

# University of South Carolina Department of Geography

Graduate Student Handbook  
Academic Year 2022–2023



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## GRADUATE PROGRAM OVERVIEW

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The Department of Geography at the University of South Carolina was established in 1963 and is the only program in the state to offer undergraduate (B.A. and B.S.) and graduate (M.A., M.S. and Ph.D.) degrees in Geography. We seek to maintain a balanced program of research, undergraduate and graduate teaching, and outreach and service that covers the breadth of Geography, including:

**Physical Geography/Environmental Science.** Physical geographers in our department investigate patterns and processes associated with the atmosphere, biosphere, hydrosphere, and lithosphere, exploring the causes and consequences of environmental variability over time and space. Specialized expertise includes climatology and meteorology, aeolian geomorphology, and biogeography and landscape ecology. Many of our physical geographers utilize geospatial technologies in their work.

**Human Geography.** Human geography in our department emphasizes questions of identity, social difference, and inequality in diverse geographical contexts. Human geographers in our department strive to understand how people construct social meanings and social identities through space, and how they enforce, contest, or negotiate the power relations embedded in specific places. Our human geographers are also keen to explore place-based transformations stemming from conflict, immigration, economic development, and changing modes of governance.

**Environment-Society Relationships.** Faculty working in this area explore interactions between human societies and the natural environment and seek to understand how people shape and adapt to changing environmental conditions. Our faculty embrace an integrative perspective that considers complex interrelationships between natural systems, human behavior, and systems of governance from local to global scales. Our faculty specialize in a range of topic areas, including political ecology, human adaptation to environmental change, natural resource use and management, and environmental hazards.

**Geographic Information Science.** GISci in our department engages with a wide spectrum of geospatial technologies, applications, and methodologies. Our GISci faculty and staff use geospatial techniques to address geographic questions relating to hazards, public health, population, environment, and climate change. Research focuses on photogrammetry, satellite image analysis, LiDAR, GIS modeling, geovisualization, spatial programming, and big data.

To assist in its research and educational role, the Department administers the Center for Geographic Information Science and Remote Sensing, the Hazards and Vulnerability Research Institute (HVRI), the Climate Research Laboratory (including the Carolinas Integrated Sciences and Assessments (CISA)), the Biogeomorphic Research Laboratory, the WINDLab, the Center for Excellence in Geographic Education, and the South Carolina Geographic Alliance (SCGA).

## **GEOGRAPHY PERSONNEL**

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The Department of Geography is housed in the College of Arts and Sciences on Columbia Campus in the Callcott Building (CSSC).

The Department of Geography has 17 tenure track and research faculty:

<b>Dr. Jerry Mitchell</b>	<a href="mailto:mitchejt@mailbox.sc.edu">mitchejt@mailbox.sc.edu</a>	<b>Department Chair</b>
Dr. Jessica Barnes	<a href="mailto:jbarnes@mailbox.sc.edu">jbarnes@mailbox.sc.edu</a>	Jointly appointed with SEOE
Dr. Meredith DeBoom	<a href="mailto:deboom@mailbox.sc.edu">deboom@mailbox.sc.edu</a>	On leave Spring 23
Dr. Gregory Carbone	<a href="mailto:greg.carbone@sc.edu">greg.carbone@sc.edu</a>	
Dr. Susan Cutter	<a href="mailto:scutter@sc.edu">scutter@sc.edu</a>	Carolina Distinguished Professor
Dr. Kirstin Dow	<a href="mailto:kdow@sc.edu">kdow@sc.edu</a>	Graduate Director Fall 22 On Sabbatical Spring 23
Dr. Jean Taylor Ellis	<a href="mailto:jellis@seoe.sc.edu">jellis@seoe.sc.edu</a>	
Dr. Conor Harrison	<a href="mailto:cmharris@mailbox.sc.edu">cmharris@mailbox.sc.edu</a>	Jointly appointed with SEOE
Dr. Dean Hardy	<a href="mailto:dhardy@seoe.sc.edu">dhardy@seoe.sc.edu</a>	Jointly appointed with SEOE
Dr. April Hiscox	<a href="mailto:hiscox@mailbox.sc.edu">hiscox@mailbox.sc.edu</a>	
Dr. David Kneas	<a href="mailto:kneas@mailbox.sc.edu">kneas@mailbox.sc.edu</a>	Jointly appointed with SEOE On Fellowship Spring 23
Dr. John Kupfer	<a href="mailto:kupfer@mailbox.sc.edu">kupfer@mailbox.sc.edu</a>	
Dr. Zhenlong Li	<a href="mailto:zhenlong@mailbox.sc.edu">zhenlong@mailbox.sc.edu</a>	On sabbatical Fall 22; On leave Spring 23
Dr. Cary Mock	<a href="mailto:mockcj@sc.edu">mockcj@sc.edu</a>	
Dr. Caroline Nagel	<a href="mailto:cnagel@mailbox.sc.edu">cnagel@mailbox.sc.edu</a>	Graduate Director Spring 23
Dr. Susan Wang	<a href="mailto:cwang@mailbox.sc.edu">cwang@mailbox.sc.edu</a>	

Additionally, these research staff, instructors, and administrative staff support Geography:

Ms. Sarah Gottshall	Business Manager	<a href="mailto:gottshas@mailbox.sc.edu">gottshas@mailbox.sc.edu</a>
Ms. Lakesha Campbell	Student Services Coordinator	<a href="mailto:lcampbel@mailbox.sc.edu">lcampbel@mailbox.sc.edu</a>
Ms. Charlie Faucette	HVRI	<a href="mailto:faucette@mailbox.sc.edu">faucette@mailbox.sc.edu</a>
Mr. Jory Fleming	Geographic Alliance	<a href="mailto:fleminj6@mailbox.sc.edu">fleminj6@mailbox.sc.edu</a>
Dr. Alice Kasakoff	Faculty Emeritus	<a href="mailto:kasakoff@sc.edu">kasakoff@sc.edu</a>
Mr. Mike Mewborne	Geographic Alliance	<a href="mailto:Mewbornj@mailbox.sc.edu">Mewbornj@mailbox.sc.edu</a>
Mr. Kevin Remington	Campus GIS Coordinator	<a href="mailto:kcreming@mailbox.sc.edu">kcreming@mailbox.sc.edu</a>

## GRADUATE PROGRAM ADMINISTRATION TOPICS (in alphabetical order)

### Advisement

All students should meet with their advisor (or “major professor”) prior to registering for courses. Students without an approved MPOS (Master’s Program of Study) or DPOS (Doctoral Program of Study) may have holds on their registration. The holds will be released with an email from the advisor to the Graduate Director and Student Services Coordinator that includes a list of courses the student will take the next semester.

- **Be sure to notify Ms. Campbell of any independent studies so that course sections are opened for you.**

Students should carefully track the number of credits they register for each semester and plan a course of study for the required number of degree credits. Support from the College of Arts and Sciences to cover tuition, does not include extra money for additional credits.

### Conference Travel Support

The Department of Geography and UofSC Graduate School encourages graduate student participation in professional national and international conferences through travel grants. Conference travel and fieldwork can be expensive, so students should not expect departmental and/or Graduate School funds to cover all expenses. Students are strongly encouraged to apply for funding and to seek out opportunities to reduce conference expenses, such as volunteering at AAG meetings. Students presenting research funded by faculty grants should also discuss opportunities for travel funding with the grant’s principal investigator.

