



This handbook was designed to help you navigate the M.S. Environmental Science program and answer questions that will likely arise as you earn your degree. If you do not find the information you need within these pages, consult with your Major Professor or with the M.S. Environmental Science Program Coordinator.

Environmental Science M.S.

Graduate Student Handbook

2017-2018

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Welcome

Welcome to the Master of Science in Environmental Science degree program at Florida Gulf Coast University. We hope you will find your graduate experience personally rewarding, productive, and successful. This handbook was written for *you*: it was designed to help you navigate the program and answer questions that will may arise as you earn your degree. If you do not find the information you need within these pages, consult with your Interim Advisor/Major Professor or with the M.S. Environmental Science Program Coordinator.

The Program

The Master of Science in Environmental Science Program prepares you to enter or advance in a career as an environmental professional or to continue your graduate studies by entering a Ph.D. program. We designed the program to meet the needs of individuals currently employed in the field, those recently completing an undergraduate degree, or anyone interested in a career change.

Florida Gulf Coast University upholds a strong commitment to the environment and emphasizes environmental sustainability. Our Master's Program offers an integrated study of ecosystems (uplands, wetlands, estuaries and coastal systems), environmental science, and ecosystem restoration. We offer small class size and opportunities for research and professional development. We also encourage you to share your research with other professionals in the field by participating in regional and national conferences.

The core of the program focuses on:

- Understanding the science of ecology
- Use of scientific methods
- Application of the concept of sustainability.

Students demonstrate their acquisition of this knowledge and these skills through the completion of a thesis project.

Although there are no concentrations, students are expected to pursue interests in one of the following areas:

- Environmental science
- Organismal ecology
- Ecosystem ecology
- Marine science

2017-2018 Catalog Year

Program Progression and Additional Graduation Requirements

- A minimum of 36 credit hours.
- A cumulative GPA of 3.0 for all coursework in program.
- Provide one signed, bound copy of the student's thesis to the Department of Marine and Ecological Sciences.
- Each student must have a Graduate Committee composed of a minimum of three individuals, two of whom must be part of the graduate faculty in Environmental Science.
- Submit an application to graduate to CAS Advising by the deadline listed in the FGCU Academic Calendar.
- A maximum of 9 credits of course work may be transferred from other institutions or from pre-degree enrollment at FGCU, if those courses are appropriate to the program of study. These are subject to approval of the Graduate Studies Coordinator.

Program Requirements**1. Core Courses (16-18 credits)**

Successful completion of each core course requires a grade of B or better.

Complete the following:

EVR 6022 Environmental Research Methodology (3)

EVS 6920 Graduate Seminar in Current Topics (1)

EVS 6970 Master's Thesis (total of 6-8 credits)

Select one of the following:

EVR 6322 Concepts and Applications of Sustainability (3)

EVS 6937 Environmental Policy (3)

PAD 5620 Environmental Law (3)

Select one of the following:

OCB 6635 Estuarine Ecology (3)

PCB 6064C Advanced Ecology (3)

2. Electives in the Major (18-20 credits)

Select a minimum of 18 hours from the following. Successful completion of each elective requires a grade of C or better. No more than 6 hours may be selected from EVR 5415, EVR 5925, EVR 6322, EVS 6937, or PAD 5620. Alternate electives must be approved by the student's Graduate Committee.

EVR 5068C Microbial Ecology (3)

EVR 5145 Ecotoxicology (3)

EVR 5414 Interpreting the Environment (3)

EVR 5925 Environmental Education (3)

EVR 6045C Data Analysis for Environmental Science (3)

EVR 6322 Concepts and Applications of Sustainability (3)

EVR 6907 Independent Study Environmental Science (may be taken more than once) (1-3)

EVR 6936 Special Topics Environmental Science (may be taken more than once) (3)

EVS 5818 Ecological Risk Assessment (3)

EVS 6937 Environmental Policy (3)

EVS 6941 Environmental Practicum I (3-6)

GIS 6308C Advanced GIS: Research Project (3)

GLY 5266C Advanced Biogeochemistry (3)

GLY 5575C Sediment Dynamics (3)

GLY 5661C Conservation Paleobiology (3)

GLY 6566 Carbonate Sedimentology, Petrology and Stratigraphy (3)

OCB 6050 Biological Oceanography (3)

OCC 5115C Advanced Marine Chemistry (3)

OCG 6053 Coastal and Watershed Geology (3)

PAD 5620 Environmental Law (3)

PCB 5307C Limnology (3)

TOTAL CREDITS REQUIRED: 36

Program Guidelines

Program Focus

The core of the program focuses on understanding the science of ecology, use of the scientific method, interaction between human activities and natural systems, and the history of environmental change. You demonstrate acquisition of this knowledge and these skills through completion of relevant coursework and a thesis. There are no set concentrations, but you are expected to pursue interests related to the interaction between humans and natural processes in one or more of the following domains: organismal ecology, ecosystem ecology, marine science, and geology as well as the application of science to environmental management and policy decision-making.

Interim Advisor

Upon admission to the program you were assigned one or more graduate faculty members who share similar research interests as your Interim Advisor(s). Contact your Interim Advisor(s) as soon as you arrive (preferably before) to help ensure you register for appropriate courses. Your Interim Advisor(s) has agreed to commit time and attention to advise you and serve as your Major Professor. If for some reason you and your Interim Advisor are not able to come to agreement regarding a thesis topic, or if your personalities conflict creating significant challenges, it may be advisable for you to identify someone else to serve as your Major Professor. Furthermore, opportunities may arise that not only allow you to pursue a thesis topic of great interest but also provide financial support. Under these circumstances, you may elect to work with a Major Professor other than your Interim Advisor. If any of these circumstances occur, it is your responsibility to find another faculty member willing to supervise your thesis research. It is also up to you to communicate with your Interim Advisor to confirm that you wish to conduct your thesis research under her/his supervision or that you wish to work with another faculty member.

Major Professor

You should formalize the arrangement with your Major Professor by the end of your first semester or completion of 9 credit hours in the program. Together, you and your Major Professor should plan a program of study that, when completed, will satisfy the degree requirements specified in the University Catalog. Furthermore, you should consult with your Major Professor to identify a potential thesis topic and begin working on a Thesis Proposal. Your Major Professor will supervise your thesis research, help you select appropriate coursework, help you identify other members of your Graduate Committee, and advise you in other matters related to the degree or University policies and procedures. Your Major Professor also serves as Chair of your Graduate Committee.

A Major Professor must meet the following requirements:

1. Hold an appointment as a member of the graduate faculty in the College of Arts and Sciences.
2. Hold a terminal degree in the graduate program's discipline or in a closely-related discipline.
3. Be a member of the graduate faculty in the Department of Marine and Ecological Studies.

Co-Major Professors

You may select to work with two professors serving as Major Professor. If the two faculty members you select are in agreement, they will serve as Co-Major Professors and jointly advise you and supervise your research. Recognizing the scholarly value added by faculty of diverse disciplinary interests as well as the need to maintain scholarly coherence of a graduate program and ensure its proper administration, a faculty member who meets requirements 1 and 2 above but who is not a member of the Department of

Marine and Ecological Sciences may serve as Co-Major Professor provided that the other Co-Major Professor meets all three of the above requirements. Approval of a Co-Major Professor who is not a member of the graduate faculty in the Department is granted on a case-by-case basis at the discretion of the graduate faculty in the Program and with the support of the other Co-Major Professor. In exceptional circumstances, a Co-Major Professor may be approved who is not employed at Florida Gulf Coast University but who is employed by an outside professional organization or agency. This individual must hold an appointment as a member of the graduate faculty in the College of Arts and Sciences. If you choose to work with Co-Major Professors, you will confer with both individuals to plan a program of study, identify a potential thesis topic, complete a draft Thesis Proposal, and conduct your thesis research. Both Co-Major Professors must approve all paperwork required for degree completion.

Tuition

Current tuition and student fees are available through the Bursar's Office (<https://www2.fgcu.edu/Cashiers/tuition-and-fees.html>).

Financial Aid

Offers of financial support are provided in the letter of offer sent to applicants admitted to the program. Out-of-state tuition waivers are available on a competitive basis from the Office of Research and Graduate studies (<https://www2.fgcu.edu/Graduate/Financing-graduate-studies.html>), and a limited number of in-state tuition waivers are available from the College of Arts and Sciences and are also awarded competitively. These waivers cover base tuition only and do not cover student fees.

In addition to tuition waivers, a limited number of graduate Assistantships are available to students willing to assist faculty in teaching undergraduate courses. Graduate Assistants are not expected to teach a class but to assist the course instructor in the operation and oversight of the class (e.g., laboratory exercises, field trips, grading). Graduate Assistantships provide \$3,600 for a 20-hour per week commitment during a semester. Courses are assigned a certain number of assistantship hours based on enrollment: regular size classes (i.e., ~36 seats) are assigned 5 hours per week; large enrollment classes (i.e., ~72-81 seats) are assigned 10 hours per week. For Graduate Assistants working less than 20 hours per week, the stipend is prorated.

In-state waivers and graduate assistantships provided by the College are awarded according to the qualifications of the prospective student. Ranking of applicants by qualifications is conducted using the product of the cumulative GPA during the last 60 credits of undergraduate study completed and the average percentiles of the GRE scores (Quantitative and Verbal).

In addition to the above, your Major Professor and other faculty members may also have grant monies available to support a Research Assistantship. Research Assistantships are awarded directly by the grant researcher, and students receiving such awards typically work toward accomplishing the objectives prescribed by the grant proposal. The value of these awards varies by grant and by the hours awarded.

Lastly, teaching Assistantships can be awarded to second or third year graduate students to teach an undergraduate course. To qualify, you must have completed a minimum of 18 graduate credit hours in the discipline. Teaching Assistants are expected to work with a course mentor but are fully responsible for teaching the course assigned.

There are some scholarships specifically available to graduate students. Please submit a Foundation Scholarship Application form (<https://www2.fgcu.edu/FinancialAid/Undergraduate/scholarships.html>) to place your name on the list for any scholarships for which you are eligible. Your Major Professor may also know of scholarships that are more discipline-related, and the Program Coordinator for the M.S. Environmental Science may have ideas regarding additional scholarships or sources of funding.

