New Graduate Student Handbook

Environmental Science and Management Department
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Greetings from the Association of Environmental Science Students and the Environmental Science and Management Department

Dear Environmental Science and Management Graduate Students,

We would like to welcome you to this very exciting and important journey in your life. You should be proud of the decision you have made to embark on the path to pursue higher education, particularly in the field of environmental science and management. This graduate student handbook has been compiled to aid in your success of fulfilling the necessary requirements for your degree and to simplify the process in finding the resources you need. You will need support and guidance from your advisor, ESM professors, and peers during your graduate program. It is our hope that this handbook makes the process a little easier for you.

Portland State University is home to a diversity of students and one of the aims of the ESM Association of Environmental Science Students is to insure that all students feel accepted and supported. While the membership of the AESS changes from year to year, the character will remain the same. The next two to five years (depending on your program) will pass by quickly, so remember to enjoy the journey!

Best wishes,

Amy Truitt, AESS President
Tim Elder, AESS Social Coordinator
Ariana Chiapella, AESS Officer
Monica Mogilewsky, AESS Officer

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ac23@pdx.edu
m.s.mogilewsky@pdx.edu
Environmental Science and Management Department Information

Contact Information
Office Location: Science Research and Teaching Center (SRTC) 218
Office Email: esmoffice@pdx.edu
Phone Number: 503-725-4982
Department Website: http://www.pdx.edu/esm/
   Website contains general department news with links to other important and helpful information
   ESM Faculty Information
   ESM Awards and Scholarships - Some of these deadlines comes up quickly so start looking sooner rather than later, same for grants
   PSU Student Code of Conduct and Student Conduct at PSU

Office Personnel
ESM Department Chair: Dr. Yangdong Pan
   Office: SRTC 218C       Phone Number: (503) 725-8038
   Email: pany@pdx.edu

Budget & Finances: Gulnara Browder
   Office: SRTC 218       Phone Number: (503) 725-9856
   Email: browderg@pdx.edu

Office Support & Coordination: Sherie Huffman
   Office: SRTC 218       Phone Number: (503) 725-4982
   Email: sherie@pdx.edu
   Sherie knows all and likes sweets. See Sherie to reserve department rooms.

Undergraduate Office Staff: The ESM department employs a few undergraduate office staff that can assist you with questions you may have or can point you in the right direction.

Key Requests
You will need to request a key to access your secured lab space and/or office space. To request a key you will need to fill out a Key Request form (Key Request Forms can be downloaded from PSU Facilities website under Key Request Forms or obtained from the ESM office, ask Sherie). Key Requests forms are submitted to the ESM office. Key Requests may take a while, especially at the beginning of the quarter so be patient while waiting for your order to be fulfilled. For questions regarding status, please contact PSU Facilities at (503) 725-3738. Keys can be picked up from PSU Facilities, in the
University Services Building (USB), 2nd floor. You will need to show your photo ID. Be mindful of your PSU issued keys, if lost, they are very expensive to replace!

**Online Ethics Course**

All students conducting research will need to complete an online ethics course titled "Responsible Conduct of Research". The link to this course is [https://www.citiprogram.org/](https://www.citiprogram.org/). Create an account and complete the Physical Science portion of the course. A PDF is available that provides a description of this course as well as the Physical Science specific portion (page 13 of the PDF). The course is free and will take you a couple of hours or longer to complete. Quizzes are given at the end of each section of the course and you will need to pass with an overall score of 85%. You do not have to finish the course in one shot; you can save your progress and can come back at a later time to finish. When you have successfully completed the course, please submit your completion certificate to Sherie (via email or office inbox), who will keep it on file. You need to complete this course before any By Arrangement form will be processed by the ESM office. By Arrangement Forms can either be downloaded from the Enrollment Management and Student Affairs website or picked up in the ESM Office. By Arrangement forms are how you will register for Special credits like thesis (ESM 503) or project (ESM 506) credits.
Graduate Degrees and Courses in ESM

**Masters of Science (MS)**
MS students will need to complete lab or field thesis research. MS theses are based on a hypothesis driven research project that addresses an environmental question. Research may consist of field and/or lab research, though frequently it is a combination of both. MS students are advised primarily by a faculty advisor.