### Graduate School Travel Support

The Graduate School usually offers grants of up to \$500 for domestic conference travel and up to \$800 for foreign conference travel

The process for requesting travel support from the Graduate School is described on their web page

[https://www.sc.edu/study/colleges\\_schools/graduate\\_school/opportunities\\_support/travel\\_grants/index.php](https://www.sc.edu/study/colleges_schools/graduate_school/opportunities_support/travel_grants/index.php).

There are four funding cycles that correspond with particular travel dates. **According to the website, “Students who apply early in the award cycle will have a significant advantage.”**

Graduate School travel funding is available only to PhD students who are presenting a paper or poster at a national or international conference. The student must be sole or first author on the paper or poster being presented. Doctoral students may only receive two travel grants during their tenure in the Graduate School. The Graduate School gives priority to students who will be receiving funds for the first time. Applicants must complete and submit the online Conference Travel Grant Request Form via the Graduate Management System (GMS). Advisors will be sent an email to confirm the applicant’s academic standing. The application must then be approved by the Graduate Director and reviewed by the Graduate School. Be cognizant that the

application is not complete until the advisor and the Director of Graduate Studies digitally sign off on the application.

Students receiving an award must immediately complete a Travel Authorization form. The University process undergoing some changes, so please ask the Department Business Manager for guidance.

### ***Geography Department Travel Support***

The Geography Department will provide a *maximum of \$250* (depending on departmental resources) per student for a presentation at one national or international meeting (e.g., AAG or ASPRS). The travel requests can be used through June 30, 2023. Requests must be made via email to the Graduate Director and Student Services Coordinator. The email subject line should be "Department Travel Request." For those travelling to a conference, specify the conference name, place, dates, and your presentation title. Please list other funding applications that have been submitted or plan to be submitted and a line item budget of the trip (e.g., conference registration, food and travel costs, other expenses).

The soft deadline for applying for Geography funds is December 1, 2022. This means that applications received by this date have priority. Applications will be accepted until May 15, 2023 for travel through to June 30, 2023. All requests will be reviewed. Recipients of Department funds must complete a Travel Authorization (TA) form (see link above) before travel and a Travel Reimbursement Voucher (TRV) upon return. The Department Administrator is the point of contact for travel. For more details regarding the Department's travel policies, reference the Appendices. All students traveling internationally must follow the University policies and COVID restrictions outlined at: <http://www.sc.edu/policies/ppm/acaf209.pdf> and [https://sc.edu/safety/coronavirus/safety\\_guidelines/index.php](https://sc.edu/safety/coronavirus/safety_guidelines/index.php).

All recipients of travel funds to attend the AAG (and other conferences, if requested by the advisor) are *required* to present their conference paper or poster to the department at a pre-conference practice session in March date TBD. Students who do not participate in the AAG practice session may have their funds revoked.

### **Enrollment**

Full-time status for RA/GA students is 6 credit hours (CH) and 9 CH for all other students during regular (fall and spring) semesters. During the summer, it is 6 and 3 CH, RA/GA and others respectively.

Students who have defended their proposal and completed all their coursework can be eligible for full-time status while taking fewer than a full load of classes. This is done by applying for Special Enrollment or "Z-Status". Information and the necessary form (that must be signed by

the Graduate Director) is found at:

[https://www.sc.edu/study/colleges\\_schools/graduate\\_school/documents/gs-zs\\_may20.pdf](https://www.sc.edu/study/colleges_schools/graduate_school/documents/gs-zs_may20.pdf).

During the preparation of the thesis or dissertation, any student who wishes to use University facilities or to confer with the faculty must be enrolled in GEOG 799 (MS/MA) or GEOG 899 (PhD).

### **Geography Colloquia**

The Department of Geography holds colloquia throughout the academic year in which distinguished faculty from other institutions, and sometimes UofSC, will present their research. Colloquium attendance is mandatory for all students, regardless of funding status. If you are not able to attend, please notify your advisor.

### **Graduate Student Awards**

There are several graduate student awards related to teaching, teaching assistance, publications, research, and travel. Graduate students will receive information via email from the Graduate Director and/or the Department Chair about these opportunities throughout the year. All of the Geography awards have May 10<sup>th</sup> deadlines. The Department of Geography awards for this academic year are found in the Appendices to this document. It is also suggested that students navigate to the Graduate School's website for University-level fellowship and award opportunities:

[https://www.sc.edu/study/colleges\\_schools/graduate\\_school/paying\\_for\\_graduate\\_school/fello\\_wships\\_awards/index.php](https://www.sc.edu/study/colleges_schools/graduate_school/paying_for_graduate_school/fello_wships_awards/index.php)

### **Graduate Geography Student Association (GGSA)**

The Graduate Geography Student Association (GGSA) is a student-led volunteer organization that offers academic and personal support for Geography students. The GGSA President represents students at faculty meetings. It is also the bridge that connects students with Geography faculty members and the University as a whole. The GGSA provides various opportunities for service during the year relating to colloquium planning and the recruitment of undergraduate and graduate Geography students. The GGSA also plans social events throughout the year, including picnics and potlucks. Descriptions of the GGSA officers and the constitution are found at <https://carolinaggsa.wordpress.com/ggsa-constitution-and-officer-descriptions/>. For more information about the GGSA please contact one of the GGSA officers.

### **Graduation Application**

Students must apply for graduation through Self Service Carolina (SSC). The deadlines can be found at:

[https://www.sc.edu/about/offices\\_and\\_divisions/registrar/graduation/deadline\\_dates/index.php](https://www.sc.edu/about/offices_and_divisions/registrar/graduation/deadline_dates/index.php).



## Independent Study

Graduates students are eligible to enroll in Directed Independent Studies (GEOG 705 for MS/MA and GEOG 805 for PhD) and Selected Topics in Cartography and Remote Sensing (GEOG 706 for MS/MA/PhD). The total number of independent study credit hours that students can apply towards their degree (and include in their MPOS or DPOS) is specific to the degree—please see below. All independent studies courses require a contract and a syllabus that specifies reading and writing requirements. The independent study contract can be found here: <http://gradschool.sc.edu/forms/G-ISC.pdf>.

- **Be sure to inform Ms. Campbell**

The contract requires the signature of the instructor and the Graduate Director. Students should notify the Student Services Coordinator of their intention to register for an independent study so that a course section with the appropriate instructor is available. The student will then be able to register using the specific CRN assigned to the instructor/section.

## Professional Development Plans (PDPs)

Professional development plans (PDPs) are the mechanism our department uses to evaluate annual graduate student performance. Towards the end of each academic year, graduate students must record their yearly accomplishments in the PDP. The Graduate Director then includes faculty evaluations of the student's performance in Geography courses and TA/RA assignments (as applicable) into the PDP. The PDP is reviewed at the end of the academic year in a meeting between the advisor and the student. Non-completion of the PDP may threaten a student's 'good standing' in the department. There are specific PDP forms for MA/MS and PhD students – both are found in the appendices of this handbook.

## Scheduling Defenses

Defenses of proposals, theses, and dissertations are open to the public. In scheduling a proposal, thesis, or dissertation defense, students should be mindful of their committee members' availability to attend a defense, especially if the defense is scheduled to take place between semesters or during the summer semester. Students should avoid scheduling anything the first or last week of classes. Students are expected to submit a complete draft of the relevant document to the committee at least 2 weeks prior to the scheduled defense date. The student must also make a copy of the proposal or the thesis or dissertation available for public view in the department office at least 1 week prior to the defense. Additionally, the defense should be announced to the Geography faculty and graduate students via email at least one week before the defense. Students should bring a copy of the all the defense forms. Please reference the appropriate proposal, thesis, or dissertation defense section in this document for a list of the exact forms relevant to your defense.