Recommended Course Sequence

Work with your Major Professor to select a program of study that is integrated around a particular research theme and supports your thesis work. Electives offered that can be applied toward the degree are described in the University Catalog. The easiest way to check for course offerings is by using the Course Schedule Search through GULFLINE (https://gulfline.fgcu.edu/pls/fgpo/szkschd.p_showform). The following presents the recommended course sequence based on completing all required courses in 2 years and based on current course rotations.

Recommended Course Sequence

<i>Semester</i>	<i>Course</i>	<i>Credits</i>
Fall Year 1	Estuarine Ecology OCB 6635 OR Advanced Ecology PCB 6064C	3
	Environmental Policy EVS 6937 OR	3
	Concepts and Applications of Sustainability EVR 6322	
	Elective 1	3
Spring Year 1	Environmental Research Methodology EVR 6022	3
	Elective 2	3
	Elective 3	3
Fall Year 2	Master's Thesis EVS 6970	2
	Graduate Seminar Current Topics EVS 6920	1
	Elective 4	3
	Elective 5	3
Spring Year 2	Master's Thesis EVS 6970	6
	Elective 6	3

Continuous Enrollment

Unless you have been granted a leave of absence by the Program, you are required to register for a minimum of one credit each semester (Fall and Spring) and to register for a minimum of one credit during the semester in which you intend to graduate (including Summer). These requirements ensure that you remain active in the Program and that, even if you have already completed your required coursework, you continue to retain your student privileges (e.g., use of the library).

Failure to meet the continuous enrollment requirement will result in you being dropped from the Program. If you are dropped from the Program for this reason, you must complete a new graduate application for readmission. If readmitted, the Program can determine which previously earned credits you can apply towards graduation. Failure to register for one or more credits in the semester you intend to graduate may result in you having to postpone graduation by one semester.

Transfer Credits/Non-Degree Credits

You may transfer a maximum of nine (9) credit hours from graduate level courses completed at another college or university into the Program. Transfer courses must be applicable toward the M.S.

Environmental Science degree, should be current with respect to field of study, and must be approved by the Dean of the College. More than 50% of the credit hours toward the degree must be earned through FGCU. You may also apply a maximum of nine (9) credit hours completed at FGCU as a non-degree seeking student toward the completion of the degree as approved by your Graduate Committee.

Time Limitations/Extension of Time Limit for Degree

In order to ensure that you maintain currency in your field of study while working toward your degree, all credit hours (excluding transfer credits) applied toward the degree must have been earned within the seven (7) academic years prior to graduation. Coursework completed before this time period cannot be applied toward the degree. If you require additional time to complete your degree, you may request an extension from the Office of Research and Graduate Studies, provided you have written approval from your Major Professor and the Program Coordinator.

Thesis Topic Selection and Thesis Proposal

You should work closely with your Major Professor to identify a topic area for your thesis research beginning in your first semester (Fall). A thesis topic should be selected no later than the end of the second (Spring) semester. This topic should be described in a document that outlines the intended research topic, summarizes the research methods to be used, provides a proposed timeline for the research, and includes an initial bibliography of relevant primary literature. You should use this document—the Thesis Proposal—to discuss your proposed research with potential Graduate Committee members. Make sure you present your Thesis Proposal to potential Committee members when inviting them to join your Graduate Committee.

You should also work with your Major Professor to develop your Thesis Proposal to ensure that it sufficiently outlines the proposed plan of research. The Thesis Proposal should follow the format and style provided in the Environmental Research Methodology EVR 6022, the course in which a draft Thesis Proposal is developed. The Thesis Proposal includes a well-developed abstract, a full set of proposed research objectives, a detailed description of proposed research methods, a description of potential results and conclusions, and a reasonably extensive bibliography. The proposal may go through multiple drafts and can be considered an initial draft of the thesis. All members of the Graduate Committee have the opportunity to provide input toward the final version of the Thesis Proposal, which must be approved by Committee members before you begin substantive research toward the thesis. In some cases, the research may require approval by various extramural agencies, research review boards, and intramural panels; in those cases, you must demonstrate that you have completed the applications for approval by those entities and that there is a reasonable likelihood of approval before the Graduate Committee approves the Thesis Proposal.

Graduate Committee

You must establish a Graduate Committee composed of three to four (3-4) graduate faculty members, two (2) of whom must be members of the graduate faculty in the Department of Marine and Ecological Sciences. Your Major Professor, who serves as Chair of your Graduate Committee, must be a member of the graduate faculty in the Department of Marine and Ecological Sciences. If you have elected to have Co-Major Professors advise you, both individuals will serve as Co-Chairs of your Graduate Committee. In such cases, only one of the Co-Major Professors must be a member of the graduate faculty in the

Department of Marine and Ecological Sciences. The third (or fourth) member of your Graduate Committee may be from any university, college within FGCU, or professional organization or agency, but must hold an appointment as a graduate faculty member within the College of Arts and Sciences. Remember, if one of your committee members is outside the University, it may take some time to obtain an appointment to the graduate faculty at FGCU, so please work with your major professor to submit this request early. If you have Co-Major Professors, and if only one of the Co-Major Professors is a member of the graduate faculty in the Department of Marine and Ecological Sciences, then the third Committee member must also be a member of the Department. All Graduate Committee members must be appointed as graduate faculty at Florida Gulf Coast University. **(See Appendix B).**

Thesis Milestones

Milestones are actions and products you should complete according to the following schedule if you expect to earn your M.S. degree in 2 to 3 years. These are to be considered guidelines rather than firm deadlines. You and your Major Professor may elect to complete milestones earlier or later than recommended here. It may also be useful to work with your Major Professor to identify additional milestones not included on this list. The timing of milestone completion assumes that you entered the program in Fall and that you have been continuously enrolled for 9 credit hours per semester (excluding summer). If you are enrolled part-time, milestones should be accomplished after the listed number of completed credit hours in the table below. Your Major Professor is responsible for maintaining and updating a *Graduate Student Milestones Checklist* for you and will share this with you to track your progress through the Program **(Appendix C)**.

Milestone	Recommended Completion Date
Appointment of interim mentor	Prior to admission
Selection of Major Professor	During first semester/before 9 credit hours completed
Thesis topic identification/description	Second semester/after 9 credit hours completed
First draft Thesis Proposal	Prior to end of second semester/ 9 – 18 credit hours
Constitution of Graduate Committee	Prior to end of second semester (9 – 18 credit hours
Application to relevant committees/agencies for permission to conduct research	In tandem with preparation of Thesis Proposal
Approval of Thesis Proposal by Committee	Beginning of third semester/prior to 27 credit hours
Register for at least 8 thesis credits/ conduct thesis research	Upon approval of Thesis Proposal by Committee
Thesis Defense	End of 2-3 years
Completion and submittal of final thesis	End of 2-3 years

Written Thesis Guidelines

Title Page. — The title page shall follow the format shown in **Appendix D** and include the following:

- Author's full legal name
- Full title of the thesis
- Name of the university and administrative unit
- Year in which the thesis was approved
- Title page should be structured according to sample in Appendix B

Approval Page. — The approval or signature page should follow the format shown in **Appendix E** and must include the following:

- Name and signature of student.
- Name and signature of each Graduate Committee member.

Page Margins

- Leave 1" margins all around.
- All material included in the submitted thesis (including appendices) must fit within margins.

Text

- Single sided
- Double-spaced in a standard, 12-point font
- Page numbers must appear in upper right, 1" from the top and right edge of page. Page numbers should be same font size as text.

Figures, Tables, Graphics (e.g., maps, photographs, spreadsheets) and over-/under-sized materials

- If such materials are integral to thesis, they must accompany the submitted thesis.
- Such materials will be submitted in a format that complies with all other thesis submission requirements.
- Photographs and illustrations will be printed directly on page.
- Ensure the necessary allowances for margins (1" margins all around).

Submission of Electronic Thesis

- Masters Theses are now submitted electronically through ProQuest (<https://www2.fgcu.edu/Graduate/proquest.html>).
- A thesis cannot be submitted electronically unless it has first been approved by your Graduate Committee and the final draft of your thesis has been approved by your Major Professor.
- Hard- and soft cover (bound) copies of your thesis can be ordered directly through ProQuest. Please order a bound copy of your thesis to be archived in the Department of Marine and Ecological Sciences.
- You are responsible for all fees associated with electronic submission including the purchase of bound copies of your thesis.
- Although a signed approval page for the thesis must be submitted to the graduate Program Coordinator, an unsigned copy of the approval page is to be submitted electronically with the thesis through ProQuest.

Bound Copies of the Thesis

- You are required to order through ProQuest a bound (hardcover) copy of your thesis to be archived in the Department of Marine and Ecological Sciences.
- It is also customary to order a bound (hardcover) copy of your thesis to provide to your Major Professor.
- An electronic copy (PDF) of your completed thesis must also be submitted to the Department of Marine and Ecological Sciences (i.e., the Program Coordinator).

Copyright

- Information on copyright registration is available from the U.S. Copyright Office (<http://www.copyright.gov/>).
- You are responsible for any fees associated with securing a copyright.
- You are also responsible for inserting the copyright notice on an un-numbered page immediately preceding the title page.

For additional information regarding how to develop a successful thesis, the FGCU Library has additional resources available for your use (**See Appendix H**).

Thesis Defense Guidelines

Be sure to schedule your Thesis Defense at least one week prior to the last day of classes (Fall, Spring, or Summer Session B) in the semester you intend to graduate and not during a time of semester breaks or holidays. You will need to submit a completed draft of your thesis to all Committee members no later than two weeks prior to the scheduled Defense, and your Graduate Committee will be expected to deliver comments on the draft at the time of the Defense. If you would like to receive written comments prior to the Defense, you should provide your Graduate Committee with a draft thesis no later than four weeks prior to the Defense. The Defense must be announced within the University community using flyers and email broadcasts at least one week (preferably two) prior to the date of the Defense.

During the Thesis Defense, you will publically present your research to faculty, students, and guests. Upon completion of the public presentation, attendees will be invited to ask questions. At the end of this question and answer period, and after the public (non-Committee members) has departed the room, your Graduate Committee will ask additional question regarding your research. As a general rule, the entire process is completed in no more than 2 ½ hours.

