

GUIDE TO GRADUATE STUDIES IN THE DEPARTMENT OF GEOLOGICAL SCIENCES

CREDIT-HOUR REQUIREMENTS

M.S.

33 Semester hours: 24 credit hours of organized 5000 and 6000 level (graduate) geology courses (excluding research, teaching, special projects), 3 credits of Seminar (6931), plus six credit hours of Master's Research (6971). A minor requires 6 credit-hours from the minor department. 3 of those hours can be counted toward the 24 credits in geology. In addition, a member of the minor department must serve on the M.S. committee. Three credit hours toward a certificate program can also be counted toward the 24 credits in geology. During a student's final semester (that in which they plan to submit their thesis), they must be enrolled in 3 hours of 6971 (or 2 hours during the summer semester). Students must defend their thesis before their committee, and before final submission and graduation.

M.S.T.

36 Semester hours: at least 24 hours in organized graduate-level geology courses (5000 and 6000 level), including 2 in seminar (6931), and 6 hours of Internship in College Teaching (6943). The remaining 6 hours must be in approved electives (at least one course in each of the following: Social Foundations of Education, Psychological Foundations of Education, and Community College curriculum are required). S/U graded courses do not count in meeting the minimum credit requirements (32). Master's Research (6971) cannot be used toward the degree. Passage of a final oral examination is required of all candidates.

Ph.D.

90 Semester hours: at least 45 hours of GLY 5000 and 6000 level courses, including 3-5 hours in seminar (6931). These must be in formal, organized graduate level classes and excludes research, teaching, and individual work and special projects. 45 hours may be research hours (7979, 7980), additional geology classes, classes in a declared minor field and graduate or upper-level undergraduate course work in another department (with approval from the student's advisory committee). All Ph.D. students who received a M.S. degree from another institution are expected to enroll in at least four or five formal courses in geology at the University of Florida for a minimum of 15 credit hours. Typically up to 30 semester credits of graduate course work may be transferred from another institution following approval from the student's supervisory committee. During a student's final semester (that in which they plan to submit their thesis), they must be enrolled in 3 hours of 7980 (or 2 hours during the summer semester). Students must defend their dissertation before their committee and before final submission and graduation. Dissertation committees will determine whether a foreign language or a minor is required on a case-by-case basis.

INITIAL EVALUATION

Prior to actual enrollment, each student will meet with the Graduate Coordinator, and any other faculty requested by the Chair, to discuss his/her preparation, interests, and goals for graduate education. Advice will be given on curriculum and any deficiencies that are found will be noted and a remediation procedure agreed upon.

ADVISING & MONITORING

In accordance with the Graduate School's policy of requiring all students to have a thesis/dissertation committee by the end of their second semester, the Chair will appoint a committee which will meet during the first part of the Spring semester each year and will make an assessment of each student's preparation for pursuing their stated degree goals. A written record of their assessment will be placed in the student's file (this assessment will be used in evaluating any requests for financial aid.)

All students will meet with this committee at least once, unless a thesis prospectus has been previously approved.

Each student should identify a potential research project and thesis supervisor/chair during their second semester. A prospectus outlining the hypothesis, goals and research plans for each student's thesis must be submitted to be the Graduate Coordinator prior to beginning their third semester of residency. Students will not be allowed to register without an approved prospectus at the start of their 3rd semester.

SUPERVISORY COMMITTEE

After a prospectus has been approved by the student's advisor and the Graduate Coordinator, each student will form a supervisory committee (as described below) which will meet at least annually thereafter.

Students beyond their 2nd semester must have an approved prospectus and supervisory committee to be eligible for any departmental funds.

COMPOSITION

M.S.

Before the student's third semester in residency, a supervisory committee must be formed, and the proper paperwork documenting the committee must be submitted to the graduate school. The committee will be appointed by the Chair of the department in consultation with the student's chosen committee chair (advisor). The committee must consist of at least three members of the graduate faculty, two of whom are regular faculty members of the Department of Geological Sciences. Adjunct faculty (e.g. Museum) may serve as members or chairs of committees, but are not considered regular faculty members. If the student has a minor, a member of the faculty from that department/specialty must serve on the committee in addition to the two regular members from the Department.

M.S.T.