## Staying in Contact with your Committee

Once the proposal defense is completed, each student is responsible for arranging a meeting to discuss research progress with the committee chair and members during the first month of each

major semester. These meetings are to assure that any alterations made to the proposed research are reviewed and found acceptable by all committee members. Defense documents require the signatures of all committee members so maintaining agreement about the research approach is essential. The nature of these meetings is to be determined by the full committee at the time of the proposal defense and communicated to the student. These meetings are required of students starting in the Fall of 2019 and very strongly recommended for all other students. Existing students, please contact your advisor to discuss a plan for updating your committee on your progress and any desired modifications to the proposal or methods.

Students will be required to demonstrate that they have followed the advice and recommendations specified by committee members in these update meetings. Developing and circulating meeting minutes is strongly recommended.

### **Student Health Services**

All enrolled graduate students can take advantage of the many health and wellness services provided at UofSC's Student Health Services. Services include primary and routine care, travel, immunizations, physical and sports therapy, women's health, and in-person and on-line counseling and psychiatry services. Please navigate to: <http://www.sa.sc.edu/shs/cp> or call 803.777.5223.

### **Students' Rights and Recourse**

All students are assigned an advisor upon admission to the graduate program. The first meeting between student and advisor should include a thorough review of graduate program requirements and a discussion of student and advisor expectations. All students from the start of their program should be aware of their rights vis-a-vis their advisor and other faculty members.

The rights of graduate students in the Department of Geography include:

- The right to meet face-to-face with their advisor at least once a month during the regular semesters to discuss the student's progress;
- The right to timely (within 2 weeks under normal circumstances) feedback from their advisor and course instructors on written work, including seminar papers, proposal drafts, thesis/dissertation drafts, and written comprehensive exams;
- The right to professional advice relating to conferences, grant opportunities, publication activities, and other aspects of academic life;
- The right to confidentiality and privacy (i.e., faculty members should not share the details of a student's academic record or personal matters with other students);
- The right to be treated in a professional manner and not to be harassed or bullied by any faculty member (see <http://sc.edu/policies/policiesbysubject.php#H> and <http://sc.edu/policies/policiesbysubject.php#B>); and
- The right to request a different advisor.

Students have avenues of recourse if they feel that they have been evaluated unfairly or if their progress in the program has been hindered by the actions or inactions of faculty members. A student who feels that his/her rights have not been respected by a faculty member and who is not able to resolve the problem directly with the faculty member should consult with the Graduate Director or the Department Chair. UofSC grievance policies are included in the Appendices.

### **Student Conduct**

The Geography Department is a workplace setting where you are developing professional relationships that are likely to last your entire career. Graduate students are expected to conduct themselves with professionalism and to treat faculty, staff, undergraduates, and fellow graduate students with respect at all times. The Department of Students should familiarize themselves with the [Carolina Creed, the Honor Code, and the Code of Conduct](#) which set campus standards. Students should also be aware that the consumption of alcohol is forbidden in the Callcott Building and most other buildings on campus. Students should not come to the department if they are impaired by alcohol or drugs. In-person or digital harassment will not be tolerated.

Students are encouraged to build professional networks with faculty and others on sites such as LinkedIn or ResearchGate. It is **strongly recommended** that personal social media, such as Facebook, Instagram, etc., be kept for personal relationships, **not** those with faculty. Students should also be respectful of others privacy and not post photos of their fellow students on social media without permission.

### **Submission of Theses and Dissertations**

Master's and Doctoral students must submit their thesis or dissertations to format check ([https://www.sc.edu/study/colleges\\_schools/graduate\\_school/academics/thesis\\_and\\_dissertation/index.php](https://www.sc.edu/study/colleges_schools/graduate_school/academics/thesis_and_dissertation/index.php)). This can be an arduous process that may start before the defense (you are allowed to format check a draft). However, at some point, you must get the final thesis/dissertation version approved (by your committee and the Graduate School). Theses and dissertations must be submitted with more than 30 days before the graduation date – check the Grad School website for the exact date ([https://www.sc.edu/study/colleges\\_schools/graduate\\_school/academics/index.php](https://www.sc.edu/study/colleges_schools/graduate_school/academics/index.php)). Final approval of your thesis/dissertation is 'proven' when the Graduate School receives either the Thesis Signature and Approval form (<http://gradschool.sc.edu/forms/G-DSF.pdf>) or Dissertation Signature and Approval Form (<http://gradschool.sc.edu/forms/G-DSF.pdf>). This form is the final page needed to graduate and requires signatures from all committee members and the Graduate Director. It is advised that students reference the Graduate's School checklist for graduation ([https://www.sc.edu/study/colleges\\_schools/graduate\\_school/academics/progress\\_to\\_degree/index.php](https://www.sc.edu/study/colleges_schools/graduate_school/academics/progress_to_degree/index.php)) to ensure all other graduation requirements are completed.

## **Teacher Training**

Upon their entry to the program, all graduate students must complete the TA (teaching assistant) training workshops and orientations offered by the University. Currently, this includes a two-part training workshop held before the start of the academic year, plus a zero-credit GRAD 701 course. International students must also attend an International Teaching Assistant (ITA) orientation at the start of the academic year, regardless of how long they have lived in the United States. International students for whom English is not a first language must also complete the International TA language assessment organized through the English Programs for Internationals office (assessments take place at the start of each semester). International students for whom English is not a first language *may not* serve as a TA or as a graduate instructor of record until they have passed their language assessment and completed all required TA training.

## **VPN – How to connect to the College Network from home**

In order to access your home directory on the college's network from an Internet connection, you will need to setup a Virtual Private Network (VPN) connection on your computer. You will only need to do this if you will be connecting via the Internet from a cable modem, DSL connection, or some other connection that uses the Internet. This is free software available [here](#).

## MA / MS DEGREE REQUIREMENTS

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Students completing a majority of their coursework credit hours in physical/environmental and/or GIScience courses will earn the MS degree. Students completing the majority of their coursework credit hours in human geography or environment-society relationship courses will earn the MA degree.

The Master's Degree Plan of Study (MPOS) (found at <http://gradschool.sc.edu/forms/Mastersprogramofstudysavable.pdf> or <http://gradschool.sc.edu/forms/Mastersprogramofstudy.pdf>) must list all the courses the student plans to take in order to graduate with the master's degree. Students must submit this paperwork to their advisor for approval prior to the start of their third semester. The form then goes to the Graduate Director and then to the Graduate School. If changes need to be made to the MPOS, the student should complete the Program of Study Adjustment (POSA) form (<http://gradschool.sc.edu/forms/POSAform2018.pdf>) which needs to be signed by the advisor and then emailed to the Graduate Director.