You are expected to defend your thesis to the unanimous satisfaction of your Graduate Committee. You are also expected to incorporate comments made by Committee members at the time of the Defense into your thesis before the final draft is approved for submittal to the University. You should therefore anticipate needing additional time to revise your thesis once before final submission. (**See Appendix G**).

Thesis Submission

Once the final draft of your thesis has been approved by your Graduate Committee and any last minute changes are approved by your Major Professor, you will upload your thesis electronically through ProQuest. Make sure you upload your final thesis to ProQuest at least 10 business days before the FGCU Registrar's Certification of Degrees Date for the semester you wish to graduate (dates available on the ProQuest web page: <https://www2.fgcu.edu/Graduate/proquest.html>). Once you have uploaded the completed thesis into ProQuest (**See Appendix H**), your Major Professor is required to log on to ProQuest, review, and approve the final thesis.

Graduation Checklist/Graduate Certification

Once you have successfully defended your thesis, Graduate Committee members have signed the thesis approval page, you have completed all required revisions, and uploaded your final thesis to ProQuest, it is time to remind your Major Professor to complete a *Graduation Certification Checklist* for you. This checklist ensures that you have completed 36 credit hours of coursework, including all required courses, and that you have successfully defended and submitted your approved thesis through ProQuest. A sample of the *Graduation Certification Checklist* is provided in **Appendix F**.

Appendix A: Frequently Asked Questions

Frequently Asked Questions (FAQs)

When I was admitted, my letter of offer listed one or more faculty members as Interim Advisors.

What is an Interim Advisor and is this the same thing as my Major Professor?

Because the M.S. Environmental Science program is thesis-based, it is essential that a faculty who shares your research interests is available to help supervise your thesis research. Identifying an Interim Advisor prior to admission ensures there is at least one faculty member willing to support your research intellectually. The faculty member who has agreed to serve as your Interim Advisor is also indicating a willingness to serve as your Major Professor. If for some reason you and your Interim Advisor are not able to come to agreement regarding a thesis topic, or if your personalities conflict creating significant challenges, it may be advisable for you to identify someone else to serve as your Major Professor. In some cases, other opportunities arise that might not only allow you to pursue a thesis topic of great interest but also provide financial support. Under these circumstances, you may elect to work with a Major Professor other than your Interim Advisor. If any of these circumstances occur, it is your responsibility to find another faculty member willing to serve as your Major Professor. Either way, it is also up to you to communicate with your Interim Advisor to confirm that you wish to conduct your thesis under her/his supervision or that you wish to work with another faculty member.

What type of help should I expect from my major professor?

Major Professors serve a number of roles in your professional development. It is important to have a Major Professor who can support you intellectually and, in many cases, can provide some financial support for your research. It is also important that you have someone who can provide you the training and resources you need to be successful and who can assist you in developing your thesis. If you require additional resources to complete your research, your Major Professor is available to assist you in writing a research proposal to acquire the necessary funding. Your Major Professor is also in a position to introduce you to her/his colleagues and potential employers and to help you prepare for and present your work at scientific conferences. Your Major Professor should provide you the exposure you need for employment in the field or for further graduate studies.

What types of courses should I select in partial fulfillment of the degree?

Your Major Professor should help you select courses that will benefit your thesis research. Because there are few required courses in the program, you have a great deal of flexibility in choosing courses that are of interest and that support your thesis. Master's Thesis credits require the approval of your Major Professor and the instructor of record for the course (EVR 6970). To register for thesis credits, email the instructor of record for the course requesting permission and copy your major professor on the email.

What kind of financial support is available to graduate students in the program?

Your letter of offer of admission identified any financial aid the College was able to provide (e.g., tuition waiver, graduate assistantship, research assistantship). Out-of-state tuition waivers are available from the Office of Research and Graduate studies on a competitive basis (<https://www2.fgcu.edu/Graduate/Financing-graduate-studies.html>). In addition, there are some scholarships specifically for graduate students. As soon as you arrive, make sure you complete and submit a Foundation Scholarship Application form (<https://www2.fgcu.edu/FinancialAid/Undergraduate/scholarships.html>). This application will

put on the list for any scholarships for which you are eligible. Your Major Professor may also know of scholarships that are more discipline-related, and the Program Coordinator for the M.S. Environmental Science may have ideas regarding additional scholarships or sources of funding.

What is the difference between a Graduate Assistantship, a Teaching Assistantship, and a Research Assistantship?

A limited number of graduate Assistantships are available to students willing to assist faculty in teaching undergraduate courses. Graduate Assistants are not expected to teach a class but to assist the course instructor in the operation and oversight of the class (e.g., laboratory exercises, field trips, grading). Graduate Assistantships provide \$3,600 for a 20-hour per week commitment during a semester. Courses are assigned a certain number of assistantship hours based on enrollment: regular size classes (i.e., ~36 seats) are assigned 5 hours per week; large enrollment classes (i.e., ~72-81 seats) are assigned 10 hours per week. For Graduate Assistants working less than 20 hours per week, the stipend is prorated.

Your Major Professor and other faculty members may also have grant monies available to support a Research Assistantship. Research Assistantships are awarded directly by the grant researcher, and students receiving such awards typically work toward accomplishing the objectives prescribed by the grant proposal. The value of these awards varies by grant and by the hours awarded.

Teaching Assistantships can be awarded to second year graduate students to teach an undergraduate course. To qualify, you must have completed a minimum of 18 graduate credit hours in the discipline. Teaching Assistants are expected to work with a course mentor but are fully responsible for teaching the course assigned.

How do I establish residency and what advantage does being a Florida resident provide?

Remember, even if you are a Florida resident for tuition purposes, you must verify this through the office of the Registrar

If you are an out-of-state resident (i.e., you do not declare Florida as your State of permanent residency or you are a financial dependent of someone else who is not a permanent resident of Florida), it is critical that you take the appropriate steps to establish residency as soon as possible, as out-of-state tuition is considerably more expensive than in-state tuition. Establishing residency requires that you reside in Florida for a complete 12 months; demonstrating that you live here requires that a number of documents be presented (e.g., vehicle registration, voter's registration, driver's license, lease or mortgage, etc.). These items must be predated one complete year before you can become a resident. ***This means you need to start the process to become a Florida Resident before the first day of class of your first semester at FGCU.*** Please visit the following web site for details:

<https://www2.fgcu.edu/Admissions/Prospective/floridaresidency.html>.

Remember, all applicants are considered non-Florida residents until satisfactory proof of Florida residency is received. Failure to provide all relevant information and required documentation could result in a 'non-Florida resident' classification for tuition purposes. All documentation must be submitted prior to the last day of the drop/add period for the term in which resident status is sought. Please see <https://www2.fgcu.edu/Graduate/Residency.html>.

Is there a minimum number of credits for which I need to be enrolled each semester?

You are required to register for a minimum of 1 credit hour for each Fall and Spring semester, and you are required to register for a minimum of one credit hour during the semester in which you graduate (including Summer). These requirements ensure you remain an active student in the Program and that, even if you have already completed your required coursework, you continue to retain your student privileges (e.g., use of the library).

How long should it take for me to finish the program?

The M.S. Environmental Science is designed to be completed in 2 to 3 years; however, time to completion varies based on your personal circumstances. If you are a part-time student (<9 credits per semester), it will take longer to earn your degree; if you are a full-time student but are also working, you may find it challenging to devote the hours necessary to complete the thesis research and written thesis in this time frame. The completion of the 36 credit hours required to graduate in two years requires a minimum of 9 credit hours per semester for 4 consecutive semesters (two Fall and two Spring semesters). The program does its best to ensure that sufficient courses are available each semester and at times appropriate to accommodate the schedules of our graduate students. To help you stay on track, we have identified Graduate Student Milestones— a series of deadlines and products that, if followed, will help ensure that you earn your degree in a timely fashion.

What is the Graduate Committee and how do I select my Committee members?

Your Graduate Committee consists of 3 or more faculty members or environmental professionals who supervise your research, mentor you through the completion of the thesis, and ultimately approve your thesis for graduation. Committee members must be members of the graduate faculty, and two of them must be graduate faculty in the Department of Marine and Ecological Sciences. The other Committee member(s) can be from another department, another university, or from an environmental agency. These non-departmental members are especially valuable if your work requires additional expertise not found among the Program faculty. You and your Major Professor should work together to select appropriate Committee members. If you select someone from outside the University who is not likely to be credentialed as a member of the graduate faculty, be sure to remind your Major Professor that this individual needs to be credentialed before being approved as a member of your Committee.

It is important that the individuals you select to serve on your Graduate Committee can add value to your thesis research. Do they have expertise relevant to your research? Do they have skills (e.g., experimental design, GIS, statistical analysis) that would help you set up your experiments/sampling design and analyze, interpret, and present your results? Do they have special resources (e.g., instrumentation, equipment) that would enhance your research? Remember: It's all about the thesis.

What is a research thesis and where do I begin?

The thesis is the culminating product of the M.S. Environmental Science degree. It is the written embodiment of your research: it identifies important research questions, tests hypotheses related to these research questions, and employs the scientific method to answer these questions. Based on the recommendation and approval of your Graduate Committee, the thesis may take the form of one lengthy paper or multiple smaller papers. There is no prescribed length: you will work with your Major Professor and the other members of your Graduate Committee to determine what is appropriate for the research conducted and what is sufficient

in terms of time committed. The format is similar to that of a scientific or discipline-related journal article, making it easy to transform your work into a manuscript for submission to a professional journal. Hard copies of successfully completed theses (prior to 2015) are available through the FGCU Library, and electronic copies (since 2015) are available through ProQuest.

The key to getting started on your thesis research is effective communication. Faculty members are busy individuals with a host of responsibilities invisible to the average student. Take the initiative to meet with your Major Professor/Interim Advisor early and often. To remain on track to graduate in two years, you should have the thesis topic and research questions defined by end of your first semester (Fall). During your second semester (Spring), you will develop your Thesis Proposal as part of the course Environmental Research Methodology EVR 6022 and will be expected to present your Thesis Proposal publically at the end of the Spring semester. It is important for you to work closely with your Major Professor to develop a research design and identify Graduate Committee members, so that you can begin collecting data no later than the Summer of year one.

