-process> . All of the forms mentioned in the table below can be found via the college link.

In geology, Hope Stewart tracks this process. When you're getting close to graduation, you should check with her.

You will need to complete the following tasks:

Task	Timing
Apply to graduate	Early the semester you plan to graduate. Deadlines for each semester are posted on the WVU calendar.
Thesis and Dissertation Defense Date Declaration form.	At least <u>two weeks prior</u> to the scheduled defense date
The "Eberly Thesis and Dissertation Oral Defense Form" is separate from the Date Declaration form. You print this form and take to your defense meeting for the collection of committee signatures.	This form must be submitted to your departmental representative <u>immediately after the defense</u> and then returned to the Eberly College Graduate Records Office no later than 4:00 p.m. on the next business day following your defense.
WVU Electronic and Thesis and Dissertations (ETD). You'll find links to critical information regarding the ETD on the Graduate Forms and Processes page. In the ETD Submissions Packet, you need to bring the Electronic Thesis and Dissertation Signature Form (Page 5) to your defense. This is particularly important since the responsibility to cross check final committee comments is left to your research adviser. Committee members (particularly external members) may be out of town and unable to sign before the ETD deadline.	Print this form off ahead of time, bring to the defense for signature and clarify with the committee how they wish to handle final corrections and review. Deadlines for ETD submission are posted on the WVU calendar.

3 MASTER OF SCIENCE (M.S.) DEGREE IN GEOLOGY

3.1 MS DEGREE: GENERAL DEGREE REQUIREMENTS

The following procedures and policies are in addition to those provided:

- In section 2.0: General procedures and policies for all geology graduate degree programs
- In the WVU Graduate Catalog.

3.1.1 Select a Track (Research or Professional Studies)

Students identify their selected track (Research or Professional Studies) in their application; offers of admission are for specific track and are stated in the offer letter.

Student interested in changing tracks must request a change in writing to the GGPC including a plan for meeting the requirements of the requested track.

3.1.2 Coursework

At least 60% of the course credits must be taken from GEOL and GEOG.

Courses outside of GEOL and GEOG to be approved by the student's advisor unless they are on the approved list of outside courses (see the graduate catalog for approved lists of courses).

3.1.3 Time Limits for MS

Master's degree students are permitted to continue in a program for a maximum of eight years following their term of admission to the program. Students who have been inactive for two or more years or who exceed eight years following their term of admission are required to apply for readmission to the University and their graduate program. More details are provided in the WVU Graduate Catalog under Degree Regulations.

http://catalog.wvu.edu/graduate/advisingcoursesdegrees/degree_regulations/#timelimitstext

3.2 MS DEGREE: RESEARCH TRACK

3.2.1 Overview of MS Research Track

The Research Track requires the student to complete independent scholarly research culminating in a thesis. This track is intended for students interested in a more-traditional research-based graduate degree.

This Track involves focused course work plus a relatively open-ended research project, of broader scope than the Professional Studies track, with original content and of approximately one-year duration. Students considering a future Ph.D. or seeking employment in geological research are advised to choose this option.

The Research Track requires a minimum of 24 formal course credits plus 6 research credits (GEOL 697) and 2 hours of Graduate Colloquium (GEOL 699) for graduation. A thesis based on original research is required. The thesis is done under the supervision of a faculty Advisor and a Research Committee of three faculty including the Advisor.

Students obtaining a masters in Geology with a Research Track will be able to:

- Communicate geologic concepts orally and in writing
- Apply research skills to analyze geologic questions
- Propose, produce and defend original research in their field of study
- Explain geologic principles as they relate to their area of research

3.2.2 Geology Course Deficiencies

Students entering the Master's research program must have completed or intend to complete the equivalents of all courses required for the Geology BS at WVU. If a student did not take these courses formally, they would normally be required to make them up while at WVU (deficiency).

Undergraduate deficiencies or prerequisites in Geology may not count towards the M.S. degree unless approved by the student's Advisor and the GGPC. Preapproved alternatives and graduate-level replacements include the following:

UG Course Deficiency (for students who did not take similar UG courses)	Approved Substitute Courses (*Fulfills deficiency but does not count toward graduate degree credit)
Geology Courses	
GEOL 286: Rocks and Minerals (4 credits)	none
GEOL 311: Stratigraphy and Sedimentation (3 credits)	none
GEOL 341: Structural Geology (3 credits)	*GEOL 342 Structure for Engineers
GEOL 404: Geology Field Camp (6 credits)	none
Allied Science Courses	
MATH (6 credits): MATH 155, 156: Calculus I and II	*GEOL 351 Geomath
At least four college-level courses of CHEM, PHYS, or BIOL	GEOL 554 Environ/Explor Geophysics AGRN 430 Soil Physics GEOL 488 Environ Geochemistry GEOL 496 Environ Isotopes

Students who have taken similar classes or have comparable professional experience may apply to the GGPC for a waiver of a deficiency. The waiver application should provide detailed support for the request. We recommend that the student confers with the GGPC prior to submitting a waiver request. Support of the student's advisor is help to obtain a waiver.