### Graduate Bulletin Requirements, Masters Degrees

#### *Thesis option (30 credit hours total)*

1. Coursework
  - a. GEOG 801 (3 credit hours).
  - b. A graduate-level (500-level or above) techniques or methods course with GEOG designator selected with advisor approval (3 credit hours).
  - c. Twenty-four (24) additional credit hours with the following stipulations:
    - Half the coursework (not including GEOG 799) listed on the MPOS must be at the 700- or 800-level.
    - No more than six (6) credit hours of independent study with any designator may be included on the MPOS.
    - A minimum of one (1) and maximum of six (6) credit hours of GEOG 799 must be included on the MPOS. Students cannot enroll in GEOG 799 until they have an approved thesis proposal.
    - A maximum of six (6) credit hours with non-GEOG designators may be included on the MPOS.
2. Thesis
  - a. Thesis committee

The thesis committee consists of three members. At least two members must be UofSC Geography faculty members. A research faculty member may chair a committee if s/he is an Associate Member of the UofSC Graduate Faculty and holds a

doctoral degree. The third committee member can be any member of UofSC's Graduate Faculty, including one who holds a term appointment on the Graduate Faculty.

b. Thesis Proposal and Defense

The thesis proposal outlines the topic of investigation, the purpose and context of the study, and the research design. It must be approved by the committee prior to the completion of the third regular semester. At the proposal defense, which is open to the public, the student and committee will codify the format of the thesis (manuscript or traditional). If the defense is successful, the students and faculty should complete the Thesis Proposal Defense Form found in the Appendices. Please reference the "Scheduling Defenses" at the beginning of this handbook.

c. Thesis Format

Theses must follow the formats defined by the Graduate School. The manuscript-style thesis will consist of at least one manuscript plus appendices deemed necessary for the Committee to evaluate the work (e.g., expanded literature review or methods section). The student must be first author on any manuscript(s) published from the thesis. The manuscript does not have to be submitted to a journal to be accepted by the Department of Geography or the Graduate School for the thesis.

d. Thesis Defense

The thesis defense serves as the Master's Comprehensive Exam; therefore, students must bring (and complete) the following form:

<http://gradschool.sc.edu/forms/masterscompexamverification.pdf>. Students should ask their committee members to sign the G-TSF form (download from:

<http://gradschool.sc.edu/forms/G-TSF.pdf>) when all thesis remediation is complete and the final versions has been approved. See "Scheduling Defense" section for additional information.

### ***Non-Thesis Option (36 credit hours total)***

Students must declare their intention to pursue the non-thesis option no later than the end of the student's third regular semester. Students choosing this option should have an advisor and a second reader for the research paper. The advisor and second reader must be faculty within the Geography Department. Either may be a regular, associate, or term graduate faculty member.

1. Coursework

a. GEOG 801 (3 credit hours).

b. A graduate-level (500-level or above) techniques or methods course with GEOG designator selected with advisor approval (3 credit hours).

- c. Thirty (30) additional credit hours with the following stipulations:
- Half the coursework listed on the MPOS must be at the 700- or 800-level. GEOG 799 does not count towards this requirement.
  - No more than six (6) credit hours of independent study with any designator may be included on the MPOS.
  - A maximum of six (6) credit hours with non-GEOG designators may be included on the MPOS.

2. Research Paper

An extended research paper is written under the guidance the student's advisor. The completed paper will be submitted a minimum of six weeks prior to the Graduate School's "Final Submission Deadline" to the student's advisor and a second reader. Prior to the Graduate School's "Final Submission Deadline," the student must orally present the research paper to the advisor and a second reader. The advisor and second reader will evaluate the research paper as "Pass," "Conditional Pass," or "Fail." The student will have two weeks to complete remediation if a "Conditional Pass" or "Fail" is given. The remediated work will be evaluated as "Pass" or "Fail" within two weeks. Students only have one opportunity to remediate. The committee must assign a "Pass" to the paper for the student to pass the comprehensive exam. When the committee finalizes their assessment and assigns a "Pass," the following paperwork should be completed: 1) Department of Geography MA/MS Research Paper Completion form (found in the Appendices); and 2) Master's Comprehensive Exam Form (<http://gradschool.sc.edu/forms/masterscompexamverification.pdf>). The research paper serves as the 'comprehensive exam,' so the "Pass" date of the research paper is the date of the exam.

**Academic Progress – Applicable to All MA/MS Students**

A student must demonstrate satisfactory academic progress at the end of each semester and maintain a minimum of a "B" average in all courses and a "B" average in courses at the 700-level and above. Students are also required to meet with Committee members during the first month of each major semester (see Maintaining Contact with your Committee). Any student who receives less than a "B" in a graduate course will be on probation for the next semester. Financial assistance will be terminated or reduced for a student who is on probation or who is not progressing satisfactorily. A serious or repeated failure to make satisfactory academic progress will result in a student being terminated from the master's program. A student will be notified of termination, in writing, prior to the beginning of classes for a semester. The more likely causes for termination are as follows:

1. All requirements for previous degree not completed by the end of the first semester;
2. Failure to pass the comprehensive examination;
3. On probation for two consecutive semesters;
4. Failure to have an academic advisor at all times;
5. Receiving a total of three grades lower than B; and

6. Failure to have an approved thesis proposal or research paper topic by the end of the fourth semester for full-time students or by the end of the semester in which the 36th credit is earned for part-time students.



## **DOCTORAL DEGREE REQUIREMENTS**

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The Doctoral Plan of Study, or DPOS, (<http://gradschool.sc.edu/forms/Doctoralprogramofstudy.pdf>) lists the 33 post-master's degree credit hours (CH) the student will take to earn a doctoral degree and the courses that will satisfy the residency requirement. If changes need to be made to an approved DPOS, use the following form <http://gradschool.sc.edu/forms/POSAform2018.pdf>, which needs to be signed by the advisor and delivered to the Graduate Director to be submitted to The Graduate School.

The doctoral residency requirement is satisfied with 18 CH of coursework taken in consecutive major (fall and spring) semesters. Enrollment in a summer term is not required to maintain continuity, but credits earned during summer terms (including May Session) will count toward the 18 CH required for residency. The maximum course load in each summer session is 6 credit hours.

Typically, PhD students will receive support for 33 post-Master's degree credit hours. The department will consider granting up to 3 additional credit hours under limited circumstances, including when summer enrollment is required of instructors.

Doctoral students must request revalidation for UofSC graduate courses that are over 10 years old for inclusion in the doctoral program of study (coursework taken at other institutions may not be revalidated). Approval of the revalidation request is at the discretion of the Graduate Director. Students who do not complete the program within a 10-year period become subject to changes in degree requirements adopted after that 10-year period.

The Department is transitioning from an old bulletin to a new bulletin. Students entering the program prior to Fall 2018 are obligated to use the old bulletin. Students entering the program Fall 2018-Summer 2019 can choose between the old and the new bulletin. If, by December 15, 2018, the Graduate Director had not been informed by email that a student wanted to use the old bulletin, the student must use the new bulletin. The new requirements are presented below followed by key information that applies to both the old and new bulletins. Students using the old bulletin may consult the on-line bulletin:

[http://bulletin.sc.edu/preview\\_program.php?catoid=76&poid=4646&returnto=2190](http://bulletin.sc.edu/preview_program.php?catoid=76&poid=4646&returnto=2190))

### **Current Bulletin Requirements Doctoral Degree**

1. Coursework

The doctoral degree requires a minimum of 21 credit hours of coursework plus a minimum of 12 credit hours of dissertation preparation (GEOG 899). Doctoral students must file a completed DPOS within the first 24 months of full-time enrollment. The specific course requirements include:

- a. GEOG 801 (3 credit hours).

- b. A techniques or methods course at the 700-level or above that is appropriate to the student's specialization and selected with advisor approval (3 credit hours). Courses taken at the Master's level cannot be applied toward this requirement.
- c. A graduate-level statistics course (3 credit hours). If an equivalent course was taken at the master's level, this requirement will be waived, but the credit hours will not count toward the doctoral degree.
- d. Twelve (12) credit hours of Dissertation Preparation (GEOG 899). Students cannot enroll in GEOG 899 until they have an approved dissertation proposal.