What types of thesis research have former students undertaken?

Our graduate students have worked on a variety of thesis topics: most of these projects have applied science to address problems of regional importance in Southwest Florida; they have been conducted in forested uplands, through freshwater and tidally influenced wetlands, in estuaries, and out onto the continental shelf. Although these projects have spanned the physical and biological sciences, all have addressed some environmental problem. The Program web page provides a partial list of theses completed by our students.

How do I know I'm tracking through to graduation appropriately?

This Handbook provides you a list of the critical steps needed for graduation and an ideal time line. This *Graduate Student Milestones Checklist* should be discussed regularly with your Major Professor to keep you on track for timely graduation. Your Major Professor should be updating this form as you progress through the degree program, and you should refer to it frequently to ensure you are making good progress. You might also check in with the M.S. Environmental Science Program Coordinator once per year to ensure that you are on track and prevent any last minute surprises.

What is the Thesis Proposal and why do I have to present it publically?

You are required to create a Thesis Proposal that is reviewed and approved by your Graduate Committee. Proposal development is embedded within Environmental Research Methodology EVR 6022, a course required of all students in the program. The Thesis Proposal is a blueprint for the successful completion of your research: it lays out the research questions you are asking, how you will collect data to address those questions, how you will analyze and interpret the data, and how your research is relevant and unique. It also identifies specific resources you will need to complete your thesis research. At the end of Environmental Research Methodology EVR 6022, you will also be required to present your Thesis Proposal publically. This short public presentation is intended to create a forum for feedback from faculty and other students, feedback that you can use to improve the quality of your work. Because your research evolves over time, there is a good chance your thesis proposal will not look exactly like your completed thesis. This is expected. You will encounter unforeseen circumstances, and the data you collect may encourage you to reframe your research questions or your sampling design/ experimental approach. Nonetheless, the Thesis Proposal represents the first tangible expression of your

thesis, provides a guide to follow or modify as you conduct and complete your research, and creates a document you can share with faculty as you assemble your Graduate Committee.

What is the thesis defense?

Your Thesis Defense includes a public presentation of your thesis and provides a formal opportunity for your Graduate Committee to review, evaluate, and approve the work completed. Your Defense should be scheduled at a time when your thesis is written and close to its final draft and at a time when all your Graduate Committee members have provided feedback that you've already satisfactorily addressed. It is also an opportunity for you to present your research to a public audience (typically faculty, students, and guests) to highlight your accomplishments.

The public presentation typically lasts 45 minutes and includes time for attendees to ask questions. After the public presentation, you and your Graduate Committee meet to discuss the content of the thesis to determine whether the work is satisfactory and if any additional changes need are required before final approval. If you have been involving and updating your Committee members at various stages of your research and writing, and if you've been addressing their concerns along the way, there should be no surprises. The Thesis Defense must be scheduled during the semester no later than one week prior to the last day of classes and not during breaks or holidays. The Defense must be publically announced (email, posted flyers) a minimum of one week prior to the Defense date (preferably two weeks). Scheduling must be done cooperatively with your Graduate Committee; each member must be available, and each member must agree that you have progressed enough to defend your work.

You will find it useful to attend thesis defenses of other students regularly. This will give you an appreciation of the process and of the quality and depth of work expected.

What are my graduation requirements?

- Complete a minimum of 36 graduate credit hours.
- Maintain a cumulative GPA of 3.0 for all coursework completed in program.
- Provide one bound copy of your thesis to the Department of Marine and Ecological Sciences.
- Establish a Graduate Committee composed of a minimum of three individuals, two of whom must be part of the graduate faculty in the Department of Marine and Ecological Science.
- Submit an application to graduate by the deadline listed in the FGCU Academic Calendar.
- A maximum of 9 credits of course work may be transferred from other institutions or from pre-degree enrollment at FGCU if those courses are appropriate to the program of study. These are subject to approval of the Program Coordinator.

The requirements for graduation for the M.S. Environmental Science, including required coursework, are detailed on the Program's web page. Beyond completing the necessary coursework, you must successfully write, defend, and submit your thesis, and you must apply to graduate by the deadline listed in FGCU's Academic Calendar.

Appendix B: Sample Graduate Committee Appointment Form

MS Environmental Science
 Graduate Committee Appointment
 (To be completed by all members of the Graduate Committee)

Name of Graduate Student: _____

UIN: _____

Graduate Committee Members

 Major Professor [Print Name]

 Signature

 Affiliation

 Co-Major Professor [Print Name]

 Signature

 Affiliation

 Committee Member [Print Name]

 Signature

 Affiliation

 Committee Member [Print Name]

 Signature

 Affiliation

 Committee Member [Print Name]

 Signature

 Affiliation

The signatories above confirm that they each agree to serve as a member of the Graduate Committee of the above named graduate student. Furthermore, these individuals have verified by signature that they are currently credentialed as a member of the Graduate Faculty at Florida Gulf Coast University.

 M.S. Environmental Science
 Program Coordinator

 Date

Appendix C: Graduate Student Milestones Checklist

M.S. Environmental Science Graduate Student Milestones Checklist

Student: _____ UIN: _____

Major Professor: _____ Semester/Year Admitted: _____

<i>Milestone</i>	<i>Completed</i>
<input type="checkbox"/> Name(s) of Interim Advisor(s): _____ _____	Date: _____
<input type="checkbox"/> Name of Major Professor (s): _____ _____	Date: _____
<input type="checkbox"/> Thesis topic with brief description: _____ _____ _____ _____	Date: _____
<input type="checkbox"/> Public Presentation of thesis proposal	Date: _____
<input type="checkbox"/> Composition of Graduate Committee: <i>(3 or more members)</i>	Date: _____
_____ _____ _____	_____ _____ _____

Thesis Proposal approved: *(e-copy to Program Coordinator)* Date: _____

Proposal Title:

Thesis defense scheduled Defense Date: _____

Thesis Title

Thesis successfully defended Date: _____

Thesis signed and submitted to ProQuest Date: _____

Appendix D: Sample Thesis Title Page

DIEL MOVEMENT OF JUVENILE SMALLTOOTH SAWFISH *PRISTIS PECTINATA*:
IMPLICATIONS FOR DEFINING THE SIZE OF A NURSERY HOTSPOT

A Thesis

Presented to

The Faculty of the College of Arts and Sciences
Florida Gulf Coast University

In Partial Fulfillment

Of the Requirement for the Degree of
Master of Science

By

Cecily Huston

2017

Appendix E: Sample Thesis Approval Page

Florida Gulf Coast University Thesis

APPROVAL SHEET

This thesis is submitted in partial fulfillment of the
requirements for the degree of
Master of Science

Cecily Huston

Approved: June 13, 2017

S. Gregory Tolley, Advisor

Gregg Poulakis, Committee Member

Philip Stevens, Committee Member

Kara Lefevre, Committee Member

The final copy of this thesis has been examined by the signatories, and we find that both the content and the form meet acceptable presentation standards of scholarly work in the above mentioned discipline.

Appendix F: Sample Graduation Certification Checklist

MS Environmental Science Graduation Certification Checklist
(To be completed by Major Professor/Co-Major Professors)

Name of Graduate Student: _____

UIN: _____

Check all that apply:

- All coursework completed (36 credits total)
- Successful Thesis defense
- Thesis Approval Page Signed by Graduate Committee Members
- Program (Major Professor) Approval of Submitted Electronic Thesis
- Graduate Studies Submission of Electronic Thesis

This is to certify that all requirements for the M.S. Environmental Science degree have been successfully completed.

Associate Dean, College of Arts and Sciences

Date

Program Coordinator, M.S. Environmental Science

Date

Chair, Graduate Committee (Major Professor)

Date

Appendix G: Preparing for your Thesis Defense

Preparing for Your Thesis Defense

(Adapted from Practical Tips for Preparing for the Thesis Defense, University of Central Florida, University Writing Center. Retrieved Jan. 1, 2018 <https://uwc.cah.ucf.edu/>)

The thesis defense is a long-awaited and hard-earned personal event, as well as a major professional presentation. Obviously, you want to be mentally prepared for a discussion and explanation of your work, and putting forth a good impression through appearance and conduct is an important part of a successful defense. You probably have loads of questions about the minutia of a thesis defense; the following will help answer a few of them.

Where should I turn for tips on resources for my defense? Your first stop should be to see your major professor. Your major professor will guide you through all the necessary stages. He or she will also know the habits and personalities of perspective graduate committee members, and may be able to share insights concerning your selection of committee members. In addition to guiding you through your committee member selection, your major professor will also communicate with these members, allowing you advance notice of what to expect in the way of their conduct during the actual defense. Develop a good working relationship with your major professor. Also, do not hesitate to talk to other graduate students; they can be a good source of practical ideas and tips for preparing for this important occasion.

Is there some way to know what a defense is like, in advance? Yes. Professors highly recommend attending at least one (if not more) defense in your discipline as a way of getting to know what the general process entails.

What are the most important last minute things to do when preparing for my defense? Professors invariably give the same response: be prepared! Do all the necessary last minute prep work for your defense at least two days before the actual defense. Be sure that you have all the necessary materials ready to go. Review your thesis thoroughly before the defense; all aspects of your research should be fresh in your mind. You may be sick of the material by this time, but you've got to stay intimately involved with it until after the defense is successfully completed. Most importantly, be prepared to think quickly while on your feet!

What should I wear to my defense?

Business attire. You should dress as if you are going to a professional interview.

I'm very nervous. What should I do to combat this feeling? Feeling nervous about the defense is quite normal. Most professors offer similar responses: get plenty of rest the night before your defense, and if you practice some type of relaxation technique or meditation, by all means, do it. You will want to look and feel as refreshed as possible and have the energy and concentration to respond intelligently to the questions posed to you.