3.2.3 Progress toward Degree (MS Research)

Good progress toward the degree is defined by successful completion of milestones by the required deadlines. The deadlines include the following:

- Target Date: Indicates excellent progress.
- Deadline: Indicates reasonable progress. Students who do not meet this deadline will be placed on formal probation.
- Funding termination date. Students not meeting this deadline will no longer receive department funding and support.
- *The MS thesis defense cannot take place during the same semester as the proposal defense.*

Progress Schedule and Deadlines for MS Research Students

Milestone	Start Semester	Target	Deadline	Funding termination date
Proposal Defense	Fall	May 1, Year 1	Aug 1, Year 1	Dec 1, Year 2
	Spring	Aug 1, Year 1	Dec 1, Year 1	May 1, Year 2
Thesis defense and submission	Fall	May, Year 2	Support typically not available after 2 years	
	Spring	Aug, Year 2		

3.3 MS DEGREE: PROFESSIONAL STUDIES TRACK

3.3.1 Overview of MS Professional Studies Track

The Professional Studies Track requires students to complete a Professional Development credits/tasks in place of thesis-based research. This track is intended for students looking to obtain additional knowledge and skills for their professional careers in Energy Geology or Environmental Geology

This Track provides a non-thesis opportunity for students in the WVU Geology M.S. program. The Professional Studies Track is not recommended for students considering eventual doctoral research.

Students obtaining a masters in Geology with a Professional Studies Track will be able to:

- Communicate geologic concepts orally and in writing
- Demonstrate knowledge in either energy geology or environmental geology
- Apply geological knowledge and methods to (1) find, develop and produce energy resources particularly natural gas, natural gas liquids, and oil; OR, (2) to assess environmental issues

3.3.2 Professional Development Credits

All students enrolled in the Professional Development Track will complete 8 credit hours as specified below:

# of Credit-hours	Course	Course Number	Comments
1	MS Prof Studies Cohort Seminar	GEOL 593 ^b	Required of all students in their first fall semester
1	Geology Colloquium	GEOL 699	Required once.
<u>6 credit-hours combined from the following categories</u>			
0-1	Geology Colloquium	GEOL 694	Taken 1-credit/semester. Can be taken twice.
0-6	Internship	GEOL 593 ³	45 hours of internship ~ 1 credit hour. Additional credits of internship can be completed but do not count toward the degree requirement.
0-6	Project with a faculty advisor	GEOL 680	Typically taken as 1-credit add-on for existing classes
0-6	Additional elective credit hours		

3.3.3 Professional Development Experience

All students in the Professional Studies Track will complete at least one of the following experiences toward their degree:

- ASBOG Fundamentals Exam. This exam is the first exam from the National Association of State Boards of Geology (<http://asbog.org/index.html>) and is used by many states toward licensure. The exam is held twice a year (usually in March and October) and requires registration several months in advance of the exam through one of >30 state geologist licensing boards that require the ASBOG FG exam. Students can take the exam in any state administering ASBOG exams (note that the exam is not given in West Virginia; the closest exam location is Harrisburg PA). Exam costs and fees will be paid by the student. Students who have completed this exam prior to enrolling in the Professional Master's program must choose another Professional Development Experience. There is no course credit associated with this option.
- Project(s). Students may complete a research project with a faculty member in geology. A project is a 1-credit add-on taken in association with an existing graduate course as

^b Course number to be updated when final course is approved.

agreed upon between the student and instructor. Students interested in this option should (a) contact the professor of the class and decide on a project, (b) complete a Project Agreement; and (c) enroll for 1 extra credit via GEOL 680. Students interested in completing a project outside of a class or for more than 1 credit need to ask permission of the Professional Masters Director for approval. At the end of the project, the student will produce a project report and present their findings in a public colloquium. Students may select to do up to 6 credits of this option.

- Internship(s). Internships can be completed with host companies, non-governmental organizations (NGOs), government agencies, or national laboratories. The student is responsible for finding their own internship(s). At the end of the internship, the student will produce a project report and present their findings in a public colloquium.

Up to 6 credits of internship can be applied toward degree requirements. When planning an internship, the student completes an Internship Agreement that specifies the details including the number of associated credit hours (one credit-hour = at least 45 hours of internship time). The internship will be evaluated via the Internship Evaluation/Verification Form to be completed by the internship supervisor.

4 DOCTOR OF PHILOSOPHY (Ph.D.) IN GEOLOGY

The following procedures and policies are in addition to those provided:

- In section 2.0: General procedures and policies for all geology graduate degree programs
- In the WVU Graduate Catalog

4.1 SUMMARY OF PhD REQUIREMENTS

Requirement	Purpose	Format	Evaluated by
File Plan of Study	Outline program goals, courses, potential advisor	Advisory Committee product	Advisor
PhD Seminar (to be taken twice)	Develop research acumen and breadth of knowledge in earth sciences	Seminar/ Colloquium	Faculty Leader
Preliminary Exam	To determine if the student has the potential to do doctoral-level research; tests communication, reasoning, and critical thinking skills	Preparation of written paper with oral presentation and defense	Preliminary Committee of 3 faculty members selected by GGPC
Formulate research plan, assemble research committee	Start dissertation research, initiate search for funding	Interaction with advisor and committee	Advisor
Dissertation proposal and Comprehensive (Candidacy) Exam	Present detailed research goals and methods; tests background knowledge A successful completion of this exam <i>admits the student to the Doctoral Candidacy</i> ^c .	Written proposal; oral presentation and defense	Dissertation Research Committee
Dissertation defense	Present research results	Written dissertation, oral presentation and defense	Dissertation Research Committee

^c From the WVU Graduate Catalog: "Admission to graduate study and enrollment in graduate courses do not in themselves imply acceptance of the student as a candidate for a doctoral degree. Admission to doctoral candidacy is accomplished only by satisfactorily passing a candidacy examination (which may have a different label in different programs) and by meeting other requirements specified by the program"
http://catalog.wvu.edu/graduate/advisingcoursesdegrees/degree_regulations/#requirementstext

4.2 COURSEWORK & CREDITS

The Doctor of Philosophy requires a minimum of 9 formal course credits (at the 400, 500, 600, or 700 level) plus 6 research credits (GEOL 697), 2 hours of GEOL 796 (1-credit Ph.D. Seminar) and 2 hours of GEOL 699 (Graduate Colloquium) for graduation

Courses are to be selected by the Ph.D. student in collaboration with his/her advisor, the initial advising committee (if needed), and then with his/her Dissertation Research Committee. The student should strive to finish coursework in the first 2 years of his/her program if they are full-time residents at WVU. GPA requirements are included in Section 2.0 for general degree requirements.