The following stipulations apply to doctoral coursework:

- a. At least half the coursework (not including GEOG 899) listed on the DPOS must be at the 700- or 800-level.
- b. No more than 3 credit hours of independent study (e.g., GEOG 705, 706, 805) with any designator may be included on the DPOS.
- c. A maximum of 6 credit hours with non-GEOG designators (or 9 credit hours if students take techniques/methods or graduate-level statistics outside of Geography) may appear on the DPOS.
- d. During preparation of the dissertation, any student who wishes to use University facilities or to confer with faculty must be enrolled in at least one credit hour of GEOG 899.

## 2. Admission to Candidacy

Doctoral students must complete the following to be admitted into candidacy:

- a. Full admission into the doctoral program;
- b. Approval of DPOS; and
- c. Successful completion (with a grade of B or better) of the following courses:
  - GEOG 801
  - a techniques or methods course at the 700-level or above (3 credit hours)
  - a graduate-level statistics course (3 credit hours)

These courses are the same listed above in "Coursework."

- d. Completing the following form:  
[http://gradschool.sc.edu/forms/qual\\_exam\\_verification.pdf](http://gradschool.sc.edu/forms/qual_exam_verification.pdf). The qualifying exam date is the last day of the last semester the course requirements were completed.
- e. Submitting a completed DPOS  
<http://gradschool.sc.edu/forms/Doctoralprogramofstudy.pdf>

Students must be admitted to candidacy at least one year prior earning the doctoral degree.

### 3. Comprehensive Examination

The comprehensive examination consists of the oral defense of the dissertation proposal and a written exam. The proposal defense and the written exam must take place within one regular semester (or the equivalent) of each other. The comprehensive examination may not be given fewer than 60 days before the student receives the degree. Certification of the comprehensive examination for doctoral students remains valid for five years, after which it must be revalidated. Revalidation is not guaranteed.

The comprehensive examination committee must include no fewer than four members and must include one (but no more than one) member from outside UofSC Geography. Regular and associate graduate faculty may serve on or chair a doctoral committee. Faculty members with term appointments may serve on, but may not chair, doctoral committees. Once the comprehensive examination committee members have been selected, the student must complete a Doctoral Committee Appointment request form (<http://gradschool.sc.edu/forms/G-DCA.GS48.pdf>) that must be signed by the student and brought to the Graduate Director.

#### a. Oral Defense of the Dissertation Proposal

See “Important Information Applicable for All Doctoral Students” (below) and “Scheduling Defenses” (above) for additional information.

#### b. Written Exam

The written exam occurs after coursework is completed or during the final semester of coursework; it can occur before or after the oral proposal defense. Students and individual committee members should agree on concepts and/or reading lists no fewer than 90 days prior to the start of the exam. Each committee member is responsible for evaluating written exam responses corresponding with that member’s area of expertise within two weeks of the student’s completion of the written exam. Each committee member will assign a grade of Pass, Conditional Pass, or Fail. A Conditional Pass or Fail indicates that a student must undertake remedial work on the exam response. See below (“Important Information Applicable for All Doctoral Students”) for additional information.

### 4. Dissertation

#### a. Committee

See below (“Important Information Applicable for All Doctoral Students”) for additional information.

#### b. Format

See below (“Important Information Applicable for All Doctoral Students”) for additional information.

#### c. Defense

See below (“Important Information Applicable for All Doctoral Students”) for additional information.

#### 5. Teaching Experience

All students must have at least one semester's worth of experience as an instructor of record or as a laboratory instructor.

#### 6. Full-Length Research Presentation

All students must present a 35 - 45 minute public research presentation prior to graduation. See below ("Important Information Applicable for All Doctoral Students") for additional information.

### **Important Information Applicable to All Doctoral Students**

#### *Comprehensive Exam – Oral Presentation of Dissertation Proposal*

The dissertation proposal defense should take place no later than the fourth major semester of enrollment and preferably before the start of the fourth semester. The dissertation proposal should be of a quality commensurate with a funding proposal to a nationally recognized funding agency and should include a clear set of research questions, a thorough literature review, an explanation of methods and data sources, and an explanation of how the dissertation research will make a meaningful contribution to relevant fields of study. Proposal lengths vary significantly between subdisciplines, but generally range between 20 and 40 double-spaced pages including references.

The student will have up to one month after the oral proposal defense to complete remediation requested by committee members. Students have only one opportunity to complete the remediation. Students must pass the dissertation proposal defense and complete remediation in order to enroll in 899 (dissertation credits). If the dissertation is successful, the student, advisor, and committee should sign the Dissertation Proposal Defense Form (see Appendices) and submit it to the Graduate Director. Please also see the "Scheduling Defenses" above for additional information.

#### *Comprehensive Exam — Written*

The purpose of the written exam is to test students' preparedness to execute independent research and teach in their disciplinary fields. The examination committee and the student compile reading lists corresponding to each disciplinary field to be examined. Example fields of study include, but are not limited to:

- Well established systematic areas of study within Geography, like fluvial geomorphology, cultural geography, economic geography, hazards, biogeography, microclimatology, cartography, and remote sensing;
- Regional specialties like Latin America, the Middle East, or Europe;
- Methods, techniques, applications, and methodological approaches, like spatial statistics, quantitative methods, or qualitative GIS;

- Philosophical/theoretical approaches, like feminist geography, Marxist geography, humanism, time-space theory, or post-colonial theory;
- Broad disciplinary themes, like the history of geographic thought or space and place; and
- Broad interdisciplinary fields of study, such as, climate-change adaptation, social movements, food systems, gender and sexuality, aeolian processes, environmental history, youth studies, migration studies, and development studies.

The reading lists must be finalized at least three months prior to the exam. Each reading list should be composed of classic and contemporary references appropriate to the disciplinary field being tested. The advisor compiles exam questions with the assistance of each committee member. Students should not expect that their written exam will be the same as other students' written exams. Written exam formats and requirements, as well as the length of reading lists, will vary across the department reflecting different disciplinary norms and traditions.

All written exams must follow these basic guidelines: 1) Students will be required to answer no more than 3 questions for each designated disciplinary field/faculty member; 2) Students must have between 5 and 8 hours to complete the exam for each designated disciplinary field/faculty member; and 3) The examination committee must inform the student of the exam format and requirements at least three weeks prior to the exam.

Students may be asked to undertake remedial work on their written responses. Students have one opportunity to complete remedial work and must pass every section of the written comprehensive exam in order to pass the exam as a whole. The committee may allow a maximum of 1 month for the student to complete required remediation.

### *Dissertation Committee*

The dissertation is completed under the direction of a dissertation committee. The dissertation committee may or may not consist of the same members as the comprehensive examination committee. The dissertation committee must include no fewer than 4 members and must include 1 (but no more than 1) member from outside UofSC Geography. Regular and research faculty who have been appointed to associate membership of the UofSC Graduate Faculty may also serve on or chair a doctoral committee. Faculty members with term appointments may serve on, but may not chair, doctoral committees. The dissertation committee may or may not have the same members as the comprehensive examination committee. Once dissertation committee members have been selected, the student must complete a Doctoral Committee Appointment Request form (<http://gradschool.sc.edu/forms/G-DCA.GS48.pdf>) and deliver it to the Graduate Director. Even if the composition of the proposal and dissertation committees are the same, the student must fill out and submit separate forms.

### *Dissertation Format*

Dissertations may be traditional or manuscript style. Manuscript style dissertations must consist at least three manuscripts prepared and suitable for, but not necessarily accepted for,

publication. These manuscripts should be well-developed, carefully reasoned documents as they reflect your best professional judgement for the dissertation defense. The student must be senior author on all three manuscripts. All dissertations must follow the formatting guidelines defined by the Graduate School

([https://www.sc.edu/study/colleges\\_schools/graduate\\_school/academics/thesis\\_and\\_dissertation/index.php](https://www.sc.edu/study/colleges_schools/graduate_school/academics/thesis_and_dissertation/index.php)).