Before the student's third semester in residency a supervisory committee must be formed and the proper paperwork documenting the committee must be submitted to the graduate school. The committee will be appointed by the Chair of the department in consultation with the student's chosen committee chair (advisor). The committee must consist of two members of the graduate faculty who are regular members of the Department of Geological Science and one faculty member from the Department of Education. Affiliate faculty (e.g. Museum) may serve as members or chairs of committees, but are not considered regular faculty members.

Ph.D.

Before the student's third semester in the Ph.D. program, a supervisory committee must be formed and the proper paperwork documenting the committee must be submitted to the graduate school. The committee will be formally appointed by the Chair of the department in consultation with the student's chosen chair for the committee. The committee must consist of at least five members of the graduate faculty, including at least three regular members of the department. Adjunct faculty (e.g. Museum) may serve as members or chairs of committees, but are not considered regular faculty members. The committee must also include one person selected from the graduate faculty from outside the department in order to bring University-wide standards to bear upon the degree. That member may not be an affiliate of the Department of Geological Sciences, or anyone else who is eligible to supervise theses within the department. If the student has a minor, a member of the faculty from the department/specialty must also be on the committee. Each member of the faculty solicited for membership on the supervisory committee must agree to serve on that committee and so signify by signing and dating a research prospectus prepared by the student. Once established, this committee may not be changed without the consent of the Chair and the Graduate Coordinator.

MEETING SCHEDULE

It is the collective responsibility of the student and their advisor to ensure that meetings of the student and their supervisory committee occur annually. The advisor must submit a report of the meeting to be placed in the student's file. It will be the Chair's responsibility to monitor the convening and reporting of these committee meetings and to utilize this monitoring in completing each faculty member's annual evaluation.

QUALIFYING EXAMS (Ph.D. ONLY)

PRELIMINARY WRITTEN EXAMS

All Ph.D. students must pass two written qualifying exams; one in a topic related to the student's area of specialization, and one peripheral to their area of expertise. The objective of these exams is to ascertain whether a student's knowledge of these specialties, especially those directly pertaining to their thesis, extends beyond the level of material presented in standard lecture courses, and that they are adequately aware of the literature necessary to complete first class research in their given field.

The exams will be scheduled by the Department and will occur within the first month of the student's 3rd (with M.S.) or 5th semester (B.S.) in residency. The Chair of the department will appoint a faculty coordinator for each exam who will solicit and compile questions from the general faculty.

The format for the written part is as follows:

Two - 4 hour written exams.

The exams will be closed book. Students will answer 3-4 questions out of a possible 5-6 questions, depending on the complexity of the questions. This means the student should have time to formulate and write each answer in approximately 1 hour. Faculty grading the exam may request a typed copy of the questions. This typing would be completed outside of the four hour time limit.

Exams will be graded on a pass/fail basis, with a higher level of expectation for the major topic. Faculty will be responsible for grading the questions they contribute. The final grading decision will be made by a committee of the exam coordinator and the faculty who contributed questions for each exam. The exam coordinator will submit the final notification of grading status to the student, advisor, graduate coordinator, and Chair. Students will be allowed only two opportunities to pass the written qualifying exam. A retake of this exam must be scheduled during the semester following the initial attempt. Students must take the University-mandated oral qualifying exam by the end of the semester in which they pass their written qualifying exam.

Exams will be offered the first month of each semester during a one-week period. After consultation with their advisors and committees, students will propose 2 of the following subject areas to the Graduate Committee for approval:

mineralogy
high temperature geochemistry/ petrology
low temperature geochemistry/ petrology
paleontology
geophysics/geodynamics
economic geology
sedimentary geology
structure/tectonics
environmental geology/geomorphology/GIS
marine geology
paleoclimatology
hydrogeology

ORAL QUALIFYING EXAM

The second of the Ph.D. qualifying exams will consist of an oral exam focused on the presentation and justification of the student's prospectus/dissertation topic. This exam should occur by the end of the semester in which the student passed the written qualifier exam. Each committee member will have at least 1/2 hour to question the student. Involvement of non-committee faculty members in the oral part of the exam will be limited to the time available after each committee member has utilized his/her allotted time. Evaluations of the student's performance by non-committee faculty members will be taken into consideration by the supervisory committee. Only members of the supervisory committee will be eligible to vote on whether or not the student passes or fails. Students will be allowed only two opportunities to pass the oral qualifying exam. A retake of this exam must be scheduled no sooner than one semester after the first attempt. Following the successful completion of the qualifying exam, the student should apply for formal admission to candidacy. Once the student has been accepted by the college as an "official" Ph.D. Candidate, they are required to register for GLY 7980 (Doctoral Research). The final dissertation defense can occur a minimum of two semesters after the oral qualifying exam.