After being admitted to the doctoral candidacy, Ph.D. students must enroll for each least one credit during both spring and fall terms to maintain their candidacy status.

4.3 RESIDENCY

Ph.D. students normally are required to spend at least one academic year (two semesters) in residence doing full-time graduate studies at WVU. However, the WVU Graduate Catalog states, "an" individual student or graduate committee may propose an alternative plan by which the student can gain equivalent educational experience to meet the residency requirement. For example, the plan of study may require the student to spend time in residence at a national or foreign laboratory, institute, archive, or research center as partial fulfillment of the residency requirement." This means, for example, that Ph.D. students employed full time at a State agency such as the West Virginia Geological and Economic Survey, or at a U.S. governmental agency, like DOE or OSM, could be exempt from the residency requirement, with the permission of their Dissertation Committee. International students should check their specific VISA requirements regarding internships.

4.4 Ph.D. SEMINAR

Each student must enroll for GEOL 799, Ph.D. seminar, for 1 credit during 2 separate semesters. The Ph.D. student is required to take his/her first GEOL 799 seminar during his/her first year of study. The seminar will meet formally or informally, at the discretion of the faculty seminar leader.

4.5 Ph.D. DEGREE TIME LIMIT

Ph.D. students have a maximum of 5 years following their Admission to Doctoral Candidacy, to complete their other degree requirements and graduate. For rules regarding the Ph.D. time limit, refer to the most recent copy of the WVU Graduate Catalog. http://catalog.wvu.edu/graduate/advisingcoursesdegrees/degree_regulations/#timelimitstext

4.6 PROGRESS TOWARD DEGREE (PhD)

Good progress toward the degree is defined by successful completion of milestones by the required deadlines. The deadlines include the following:

- Target Date: Indicates excellent progress.
- Deadline: Indicates reasonable progress. Students who do not meet this deadline will be placed on formal probation.
- Funding termination date. Students not meeting this deadline will no longer receive department funding and support.

PhD Milestone Targets and Deadlines

Milestone	Start Semester	Target date	Deadline	Funding termination date
Preliminary Exam	Fall	May 1, Year 1		Aug 1, Year 1 (for retakes only)
	Spring	Dec 1, Year 1		May 1, Year 2 (for retakes only)
Proposal/ Comprehensive (Candidacy) Exam	Fall	May 1, Year 2	Dec 1, Year 3	May 1, Year 3
	Spring	Dec 1, Year 2	May 1, Year 3	Dec 1, Year 3
Dissertation defense	Fall	May, Year 4	Support typically not available after 4 years	
	Spring	Dec, Year 4		

SECTION B. PROPOSAL & THESIS/DISSERTATION GUIDELINES AND EXAM PROCEDURES

5 GENERAL WRITING GUIDELINES

5.1 PROPOSAL STYLE GUIDE (M.S., Ph.D.)

5.1.1 Purpose

Ph.D. and MS-Research Track students must complete a written proposal and a formal proposal defense. The purpose of a proposal is for the student to present their planned research in a concise and cogent document that illustrates (1) the need for the research and its broader impacts, (2) that clear objectives exist for the project, and (3) the work is feasible. Furthermore, the proposal and defense are intended as an opportunity for the student to receive feedback and direction from their entire committee.

Although this document needs to be sufficiently polished for the committee members to evaluate the merits of the proposal, it is not intended to be an exhaustive summary of the relevant literature nor is it required to include all minutia of the planned project. The committee recognizes that research delves into new areas and therefore not everything can be known in advance. Although preliminary data may be helpful in proposal preparation, the defense should occur prior to when the student collects the bulk of their data to ensure that committee feedback is received at the appropriate stage.

5.1.2 Structure

The Geology Grad Program has adopted the NSF Proposal style guide as the standard structure for all Thesis and Dissertation proposals. The structure should adhere to the following guidelines:

- Proposals are limited to 15 pages, including figures and tables. The reference list does not count towards the page limit.
- Text should be 12 point, single-spaced.
- Figures must be legible, of good quality, and embedded in the main body of the text. All included figures should be directly referenced in the proposal.
- The proposal must include the following information regarding the rationale for the study, statement of work and objectives; methods; broader impacts, timeline; and budget.
- Students conducting research that includes chemicals should include a hazard and waste handling appendix in their proposal (does not count towards page limit).

Some useful links:

- [Writing a scientific grant proposal: advice for students](#)
- [Writing a good grant proposal](#)

5.2 THESIS/DISSERTATION STYLE GUIDE (M.S., Ph.D.)

The (M.S.) Thesis or (Ph.D.) Dissertation must be prepared in accordance with the style guide set out here in the Handbook and in agreement with the requirements of the Electronic Thesis and Dissertation Program (https://etd.lib.wvu.edu/files/submission_information_packet.pdf):

- The Thesis/Dissertation must have a title page (a template can be found in the ETD documentation).
- The Thesis/Dissertation must have an abstract, formatted as required in the ETD documentation – single spaced, with no word limit.