How should I conduct myself during my defense? During the defense, you should conduct yourself confidently and professionally, and be well prepared to give a knowledgeable presentation of your work. Be conscious of not talking too fast and be mindful of speaking clearly and loudly enough to be heard. If you gesture, do so in a natural manner, and do not fidget while giving your presentation. Remember to be respectful of your colleagues and the academic environment—avoid coming across as arrogant,

defensive, or dismissive. However, don't forget that this is your opportunity to shine; you are the expert concerning your research.

How do I avoid "freezing up"? Try to anticipate problems that could arise with your defense, in advance. What are the most challenging questions that you might be asked? Plan and practice your responses. In other words, be thoroughly prepared; this is the largest component to avoid "freezing up." The confidence that comes from knowing your material is more than half the ammunition needed for the defense. In the face of difficulty, stay centered, take a moment to gather your thoughts, take a deep breath, and...begin speaking.

I've heard that some committee members ask tangential questions during a defense. How do I handle that? If a committee member asked a question that falls outside the scope of your work, try not to get confused and flustered. Usually this sort of question stresses something the committee member thinks is significant. Give an honest answer, if you can—you may have to make a quick mental reference to the critical views of your topic. You should be familiar with the current research to avoid being caught off guard during your defense; otherwise, rely on your knowledge of your own topic to give a cogent response.

Can my friends and family help me get through this? Yes. Use them as a test audience for your defense. These individuals may not be able to offer academic comments, but they can offer tips on your defenses strengths and weaknesses, in terms of your delivery. In addition, arrange to have at least one family member or friend meet you after your (successful) defense, to help you celebrate your accomplishment.

Can fellow graduate students help me get through this? Absolutely. Use them as a test audience for your defense. Fellow graduate students can help you with some of the more technical aspects of your presentation, they can help you anticipate questions that might likely arise after the presentation, and they can provide useful comments on the delivery of your presentation.

Sources:

Holcomb, Susan. UCF Professor of Anthropology. Personal Interview. Feb. 2001.

Isaac, Alicia. *The African American Student's Guide to Surviving Graduate School*. Thousand Oaks: Sage Publications, 1998

Zorn, Elayne. UCF Professor of Anthropology. Personal interview. Feb.

Appendix H: Library Resources: Theses and Dissertations

FGCU Library Services

Suggested Resources on Theses & Dissertations

This guide is meant to help users locate resources on theses and dissertations that are available at Florida Gulf Coast University Library or in other State University Libraries in Florida. The guide is divided into five categories: handbooks and manuals, locating theses and dissertations, identifying theses and dissertations, bibliographies and style manuals. Books about the preparation and writing of theses or dissertations can also be identified in library catalogs through the following subject headings:

Dissertations, Academic	Authorship
Academic Writing	Report Writing
Research Handbooks, Guides and manuals	

HANDBOOKS & MANUALS

The following is a short list of suggested sources on writing theses and dissertations.

Brown, R. (2006). *Doing your dissertation in business and management: The reality of researching and writing*. London: SAGE.

General Collection **LB2369 .B73 2006**

Davis, G.B., Parker, C.A. (1997). *Writing the doctoral dissertation: A systematic approach*. Hauppauge, NY: Barron's.

General Collection **LB2369 .D357 1997**

Fitzpatrick, J. (1998). *Secrets for a successful dissertation*. Thousand Oaks, Calif.: Sage Publications.

General Collection **LB2369 .F547 1998**

Garson, G.D. (2002). *Guide to writing empirical papers, theses, and dissertations*. NY: Marcel Dekker.

General Collection **LB2369 .G27 2002**

Glatthom, A.A. (2005). *Writing the winning thesis or dissertation: A step-by-step guide*. Thousand Oaks, CA: Corwin Press.

General Collection **LB2369 .G56 2005**

Harman, E. (Ed.) (2003). *The thesis and the book: A guide for first-time academic authors*. Toronto: University of Toronto Press.

General Collection **Z286 .S37 T53 2003**

Higgins, R. (1996). *Approaches to research: A handbook/or those writing a dissertation*. London: Jessica Kingsley Publishers.

General Collection **RC337 .H54 1996**

Holtom, D. (1999). *Enjoy writing your science thesis or dissertation: A step by step guide to planning and writing dissertations and theses for undergraduate and graduate science students*. London: Imperial College Press; Singapore; River Edge, NJ: World Scientific.

General Collection **TII .H582 1999**

FGCU Library Services

Suggested Resources on Theses & Dissertations

Johnson, J. (1997). *The Bedford guide to the research process*. (3rd ed.) Boston: Bedford Books.
General Collection **LB2369 .J56 1997**.

Krathwohl, D.R. (2005). *How to prepare a dissertation proposal: Suggestions for students in education and the social and behavioral sciences*. Syracuse, NY: Syracuse University Press.
General Collection **LB2369 .K723 2005**

Long, T.J. (1985). *Completing dissertations in the behavioral sciences and education*. San Francisco: Jossey-Bass.
General Collection **LB2369 .L65 1985**

Luey, B. (Ed.) (2004). *Revising your dissertation: advice from leading editors*. Berkeley: University of California Press.
eResources – Search Library Catalog for title and click "Connect Now" to view.

Mauch, J.E. and Birch, J.W. (1998). *Guide to the successful thesis and dissertation: a handbook for students and faculty*. (4th ed.). NY: M. Dekker.
General Collection **LB2369 .M377 1998**

Mitchell, L. (1996). *The ultimate grad school survival guide*. Princeton, NJ: Peterson's.
General Collection **LB2371.4 .M58 1996** (See specifically Chapter 8: Your Thesis/Dissertation.)

Ogden, E.H. (1993). *Completing your doctoral dissertation or master's thesis in two semesters or less*. (2nd ed.) Lancaster, PA: Technomic Pub. Co.
General Collection **LB2369 .033 1993**

Piantanida, M. (1999). *The qualitative dissertation: a guide for students and faculty*. Thousand Oaks, CA: Corwin Press.
General Collection **LB 2369 P48 1999**

Preece, R.A. (1994). *Starting research: an introduction to academic research and dissertation writing*. NY: St. Martin's Press.
General Collection **LB 2369 P69 1994**

Pyrzczak, F. (Ed.) (2000). *Completing your thesis or dissertation: Professors share their techniques and strategies*. Los Angeles, CA: Pyrczak Pub.
General Collection **LB2369 .C65 2000**

Rossmann, M.H. (1995). *Negotiating graduate school: a guide for graduate students*. Thousand Oaks, CA: Sage Publications.
General Collection **LB2371 .R67 1995** (See specifically Chapter 5: "The Proposal and the Thesis/Dissertation.")

FGCU Library Services

Suggested Resources on Theses & Dissertations

Rudestam, K.E., Newton, R.R. (1992). *Surviving your dissertation: a comprehensive guide to content and process*. Newbury Park, CA: SAGE.

General Collection **LB2369 .R83 1992**

Sternberg, D. J. (1981). *How to complete and survive a doctoral dissertation*. NY: St. Martin's Press.

General Collection **LB2386 .S74 1981**

LOCATING THESES & DISSERTATIONS

There are variations in the way Masters' theses and dissertations are cataloged in library catalogs. In addition to cataloging by author, title and by the subject matter of the thesis, the type of work, i.e. thesis or dissertation, is also cataloged and searchable. In the FGCU catalog, a thesis is assigned the subject "Dissertations, academic" followed by a subheading for the university where the thesis was done. For example:

Dissertations, academic - Florida Atlantic University.

Theses and dissertations held by other State Universities in Florida may be found in their online public catalogs a bit differently. For example in the University of South Florida (USF) online library catalog, USF theses can be found by searching Dissertations, academic - USF.

1. e.g., to find USF masters theses in the adult education program:

Dissertations, academic -- USF -- adult education - masters

OR

Dissertations, academic -- USF -- adult education - doctoral

2. In the University of Florida (UF) online catalog, UF theses are found in this example:

Dissertations, academic -- UF -- College of Health Professions

3. In the University of Central Florida (UCF) online catalog, UCF theses can be found by searching simply the subject heading followed by a subheading for the department.

e.g.:

Dissertations, academic - - health and public affairs

Dissertations, academic -- health and professional studies

IDENTIFYING THESES & DISSERTATIONS

ProQuest Theses & Dissertations: A & I. (electronic format via Online Databases) 1861 to present. Indexes most doctoral dissertations completed in the U.S. at accredited institutions for the last 150 years. Includes some Master's theses (since 1988) and foreign language dissertations. Dissertations

FGCU Library Services

Suggested Resources on Theses & Dissertations

published from 1980 forward include 350-word abstracts written by the author. Master's theses published from 1988 forward include 150-word abstracts. Titles available as native or image PDF formats include free twenty-four page previews. UMI offers over 1.8 million titles for purchase in microform, paper or electronic formats."

Searching is available by granting institutions arranged by state; or by subject area, then by state and granting institution.

WorldCat Dissertations

A separate searchable database of all of the citations to dissertations found in the World Cat database.

Full-text of dissertations is sometimes linked from the record

A copy of a dissertation or a Master's thesis can sometimes be borrowed through Interlibrary Loan. Some dissertations and theses are simply not available due to the granting university's policies.

BIBLIOGRAPHIES

Abstracts of Master's theses, 2005 Smith College School for Social Work. (2005). *Smith College Studies in Social Work* 75(4): 43-111. (See earlier volumes also)

Nineteenth annual index of graduate theses and projects in allied health. *Journal of Allied Health* (1997) 26, 4, 201-41. (See earlier volumes also)

FGCU Periodicals - **Microfilm R690 .J6S**

Contains entries from 91 institutions, giving author, institution, year, degree, emphasis, discipline, and title, arranged by topic: allied health, biocommunication arts, child development/care, clinical psychology, dentistry, environmental health, exercise science, food service, health education, health services, medical laboratories, nurse anesthesia, nursing, nutrition/dietetics, occupational and physical therapy, rehabilitation counseling, respiratory therapy, and speech pathology/audiology.

STYLE MANUALS

Note: Many style manuals and citation guides are now on the Worldwide Web. For some of those see under "Citation Style Manuals" at the FGCU Library Homepage (<http://library.fgcu.edu>).

American Sociological Association. (1997). *ASA style guide*. (2nd ed.) Washington, DC: American Sociological Association.