*Masters in Science Degree Description*
*Planning Grid for MS Degree*

Have questions about the MS degree? Seek advice from your advisor as well as your fellow MS graduate students. They can help set you on the right path or can point you in the right direction to find answers to your questions.

**Masters of Environmental Management (MEM)**
MEM students will complete a project with scope and effort similar to a thesis but with more flexibility of topic and design, including in-depth study of an appropriate problem. MEM students conduct a project in collaboration with a community partner (e.g. government agency, non-governmental organization, private sector) that addresses a relevant and timely environmental issue. MEM students are co-advised by a community partner and a faculty advisor.

*Masters of Environmental Management Degree Description*
*Planning Grid for MEM Degree*

Have questions about the MEM degree? Seek advice from your advisor as well as your fellow MEM graduate students. They can help set you on the right path or can point you in the right direction to find answers to your questions.

**Earth, Environment, and Society PhD (EES)**
The EES PhD program is offered through the School of the Environment (SOE).

*Earth, Environment, and Society PhD Description*

Have questions about the EES PhD degree? Seek advice from your advisor as well as your fellow PhD graduate students. You can also contact the SOE office coordinator at 503-725-2070 or environ@pdx.edu. The SOE office is located in SRTC B1-04.
Graduate Courses

- ESM Core Graduate Courses
- PSU Bulletin - General Catalog
- PSU Course Planning Guide
- PSU Class Schedule

Non-ESM Departments that offer good courses for many ESM students are:

- Biology (Population Biology, Plant Physiology, Evolution, etc.)
- Geology (Glacial Geomorphology, Seminars, etc.)
- Geography (GIS I, GIS II, Seminars, etc.)
- Anthropology (Environmental Anthropology, Society & the Environment, etc.)
- System Science

Annual Joint Campus Environmental Conference

ESM also participates in the Joint Environmental Graduate Programs among the Oregon universities (PSU, UO, and OSU). Each department takes a turn to host an annual Joint Campus Conference in which graduate students from the three universities present their research and exchange ideas with their peers and faculty from other institutions.
Association of Environmental Science Students (AESS)

The purpose of the Association of Environmental Science Students (AESS) is to provide guidance to new and returning graduate students on matters of ESM departmental policy and practice, to organize social activities for the benefit of fostering communication among students and faculty, to provide representation for ESM graduate students (at departmental and university levels) and act as a voice for ESM graduate student concerns.

The AESS holds monthly administrative meetings in addition to practice presentations, conference poster help sessions, and resume/CV critiques. The AESS also has many social (non-academic focused) activities such as weekly Friday social meetings, snowshoeing adventures, and camping. Have an idea on something you’d like to see the AESS sponsor or just a general question about the AESS in general? Please feel free to contact us!

AESS OrgSync Website
AESS Facebook Page

Annual ESM Graduate Research Colloquium
ESM and AESS host the annual Graduate Research Colloquium to enhance the interactions among graduate students and faculty. Every returning graduate student is required to make a poster of his/her thesis or dissertation research and present the poster during the colloquium.

Contact information for 2014 – 2015 academic year

- Amy Truitt, AESS President amtruitt@pdx.edu
- Tim Elder, AESS Social Coordinator telder@pdx.edu
- Ariana Chiapella, AESS Officer ac23@pdx.edu
- Monica Mogilewsky, AESS Officer m.s.mogilewsky@pdx.edu
Student Services

Maps
Student Services Map
PSU Campus Map

Office of Graduate Studies (OGS)
The OGS website is very straightforward and filled with useful information for graduate students. When contacting OGS by phone, an OGS associate will answer the phone and are there to help you.