- Apply early for your format check as that office gets backed up near deadlines. You do not have to submit the final document for the initial format check.

### *Dissertation Defense*

The defense of the dissertation involves a 25-30 minute public presentation of the doctoral research followed by a closed session before the dissertation committee. The committee may allow 1 month for a student to complete any required remediation. Students have only 1 opportunity to complete the remediation.

### *Research Talk*

A research talk is required of all doctoral students. This talk is not the same as the dissertation defense and it can be conducted well in advance of the completion of the dissertation. The event should be scheduled and announced to all faculty and students at least one week ahead of time by the student and the advisor. It is intended to promote more sharing of ongoing research across the department. It can also be used as a practice job talk as the audience is more diverse than a dissertation committee. At the conclusion of the research talk, please complete the Doctoral Research Talk form (found in the Appendices) and submit it to the Graduate Director.

### *Satisfactory Academic Progress*

A student must demonstrate satisfactory academic progress. At the time of graduation, the student's graduate cumulative grade point average (GPA) must be at least 3.00 on a 4.00 scale. All courses listed on the Doctoral Program of Study must be at least a B. Graduate students whose cumulative grade point average drops below 3.00 (B) will be placed on academic probation and allowed one calendar year in which to raise the grade point average to at least 3.00. Financial assistance may be terminated or reduced for a student who is on probation. Students who do not reach a cumulative 3.00 grade point average during the probationary period will not be permitted to enroll for further graduate coursework and will be terminated from the program. Other causes for termination may include, but are not limited to, the following:

1. Failure to complete all requirements for previous degree by the end of the first semester;
2. Failure to have a dissertation proposal approved by the end of the fifth semester for full-time students;
3. Failure of the written comprehensive exam;
4. Failure to produce a defensible dissertation; and

5. Acts of academic dishonesty.

A student will be notified of termination, in writing, before classes begin for the semester.

## **HOUSEKEEPING**

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1. Office Space: All students in residence are provided office space. Students are expected to keep their office space clean. Any food items must be cleaned up at the end of each day and disposed of appropriately (students may use the refrigerator in the first-floor lounge).
2. Housekeeping: Students are expected to keep their offices clean to avoid any pest problems. Cardboard in the halls is a fire hazard so it must be recycled or large boxes taken to cardboard recycling dumpsters. It should not be left in the mail room or hallways.
3. Copier use: The department budget for paper and toner is limited so we are trying to conserve. GTAs/GIAs may use the copy machine judiciously for teaching-related photocopying. Please use these resources sparingly. The department Administrative Assistant will set up codes for use.
4. Furniture: Students should use the furniture and equipment supplied in their office. Taking these items from other rooms is not permitted but we might be able to help you find something needed. Please do not bring in old sofas as when they are abandoned, the department has to pay to have them removed.
5. Mailboxes: All students have mailboxes in Room 118.
6. Information Technology: The University has consolidated resources for help with information technology. To get the best and most timely support, please choose the correct resource.

The DoIT Service Desk is your single point of contact for computer, technology and IT-related questions and support. Here are the ways you can get support:

- Submit a request online through our [Self-Service Portal](#)
- Search the online [Knowledge Base](#)
- [Chat](#) online with a Service Desk technician. Available Monday-Friday, 9:30 a.m.-4:30 p.m.
- Call the Service Desk at 803-777-1800. Available Monday-Friday, 8 a.m.-6 p.m.

## **APPENDICES**

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Page A1 – Department of Geography Grievance Policy

Page A3 – U of SC Graduate School Grievance Policy and Procedures

Page A4 – Additional Guidance on Manuscript Format Theses and Dissertations

Page A5 – MA/MS Research Paper Completion Form

Page A6 – MA/MS Thesis Proposal Defense Form

Page A7 – Dissertation Proposal Defense Form

Page A8 – Doctoral Research Talk Form

Page A9 – Master’s PDP

Page A12 – Doctoral PDP

Page A15 – Department Travel Guidelines

Page A16 – Department of Geography Graduate Student Awards



## U of SC Department of Geography Graduate Student Grievance, Appeal, and Petition Process

The University of South Carolina, the Graduate School, the College of Arts and Sciences and the Department of Geography have policies and regulations in place to address a wide variety of circumstances that might arise. However, there may be instances when a student<sup>1</sup> believes that a situation warrants a submission of a grievance, appeal, or petition to these policies and/or regulations.

The three major categories of academic grievances, appeals, and petitions are<sup>2</sup>:

- 1) Student petitions for waiver of, or exception to, Graduate School or program regulations and/or requirements;
- 2) Student appeals of decisions or actions taken within the academic unit, in this case the Department of Geography (not, however, appeals for change of grade originated by the student); and
- 3) Requests for change of grade in courses taken for graduate credit originated by faculty, usually the course instructor.

Proper Course of Action — All steps in the process will be documented in writing for the student's file.

1. The proper course of action for students is first to seek resolution with the instructor, faculty member, or staff member.
2. If resolution cannot be made, the student will speak with the Department Chair.
3. If the Chair cannot find resolution, the department formal procedure for reporting and resolving grievances should be followed:
  - A. Student will document and submit the grievance to the Director of Graduate Studies (DGS) in writing. The grievance will include:
    - i. Student name
    - ii. Department
    - iii. Position (if applicable)
    - iv. Faculty advisor
    - v. Statement of grievance
    - vi. Resolution requested
  - B. DGS will review grievance and will consult with Chair. The Chair will suggest a resolution to the student.
4. If the proposed solution is not acceptable to the student, the issue will be brought to the Dean of the College of Arts and Sciences.
5. If the issue remains unresolved, it will be brought to the Graduate School by submitting a [Graduate – Grievances, Appeals, and Petitions \(G-GAP\)](#) form. If the grievance is against

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<sup>1</sup> A “student” here is defined as a graduate student that is either enrolled in a GEOG course, employed as an RA or TA by the Geography Department, and/or is seeking resolution with an employee of the Geography Department.

<sup>2</sup> UofSC Graduate Council Manual <http://gradschool.sc.edu/facstaff/gradcouncil/GradCouncilManual.pdf>

the DGS, then the Undergraduate Director will replace the DGS in the process outlined above. If the grievance is against the Chair, then the grievance will go directly to the College of Arts and Sciences.

Policy revised August 2017

## U of SC Graduate School Grievance Policy and Procedures

The path for addressing grievances starts at the departmental level, then if there is not a satisfactory resolution the matter should be taken to the [College of Arts and Sciences](#). The Graduate School will not consider a Graduate - Grievances, Appeals and Petitions (G-GAP) submission unless or until the student has exhausted departmental and college-level appeal options. Generally, students with a concern that have not been resolved first at the department or college level are referred to this [\(G-GAP\) form](#) and [Bulletin link](#) (Appeal of Academic Decisions section). Depending upon the nature of the GAP, students may be referred to [STAF 6.27](#) (Student Grievance Policy – Non-Academic) or [STAF 6.30](#) (Academic Grievance Policy).