Reference Desk HM73 .A54 1997

Amato, C.J. (2002). *The world's easiest guide to using the APA*. Westminster CA: Stargazer Publishing.

Reference Desk BF76. 7 .A62 1995

FGCU Library Services

Suggested Resources on Theses & Dissertations

APA-style helper [electronic resource]: software for new writers in the behavioral sciences. Vers. 5. (2005). Washington, DC: American Psychological Association.

Reference Desk BF 76.6 P832 2005

Chicago manual of style. (15th ed.) (2003). Chicago: University of Chicago Press.

Reference Desk Z253 . U69 2003

Gibaldi, J. (1998) *MLA style manual and guide to scholarly publishing.* (2nd ed.) NY: Modern Language Association of America.

Dictionary Stand PN147 .G444 1998

Reference Desk PN147 .G444 1998

Li, X. (1996) *Electronic styles: a handbook for citing electronic information* (2nd ed.). Medford, NJ: Information Today.

Dictionary Stand PN171.F56 LS 1996

Reference PN171.F56 LS 1996

Publication manual of the American Psychological Association. (5th ed.) (2001). Washington, DC: American Psychological Association.

Dictionary Stand BF76. 7 .P83 2001

Reference Desk BF76.7 .P83 2001

Reference BF76. 7 .P83 2001

Trimmer, J.F. (2006). *A guide to MLA documentation: with an appendix on APA style.* (7th ed.) Boston: Houghton Millin.

Dictionary Stand PNI 74 . T75 2006

Turabian, K.L. (1996) *A manual for writers of term papers, theses, and dissertations.* (6th ed.) Chicago: University of Chicago Press.

Reference Collection LB2369 . TS 1996

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Welcome

Welcome to the Master of Science in Environmental Science degree program at Florida Gulf Coast University. We hope you will find your graduate experience personally rewarding, productive, and successful. This handbook was written for *you*: it was designed to help you navigate the program and answer questions that will may arise as you earn your degree. If you do not find the information you need within these pages, consult with your Interim Advisor/Major Professor or with the M.S. Environmental Science Program Coordinator.

The Program

The Master of Science in Environmental Science Program prepares you to enter or advance in a career as an environmental professional or to continue your graduate studies by entering a Ph.D. program. We designed the program to meet the needs of individuals currently employed in the field, those recently completing an undergraduate degree, or anyone interested in a career change.

Florida Gulf Coast University upholds a strong commitment to the environment and emphasizes environmental sustainability. Our Master's Program offers an integrated study of ecosystems (uplands, wetlands, estuaries and coastal systems), environmental science, and ecosystem restoration. We offer small class size and opportunities for research and professional development. We also encourage you to share your research with other professionals in the field by participating in regional and national conferences.

The core of the program focuses on:

- Understanding the science of ecology
- Use of scientific methods
- Application of the concept of sustainability.

Students demonstrate their acquisition of this knowledge and these skills through the completion of a thesis project.

Although there are no concentrations, students are expected to pursue interests in one of the following areas:

- Environmental science
- Organismal ecology
- Ecosystem ecology
- Marine science

2017-2018 Catalog Year

Program Progression and Additional Graduation Requirements

- A minimum of 36 credit hours.
- A cumulative GPA of 3.0 for all coursework in program.
- Provide one signed, bound copy of the student's thesis to the Department of Marine and Ecological Sciences.
- Each student must have a Graduate Committee composed of a minimum of three individuals, two of whom must be part of the graduate faculty in Environmental Science.
- Submit an application to graduate to CAS Advising by the deadline listed in the FGCU Academic Calendar.
- A maximum of 9 credits of course work may be transferred from other institutions or from pre-degree enrollment at FGCU, if those courses are appropriate to the program of study. These are subject to approval of the Graduate Studies Coordinator.

Program Requirements**1. Core Courses (16-18 credits)**

Successful completion of each core course requires a grade of B or better.

Complete the following:

EVR 6022 Environmental Research Methodology (3)

EVS 6920 Graduate Seminar in Current Topics (1)

EVS 6970 Master's Thesis (total of 6-8 credits)

Select one of the following:

EVR 6322 Concepts and Applications of Sustainability (3)

EVS 6937 Environmental Policy (3)

PAD 5620 Environmental Law (3)

Select one of the following:

OCB 6635 Estuarine Ecology (3)

PCB 6064C Advanced Ecology (3)

2. Electives in the Major (18-20 credits)

Select a minimum of 18 hours from the following. Successful completion of each elective requires a grade of C or better. No more than 6 hours may be selected from EVR 5415, EVR 5925, EVR 6322, EVS 6937, or PAD 5620. Alternate electives must be approved by the student's Graduate Committee.

EVR 5068C Microbial Ecology (3)

EVR 5145 Ecotoxicology (3)

EVR 5414 Interpreting the Environment (3)

EVR 5925 Environmental Education (3)

EVR 6045C Data Analysis for Environmental Science (3)

EVR 6322 Concepts and Applications of Sustainability (3)

EVR 6907 Independent Study Environmental Science (may be taken more than once) (1-3)

EVR 6936 Special Topics Environmental Science (may be taken more than once) (3)

EVS 5818 Ecological Risk Assessment (3)

EVS 6937 Environmental Policy (3)

EVS 6941 Environmental Practicum I (3-6)

GIS 6308C Advanced GIS: Research Project (3)

GLY 5266C Advanced Biogeochemistry (3)

GLY 5575C Sediment Dynamics (3)

GLY 5661C Conservation Paleobiology (3)

GLY 6566 Carbonate Sedimentology, Petrology and Stratigraphy (3)

OCB 6050 Biological Oceanography (3)

OCC 5115C Advanced Marine Chemistry (3)

OCG 6053 Coastal and Watershed Geology (3)

PAD 5620 Environmental Law (3)

PCB 5307C Limnology (3)

TOTAL CREDITS REQUIRED: 36

Program Guidelines

Program Focus

The core of the program focuses on understanding the science of ecology, use of the scientific method, interaction between human activities and natural systems, and the history of environmental change. You demonstrate acquisition of this knowledge and these skills through completion of relevant coursework and a thesis. There are no set concentrations, but you are expected to pursue interests related to the interaction between humans and natural processes in one or more of the following domains: organismal ecology, ecosystem ecology, marine science, and geology as well as the application of science to environmental management and policy decision-making.

Interim Advisor

Upon admission to the program you were assigned one or more graduate faculty members who share similar research interests as your Interim Advisor(s). Contact your Interim Advisor(s) as soon as you arrive (preferably before) to help ensure you register for appropriate courses. Your Interim Advisor(s) has agreed to commit time and attention to advise you and serve as your Major Professor. If for some reason you and your Interim Advisor are not able to come to agreement regarding a thesis topic, or if your personalities conflict creating significant challenges, it may be advisable for you to identify someone else to serve as your Major Professor. Furthermore, opportunities may arise that not only allow you to pursue a thesis topic of great interest but also provide financial support. Under these circumstances, you may elect to work with a Major Professor other than your Interim Advisor. If any of these circumstances occur, it is your responsibility to find another faculty member willing to supervise your thesis research. It is also up to you to communicate with your Interim Advisor to confirm that you wish to conduct your thesis research under her/his supervision or that you wish to work with another faculty member.

Major Professor

You should formalize the arrangement with your Major Professor by the end of your first semester or completion of 9 credit hours in the program. Together, you and your Major Professor should plan a program of study that, when completed, will satisfy the degree requirements specified in the University Catalog. Furthermore, you should consult with your Major Professor to identify a potential thesis topic and begin working on a Thesis Proposal. Your Major Professor will supervise your thesis research, help you select appropriate coursework, help you identify other members of your Graduate Committee, and advise you in other matters related to the degree or University policies and procedures. Your Major Professor also serves as Chair of your Graduate Committee.

A Major Professor must meet the following requirements:

1. Hold an appointment as a member of the graduate faculty in the College of Arts and Sciences.
2. Hold a terminal degree in the graduate program's discipline or in a closely-related discipline.
3. Be a member of the graduate faculty in the Department of Marine and Ecological Studies.

Co-Major Professors

You may select to work with two professors serving as Major Professor. If the two faculty members you select are in agreement, they will serve as Co-Major Professors and jointly advise you and supervise your research. Recognizing the scholarly value added by faculty of diverse disciplinary interests as well as the need to maintain scholarly coherence of a graduate program and ensure its proper administration, a faculty member who meets requirements 1 and 2 above but who is not a member of the Department of

Marine and Ecological Sciences may serve as Co-Major Professor provided that the other Co-Major Professor meets all three of the above requirements. Approval of a Co-Major Professor who is not a member of the graduate faculty in the Department is granted on a case-by-case basis at the discretion of the graduate faculty in the Program and with the support of the other Co-Major Professor. In exceptional circumstances, a Co-Major Professor may be approved who is not employed at Florida Gulf Coast University but who is employed by an outside professional organization or agency. This individual must hold an appointment as a member of the graduate faculty in the College of Arts and Sciences. If you choose to work with Co-Major Professors, you will confer with both individuals to plan a program of study, identify a potential thesis topic, complete a draft Thesis Proposal, and conduct your thesis research. Both Co-Major Professors must approve all paperwork required for degree completion.

Tuition

Current tuition and student fees are available through the Bursar's Office (<https://www2.fgcu.edu/Cashiers/tuition-and-fees.html>).

Financial Aid

Offers of financial support are provided in the letter of offer sent to applicants admitted to the program. Out-of-state tuition waivers are available on a competitive basis from the Office of Research and Graduate studies (<https://www2.fgcu.edu/Graduate/Financing-graduate-studies.html>), and a limited number of in-state tuition waivers are available from the College of Arts and Sciences and are also awarded competitively. These waivers cover base tuition only and do not cover student fees.

In addition to tuition waivers, a limited number of graduate Assistantships are available to students willing to assist faculty in teaching undergraduate courses. Graduate Assistants are not expected to teach a class but to assist the course instructor in the operation and oversight of the class (e.g., laboratory exercises, field trips, grading). Graduate Assistantships provide \$3,600 for a 20-hour per week commitment during a semester. Courses are assigned a certain number of assistantship hours based on enrollment: regular size classes (i.e., ~36 seats) are assigned 5 hours per week; large enrollment classes (i.e., ~72-81 seats) are assigned 10 hours per week. For Graduate Assistants working less than 20 hours per week, the stipend is prorated.