Office Location: XSB 183 (1633 SW Park Ave, Portland, OR 97201)
Phone Number: (503) 725-8410
Email: grad@pdx.edu
Hours: Monday to Friday, 8am to 5pm

Important OGS website pages:
Forms         Graduate Candidate Deadlines        Funding

Academic Calendar
The Academic Calendar shows current and upcoming academic terms. Includes dates for when the class schedule is available online, when registration begins, when classes begin, important deadlines for dropping courses and refunds, final examination periods, when grades will be posted, and holidays/university closures.

PSU Library
Search for books, articles, journals, and audio/video. The library offers many academic databases available to use, Interlibrary Loan (ILLiad), Summit Libraries, a department specific librarian, and the ability to chat online with a librarian. If a desired item is not available through the PSU campus library it may be requested through the Interlibrary Loan or Summit Libraries programs from another academic institution. Graduate students are able to check out “Library Use Only” materials for extended periods of time. This is helpful when you may need to read over archived journal articles not available electronically. Each student at PSU receives 500 prints through the library per quarter (these prints do not roll over quarter to quarter). You can check your print quota online at any time.

Funding Opportunities
Speak with your advisor/community partner about possible funding opportunities relating to your research or project. Teaching Assistantships and Research Assistantships are available but you must apply to these. GrantFoward is a grant
searching service that PSU subscribes to. To use this service, you'll need to create an individual account. Once you have a personal account, you can use the service to search for grants related to your field of study or research interests.

Some potentially helpful on campus organizations for funding and/or networking are:

- United States Geological Service (USGS)
- Institute for Sustainable Solutions (ISS)
- Institute for Natural Resources - Portland (INR)
- Center for Sustainable Processes and Practices (CSP2)
- School of the Environment

The School of the Environment (SOE) fosters interdisciplinary collaborations and your time as a graduate student is the best time to start making these connections with people whether at PSU or other Universities.

**Oregon Residency**
Funding your own graduate school career can be expensive. Oregon residents pay a significantly lower tuition cost than residents from out of state. To establish Oregon residency, you must reside in the state for one year; however, this is not the only requirement. For a synopsis of residency requirements, call the Admissions office or see their website.

**Financial Aid**
Information on graduate financial aid is available on the Enrollment Management & Student Affairs website.

**Broadway Graduate Lab**
Graduate student only computer lab that is located at BHB 225 (625 SW Jackson) and is open 24 hours a day, 7 days a week. To access the lab after hours or weekends a Student Key Card is required. Once you have your Student Key Card, send an email to accessrequest@pdx.edu requesting afterhours access to the Broadway Housing Building (include your badge number in the email).

**Writing Center**
Need help with your writing? Contact the Writing Center to schedule an appointment or visit the website for a list of writing resources for students. Appointments can be made online. Location: 188 Cramer Hall. Phone Number: (503) 725-3570.

**ID Card Services**
Located in Neuberger Hall, ID Card Services will issue you your PSU Student OneCard and your Student Key Card. The PSU Student OneCard is your student ID. The
Student Key Card will be used to access secured buildings and rooms on campus. Your Student Key Card will need to be activated in order for you to have access to these secured buildings. To gain access to the Science Research and Teaching Center (SRTC) and Science Building 1 (SB1), you will need to provide your PSU ID number and Student Key Card badge number to Sherie. If you do not provide both numbers, Sherie cannot make the request for building access. This access will need to be renewed every 12 months by the ESM department.

**Transportation and Parking**
Transportation Services is located at 1812 SW 6th and sells student parking permits, FlexPasses and TriMet fares. TriMet is Portland’s public transit agency. Students can buy a FlexPass which allows you to ride TriMet public transportation.

The PSU Bike Hub can help assist all your biking needs. The Bike Hub also sells secure indoor bike parking permits ($15 per quarter or $45 for the year). You can also join the Bike Hub as a member and receive discounts.