THESIS/DISSERTATION

Students in the graduate program must write a thesis/dissertation in accordance with the Graduate Faculty Handbook's (GFH) definition of this scholarly endeavor.

PUBLICATIONS

Doctoral candidates are urged to submit at least one manuscript to a refereed journal for publication prior to taking the final exam (dissertation defense). Publications are the prime way of satisfying the department's expectations of scholarly achievements by doctoral students. A dissertation may be composed of 3 published (or submitted) manuscripts accompanied by introductory and summary chapters.

FINAL EXAMINATIONS

In accordance with the GFH (Graduate Faculty Handbook), a final comprehensive oral exam must be passed by MS and PHD candidates. The exam will focus on a defense of the written thesis/dissertation and other areas deemed appropriate by the supervisory committee. The thesis/dissertation will be formally accepted or rejected by the supervisory committee at this exam. Any faculty member may participate in the final exam, but only members of the supervisory committee will vote to pass or fail the candidate.

The examination may not be scheduled earlier than the term preceding the semester in which the degree is to be conferred. Copies of the **complete** thesis/dissertation to be approved (including the abstract) must be circulated to the supervisory committee at least **two weeks** before an examination date can be scheduled.

Announcements of the final exam must be publicly posted at least one week in advance of the exam. Students will be allowed only two opportunities to pass this exam. A retake of the final exam must be scheduled no sooner than one semester after the first attempt. All work for the doctorate must be completed within 5 years after the qualifying examination or the examination must be repeated.

SUBMISSION OF THESIS OR DISSERTATION

The Graduate School requires that any student entering after Fall 2001 must submit their thesis or dissertation in electronic form (ETD). More information is available at the web site, <http://gradschool.rgp.ufl.edu/editorial/introduction.html> or from the Graduate School Editorial Office 168 Grinter Hall. Important information on deadlines can also be found at this site.

The Department **requires** each graduating student to supply two copies of their thesis/dissertation bound in black, hard-covered, spring binders to the Department. Alternatively the student can provide

electronic versions of their thesis/dissertation in WORD on a CD Rom or “zip” disk. One of these copies will be permanently placed in the Department’s collection and the other will be given to the student’s supervisory professor.

Note: None of the above guidelines are meant to contradict either the Graduate Catalog or the Graduate Faculty Handbook (GFH). For further details, see Policies and Procedures Manual of the Department of Geological Sciences.

“Important: Ignorance of a rule or a deadline does not constitute a basis for waiving that rule or deadline.”

UF Graduate School

SUMMARY OF IMPORTANT DATES AND REQUIREMENTS

M.S.

- Initial evaluation - prior to first semester.
- Departmental assessment - second semester.
- Selection of advisor/thesis topic - **second semester**.
- Thesis prospectus - **second semester**.
- Supervisory committee - no later than start of third semester.
- Total hours (33), 24 in organized GLY 5000 and 6000 level, 6 in GLY 6971 and 3 in GLY 6931
- Final oral examination no sooner than two weeks after all members of the committee receive a defensible draft. The final written thesis must be submitted to the University within 6 months of the oral examination.
- Submit a final copy of the thesis to the Department. This may be a paper copy in a spring binder or an electronic copy on a disk.

M.S.T.

- Initial evaluation - prior to first semester
- Departmental assessment - second semester.
- Selection of advisor.
- Supervisory committee by the second semester including one member from the Department of Education
- Total hours (36), 6 must be in GLY 6943, 24 in organized GLY 5000 and 6000 level, 2 in 6931, plus 6 in Education courses
- Final oral examination during last semester

Ph.D.

- Initial evaluation - prior to first semester.
- Departmental assessment - second semester.
- Selection of thesis supervisor/thesis topic – second semester.
- Dissertation prospectus – **second semester**
- Supervisory committee – no later than start of third semester.
- Written qualifying exams – no later than third semester with M.S. or fifth semester B.S.
- Oral qualifying exam – by the end of the semester in which written qualifiers were passed.
- Application to candidacy.
- Total hours (90), 45 in GLY 5000 and 6000 level courses including at least 3 hours of 6931, 45 in other (research).
- Dissertation defense no sooner than two weeks after all committee members receive a defensible draft (signature required). At least 2 semesters after the oral qualifying exam. Final copy no more than six months later.
- Submit a final copy of the dissertation to the Department. This may be a paper copy in a spring binder or an electronic copy on a disk.