In addition to the ETD requirements, all Theses/Dissertations must:

- Include a table of contents after the abstract, providing page numbers for each chapter.
- Front material (excluding the title page and abstract) should be numbered using small, italicized Roman numerals.
- Following the front material, the numbering should begin at 1 and be in Arabic numerals.
- Figures should be legible, of high (publication grade) quality, and referenced directly in the main body of the text.
- All text after the abstract should be double spaced, size 12 Times New Roman font.

However, for the formatting of the main body of the thesis/dissertation, two style options are available. Students should discuss the style options with their advisor and research committee. The two style options are as follows:

1. Traditional Format Thesis/Dissertation

This option represents the traditional style of thesis and dissertation preparation, with the Thesis/Dissertation is presented as a single uniform document.

- The Thesis/Dissertation should be split into an appropriate number of chapters, with separate Introduction and Conclusion sections that introduce and summarize the themes of the work undertaken.
- A single reference list for the entire document should be included as a separate section after the conclusion.
- Figures can be incorporated into the main body of the text or included separately at the end of the thesis/dissertation after the reference list. The student should discuss with their advisor which manner of inserting figures they should follow.

The Geology Grad Program recommends the *Geology* style guide for combined Thesis/Dissertation formatting (but in a single column format). Students should read and follow the available *Geology* style guide pdfs:

- Section heading styles and mathematical expressions:
<https://www.geosociety.org/documents/gsa/pubs/Style.pdf>
- Reference formatting:
https://www.geosociety.org/documents/gsa/pubs/GSA_RefGuide_Examples.pdf
- Figure preparation and requirements:
<https://www.geosociety.org/documents/gsa/pubs/FigureGuidelines.pdf>
- Table preparation and requirements:
<https://www.geosociety.org/documents/gsa/pubs/Tables.pdf>

2. Independent manuscript chapters

This option allows chapters to be formatted as independent manuscripts ready for submission. Theses/Dissertations prepared in this way should include an Introduction and Conclusion, separate from the chapters, that introduces and summarizes the themes of the project and combines the separate chapters into a cohesive narrative.

- The Thesis/Dissertation will be divided into an appropriate number of chapters, with each chapter formatted for a specific journal.
- Each chapter should be a self-contained manuscript, including a reference list of all references used in that chapter.
- The name of the journal format used for each chapter should be stated in the contents alongside the chapter entry.
- Figures can be included in the main body of the text or placed at the end of each chapter, whichever the chosen style for that chapter requires.

6 DEFENSE AND EXAM PROCEDURES

6.1 DEADLINES AND SCHEDULING PROCESS FOR MILESTONE EVENTS (PROPOSAL, THESIS, PRELIM, DISSERTATION)

1. The student prepares a final committee draft. Once the advisor approves it, the student distributes it to committee members (ask them first if they want electronic or paper).
2. The committee members need enough time to review the draft and decide if they think it is defensible. For prelims, the committee requires 1 week to review the document. For proposals, theses and dissertations, 2 weeks are required.
3. Once all committee members agree the draft is defensible – by email or discussion – the student should arrange a date that is suitable for all, either by asking for good times, bad times, or specific dates (some use Doodle polls).

Agreement that the committee draft is defensible does not imply a pass on the oral exam. The candidate is expected to demonstrate a comprehensive understanding of the research and to justify research methodologies and conclusions, and their meaning and significance. Defense evaluation is based on the effectiveness of oral presentation and response to questions from attendees, both committee, and non-committee.

4. When a date has been selected:
 - The student should schedule a room through the department office.
 - At least 7 days before the scheduled defense, the student will prepare an announcement for the defense, give one copy to the main office, and distribute 6 more copies around the building. The student will also send out

an email notice to the geology program and provide a PDF of their announcement to Dr. James Lamsdell.

5. For a thesis or dissertation defense:

- The student must then complete the online Defense Date Declaration Form and obtain signatures by all committee members, either in hard copy or by PDF digital certification.
 - This form **MUST** be completed at least two weeks **BEFORE** the planned defense (College rules). This is being strictly enforced by the college.
 - The Eberly Thesis and Dissertation Defense (signature) Form is to be printed by the student and taken to the defense meeting. This form must be signed by all committee members at the conclusion of the defense meeting and returned to the College.
6. The Eberly Thesis and Dissertation Defense Form **MUST** be completed/signed by the advisor and committee and returned to Hope (pass or fail) the day of the defense. Also at the same time, complete the dept. Milestone form (blank ones are in both 324 and 325, or available on the geology program web site).

This procedure is not mandated for proposals (no Defense Date Declaration Form, just the Milestone form), but it's a good idea to practice this drill and follow similar timelines.

Advisers: *The Defense Date Declaration Form is the time sensitive form. Make this a priority for your students.*

6.2 PRELIMINARY EXAMINATION (Ph.D.)

The purpose of the preliminary (prelim) examination is to evaluate a student's abilities in scientific literature comprehension, scientific writing, oral presentation, and critical thinking, all fundamental for completion of a doctorate.

The exam will have both written and oral portions in which students demonstrate, by review and analysis of existing literature and scientific ideas, that they have the skills for conducting original research. The topic should lie within their general area of scientific interest yet NOT be based on or derived from earlier research already performed by the student (e.g., their M.S. thesis) or their advisor (e.g., a research proposal for funding). The exam will NOT be a test of comprehensive knowledge, examination of geological background, or a pre-proposal of the student's intended dissertation topic.

The prelim topic can be based on the critical evaluation of a topic, a research technique, or the development of a new research idea. It should be chosen by the student and fall within the student's area of academic interest and demonstrate awareness of key ideas in the current literature. For example, a student planning to conduct Ph.D. research on Paleozoic paleoclimatic signals preserved in the sedimentary record might prepare a prelim paper reviewing how stable isotopes are currently used in paleoclimate research and problems associated with their interpretation. The intent is for the student to learn about a topic that

will enhance their development as a scientist. Once a topic is chosen, the student must notify the preliminary committee of the topic.

