Graduate Policy Manual
Department of Geography
Texas A&M University

Introduction and Preface

Mission Statement and Departmental Organization
The mission of the Department of Geography at Texas A&M University is to understand and improve the human habitat through our individual and collective research, teaching, and service activities. As a faculty, we strive to discover, interpret, transmit, and apply knowledge concerning the natural and social processes that pattern the earth's surface. As scientists and scholars, we are committed to conceive and prosecute research programs that improve public welfare, embrace the highest intellectual standards, and advance geographic understanding. As teachers, we are committed to undergraduate curricula that foster awareness of environmental issues and provide the theoretical and technical skills necessary for professional success. Our graduate programs provide students with the foundations for professional success, and prepare them--especially the Ph.D. students--to assume roles as ***stewards of the discipline*** of geography. In our service, we are committed to maintaining and enhancing the academic, scientific, and professional enterprises, at all levels, and to educate the public through informal and formal outreach programs.

The Department of Geography is organized into five research themes or clusters. ***Physical geography*** emphasizes the study of surficial processes in the fields of geomorphology, biogeography, and hydrology, as well as surface-atmosphere interactions and atmospheric processes including climate and climate change. ***Human geography*** includes cultural, historical, economic, urban, and political geography. One prominent theme is interpretation of places, and the cultural, economic, historical, political, and social factors determining the character and development of places. ***Geographic information science and technology*** is multidisciplinary and addresses space-time representation of phenomena, data modeling, spatio-temporal analysis, numerical modeling, and scientific visualization. It also involves the utility and development of geospatial technologies, data and information to study issues in other disciplines and address applied problems to permit decision support. ***Geography education*** investigates how geography is taught and learned. Topics include spatial learning, effective use of information technology, assessment, and institutional factors in geography education. Over the past three years the department has aligned its research and teaching efforts to emphasize ***Human-Environment Interactions***. We have worked to emphasize study of spatially variable change in natural systems – most especially change engendered by human activities such as globalization – as well as actual or advisable adaptive responses and interactions of human societies to these transformations.

The Goals of the Graduate Program:
The goals of the Graduate Program are:

(a) To encourage a consistently rigorous doctoral program in which students are competitive for entry-level tenure-track appointments in PhD-granting universities, or a

career in research, public service, private industry, and other opportunities open to geographers;
(b) To encourage a consistently rigorous Master's program in which students are trained to have fundamental geographical knowledge and skills for entry into top-rated PhD programs in geography, or a career in research, public service, private industry, or other opportunities open to geographers.

This Manual contributes to these goals by aiming to set clear standards, rules and guidelines for graduate students and advisors, to eliminate ambiguity and uncertainty in polices and procedures, and to make the policies accessible to students and advisors in succinct and timely manner. The Graduate Committee will evaluate and revise this Manual regularly.

All policies and procedures are effective immediately, with the exception of provisions for Preliminary Examinations, which will be implemented with PhD students who have completed fewer than three semesters (full-time equivalent) by August 2007.

Policies and Procedures

Timetables
The objective of timetables is to set standards for annual "adequate progress." The timetable for Full-Time MS students is given in **Appendix A**; the timetable for full-time PhD students is in **Appendix B**.

Required Courses
Department-wide GEOG coursework required of MS and PhD is limited to GEOG 610 and GEOG 611 (no waivers are granted to excuse students from GEOG 610; in certain conditions, waivers for GEOG 611 may be granted). Research clusters are in the process of creating 1-2 page lists of "suites" of courses for Master's and PhD students; see **Appendix C** for an example of one list. Research clusters review course "suites" annually to reflect GEOG faculty teaching and course offerings outside GEOG.

Degree Plans
All graduate students must submit a Degree Plan that indicates courses to be taken (or already taken), thesis, project, or dissertation advisor, and Advisory Committee members. The Degree Plan must be reviewed by the GEOG faculty and approved by the GEOG Department Head.