The Portland Streetcar is free for all PSU students. If you are asked to show fare just show your Student ID to the fare officer.

**Center for Student Health and Counseling (SHAC)**
SHAC offers affordable physical and mental health care, including dental services, counseling, prescription medication, and vaccines. Located at 1880 SW 6th, it is open Monday to Thursday from 8am to 5pm and Friday from 9am to 5pm. Phone number is (503) 725-2800.

**Recreation Center**
Located at 1800 SW 6th, the second, third, and fourth floors of the ASRC building house the Campus Rec Center. It is located in the heart of the Portland State’s campus in the Urban Plaza. Campus Rec provides students, and the campus community, with opportunities for exercise and social engagement. No matter what the interest, we have something for everyone at any level. Student membership is included, for those taking one or more credits, in tuition and fees. The Rec Center offers many classes and programs you can get involved with. Outdoor Rec Center rents camping, hiking, and water sport equipment. Hours vary by quarter/holidays. Phone number is (503) 725-2931 and email is campusrec@pdx.edu.

**Public Safety**
The Campus Public Safety Office (CPSO) provides emergency response, emergency campus dispatching, and patrol services to the campus 24/7. CPSO provides an escort.
service is available to anyone, 24 hours a day, 365 days a year, free of charge. A Campus Public Safety Officer will escort students, faculty, staff, and visitors to their bus, car, apartment, or office on campus and up to two blocks off campus.

**Emergency Phone Number:** (503) 725-4404  
**Non-Emergency Phone Number:** (503) 725-4407

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**Graduation and Commencement**

What is Commencement?
Commencement is a ceremony. It is an opportunity for you, your family, friends, and the PSU community to celebrate your accomplishment. Portland State holds 2 commencement ceremonies each year, at the end of the Spring and Summer terms. Commencement should not be confused with graduation, a term that refers to the actual fulfillment of degree requirements and credits resulting in a diploma being processed.

How do you determine if you are eligible for commencement?
If you are graduating in the Fall, Winter, Spring or Summer of that academic year you may participate in the Spring graduation ceremony. Doctoral candidates must be certified by OGS before participating in the Spring or Summer Commencement ceremony. For more information, please contact the Commencement Office at (503) 725-4422 or by email.

Applying for a Graduate Degree
Master’s, doctoral and graduate certificate program students must apply for a degree one quarter prior to their expected date of graduation. Advanced degree and graduate certificate candidates should see their advisor and the Graduate Studies Office concerning graduation requirements and clearance. The degree application fee for each degree and/or certificate is $20 and is nonrefundable. Submit completed forms to OGS.

**Application for Awarding of Master’s or Doctoral Degree**
**Application for Awarding of Graduate Certificate**

Graduate Degree Application Deadlines
For more information about Degree Applications, visit the Degree Requirements office in Neuberger Hall 104 or call (503) 725-3438. Check the OGS Deadlines webpage as well.
General Graduate School Notes and Tips

Your Labmates
Talk to your labmates when it comes to deciding on courses, projects, etc. You never know what they know and can help you with unless you talk to them. Be open in your communication with your advisor and don’t feel awkward asking them questions. Attend as many lab meetings, within your lab or with other labs, as possible. This will help you learn how other labs work; because each is different and may offer new perspectives on your research (you can never have too much help).

Fellow Graduate Students (Your Peers)
Same as your labmates can, they too can offer different perspectives on things you're working on/stuck on and vice versa. Join and participate in the ESM Association of Environmental Science Students (AESS) events. This is a great way to meet your peers and pick their brains. See the ESM AESS section found in this handbook for more information. Your fellow classmates are your best resources as they will understand everything that you are going through, and they know what it takes to be a successful graduate student. Talk to current graduate students about course selection (in and out of our department) and work-life balance. Go to as many MS/MEM presentations as you can to get a good idea of how to structure your presentation when the time comes for you to give yours.