In-state waivers and graduate assistantships provided by the College are awarded according to the qualifications of the prospective student. Ranking of applicants by qualifications is conducted using the product of the cumulative GPA during the last 60 credits of undergraduate study completed and the average percentiles of the GRE scores (Quantitative and Verbal).

In addition to the above, your Major Professor and other faculty members may also have grant monies available to support a Research Assistantship. Research Assistantships are awarded directly by the grant researcher, and students receiving such awards typically work toward accomplishing the objectives prescribed by the grant proposal. The value of these awards varies by grant and by the hours awarded.

Lastly, teaching Assistantships can be awarded to second or third year graduate students to teach an undergraduate course. To qualify, you must have completed a minimum of 18 graduate credit hours in the discipline. Teaching Assistants are expected to work with a course mentor but are fully responsible for teaching the course assigned.

There are some scholarships specifically available to graduate students. Please submit a Foundation Scholarship Application form (<https://www2.fgcu.edu/FinancialAid/Undergraduate/scholarships.html>) to place your name on the list for any scholarships for which you are eligible. Your Major Professor may also know of scholarships that are more discipline-related, and the Program Coordinator for the M.S. Environmental Science may have ideas regarding additional scholarships or sources of funding.

Recommended Course Sequence

Work with your Major Professor to select a program of study that is integrated around a particular research theme and supports your thesis work. Electives offered that can be applied toward the degree are described in the University Catalog. The easiest way to check for course offerings is by using the Course Schedule Search through GULFLINE (https://gulfline.fgcu.edu/pls/fgpo/szkschd.p_showform). The following presents the recommended course sequence based on completing all required courses in 2 years and based on current course rotations.

Recommended Course Sequence

<i>Semester</i>	<i>Course</i>	<i>Credits</i>
Fall Year 1	Estuarine Ecology OCB 6635 OR Advanced Ecology PCB 6064C	3
	Environmental Policy EVS 6937 OR	3
	Concepts and Applications of Sustainability EVR 6322	
	Elective 1	3
Spring Year 1	Environmental Research Methodology EVR 6022	3
	Elective 2	3
	Elective 3	3
Fall Year 2	Master's Thesis EVS 6970	2
	Graduate Seminar Current Topics EVS 6920	1
	Elective 4	3
	Elective 5	3
Spring Year 2	Master's Thesis EVS 6970	6
	Elective 6	3

Continuous Enrollment

Unless you have been granted a leave of absence by the Program, you are required to register for a minimum of one credit each semester (Fall and Spring) and to register for a minimum of one credit during the semester in which you intend to graduate (including Summer). These requirements ensure that you remain active in the Program and that, even if you have already completed your required coursework, you continue to retain your student privileges (e.g., use of the library).

Failure to meet the continuous enrollment requirement will result in you being dropped from the Program. If you are dropped from the Program for this reason, you must complete a new graduate application for readmission. If readmitted, the Program can determine which previously earned credits you can apply towards graduation. Failure to register for one or more credits in the semester you intend to graduate may result in you having to postpone graduation by one semester.

Transfer Credits/Non-Degree Credits

You may transfer a maximum of nine (9) credit hours from graduate level courses completed at another college or university into the Program. Transfer courses must be applicable toward the M.S.

Environmental Science degree, should be current with respect to field of study, and must be approved by the Dean of the College. More than 50% of the credit hours toward the degree must be earned through FGCU. You may also apply a maximum of nine (9) credit hours completed at FGCU as a non-degree seeking student toward the completion of the degree as approved by your Graduate Committee.

Time Limitations/Extension of Time Limit for Degree

In order to ensure that you maintain currency in your field of study while working toward your degree, all credit hours (excluding transfer credits) applied toward the degree must have been earned within the seven (7) academic years prior to graduation. Coursework completed before this time period cannot be applied toward the degree. If you require additional time to complete your degree, you may request an extension from the Office of Research and Graduate Studies, provided you have written approval from your Major Professor and the Program Coordinator.

Thesis Topic Selection and Thesis Proposal

You should work closely with your Major Professor to identify a topic area for your thesis research beginning in your first semester (Fall). A thesis topic should be selected no later than the end of the second (Spring) semester. This topic should be described in a document that outlines the intended research topic, summarizes the research methods to be used, provides a proposed timeline for the research, and includes an initial bibliography of relevant primary literature. You should use this document—the Thesis Proposal—to discuss your proposed research with potential Graduate Committee members. Make sure you present your Thesis Proposal to potential Committee members when inviting them to join your Graduate Committee.

You should also work with your Major Professor to develop your Thesis Proposal to ensure that it sufficiently outlines the proposed plan of research. The Thesis Proposal should follow the format and style provided in the Environmental Research Methodology EVR 6022, the course in which a draft Thesis Proposal is developed. The Thesis Proposal includes a well-developed abstract, a full set of proposed research objectives, a detailed description of proposed research methods, a description of potential results and conclusions, and a reasonably extensive bibliography. The proposal may go through multiple drafts and can be considered an initial draft of the thesis. All members of the Graduate Committee have the opportunity to provide input toward the final version of the Thesis Proposal, which must be approved by Committee members before you begin substantive research toward the thesis. In some cases, the research may require approval by various extramural agencies, research review boards, and intramural panels; in those cases, you must demonstrate that you have completed the applications for approval by those entities and that there is a reasonable likelihood of approval before the Graduate Committee approves the Thesis Proposal.

Graduate Committee

You must establish a Graduate Committee composed of three to four (3-4) graduate faculty members, two (2) of whom must be members of the graduate faculty in the Department of Marine and Ecological Sciences. Your Major Professor, who serves as Chair of your Graduate Committee, must be a member of the graduate faculty in the Department of Marine and Ecological Sciences. If you have elected to have Co-Major Professors advise you, both individuals will serve as Co-Chairs of your Graduate Committee. In such cases, only one of the Co-Major Professors must be a member of the graduate faculty in the

Department of Marine and Ecological Sciences. The third (or fourth) member of your Graduate Committee may be from any university, college within FGCU, or professional organization or agency, but must hold an appointment as a graduate faculty member within the College of Arts and Sciences. Remember, if one of your committee members is outside the University, it may take some time to obtain an appointment to the graduate faculty at FGCU, so please work with your major professor to submit this request early. If you have Co-Major Professors, and if only one of the Co-Major Professors is a member of the graduate faculty in the Department of Marine and Ecological Sciences, then the third Committee member must also be a member of the Department. All Graduate Committee members must be appointed as graduate faculty at Florida Gulf Coast University. **(See Appendix B).**

Thesis Milestones

Milestones are actions and products you should complete according to the following schedule if you expect to earn your M.S. degree in 2 to 3 years. These are to be considered guidelines rather than firm deadlines. You and your Major Professor may elect to complete milestones earlier or later than recommended here. It may also be useful to work with your Major Professor to identify additional milestones not included on this list. The timing of milestone completion assumes that you entered the program in Fall and that you have been continuously enrolled for 9 credit hours per semester (excluding summer). If you are enrolled part-time, milestones should be accomplished after the listed number of completed credit hours in the table below. Your Major Professor is responsible for maintaining and updating a *Graduate Student Milestones Checklist* for you and will share this with you to track your progress through the Program **(Appendix C)**.

Milestone	Recommended Completion Date
Appointment of interim mentor	Prior to admission
Selection of Major Professor	During first semester/before 9 credit hours completed
Thesis topic identification/description	Second semester/after 9 credit hours completed
First draft Thesis Proposal	Prior to end of second semester/ 9 – 18 credit hours
Constitution of Graduate Committee	Prior to end of second semester (9 – 18 credit hours
Application to relevant committees/agencies for permission to conduct research	In tandem with preparation of Thesis Proposal
Approval of Thesis Proposal by Committee	Beginning of third semester/after 18 credit hours
Register for 6-8 thesis credits/conduct thesis research	Upon approval of Thesis Proposal by Committee
Thesis Defense	End of 2-3 years
Completion and submittal of final thesis	End of 2-3 years

Written Thesis Guidelines

Title Page. — The title page shall follow the format shown in **Appendix D** and include the following:

- Author's full legal name
- Full title of the thesis
- Name of the university and administrative unit
- Year in which the thesis was approved
- Title page should be structured according to sample in Appendix B

Approval Page. — The approval or signature page should follow the format shown in **Appendix E** and must include the following:

- Name and signature of student.
- Name and signature of each Graduate Committee member.

Page Margins

- Leave 1" margins all around.
- All material included in the submitted thesis (including appendices) must fit within margins.

Text

- Single sided
- Double-spaced in a standard, 12-point font
- Page numbers must appear in upper right, 1" from the top and right edge of page. Page numbers should be same font size as text.

Figures, Tables, Graphics (e.g., maps, photographs, spreadsheets) and over-/under-sized materials

- If such materials are integral to thesis, they must accompany the submitted thesis.
- Such materials will be submitted in a format that complies with all other thesis submission requirements.
- Photographs and illustrations will be printed directly on page.
- Ensure the necessary allowances for margins (1" margins all around).

Submission of Electronic Thesis

- Masters Theses are now submitted electronically through ProQuest (<https://www2.fgcu.edu/Graduate/proquest.html>).
- A thesis cannot be submitted electronically unless it has first been approved by your Graduate Committee and the final draft of your thesis has been approved by your Major Professor.
- Hard- and soft cover (bound) copies of your thesis can be ordered directly through ProQuest. Please order a bound copy of your thesis to be archived in the Department of Marine and Ecological Sciences.
- You are responsible for all fees associated with electronic submission including the purchase of bound copies of your thesis.
- Although a signed approval page for the thesis must be submitted to the graduate Program Coordinator, an unsigned copy of the approval page is to be submitted electronically with the thesis through ProQuest.

Bound Copies of the Thesis

- You are required to order through ProQuest a bound (hardcover) copy of your thesis to be archived in the Department of Marine and Ecological Sciences.
- It is also customary to order a bound (hardcover) copy of your thesis to provide to your Major Professor.
- An electronic copy (PDF) of your completed thesis must also be submitted to the Department of Marine and Ecological Sciences (i.e., the Program Coordinator).