The Office of Graduate Studies (OGS) states that the "degree plan must be completed and filed with the Office of Graduate Studies following the deadlines imposed by the student's college, and no later than 90 days prior to the date of the final oral examination."

The Department of Geography has the following additional requirements:
(a) MS students must file draft degree plans by the end of the Fall term; PhD students must file draft degree plans before the beginning of their third semester.
(b) Students shall submit a 300-word statement or abstract covering the contents of the degree plan.

(c) Degree plans are subject to faculty review. Research clusters shall review degree plans; upon approval, degree plans shall be forwarded to the full faculty, who will have seven days for comment. The faculty will consider degree plans three times annually: February, May, and August. The faculty will recommend the appropriateness of committee composition and courses to the Head of Department; the Department Head will resolve disputes between a committee Chair and faculty concerning such recommendations.
(d) Degree plans shall be presented to the faculty by the proposed Chair of the Advisory Committee in draft form, without signatures, and with a proposed Advisory Committee.
(e) Students who desire to modify degree plans should ask their Advisors to submit a written justification for changes in degree plans to research clusters, which will make a recommendation to the Department Head; in addition, the Department Head may act in emergencies.

Students usually have questions with regard to how many hours of 685 and 691 should be listed on degree plans. OGS has many specifications with regard to MS degree plans; among the OGS restrictions most relevant to MS students pursuing the thesis option in Geography are the following:

(a) A minimum of 32 semester credit hours of approved courses and research are required.
(b) No more than 12 hours may be used in any combination of the following: not more than 8 hours of 691 and 684; not more than 8 hours of 685; not more than 3 hours of 690; not more than 3 hours of 695;
(c) A maximum of 9 hours of advanced undergraduate (300, 400) courses are permitted.

For MS students pursuing the non-thesis option, the following OGS policies are most relevant:

(a) 36 semester credit hours are required, in addition to a final comprehensive examination.
(b) 691 hours are not permitted;
(b) Up to 8 hours of 685 are permitted;
(c) Up to 3 hours of 690 or 695 are permitted;
(d) Any combination of 684, 685, 690, and 695 may not exceed 25% of the total credit hour requirement shown on the degree plan.

The Department of Geography has the following additions to OGS rules on degree plans:

(a) Geography students pursuing the MS (thesis option) are permitted to take 3 hours of 685 and 6 hours of 691;
(b) Geography PhD students are permitted to take 12 hours of 685 and up to 28 hours of 691;
(c) With approval of the GEOG members of the advisory committee, Geography PhD students moving directly from the MS (with thesis) granted by our Department may include up to 37 hours of 691 on the degree plan.

The purpose of 685 hours is “to undertake investigation in special aspects of geography.” A detailed outline or syllabus (see **Appendix D**) is required; it should be consistent with other 600-level GEOG courses. GEOG 685 hours may be included in Degree Plans when the subject

matter is not normally covered in GEOG 600-level course offerings; topics include methodological approaches to research and specialized literatures.

GEOG 691 hours are used for research and writing of thesis or dissertation. 685 hours may not be used for writing thesis or dissertation chapters.

Annual Review of Graduate Students

The Department of Geography conducts an Annual Review of graduate students to evaluate progress toward the degree by graduate students, encourage goal-setting among graduate students, acknowledge achievement of milestones by graduate students, and assign priority for departmental funding. Criteria for progress toward the degree are included in **Appendix A** and **Appendix B**.

The Graduate Committee evaluates all graduate students during the late April or early May. Students will report activities (publications; presentations; grant proposals; other accomplishments) from the previous 15-month period. For example, the Annual Review due in April 2013 will ask students to report activities from 1 January 2012 through 15 April 2013. It is the responsibility of graduate students to complete the self-reporting form (usually in consultation with Advisor) to meet deadlines established by the Graduate Committee. The form used in April 2011 is given in **Appendix E**. The responsibility of the faculty is centered on Advisors, who will submit written reports in advance of the Graduate Committee meeting. The Graduate Committee uses information reported on the Annual Review to rank students for Departmental funding in the next academic year. The Graduate Director uses the ranking to make tentative GAT assignments, which are communicated to students.