In preparing the written paper, students may ask their advisor to review or discuss one early draft for appropriateness of ideas, scope, and direction, but the paper will otherwise represent, largely or wholly, independent effort and ideas of the student. Students who seek assistance with editorial aspects (grammar, punctuation, idioms, writing style, syntax, etc.) may utilize the WVU Writing Center.

The paper will be maximum 10 pages of text (not including figures, references, and table of contents), double spaced, and be in the format of a formal manuscript. The deadline for the final written paper to the prelim committee is at least 2 weeks prior to the exam date.

The preliminary committee will include the advisor plus 2 faculty chosen at random by the Grad Program Chair. Both written and oral portions will be evaluated based on the student's clarity of thought and presentation, organizational ability, oral and written communication skills, and ability to critically evaluate literature. After the oral exam, the committee members will convene to assign both exam portions, together, either a Pass or Fail grade. Should a student fail the exam, it may be retaken once, on a similar, modified, or alternate topic as determined by agreement with the Prelim Committee and the GGPC; the retake will be completed within 2 months. Students not successfully passing a retake, or not completing an exam at all, will not continue in the program beyond their second semester.

6.3 PROPOSAL DEFENSE (M.S., Ph.D.)

Once the advisor has approved the proposal for sharing with the research committee, the student circulates the proposal to committee members. The faculty members will review the proposal and decide if it is defensible. The student should assume this process will take at least two weeks. If all committee members approve the written proposal, the student may schedule their proposal defense date. The full process is outlined in Section 6.1.

The student will present their proposal in approximately 30 minutes. Following the oral presentation, the student will respond to questions from the general audience. After the public session, the Committee will meet with the student in closed session to ask further questions related to the proposed research and examine the research plan, the feasibility of the proposed goals, the practicality of the work plan/scope, and the appropriateness of the methodology. For Ph.D. students, the proposal defense will be followed by the oral comprehensive (candidacy) exam.

6.4 ORAL COMPREHENSIVE (CANDIDACY) EXAM (Ph.D.)

Following the oral proposal presentation, the student and Committee will take a 5-10 minute break before reconvening for the closed comprehensive (candidacy) exam. The Comprehensive Examination will last between one and two hours. The student will answer questions that demonstrate mastery of the general area of knowledge of his/her dissertation research. Questions may cover any topic in which the student can be reasonably be expected to have knowledge, i.e., high-school level science, subjects in which the student has enrolled as classes during undergraduate or graduate school, and the scientific field that accommodates their research.

The Comprehensive Examination will be graded separately from the Proposal as pass/fail. Votes cast can only be Pass/Fail; abstentions are not allowed. In the event the student fails their Comprehensive Examination, they will have the option of retaking it once, at a date established by the Dissertation Committee.

Upon the successful completion of this exam, the student is accepted into the Ph.D. Candidacy

(http://catalog.wvu.edu/graduate/advisingcoursesdegrees/degree_regulations/#requirementstext).

6.5 THESIS/DISSERTATION DEFENSE (M.S., Ph.D.)

PhD and MS Research Track students complete formal defense of their final document (report, thesis, or dissertation).

The student will present their research in approximately 30 to 45 minutes (for Thesis defenses) or 45 to 60 minutes (for Dissertation defenses) or as agreed upon with the research committee. Following the oral presentation, the student will respond to questions from the general audience, and then from the student's Research Committee. After the public session, the Committee will meet with the student in closed session to evaluate the written document and oral defense.

The defense will be judged as pass or fail, based on a closed vote of the respective committee. Passing votes must be unanimous or nearly unanimous (with only 1 dissenting vote allowed). Votes cast can only be Pass/Fail; abstentions are not allowed. Upon completion of the defense, a Thesis/Dissertation Defense Form will be signed and completed by the Research Committee and returned by the student to Hope Stewart with either a P or F grade within 24 hours after the defense.

Following the defense, final revisions of the thesis/dissertation will be made by the student according to committee comments. After final approval by all Research Committee members, the thesis/dissertation will be submitted online to the WVU ETD site as an Electronic ETD PDF copy. In addition, to be submitted to the Wise Library is a completed ETD submission packet with original Research Committee signatures and payment for required fees. See <https://etd.lib.wvu.edu> for information on dissertation submission.

6.6 EVALUATION OF EXAMINATIONS

All exams will be judged as pass or fail, based on a closed vote of the respective committees. Required votes are detailed in Section 2.2.4.

SECTION C. GRADUATE ASSISTANTSHIPS AND FINANCIAL SUPPORT

Support for graduate students is available from a variety of sources, including Graduate Teaching Assistantships (GTAs), Research Assistantships (GRAs), and Fellowships. It is a general policy of the Program to financially support all grad students. Details regarding individual support types and amounts are provided in offer letters.

All support is contingent upon making good progress with the timely completion of the degree milestones. What constitutes “good progress” is included in the degree requirements above.

7 GRADUATE ASSISTANTSHIPS (GAs) AND OTHER SUPPORT

Approximately 10 GTAs are awarded to new entering Geology graduate students each year. GTA support includes a 9-month stipend and a waiver of full-time tuition. In return for this stipend, the student works about 20 hours per week teaching and/or assisting in undergraduate labs and classes.

GRADUATE RESEARCH ASSISTANTSHIPS (GRAs). Research Assistantships are positions that support student research under the supervision of a faculty member with funded research grants and are competitively awarded. Terms of RA employment vary and pay commensurately to GTAs and also include a full waiver of tuition. Normally the research performed is part of the student’s thesis or dissertation. Students interested in obtaining RA support should contact faculty working in their field of interest.