APPLYING FOR FLORIDA RESIDENCY

It is imperative that you take the steps necessary to apply for Florida residency upon your arrival in Gainesville. In Florida all U.S. citizens and permanent residents, including students, are eligible to apply for residency for tuition purposes. Except for certain provisions stated on the residency affidavit included with the admissions application, Florida residency for tuition purposes cannot be obtained until the student has resided in the state for at least 12 months preceding the term for which residency is sought. The application must be accompanied by supporting documentation, also dated at least 12 months prior. A drivers license, vehicle registration, and voter registration are the customary documents presented.

In addition, all legal ties to another state must be severed. Residency for tuition purposes is controlled exclusively by laws enacted by the Florida Legislature. Students who are initially classified as nonresidents will not be reclassified as residents merely by being enrolled for one year. Physical presence in Florida merely incidental to enrollment in a college is not sufficient, under Florida laws, to obtain reclassification. Students must formally apply for residency reclassification and provide supporting documentation.

The residency review staff members in the Admissions Office are not authorized to provide guidance on methods of obtaining residency. Their role is to review applications for Florida resident status, together with supporting documentation, and to render a decision based on the documentation and the requirements of Florida law. It is the sole responsibility of the applicant to provide all appropriate documentation.

On arrival in Gainesville, a student initially classified as a non-Florida resident wishing to establish residency should pick up the Request for Change in Residency Status form in the Admissions Office, S222 Criser Hall, to review the information and items that will be requested when the student files for residency after being in the state 112 months. Also, on arrival in Gainesville the student should file the Declaration of Domicile form at the Alachua County Administrative Building (corner of University Avenue and Main Street), Official Records Office, Room 101, and should keep the receipt, to be attached later to the request for change form. The student should obtain a Florida drivers license or I.D., Florida voter registration, Florida vehicle registration, or other applicable documents as soon as possible. It is essential to relinquish documentation showing legal ties to another state. It is also advisable to keep copies of utility deposits, rental agreements, and other documents, as well as proof of any employment, particularly employment unrelated to the University, as supporting documentation.

Application for reclassification as a Florida resident for tuition purposes must be made to the Admissions Office, Room S222 Criser Hall, before the fee payment deadline of the term for which residency is sought but after the fee payment deadline for the previous term.

The cost differential for tuition and fees for a resident vs. a non-resident is substantial. Students will save several hundred dollars per semester in fees alone with in-state status. The difference in tuition for a typical student is approximately \$5000. If you are eligible, but do not chose to apply for residency, you may be responsible for the difference in tuition.

Suggestions for Preparation of A Thesis/Dissertation Prospectus

Department of Geological Sciences, University of Florida

The primary purpose of writing a prospectus is to organize your thoughts and ideas about the problem you are planning to attack and the approach you are planning to use. Putting these thoughts together and understanding the background of the problem will help you prepare to begin your research.

The prospectus does not need to be long. An M.S. prospectus should be 4-6 pages of text plus figures, maps, and references. This means we will accept a **maximum of 6 pages** of text. A Ph.D. prospectus should be 5-15 pages of text. Your objective is to demonstrate that you have identified an important problem, you understand the significance of that problem, and you have a plan for how to address that problem. This prospectus is a "starting point" for your research. For PhD students, your supervisory committee may later request that you revise or expand upon the prospectus as your research evolves.

Your proposal should initially be read and approved by your advisor who serves as your supervisory chairperson. After this approval it needs to be approved by the Graduate Coordinator (this may take a few revisions). Once your prospectus is approved, you should form an advisory committee in collaboration with your advisor. At that point you will need arrange a meeting of all the members of your advisory committee and give each of them a copy of your prospectus. A copy of the approved prospectus should also be turned in to the Geology Office to be put in your file, and your supervisory committee will be entered into the UF system.

The University can block you from being appointed as a TA if you do not have a committee by your third semester (after 12 hours of class work). This means you have to have your prospectus approved by the Graduate Coordinator before Fall term of your second year. You should have your prospectus done by the beginning of summer so you can have a more productive summer for research.