The MS Program

The M.S. degree may be obtained through either a thesis or a non-thesis option. While the thesis option is preferable for most students, the final decision on which option to select should be made by the student in close consultation with his/her committee chair. Policies for Degree Plans and Advisory Committees are identical for thesis and non-thesis MS students. According to OGS, the MS advisory committee is comprised of no fewer than three members of the graduate faculty, chaired by a GEOG faculty member, and include at least one member from outside GEOG.

The thesis option requires the student to complete a Master's level thesis, which is defined as an original piece of work in which data manipulation, field research, or other specialized forms of analysis are used to produce a written product of publishable quality. The specific requirements are:

(a) Completion of at least 32 credit hours of relevant graduate coursework;
(b) At least 18 (of the 32) hours must be courses in the Department of Geography, maintain a GPA of at least 3.0 for all graduate level work completed at Texas A&M University;
(c) Complete Geography 610 and 611 the first time they are offered after initially enrolling in the program;
(d) Orally defend an M.S. thesis.

The proposal should be approximately 3,000 to 5,000 words in length, and usually is completed as a required component of GEOG 611; submission of the proposal to OGS is required prior to public defense of thesis. The length of the thesis should be between 50 and 150 pages.

The requirements for the completion of the non-thesis M.S. degree in Geography are:

(a) Completion of at least 36 credit hours of relevant graduate coursework;
(b) At least 18 (of the 36) hours must be in the Department of Geography;
(c) At least 6 (of the 36) hours must be in supporting fields;
(d) Maintain a GPA of at least 3.0 for all graduate level work completed at Texas A&M University;
(e) Complete Geography 610 and 611 the first time they are offered after initially enrolling in the program;
(f) Complete and publicly defend an extended project, such as (but not limited to) cartographic design, an appropriate computer program, an audio/visual presentation, or interactive teaching tools.

Thesis and project defenses are a milestone in the intellectual development of graduate students. Defenses will be carried out as follows:

(a) All committee members will have at least two weeks to read the thesis or project before the defense. This should be the draft actually defended, not an earlier iteration.
(b) Defenses should not be scheduled until all committee members have received the draft to be defended. The department head will sign paperwork scheduling defenses only after viewing a full draft of the thesis or project.
(c) Theses and projects will be uploaded to a password-protected department website two weeks prior to the scheduled defense for review by interested faculty.
(d) Defenses will be announced to the entire department by paper announcements and web site, and the only portion of the defense that is closed is the deliberation of the Advisory Committee. Rooms are normally reserved for two hours.

The Department of Geography observes a policy with regard to time limits, outlined in **Appendix C**. The department will fund MS students for a maximum of three years; students in the MS program for more than three years are ineligible for departmental GAT or GANT funding.

MS students nearing completion of their degree and wishing to apply to the PhD program for August admission should do the following by January 15:

(a) Send a memo to the Graduate Advisor stating the intention to apply to the PhD program;
(b) Provide a statement of purpose for doctoral study;
(c) Arrange for members of the Advisory Committee to send letters of recommendation to the Graduate Advisor.

The PhD Program

The Ph.D. program provides advanced training for students seeking specialized knowledge in geography. Our Ph.D. graduates have been successful in finding employment in academia as

well as private corporations and public agencies, both in the US and abroad. The specific requirements for the Ph.D. are:

(a) Complete 96 credit hours beyond the Bachelor's degree, or 64 credit hours beyond the Master's degree;
(b) Maintain a GPA of at least 3.0 for all graduate level work completed at Texas A&M University;
(c) Complete Geography 610 and 611 after initially enrolling in program (if not completed at the M.S. level), or equivalent form a comparable institution;
(d) Complete requirements for admission to candidacy (below);
(e) Write and orally defend a doctoral dissertation;
(f) Public presentation of the dissertation research and results.