General TA Information
Aside from what you learned at the TA orientation, here are a few more tips that may have been left out. If you know that you have a conflict with a required class that is only offered once every year or once every other year (e.g. multivariate statistics), you can try to trade TA assignments with other TAs. The instructor, department chair and Sherie must approve all changes to TA assignments. Alternatively, you can try to accommodate your schedule by notifying Sherie at the beginning of the school year, or well in advance of the term in question, of a potential conflict with a required class. You can add ESM classroom (SRTC 201, 207, 228, 149 and B1-82 and SB1 424 and 426) calendars to your PSU Google Calendar so that you can see when classrooms are available to reserve. Reservations can be made for practice presentations, study sessions, meetings, or as part of TA work. Talk to or email Sherie (sherie@pdx.edu) to reserve an ESM department room. You’ll need to complete the “Creating a Culture of Respect” learning module and quiz.
**Family Educational Rights and Privacy Act (FERPA)**

As a student or a TA, you should be familiar with FERPA. It is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Information on FERPA and a tutorial can be found at: http://www.pdx.edu/registration/ferpa-student-records-privacy-tutorial.

**Balancing Graduate Student Life**

One of the biggest challenges you will face in graduate school is balancing your project with both your other academic commitments and the rest of your life. You need to figure out how to maintain your well-being yet remain focused and productive. Graduate school can be stressful, so finding healthy outlets to relieve that stress is important. Please feel free to talk with your advisor and/or peers to figure out how to achieve this balance. It is extremely important to understand what it is that you need to accomplish during your time as a graduate student; what makes a strong CV, publications, procuring funding, etc. Know these things and what is it that YOU need to accomplish so that you can increase your probability of getting a job after graduation. Speak with your advisor for help on how to accomplish these things.
Computer Related Notes and Information

Computers on Campus
To use computers on campus you will need to login using your Odin account name and password. Every student has 500 MB of storage on a personal H drive that is accessible from any campus computer. Make sure you always log out when you are finishing using a campus computer. To access files stored on campus computer from off campus use [http://myfiles.pdx.edu/](http://myfiles.pdx.edu/) and login using Odin account name and password. This will allow you to access files on your H drive and any other drive you have linked/access too.

*myPSU* and Banweb
myPSU provides news on campus events as well as various links with helpful information. To access Banweb go to [http://my.pdx.edu/](http://my.pdx.edu/) then click “Log in to Banweb” in the top right hand corner of the screen. You will need your Odin account name and password to log into Banweb. Banweb is used for registration, personal contact information, registration, unofficial transcripts, enrollment verification, and employee services.

*D2L*
D2L is used for courses you are currently taking and TAing. To access D2L, login using your Odin account name and password. D2L has its own email service but you can have D2L email forwarded to your PSU email account. While you will be notified you have a new D2L email by a little envelop icon, this will only appear each time you are logged into D2L. If you forward your D2L email to your PSU email account, you will get a notification even if you are not logged into D2L. At times D2L email does not forward right away so you may receive the forwarded email with some delay. Additionally, to reply to a D2L email (the email address will end in @d2l.pdx.edu) you must reply using D2L. D2L provides [tutorials](#) for help getting started and using the service.

*IT Help Desk*
The Office of Information Technology supports Portland State University's technology needs with a robust campus infrastructure that includes networks, telecommunications, servers and data storage, email and web services, and labs and classroom technologies. The IT Help Desk is located in Smith Memorial Student Union Room 18 (basement level) and open Monday to Friday from 8am to 7pm. Phone number: (503) 725-4357 available 24/7. Email: [help@pdx.edu](mailto:help@pdx.edu). A helpful number to have on hand in case you experience technical difficult with classroom computers or projectors is (503) 725-4357.
Google Account and Apps
PSU uses a Google interface so if you’re unfamiliar with various Google apps here are some links to help get you started with Google Drive, Google Calendar, Gmail (use your Odin account name and password to log into PSU email account) and Google Groups.