## Additional Guidance on Manuscript Format Theses and Dissertations

The U of SC has strict deadlines and formatting guides for traditional and manuscript style theses. The guidance includes information such as what is the number and content of chapters for a master's thesis in a manuscript format. Please see their website [https://www.sc.edu/study/colleges\\_schools/graduate\\_school/academics/thesis\\_and\\_dissertation/formatting\\_your\\_thesis\\_dissertation/index.php](https://www.sc.edu/study/colleges_schools/graduate_school/academics/thesis_and_dissertation/formatting_your_thesis_dissertation/index.php)

The most recent version of the formatting guide is here [https://www.sc.edu/study/colleges\\_schools/graduate\\_school/documents/etd\\_format\\_guide\\_v8\\_aug2019.pdf](https://www.sc.edu/study/colleges_schools/graduate_school/documents/etd_format_guide_v8_aug2019.pdf)

If a student has already published a manuscript they intend to include in their thesis/dissertation, they must produce proof that they has permission to do so if the manuscript has been either already published or accepted for publication. This requirement does not apply to manuscripts that have not yet been accepted. There is no standard form the proof must take, but it needs to be clear that the student has the necessary permission to include the manuscript in their thesis/dissertation.

Many publishers automate the process through the Copyright Clearance Center/Rightslink, but it could also be as simple as reproducing a letter or email from the publisher explaining that the author has permission, providing a screenshot and URL of the publisher's website describing the rights retained by the author, or even including a copy of the agreement made by the author and publisher.

Most publishers will have a department or person who handles requests like this, so the student can always reach out to the publisher (such as through a "Contact Us" link on their website) for guidance on their particular process for obtaining permission. The U of SC Graduate School has never seen a publisher deny a student's request to reuse a manuscript as part of a thesis/dissertation, but always encourages students to get that process started sooner rather than later, as the publisher's timetable can often be longer than the student's.



UNIVERSITY OF  
**SOUTH CAROLINA**

Department of Geography  
MA/MS Research Paper Completion Form

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID

The above-named student submitted a research paper on \_\_\_\_\_ (date)  
to complete the requirements for the non-thesis master's degree.

The title of the research paper is

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Primary Reader Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Secondary Reader Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Director of Graduate Studies



UNIVERSITY OF  
**SOUTH CAROLINA**  
Department of Geography  
MA/MS Thesis Proposal Defense Form

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID

The above-named student successfully defended their thesis proposal. The defense occurred on

\_\_\_\_\_ (date).

The title of the thesis proposal is

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The format of the thesis will be \_\_\_\_\_ (traditional or manuscript style). If manuscript style, the designated journal for submission will be

\_\_\_\_\_

Examining Committee:

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Printed Name



UNIVERSITY OF  
**SOUTH CAROLINA**  
Department of Geography  
Dissertation Proposal Defense Form

\_\_\_\_\_

Student Name

\_\_\_\_\_

Student ID

The above-named student successfully defended their dissertation proposal. The defense occurred on

\_\_\_\_\_ (date).

The title of the dissertation proposal is

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The format of the dissertation will be \_\_\_\_\_  
(traditional or manuscript style)

Examining Committee:

\_\_\_\_\_

Advisor Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Committee Member Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Committee Member Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

External Committee Member Signature

\_\_\_\_\_

Printed Name and Department



UNIVERSITY OF  
**SOUTH CAROLINA**

Department of Geography  
Doctoral Research Talk Form

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Student Name

---

Student ID

The above-named student delivered a public research talk on \_\_\_\_\_.

The title of the talk was

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---

---

Student Signature

---

Printed Name

---

GEOG Faculty Member Signature Attending Talk Signature

---

Printed Name

---

Director of Graduate Studies Signature

---

Printed Name



# UofSC Department of Geography

## 2022-2023 Professional Development Plan (Master's)

- Students complete “Program Milestones, Review of This Academic Year, and Goals for Next Academic Year” → Due to Graduate Director by May 3<sup>rd</sup> as a WORD document please.
- Graduate Director fills-in “Coursework and Assistantship” using the comments that the faculty emails the Graduate Director by December 20th (Fall semester) and May 10th (Spring semester).
- The PDP meeting between student and advisor should be scheduled no later than May 31st at which time the “Advisor Evaluation” is completed.
- Advisor DIGITALLY returns completed PDP to Graduate Director.

Student Name:

Advisor Name:

**Program Milestones** (Completed by student. List month/year; indicate completed or planned)

Submission of Program of Study (MPOS)	
Formation of committee (list members)	
Proposal defense (if applicable)	
Thesis defense (or research paper) target date	

**Review of This Academic Year** (Completed by student)

Research activities (e.g., progress on proposal, fieldwork, data collection and analysis)

Grant or fellowship funding applications (both applied for and received)

Presentations at professional meetings

Publication activities (specify submitted, accepted, in press, etc.)

Honors and awards

**Professional development activities** (e.g., CTE workshops; grant-writing workshops, organizing conference session; Grad Student day presentation)

**Departmental and community service and leadership** (on-campus, and off-campus, including GSA and GGSA activities)

**Other noteworthy activities**

### **Goals for Next Academic Year** (Completed by Student)

Required skills

Grant or fellowship applications

Publications

Professional development activities

Career-related goals and activities

### **Coursework Evaluations** (Completed by Graduate Director)

### **Assistantship Evaluations** (Completed by Graduate Director)

### **Advisor Evaluation** (Completed by Advisor during end-of-year meeting)

This student is on track for which degree (please highlight one):

Master of Arts	Master of Science
----------------	-------------------

This student will complete a \_\_\_\_\_ type degree (please highlight one):

Thesis	Non-thesis
--------	------------

This student will complete a \_\_\_\_\_ style thesis (please highlight one):

Thesis - traditional	Thesis – manuscript style
Not yet determined	Not applicable

This student’s progress in academic year 2021-2022 has been (please highlight one):

Excellent	Very Good	Good	Adequate	Unsatisfactory
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**Advisor comments and recommendations:**

*Student's performance over past academic year (coursework, research progress, assistantships, etc.)*

*Student's goals*

*Other comments/recommendations*

---

Advisor and student sign below at PDP meeting. Provide original to Graduate Director; student and advisor keep copies.

Advisor signature/date \_\_\_\_\_

Student signature/date \_\_\_\_\_

Graduate Director signature/date \_\_\_\_\_

Graduate Director comments:

# UofSC Department of Geography

## 2022-2023 Professional Development Plan (PhD)

- Students complete “Program Milestones, Review of This Academic Year, and Goals for Next Academic Year” ☑ Due to Graduate Director by May 3rd as a WORD document please.
- Graduate Director fills-in “Coursework and Assistantship” using the comments that the faculty emails the Graduate Director by December 20th (Fall semester) and May 10th (Spring semester).
- The PDP meeting between student and advisor should be scheduled no later than May 31st at which time the “Advisor Evaluation” is completed.
- Advisor DIGITALLY returns completed PDP to Graduate Director.

Student Name:

Advisor Name:

**Program Milestones** (To be filled in by student. List month/year; indicate completed or planned.)

Submission of Program of Study	
Advancement to candidacy	
Completion of written comprehensive exam	
Proposal defense	
Teaching Experience (semester and course)	
Full-length research presentation to Department	
Dissertation defense	

**Review of This Academic Year** (Completed by student)

Research activities (e.g., progress on proposal, fieldwork, data collection and analysis)

Grant or fellowship funding applications (both applied for and received)

Presentations at professional meetings

Publication activities (specify submitted, accepted, in press, etc.)