Admission to Candidacy for the Ph.D. degree requires the student to have passed the written and oral portions of the Preliminary Exam (see below), and to have submitted and successfully defended a dissertation proposal. Once they have been admitted to candidacy, students are expected to spend the bulk of their time writing their dissertations.

The PhD dissertation proposal is a plan of action and contract between student and Advisory Committee that outlines the research to be conducted for the dissertation. The proposal identifies the problem to be studied, surveys previous theoretical and/or applied research surrounding the problem, identifies the methodology that will be employed in the study, and outlines how the results will be analyzed in the context of the appropriate body of geographic literature. Dissertation proposals should conform to the guidelines stated in the NSF's Doctoral Dissertation Research Improvement award program.

PhD dissertation proposals must be defended publicly; announcement must be made two weeks prior to the department by email and by posting on bulletin boards in O&M and CSA buildings. Proposals must have a proposal Title Page attached to it. This form must be signed by the student's chair, committee members, and Department Head. Dissertation proposal must be defended and filed no later than a semester after the student has taken the preliminary exam.

The advisory committee determines the appropriate scope and quality of the traditional or "three paper" dissertation. Students are advised to seek guidance at the dissertation proposal defense.

After writing and submitting an approved dissertation to the student's advisor and committee, the student is required to orally defend the dissertation in a three-hour exam presided over by the student's advisor and committee members. This exam requires the student to defend the research he/she has conducted. Questions on the research questions, the research paradigm, methodology, results, problems encountered, etc. are all considered legitimate areas for questioning by the committee. All Ph.D. defenses are open to the public for the presentation. A Ph.D. student receiving funding from the department is expected to defend and graduate by the end of the 4th year. The following policies are observed:

(a) All committee members will have at least two weeks to read the dissertation before the defense. This should be the draft actually defended, not an earlier iteration.

(b) Defenses should not be scheduled until all committee members have received the draft to be defended. The department head will sign paperwork scheduling defenses only after viewing a full draft of the dissertation.
(c) Dissertations will be uploaded to a password-protected department website two weeks prior to the scheduled defense for review by interested faculty.
(d) Two weeks prior to the dissertation defense, notice must be made to the department by email and by posting on bulletin boards in O&M and CSA buildings.
(e) The only portion of the defense that is closed is the deliberation of the Advisory Committee.
(f) Required revisions, if any, to the dissertation shall be noted at the defense, and then communicated in writing to the student, by the Advisory Committee, within two working days of the defense.

The Department of Geography has a policy with regard to time limits for PhD students that follow from **Appendix D**. The department will fund PhD students for a maximum of five years to finish his or her degree program; students in the PhD program for more than five years are ineligible for departmental GAT or GANT funding.

Preliminary Examinations

The objective of Preliminary Examinations is to ensure that Ph.D. students have a comprehensive grasp of the development, theories, methods, and current questions in his or her subfield in geography. The Preliminary Examination is comprised of written and oral portions. (The term "Preliminary Examinations" is preferred to "Comps" or "Quals".)

The Geography Department believes that the proper conduct of this exam is particularly important in our field, because many Ph.D. students have no background in geography and so, very possibly, no knowledge of the discipline beyond the narrow confines of their own research. Furthermore, the Preliminary Examination should not be narrowly tailored to the student's dissertation research. Nor should the Examination reflect only the personal research programs of faculty members. The Examination is not to be conducted as a defense of the dissertation proposal.

By OGS standards, students who pass the Preliminary Examination should demonstrate "a mastery of the subject matter of all fields in the program," "an adequate knowledge of the literature in these fields," and "an ability to carry out bibliographic research" (TAMU Graduate Catalog 2006-2007, p. 154). Among the OGS rules governing Preliminary Examinations are the following:

(a) Degree plans must have been filed 90 days prior to the first written examination;
(b) At the end of the semester in which the exam is given, no more than 6 credit hours listed on the degree plan remain (except 681, 684, 690, 691, and 692);
(c) The time span from the first written examination to the oral examination is no more than three weeks.