UNIVERSITY FEES. Students are responsible for mandatory WVU and ECAS fees (health care, campus recreation center, computer use, and library fees). The current fee schedule is posted by WVU on an annual basis: <https://tuition.wvu.edu/graduate>

SUMMER SUPPORT. Summer tuition is waived for students who held a GTA or GRA during the preceding two semesters.

DEPARTMENTAL ENDOWMENTS. The Geology Program has access to a number of funds and endowments to support graduate student travel and student research. The availability and amount of these funds vary from year-to-year depending on how many students apply and the investment earnings on the endowment and foundation funds.

- Travel funds. Students may apply for partial support for meeting travel as long as they are the first and presenting author. Students applying for travel funds must follow the rules and formats of ECAS (<https://eberly.wvu.edu/students/graduate/graduate-and-doctoral-travel-and-research-programs>). Applications are first reviewed by the chair of G&G and matching department funds are commonly added. Students are limited to one travel grant per academic year. There is no fixed deadline to apply for travel funds, but a reminder email will typically be sent to the graduate student list serve before major conferences (GSA, AGU, AAPG).

- Research funds. Students may apply to the geology program for funds to support their research. These funds range from \$200 to \$5000 and are competitive to obtain. The amount of funds disbursed will vary from year to year based on the availability of endowment earnings. The designated use(s) of such funds and student eligibility varies from source to source.

There is a single unified application process for all foundation and research grants. A solicitation for applications is sent to all geology graduate students early in the spring semester along with that year's process and deadlines.

8 ROLES OF GRADUATE ASSISTANTS

8.1 GTA JOBS AND DUTIES

If you have TA funding, you will have two types of duties: (1) a formal teaching load consisting of 4 assignments, and (2) proctoring duties. The formal teaching load will have four parts. For example, teaching four 2-hour GEOL 102 labs equals one full teaching a load. Head TA and multiple preparation assignments each count for $\frac{1}{4}$ of a full teaching load. So, a grad student who is head TA for GEOL 102 labs and teaches three 102 labs has one full teaching load. A TA who is assigned two 102 labs and one 104 lab is considered to have "multiple preps", so that would be one full TA teaching load.

The proctoring duties consist of 15-20 hours per semester of extra TA work. These duties might consist of proctoring in-class or computer exams, driving for undergrad course field trips, and/or grading. The number of hours required and the list of assignments is provided early each semester. Watch your email for an announcement on when to sign up.

Please show up for any proctoring duties for which you sign up. If you sign up for a specific duty, faculty and/or other TAs will be counting on you. If you do not complete your full TA "proctoring" duties, you will be expected to make up that work or re-pay the department for that portion of the stipend you earned as a TA.

International student GTAs must take and pass the SPEAK test before they can provide instructional services. See http://iep.wvu.edu/testing_resources/speak for information. This requirement is based on state law with the goal of insuring that instructors have adequate speaking skills needed for effective instruction.

As a TA, you are on the payroll during the week before fall and spring courses start and finals week. Therefore, you are expected to be on campus during those times.

8.2 GRA DUTIES

If you are funded with an RA, your advisor (or whichever faculty administers your funding) is your supervisor and will assign you work to do as part of this RA. Unless otherwise approved by your advisor, GRAs should be on campus and maintain regular work hours.

Typically, GRAs are on the payroll during the week before fall and spring courses start and finals week. Therefore, you are expected to be on campus during those times, unless your research assignment stipulates otherwise.

8.3 ACADEMIC AND PROFESSIONAL STANDARDS

West Virginia University has established an Academic and Professional Standards policy that can be found online in the Graduate Catalog:

<http://catalog.wvu.edu/graduate/enrollmentandregistration/#text>

This policy defines forms of academic dishonesty, including plagiarism. In addition, it provides information about academic rights, penalties, and appeals, as well as probation and suspension procedures. Statements about research integrity and intellectual property are also included on the above website. Penalties for academic dishonesty may include academic dismissal from the program.

As a geology graduate student, it is your responsibility to know and follow the academic and professional standards.

SECTION D. DEPARTMENT & COMPUTER INFORMATION

9 THE DEPT. OF GEOLOGY & GEOGRAPHY; BROOKS HALL

9.1 DEPARTMENT ADMINISTRATION

Our department is fortunate to have some wonderfully efficient, resourceful, and kind staff. The staff who will be most helpful to you are:

- *Ms. Lisa Lively* – Lisa handles all payroll and other accounting duties for the department. She is also the keeper of the van schedule and keys. Lisa can be found in the dept. office.
- *Ms. Hope Stewart* – Hope is an expert on all graduate deadlines and policies. She serves also keeps the schedule for the use of rooms in Brooks, and she keeps the schedule of TA proctoring (more about that later). Hope can be found in the dept. office.
- *Mr. Randy Crowe* – Randy has an office on the 4th floor (diagonally across from elevator). He is in charge of department computers, software, computer labs, printers, and key access to rooms in Brooks.

The department maintains files for each student. Your file will include the following information: Offer Letter, signed Plan(s) of Study, Annual Review, Milestone Forms. To see your file, contact Hope Stewart.

9.2 DEPARTMENT COMMUNICATION

The only way the faculty and staff may have to contact you is through your WVU Mix email. **CHECK YOUR MIX EMAIL EVERY DAY!** If we send you an email to your Mix account, we will assume you received it that day. *If you do not check your Mix email every day, you will most certainly miss important announcements, opportunities, and deadlines from the department.*

You should also check your department mailbox regularly. If you need to sign paperwork for the dept. (e.g., reimbursement checks, annual appointment letters) that's where the paperwork will be put.