Your primary objective in preparing this prospectus is to organize your research, find out what is known about your topic and to capture the interest of your committee. If you describe an important problem and then explain how you intend to solve it, you will convert the reviewer from a skeptic to an advocate for approval of your proposed research. If after reading your prospectus, a reviewer says "So what?", "Why is this important?", or "What's the problem being addressed?", or "Can these objectives be achieved using these techniques?", then you have not been successful. One good way to prejudge how well you have gotten your points across is to reread your prospectus (before submitting it), putting yourself in the position of a reviewer. Or, better yet, ask another student or one of your close friends to read it.

When you look at your prospectus from the point of view of the reviewer, you will see why it is so important to describe the problem you are addressing or the hypothesis you plan to test. Without this firmly established, it is pointless to tell the reviewer all of things you will do in the field or the laboratory. The logical next question is "Is that problem or hypothesis significant enough to be worth working on?" One way to assess this is to ask yourself "Assuming I am successful in doing everything that I say I will, how many geologists will want to hear the

results.?" If you conclude "Not many", then you need to rethink why you chose the project, and explain its importance more convincingly. If you feel that you single-handedly need to solve the most pressing problems in geology, the scope of any project must be limited to what can be realistically accomplished. But do concern yourself about how your results will contribute to the solution of a fundamental problem in your discipline, or why your field area is ideal for addressing a significant regional or topical problem.

Once you have established the significance of your project, specify what you will do (i.e., your research strategy). Make sure you explain to the reviewer how these steps will lead you to answers to the questions you have set out to solve. This is the time to provide details; don't leave it to a reviewer to decide whether your research plan will answer the questions. Tell the reviewer how it will.

Being continually cognizant of the scientific method, you should be able to produce a prospectus which will be exceedingly informative to the reviewer and provide the basis upon which you launch your research. It will further serve as a road map for the various directions and tangents likely to be explored as you carry out this research effort. You should consider the writing of your thesis/dissertation prospectus as one of the most important steps taken in the research process.

Guidelines for the prospectus are listed below.

Once you have written your prospectus:

- 1) Reread it!
- 2) Have fellow students read it and critique it for you.
- 3) Have your advisor read it. The copy you submit to the Graduate Coordinator must have your supervisor's signature on it to demonstrate that he/she has read it and approved it.

Once your prospectus is approved:

- 1) Make a copy of the signed version and bring it to the Geology Office for your file.
- 2) Meet with your advisor and put together a supervisory committee.
- 3) Contact all your potential committee members to ensure that they are willing to serve on the committee and give them a copy of your prospectus.
- 4) Go to the Geology office, where your Supervisory Committee information will be entered online. This is essential! It needs to be done before you start Fall semester.
- 5) Schedule a supervisory committee meeting to discuss your plans and progress. You should meet with your committee once a year. This is an excellent opportunity to get feedback from faculty other than your advisor. If you put someone on your committee and then hand him/her a thesis 2 years later, you will lose out on a lot of useful input.

THESIS/DISSERTATION PROSPECTUS GUIDELINES

- 1) **Title Page:**
This section should include title, supervisors name, your name, date, and space for your advisor and the grad coordinator to sign.
- 2) **Project Summary**
One (for M.S.) to two (for PhD) paragraph summary of your proposed project.
- 3) **Introduction**
Brief introduction to the topic/area that you plan to study. What are the big questions in your topic area, why are they important, and what gap does your research fill? End the introduction with a brief statement summarizing your proposed research.
- 4) **Background**
This section should focus on what is known (literature survey). This can be background on your research method and your field area (if appropriate). What work has previously been done on these methods or this area? Why is the field area selected appropriate for your research?
- 5) **Questions to be addressed/ Hypotheses to be tested:**
What hypotheses will your study test (or what questions will it answer)? These should not be the specific data you'll collect (those will go in the "Research Plan"), but instead describe the science questions that your research will answer or the specific hypothesis that the research will test.
- 6) **Research Plan:**
This section should include types of data to be collected, how the data will be collected (analytical methodologies, field work, modeling) , and how long it will take to collect the data. **Be sure to explain how the data collected will be used to answer the questions/test your hypotheses.** If your thesis is part of a larger project (such as an advisor's NSF project), specify what aspects of the research you will do, and what parts others will do.
- 7) **Research Time-line and Funding:**
An estimate of the time need to complete the major tasks discussed above. Include and estimate of when you plan to submit a first draft of your thesis and an estimated time for your defense. Keep in mind the strict dates for submission and defenses dictated by the Graduate School.