Honors and awards

**Professional development activities** (e.g. CTE workshops; grant-writing workshops, organizing conference session; Grad Student day presentation)

**Departmental and community service and leadership** (on-campus, and off-campus, including GSA and GGSA activities)

**Other noteworthy activities**

## Goals for Next Academic Year (Completed by student)

Required skills

Program milestones

Grant or fellowship applications

Publications

Professional development activities

Career-related goals and activities

## Coursework Evaluations (Completed by Graduate Director)

## Assistantship or Teaching Evaluations (Completed by Graduate Director)

## Advisor Evaluation

This student's progress in academic year 2021-2022 has been (please highlight one):

Excellent	Very Good	Good	Adequate	Unsatisfactory
-----------	-----------	------	----------	----------------

**Advisor comments and recommendations:**

*Student's performance over past academic year (coursework, research progress, assistantships, etc.)*

*Student's goals*

*Other comments/recommendations*

---

Advisor and student sign below at PDP meeting. Provide original to Graduate Director; student and Advisor keep copies.

Advisor signature/date \_\_\_\_\_

Student signature/date \_\_\_\_\_

Graduate Director signature/date \_\_\_\_\_

Graduate Director comments:

# Student Travel Brief Guidelines

## I. Before Travel

- a. If you are planning on being reimbursed for your travel:
  - The university process for approved travel is changing. Please contact the Department Administrator for guidance on how to submit Travel Authorization forms.
  - **Keep a copy of the TA form.** You will need the electronically assigned TA number for your reimbursement form (see below.)
- b. If international travel –
  - All students (undergraduate and graduate) traveling abroad for University-related purposes are required to **register their international travel** in the [Student International Travel Registry](#) maintained by the Study Abroad Office by an established deadline before the expected departure date. ACAF 2.09, Section I.A.  
**Please note:** registration is required at least **30 days prior** to departure. If you are traveling to a [destination of risk](#), petitions are due **60 days prior** to departure.
- c. Tracking your costs for reimbursement
  - Keep your expenses separate (i.e. don't pay for fellow graduate students or have them pay for you), since this creates paperwork havoc. It is always best for each individual traveler to have his/her own expenses on his/her own debit or credit card.
  - If possible, AirBnB/hotel receipts should list the names of all individuals sharing the apartment/house/room. This will help with reimbursement, even if everything has to be put on a single credit card.
  - Travel start time and return time are important for calculating per diems.
  - Under no circumstances should students share expenses with faculty members, since faculty and student expenses go through two separate systems. Do not allow faculty members to pay directly for your travel expenses (and vice versa)!

## II. After Travel is completed

- a. For reimbursement of travel costs:
  - **Complete a Travel Reimbursement Voucher** The university process for approved travel is changing. Please contact the Department Administrator for guidance on how to submit Travel Authorization forms.
  - **Make a copy of completed TRV and all receipts** for yourself in case they get lost.  
**FOR QUESTIONS OR IF YOU NEED ASSISTANCE COMPLETING ANY OF THE PAPERWORK PLEASE SEE Sarah Gottshall**

## Department of Geography Graduate Student Awards

### Awards Calendar

Awards are considered on the university's fiscal year, not calendar year. Submission deadlines for nominations or applications are:

May 10            Graduate Instructor Award  
                      Teaching Assistant Award  
                      Lovingood Graduate Research Award

December 15    Grace and Allan Davis Scholarship

No Deadline    Cynthia MacCharles-Medina Memorial Award  
                      Bennett S. Masaschi Graduate Award  
                      Richard G. Silvernail Scholarship for Geographic Education

### **Department of Geography Graduate Instructor Award**

This award recognizes outstanding graduate student instructors. Graduate students who are serving as instructor of record for a course may nominate themselves for the award. Applicants should submit a course syllabus, course evaluations, and a brief (1-2 page) teaching statement that describes their general teaching philosophy and teaching methods and approaches.

Award: \$100

Number: Up to two awards annually

Application Deadline: May 10

Contact/Submission: Director of Graduate Studies

### **Department of Geography Teaching Assistant Award**

This award recognizes outstanding TAs (i.e. graduate students who lead lab sections or who have a significant role in classroom teaching; graders do not qualify). Faculty members whose courses require a teaching assistant may nominate students for this award. The faculty member should compose a brief letter (1 page) to the Awards Committee explaining why the student should be considered for the award. If teaching evaluations are available, those should be attached to the application.

Award: \$100

Number: Up to two awards annually

Application Deadline: May 10

Fund: CL071 135400 A0001 101

Contact/Submission: Director of Graduate Studies

### **Lovingood Graduate Research Award**

Awarded annually to recognize the most outstanding peer-reviewed paper authored or co-authored by a geography graduate student. The competition is available to graduate students in good standing in the Department of Geography. The graduate student must be the first author,



but multiple authorship papers are acceptable as long as the student is first author. The manuscript must be designated as 'in press' (have a DOI) between May 1 of the previous year and April 30 of the current year. Students may win the Lovingood Graduate Research Award multiple times during their graduate career. The application package, prepared by the student, comprises a cover letter and the manuscript submitted by May 10. The cover letter should include information about the publication status of the manuscript (e.g., accepted to *Professional Geographer* on January 1), and should indicate if the Lovingood Graduate Research Award has been previously won. If the paper has multiple authors, the cover letter should also provide a detailed statement of each author's contributions.

Award: \$500

Number: One award annually

Application Deadline: May 10

Contact/Submission: Director of Graduate Studies

### **Cynthia MacCharles-Medina Memorial Award**

Awarded annually to a graduate student emphasizing the business application of GIS in their research. The fund was established in memory of a USC Geography graduate student, Cynthia MacCharles-Medina, who was passionate about GIScience and business-related applications of GIS. Students applying for the award should submit a one-page (single-spaced) statement describing their use of GIS for a business-related application.

Award: \$200

Number: Up to two awards annually

Application Deadline: No Deadline

Contact/Submission: Director of Graduate Studies

### **Bennett S. Masaschi Graduate Award**

Awarded annually to graduate students with financial need to conduct fieldwork. A maximum of three awards will be given annually. Students may only receive one award per degree, and doctoral students have priority. To apply, students should write a 500-word description of their fieldwork that includes how this money will be used. Students should also indicate additional support received for their master's or doctoral research (not included in the word count). Students must be in good standing. There is no specific deadline for this award; applications will be considered on a rolling basis.

Award: \$500

Number: Up to three awards annually

Application Deadline: No Deadline

Contact/Submission: Director of Graduate Studies

### **Richard G. Silvernail Scholarship for Geographic Education**

Awarded to a graduate student pursuing research in geographic education. Students may only receive this award once per graduate degree. Students must be nominated by a faculty member. The nomination consists of a one-page letter from the faculty member and a CV from the student.

Award: \$500

Number: One award annually

Application Deadline: No Deadline  
Contact/Submission: Director of Graduate Studies

### **Grace and Allan Davis Scholarship**

Awarded annually to a graduate or undergraduate student majoring in geography with a focus on geographic information science, remote sensing, and/or cartography and having a financial need (preference is given to graduate students). In addition to financial need, the award prioritizes students who are: 1) married with children; 2) married; or 3) single. All students applying must have a 3.0 GPA and be in good academic standing. Students apply for the award by composing a brief letter (1-2 pages) outlining their interest in geographic information science, remote sensing, and/or cartography. Applicants should also provide a very brief, general statement describing their financial need. By submitting an application for this award, the applicant gives permission to the Department of Geography to access FAFSA information through the Registrar. Winner should contact Bruce and Kathy Davis with a thank you note (badavis504@gmail.com).

Award: \$750

Number: One award annually

Application Deadline: December 15

Contact/Submission: Director of Undergraduate Studies or Director of Graduate Studies

***Note – the Awards committee for Academic Year 2022- 2023 comprises Drs. Harrison, Nagel, and Mitchell***

Updated 8/19/20