9.3 GRADUATE STUDENT REPRESENTATION ON DEPARTMENTAL COMMITTEES

Two geology graduate students, one masters, and one PhD student, serve as graduate student representatives at Departmental faculty meetings. You can learn a lot doing this, and it's especially useful for people considering academic careers. If you'd like to volunteer, ask your advisor.

9.4 BROOKS HALL

Building Emergencies: The department is in a usually very safe and well-running building. But, from time to time, here may be things that come up that need attention. Personal safety should always take priority. If you need help during the day, call the main office at 304-293-5603 or call 911 if there is an injury or emergency. For most building problems, you should call the main office during the day or 304-293-HELP (304-293-4357) after hours.

This will ring into WVU Police, and they can then contact the correct people to take care of the problem.

Building Access: Outer Doors to Brooks You will have 24/7 access to Brooks Hall as a graduate student in our department. The building unlocks itself at 6:00 am Monday through Friday. It locks itself at 9 pm on Monday through Thursday and at 6:00 pm on Friday. It normally remains locked on weekends; however, at times, there are special classes or events going on so the building may be unlocked on weekends. If the building is locked, you can gain access by swiping your ID card at the card reader near each entrance. You should hear a click and see “access granted” on the display as the doors unlock.

Office and Lab locks: The offices, teaching labs, and computer labs are set up with electronic card access locks. These locks work with your ID card. To use the locks, insert your card with the black stripe toward the door and your photo facing you. During normal office hours (M-F 7:30 am – 5 pm), you should get a green light on the card reader and the door will click, and you can open it. If you get an immediate red light, it means you do not have access to that room. If you get a delayed red light (approximately 6 seconds after swiping your card), your card was not read properly.

By default, you will have access to all computer labs and teaching labs controlled by the Geology & Geography Department, the student honor society room, the staff/faculty break room, the mail/copier room, the student advising rooms, and your office. The doors lock automatically when closed, so make sure you have your ID card before leaving your office. You may want to make it a habit to wear it on a lanyard or keep it in your pocket when at Brooks.

After office hours and on the weekends, you will need your PIN to unlock your office and other doors in Brooks. Your PIN is the last 4 digits of your ID number. When you insert and remove your ID card into the lock reader, you will see a red and green light and then you should enter your PIN into the keypad. The light will turn to green only, and you will be able to open the door.

Note that during normal weekday hours many teaching and computer lab doors remain unlocked after the first person of the day comes in. Doors will lock automatically at 5 pm. If you are teaching a class in a room or have need to access any other rooms that have electronic locks, access can be granted with approval from your advisor or another faculty member.

Please make sure your door is locked and closed when you leave. Security of your belongings is only as good as a locked door.

Building Issue? If you notice something is not working the way it should (computer, printer, door lock etc. or building issues such as a leak or broken faucet), please let the G&G IT office or main office know. Many times students are the first to experience these issues, and it helps greatly to be made aware of any problems early on.

9.5 BROOKS HALL COMPUTER LABS

Computer Labs: These rooms, and the equipment in them, represent a professional suite of labs. Conduct, behavior, and the use of these facilities must reflect similar standards.

Failure to comply with these standards will result in disbarment from the labs, irrespective of the impact this will have on your coursework or research work.

The computing facilities are to be used for research or teaching -related work. These rooms are not to be used as a study hall or break room. No games, file-sharing applications, instant message utilities, etc. are to be loaded or played on any of these computers.

The local drives on the PCs will be periodically purged. Do not store any of your work on the drives; there will be no guarantees it will be there the next day. Either store your work on a removable USB drive, or on your network drive on your Windows network account.

No food or drink is permitted in any of the computer rooms.

You will normally have unrestricted access to computer labs 415, 416, 419, 420, and 425 when they are not in use for teaching. The primary use of the pc labs is teaching. Posted by the lab door will be a schedule when the lab will be available for general use. At those times, you need to vacate the lab. As additional classes are scheduled, the availability of the pc labs will change.

Data Storage. You will be provided with network storage on should be N: This is a network drive that is private to your account. Work saved here will be accessible from most dept. computers you log into (as long as that machine is on the department network).

Printing. The department provides for a set number of pages to be printed per user per semester. Currently, it is 350 pages. If you are preparing handouts for a class, it is better to print one copy and Xerox the rest. See Hope or Donna in the department office, 330, for copier information. Sometimes it is necessary to print all handouts for a class; if this is the case, we can increase your quota.

Setting Up the Printer. Normally, the default printer is set to LaserJet in the pc lab. If you find you do not have a printer installed when you start to print, this procedure will set one up:

Click on Start button
Click Run
Type in [\\bkh-print](#) and click OK

E-Mail. The department does not provide email accounts. You will use your MIX account. It is important to check your MIX email at least once per day. This is the only way faculty and staff may have to communicate with you. If you do not miss an important MIX email from faculty or staff, we will not know it, and you may miss important deadlines! Check your MIX email every day. Check your MIX email every day. Check you MIX email every day.

There are mailing lists that include the entire departments or subsets of it. They are:

geo-dept@listserv.wvu.edu	entire department: all faculty, staff, students
geo-faculty@listserv.wvu.edu	all faculty in the department
geo-geogfaculty@listserv.wvu.edu	all Geography faculty
geo-geolfaculty@listserv.wvu.edu	all Geology faculty
geo-staff@listserv.wvu.edu	all staff in the department
geo-grads@listserv.wvu.edu	all graduate students in the department
geo-geoggrad@listserv.wvu.edu	all Geography graduate students
geo-geolgrad@listserv.wvu.edu	all Geology graduate students

Wireless Access. WVU supports wireless access around most of the campus. See the website <http://it.wvu.edu/services/wireless> for more information on this service and the locations where wireless can be used as well as instructions for connecting your devices to the network.