The Department of Geography follows several specific rules for the administering the Preliminary Examination. The student's Advisory Committee oversees the Preliminary Examination; according to OGS rules, they are comprised of no fewer than four members of the

graduate faculty, chaired by GEOG faculty member, and include at least one member from outside GEOG. Preliminary Exams should be taken early during the fourth semester, within 6 hours of completion of degree plan courses (except 681, 684, 690, 691, and 692). Reading lists and outlines are prepared by students, in consultation with the Advisory Committee, and will be placed in a central file. In addition, a copy of all written questions and answers will be placed in the student's file.

The framework for the Preliminary Exams is that of Fields of Study. Lists of topical and regional (if any) specializations will be compiled annually by the faculty according to research clusters; each cluster will determine between three and six fields of study. The list should reflect the methods and theories taught in the department Clusters should review these fields of study regularly. Advisors, Advisory Committees, and PhD students will identify at least three fields of study upon submission of the degree plan for faculty review (end of second semester or beginning of third semester); at least two fields will be topical or general (at most, one regional field will be permitted); and at least one field will be methodological or theoretical; students are advised that degree plans should reflect their chosen fields of study.

GEOG faculty on the Advisory Committee will submit written questions that test the student's general grasp of the development, theories, methods, and current questions in these subfields. External members of the Advisory Committee are free to ask questions they deem appropriate.

For the written exam, students will formulate outlines and reading lists for each field of study in consultation with GEOG faculty on the Advisory Committee. GEOG faculty on the Advisory Committee will formulate written questions on the three fields of study. It is expected that duration of the examination of each field of study should be the equivalent of three hours of closed-book exam setting; however, alternate formats (e.g., a 24-hour-take-home exam) are permitted. The written exam should be completed with five consecutive working days. No restrictions are placed on external members of the Advisory Committee. OGS rules permit one re-examination within "adequate time" allowed to the student.

The purpose of the Oral Exam is to permit students to expand upon written answers in an interactive examination format. The oral exam is not a defense of the dissertation proposal. The oral exam must be completed within three weeks after the beginning of the first written exam. There is no time limit on the Oral Exam, but rooms are usually reserved for three hours. Evaluation of Oral Exam: Pass or Fail; for passing grade, no more than one Advisory Committee member assigns grade of "Fail"; in the event of "Fail", the student must repeat the Written Exam before proceeding to Oral Exam. OGS rules state that after passing the Prelim Exam, "students must complete all remaining requirements for the degree within four calendar years" or else "the student will be required to repeat the Preliminary Examination."

Graduate Student Seminars

The Department of Geography offers several opportunities for public presentation of research among PhD students and to allow faculty to observe progress of PhD students. Research clusters offer the setting for graduate students to present work-in-progress, and the Department conducts AAG meeting-type sessions before the Annual Meeting of the AAG.

Last revised: 30 January 2013

Appendix A
Timetable for Full-Time MS Students (Thesis Option)

Full-time MS students should complete courses as soon as possible, with Degree Plan submitted by the start of their second semester, and submit their thesis to the Advisory Committee during the beginning of their fourth semester. They should aim to identify a thesis Advisor during their first semester, and they should plan on regular meetings while they develop their thesis Proposal. MS students should plan on conducting most of the research, and initiating the writing of thesis chapters, between the end of Spring Semester and beginning of Fall Semester. Based on regular Fall Semester admission, full-time students should follow the timetable:

Year 1

Fall: meet with Graduate Advisor to discuss programmatic issues; meet with Faculty Mentor before start of classes to decide appropriate classes; enroll in GEOG 610; undertake preliminary thesis research in consultation with Faculty Mentor and other faculty; identify thesis Advisor by end of Fall Semester