Personal Computers. Many students have personal laptops they prefer to use. Depending on the operating system installed and whether they connect via network cable or wireless will determine what resources are available to them. Connecting via the wireless networks will not allow access to your network drives or the printers (per WVU IT Security).

Virus Software. Before you either connect to the wireless or wired networks, you should have up-to-date virus software installed. WVU and this department take steps to prevent the spread of computer viruses, but it still happens. As a student, you can install the WVU copy of anti-virus and firewall software free of charge. WVU-owned computers are required to run SOPHOS anti-virus. SOPHOS is available for free to WVU students. Please see Randy Crowe if you have any questions about this.

Backing up your computer. Although the dept. network files are backed up regularly, be sure to back up your own computer regularly as well! An external hard drive can save you a lot of time. You can also sign into Google Drive with your mix account and have unlimited storage on Google. <https://wvu.teamdynamix.com/TDClient/KB/?CategoryID=1201>

Two-factor Identification. WVU now requires two-factor authentication for logging into your WVU account. Learn more here: <https://it.wvu.edu/news/2018/03/26/students-prove-it-s-you-sign-up-for-two-factor-authentication-before-aug-31>

Office computers. Graduate students will be provided with a computer at their assigned desk. These computers are intended for basic needs and may not be able to handle all of the specialized software you may need in your research. If you need higher end computers and software, you may need to access these in the computer labs or your advisor's research lab.

Problems? If you experience IT issues, please email the G&G IT Office as soon as possible. Be proactive and avoid any associated problems

9.6 ADDITIONAL G&G INFORMATION

Department Vans. As part of your TA duties, or otherwise as a grad student, you may be asked to drive a van.

The Geology and Geography Department owns four vans that we use for field trips and other departmental business. Only faculty members are directly authorized to use and reserve vans. Reservations must be made through GOOGLE calendar by the faculty sponsor. Dr. Steve Kite is in charge of van maintenance for the department. Ms. Lisa Lively is in charge of keeping and distributing the van keys, gas credit cards, and van schedules. Additional procedures for using the gas credit cards will be provided to you when you pick up the keys and cards.

The vans are normally kept in Lot 7 (across Beechurst from Brooks). If you use a van, please make sure it is returned with a full tank of gas, clean (on the inside) and those keys

and receipts are returned to the office staff. If you note any problems with a van, please record it on the van activity logs in the office and report it to Lisa and Dr. Kite.

10 WVU & GEOLOGY LINKS

WVU Graduate Catalog: <http://catalog.wvu.edu/graduate/>

Geology in the WVU Graduate Catalog:
<http://catalog.wvu.edu/graduate/eberlycollegeofartsandsciences/geology/#text>

WVU Carruth Center for Psychological and Psychiatric Services. Graduate school can be a challenging time on many levels - if you need some outside support, please contact these folks. They can be a tremendous help.

<https://carruth.wvu.edu/>

Many of the forms you'll need during your degree – and links to a few other uses sites – can be found on the Geology Web site: <https://www.geology.wvu.edu/graduate-studies/current-graduate-students/forms-you-will-need>

SECTION E. 10 THINGS YOU SHOULD KNOW FOR SUCCESS

1. Realize that graduate school is very different from undergraduate experiences. To successfully complete a graduate degree you will need to work long hours and balance your coursework, your TA or RA duties, and your research. Maintaining a high GPA is only part of success in grad school.
2. Be a good departmental citizen. Participate in G&G activities such as colloquium. Volunteer to help. Be part of the G&G community.
3. Do not assume that a faculty member will be on your committee (they have the right to say “no”). Ask prospective committee members in person. Do not send an email to schedule a meeting without having first asked a faculty member to be on your committee.
4. Be helpful and collegial to your fellow students. You will learn from them, and they will be your professional colleagues later in your career.
5. Take advantage of professional opportunities while a graduate student. Apply for grants and fellowships. Present at scientific meetings. Help host colloquium speakers and other visiting scientists. Attend workshops in your discipline. Also, appreciate and take advantage of opportunities and expertise offered by different faculty members. Don't expect to learn everything from your advisor alone.
6. Be on time for meetings and deadlines. Do not keep people waiting.
7. Remember that you are a role model to the undergraduates and a representative of WVU Geology when you attend field trips, conferences, and other professional events. WVU geologists have a reputation for being polite and friendly!
8. If you have a question related to the graduate program, try to find an answer yourself first (in appointment letter, geology graduate handbook, and department website). If you don't find the answer in these documents, then ask, after trying to identify the appropriate person (Lisa Lively for payroll questions, Hope Stewart for graduate requirement questions, etc.). It's typically better to look for the formal answer than to rely on your colleagues (yes, fake news happens).
9. Please understand that faculty tend to have even busier work schedules than you do. Reading and editing student work takes focused time. Some geology faculty manage to have quick turn-around times (only 2-3 days) to edit student proposals, theses, etc. However, expect that it will typically take a longer time in the summer and faculty may not be available during those months.
10. Learn to accept constructive criticism of your writing and work. Expect that your advisor will have many suggested revisions on your written thesis proposal, thesis, abstracts, and other documents. Revisions suggested by your advisor are not meant to torture you, but are meant as a way to help you learn to be a better writer and to present your best work. Writing as a scientist is a skill that can always be improved, and comes only with practice. Even the most accomplished and experienced professors have others review their manuscripts.