Spring: in consultation Advisor, complete Degree Plan by January and submit for faculty approval; enroll in GEOG 611; develop thesis proposal in GEOG 611 and in consultation with Advisor; at end of semester, obtain approval of proposal by Advisor and committee members, and submit proposal to OGS; prepare for Annual Review during second week of May

Summer: conduct research and begin writing thesis

Year 2

Fall: Complete remaining course requirements as indicated on Degree Plan; complete writing of thesis as GEOG 691 hours

Spring: in early Spring Semester, submit draft of thesis to Advisor; by late Spring Semester, defend thesis; prepare for Annual Review (if continuing in following Fall Semester)

Appendix B
Timetable for Full-Time PhD Students

Full-time PhD students should complete coursework during the first two years of study; the third and fourth years should be devoted to research and writing of the dissertation. Based on regular Fall Semester admission, full-time students should follow the timetable:

Year 1

Fall: meet with Graduate Advisor to discuss programmatic issues; meet with Faculty Mentor before start of classes to decide appropriate classes; enroll in GEOG 610; identify dissertation Advisor by end of Fall Semester
Spring: enroll in GEOG 611; develop preliminary dissertation proposal in GEOG 611; in consultation Advisor, complete Degree Plan by end of Spring Semester, to be ready to submit for faculty approval in EITHER May or August; prepare for Annual Review
Summer: conduct preliminary research on potential topic for dissertation

Year 2

Fall: complete remaining course requirements; revise dissertation proposal; begin preparation for Prelim Exams
Spring: complete Prelim Exams; public defense of dissertation proposal; prepare for Annual Review
Summer: conduct research for dissertation

Years 3 and 4

Research and writing of dissertation

Appendix C

Biogeography Course Requirements
(compiled by Cairns, Lafon and Millington, rev. 29 Sept. 06)

Courses required by the Department of Geography (6 units):

- GEOG 610 – Geographic Methods and Theory
- GEOG 611 – Geographical Research Design

Required prerequisites for all M.S. and Ph.D. students in biogeography (may be waived if equivalent courses have been completed at another university):

- GEOG 331 – Geomorphology
- GEOG 435 - Principles of Plant Geography (or Intro Biogeography)

Biogeography seminar requirement (M.S. and Ph.D. students) - 6 units from:

- GEOG 624 – Plant Geography (Concepts in Biogeography) - required of all students. Also, at least one of the following:
    - GEOG 619 - Human Impact on the Environment (if taught by Millington, Lafon, or Cairns).
    - GEOG 635 – Advanced Biogeography

Statistics requirement (M.S. and Ph.D. students) - 3 units from the following or geography equivalent:

- STATS 610 – Theory of Statistics
- STATS 637 – Statistical Methods in Ecology
- STATS 652 – Statistics in Research II

Geomorphology seminar requirement <u>for Ph.D. students only</u> – 3 units from:

- GEOG 604 – Process in Physical Geography (Concepts in Geomorph)
- GEOG 626 – Fluvial Geomorphology
- GEOG 670 – Coastal Geomorphology
- GEOG 686 – Quaternary Geomorphology
- GEOG 687 – Geoarchaeology
- GEOG 696 – Geomorphology and Remote Sensing

Geography seminar requirement – 6 units for M.S., 9 units for Ph.D.:

- GEOG 604 – Process in Physical Geography (Concepts in Geomorph)
- GEOG 619 – Human Impact on the Environment
- GEOG 625 – Landscape Ecology
- GEOG 626 – Fluvial Geomorphology
- GEOG 660 – GIS-Based Spatial Analysis and Modeling
- GEOG 661 – Digital Image Processing and Analysis
- GEOG 665 - GIS-Based Spatial Analysis and Modeling
- GEOG 670 – Coastal Geomorphology
- GEOG 686 – Quaternary Geomorphology (Quaternary Environments)
- GEOG 687 - Geoarchaeology
- GEOG 696 – Geomorphology and Remote Sensing

Relevant graduate seminars outside of biogeography – 3 units for M.S., 6 units for Ph.D.:

- ANTH 634 – Palynology
- ANTH 637 – Paleoethnobotany
- BOTN 620 – Field Systematic Botany
- FRSC 601 – Forest Ecology
- GEOL 648 – Stable Isotope Geology
- GEOL 650 – Paleoecology
- OCNG 644 – Isotope Geochemistry

- RLEM 607 – Range Plant Ecophysiology
- RLEM 609 – Plant and Range Ecology
- RLEM 610 – Range Grasses and Grasslands
- RLEM 612 – Restoration Ecology
- RLEM 616 – Fire and Natural Resources Management
- RLEM 619 – Ecology of Shrubs and Shrublands
- RLEM 622 – Nutrient Cycling: Global and Ecosystem Perspectives
- RLEM 633 – Wetland Plant Taxonomy
- RENR 660 – Environmental Impact Analysis
- RLEM 635 – Landscape Analysis and Modeling
- WFSC 604 – Systems Analysis and Simulation in Ecology
- WFSC 610 – Evolutionary Ecology
- WFSC 612 – Conservation Biology
- WFSC 624 – Dynamics of Populations
- WFSC 628 – Wetlands Ecology

Appendix D
Revised Directed Studies (685) Proposal and Commitment Form

Existing Fields: Term, Credit Hours, Directing Faculty

Revised Fields:

- Course Title
- Course Objectives
- Course Timetable (divided into ~1-3 week blocks)
- Expected Results (paper; project)
- Evaluation Criteria
- Reading List
- Signatures: Graduate Student; Directing Faculty; Department Head

Appendix E
Form for Graduate Student Annual Review, April 2012

Name: Current degree sought: Current GPR:
Date of matriculation: Expected completion date:

Previous university degrees			
Degree	Year	Major	University

Current Graduate Study	
Thesis or Dissertation Advisor	Degree Plan submitted/approved?
Other Advisory Committee Members	
Title of Thesis or Dissertation:	
Status of Proposal (in progress; defended; planned defense):	
Preliminary Exam Fields of Study, date taken or expected (PhD students):	

Past and Current Funding	
Describe funding during the past Summer, Fall, and Spring terms (e.g., activities as Research Assistant, Teaching Assistant, Scholarship recipient, etc.). List title of courses taught, titles of research projects supported, and other relevant details.	
Summer 2011:	Supervisor:
Fall 2011:	Supervisor:
Spring 2012:	Supervisor:
Do you request funding for Fall 2012 and/or Spring 2013?	

Coursework: Summer, Fall, and Spring Terms

Semester	Prefix & Number	Title	Credits	Grade

What were your accomplishments from May 2011 through April 2012? List publications, scholarly presentations, awards, service, or other accomplishments. Use the format below for providing full bibliographic reference for publications and presentations; provide award name and date granted; provide committee name for service. (Reviews will not be evaluated unless this style is followed.)

Examples
Presentations: Brannstrom, C. 2011. John Shary, Charles Pease, and contested irrigation landscapes in early-twentieth-century South Texas. SWAAG Conference, 10 Nov., Austin TX.
Papers: Brannstrom, C. 2011. A Q-method analysis of environmental governance discourses in Brazil's northeastern soy frontier. *Professional Geographer* 64(3): 531-49.
Awards: Meanest Graduate Director 2011. Society for Geography Graduate Directors, $500, November.
Service: Chair, Bibliographic Style Committee. Department of Geography, Texas A&M University, July 2011-present.

What are your goals for the upcoming academic year? List course work, research, papers, presentations, Preliminary Exam, Proposal, Final Exam, and other activities.

Signatures (or e-mail to Graduate Director)

Student: _____Advisor:_____
Date_____ Date_____