Copyright

- Information on copyright registration is available from the U.S. Copyright Office (<http://www.copyright.gov/>).
- You are responsible for any fees associated with securing a copyright.
- You are also responsible for inserting the copyright notice on an un-numbered page immediately preceding the title page.

For additional information regarding how to develop a successful thesis, the FGCU Library has additional resources available for your use (**See Appendix H**).

Thesis Defense Guidelines

Be sure to schedule your Thesis Defense at least one week prior to the last day of classes (Fall, Spring, or Summer Session B) in the semester you intend to graduate and not during a time of semester breaks or holidays. You will need to submit a completed draft of your thesis to all Committee members no later than two weeks prior to the scheduled Defense, and your Graduate Committee will be expected to deliver comments on the draft at the time of the Defense. If you would like to receive written comments prior to the Defense, you should provide your Graduate Committee with a draft thesis no later than four weeks prior to the Defense. The Defense must be announced within the University community using flyers and email broadcasts at least one week (preferably two) prior to the date of the Defense.

During the Thesis Defense, you will publically present your research to faculty, students, and guests. Upon completion of the public presentation, attendees will be invited to ask questions. At the end of this question and answer period, and after the public (non-Committee members) has departed the room, your Graduate Committee will ask additional question regarding your research. As a general rule, the entire process is completed in no more than 2 ½ hours.

You are expected to defend your thesis to the unanimous satisfaction of your Graduate Committee. You are also expected to incorporate comments made by Committee members at the time of the Defense into your thesis before the final draft is approved for submittal to the University. You should therefore anticipate needing additional time to revise your thesis once before final submission. (**See Appendix G**).

Thesis Submission

Once the final draft of your thesis has been approved by your Graduate Committee and any last minute changes are approved by your Major Professor, you will upload your thesis electronically through ProQuest. Make sure you upload your final thesis to ProQuest at least 10 business days before the FGCU Registrar's Certification of Degrees Date for the semester you wish to graduate (dates available on the ProQuest web page: <https://www2.fgcu.edu/Graduate/proquest.html>). Once you have uploaded the completed thesis into ProQuest (**See Appendix H**), your Major Professor is required to log on to ProQuest, review, and approve the final thesis.

Graduation Checklist/Graduate Certification

Once you have successfully defended your thesis, Graduate Committee members have signed the thesis approval page, you have completed all required revisions, and uploaded your final thesis to ProQuest, it is time to remind your Major Professor to complete a *Graduation Certification Checklist* for you. This checklist ensures that you have completed 36 credit hours of coursework, including all required courses, and that you have successfully defended and submitted your approved thesis through ProQuest. A sample of the *Graduation Certification Checklist* is provided in **Appendix F**.

Appendix A: Frequently Asked Questions

Frequently Asked Questions (FAQs)

When I was admitted, my letter of offer listed one or more faculty members as Interim Advisors.

What is an Interim Advisor and is this the same thing as my Major Professor?

Because the M.S. Environmental Science program is thesis-based, it is essential that a faculty who shares your research interests is available to help supervise your thesis research. Identifying an Interim Advisor prior to admission ensures there is at least one faculty member willing to support your research intellectually. The faculty member who has agreed to serve as your Interim Advisor is also indicating a willingness to serve as your Major Professor. If for some reason you and your Interim Advisor are not able to come to agreement regarding a thesis topic, or if your personalities conflict creating significant challenges, it may be advisable for you to identify someone else to serve as your Major Professor. In some cases, other opportunities arise that might not only allow you to pursue a thesis topic of great interest but also provide financial support. Under these circumstances, you may elect to work with a Major Professor other than your Interim Advisor. If any of these circumstances occur, it is your responsibility to find another faculty member willing to serve as your Major Professor. Either way, it is also up to you to communicate with your Interim Advisor to confirm that you wish to conduct your thesis under her/his supervision or that you wish to work with another faculty member.

What type of help should I expect from my major professor?

Major Professors serve a number of roles in your professional development. It is important to have a Major Professor who can support you intellectually and, in many cases, can provide some financial support for your research. It is also important that you have someone who can provide you the training and resources you need to be successful and who can assist you in developing your thesis. If you require additional resources to complete your research, your Major Professor is available to assist you in writing a research proposal to acquire the necessary funding. Your Major Professor is also in a position to introduce you to her/his colleagues and potential employers and to help you prepare for and present your work at scientific conferences. Your Major Professor should provide you the exposure you need for employment in the field or for further graduate studies.

What types of courses should I select in partial fulfillment of the degree?

Your Major Professor should help you select courses that will benefit your thesis research. Because there are few required courses in the program, you have a great deal of flexibility in choosing courses that are of interest and that support your thesis. Master's Thesis credits require the approval of your Major Professor and the instructor of record for the course (EVR 6970). To register for thesis credits, email the instructor of record for the course requesting permission and copy your major professor on the email.

What kind of financial support is available to graduate students in the program?

Your letter of offer of admission identified any financial aid the College was able to provide (e.g., tuition waiver, graduate assistantship, research assistantship). Out-of-state tuition waivers are available from the Office of Research and Graduate studies on a competitive basis (<https://www2.fgcu.edu/Graduate/Financing-graduate-studies.html>). In addition, there are some scholarships specifically for graduate students. As soon as you arrive, make sure you complete and submit a Foundation Scholarship Application form (<https://www2.fgcu.edu/FinancialAid/Undergraduate/scholarships.html>). This application will

put on the list for any scholarships for which you are eligible. Your Major Professor may also know of scholarships that are more discipline-related, and the Program Coordinator for the M.S. Environmental Science may have ideas regarding additional scholarships or sources of funding.

What is the difference between a Graduate Assistantship, a Teaching Assistantship, and a Research Assistantship?

A limited number of graduate Assistantships are available to students willing to assist faculty in teaching undergraduate courses. Graduate Assistants are not expected to teach a class but to assist the course instructor in the operation and oversight of the class (e.g., laboratory exercises, field trips, grading). Graduate Assistantships provide \$3,600 for a 20-hour per week commitment during a semester. Courses are assigned a certain number of assistantship hours based on enrollment: regular size classes (i.e., ~36 seats) are assigned 5 hours per week; large enrollment classes (i.e., ~72-81 seats) are assigned 10 hours per week. For Graduate Assistants working less than 20 hours per week, the stipend is prorated.

Your Major Professor and other faculty members may also have grant monies available to support a Research Assistantship. Research Assistantships are awarded directly by the grant researcher, and students receiving such awards typically work toward accomplishing the objectives prescribed by the grant proposal. The value of these awards varies by grant and by the hours awarded.

Teaching Assistantships can be awarded to second year graduate students to teach an undergraduate course. To qualify, you must have completed a minimum of 18 graduate credit hours in the discipline. Teaching Assistants are expected to work with a course mentor but are fully responsible for teaching the course assigned.

How do I establish residency and what advantage does being a Florida resident provide?

Remember, even if you are a Florida resident for tuition purposes, you must verify this through the office of the Registrar

If you are an out-of-state resident (i.e., you do not declare Florida as your State of permanent residency or you are a financial dependent of someone else who is not a permanent resident of Florida), it is critical that you take the appropriate steps to establish residency as soon as possible, as out-of-state tuition is considerably more expensive than in-state tuition. Establishing residency requires that you reside in Florida for a complete 12 months; demonstrating that you live here requires that a number of documents be presented (e.g., vehicle registration, voter's registration, driver's license, lease or mortgage, etc.). These items must be predated one complete year before you can become a resident. ***This means you need to start the process to become a Florida Resident before the first day of class of your first semester at FGCU.*** Please visit the following web site for details:

<https://www2.fgcu.edu/Admissions/Prospective/floridaresidency.html>.

Remember, all applicants are considered non-Florida residents until satisfactory proof of Florida residency is received. Failure to provide all relevant information and required documentation could result in a 'non-Florida resident' classification for tuition purposes. All documentation must be submitted prior to the last day of the drop/add period for the term in which resident status is sought. Please see <https://www2.fgcu.edu/Graduate/Residency.html>.

Is there a minimum number of credits for which I need to be enrolled each semester?

You are required to register for a minimum of 1 credit hour for each Fall and Spring semester, and you are required to register for a minimum of one credit hour during the semester in which you graduate (including Summer). These requirements ensure you remain an active student in the Program and that, even if you have already completed your required coursework, you continue to retain your student privileges (e.g., use of the library).

How long should it take for me to finish the program?

The M.S. Environmental Science is designed to be completed in 2 to 3 years; however, time to completion varies based on your personal circumstances. If you are a part-time student (<9 credits per semester), it will take longer to earn your degree; if you are a full-time student but are also working, you may find it challenging to devote the hours necessary to complete the thesis research and written thesis in this time frame. The completion of the 36 credit hours required to graduate in two years requires a minimum of 9 credit hours per semester for 4 consecutive semesters (two Fall and two Spring semesters). The program does its best to ensure that sufficient courses are available each semester and at times appropriate to accommodate the schedules of our graduate students. To help you stay on track, we have identified Graduate Student Milestones— a series of deadlines and products that, if followed, will help ensure that you earn your degree in a timely fashion.

What is the Graduate Committee and how do I select my Committee members?

Your Graduate Committee consists of 3 or more faculty members or environmental professionals who supervise your research, mentor you through the completion of the thesis, and ultimately approve your thesis for graduation. Committee members must be members of the graduate faculty, and two of them must be graduate faculty in the Department of Marine and Ecological Sciences. The other Committee member(s) can be from another department, another university, or from an environmental agency. These non-departmental members are especially valuable if your work requires additional expertise not found among the Program faculty. You and your Major Professor should work together to select appropriate Committee members. If you select someone from outside the University who is not likely to be credentialed as a member of the graduate faculty, be sure to remind your Major Professor that this individual needs to be credentialed before being approved as a member of your Committee.

It is important that the individuals you select to serve on your Graduate Committee can add value to your thesis research. Do they have expertise relevant to your research? Do they have skills (e.g., experimental design, GIS, statistical analysis) that would help you set up your experiments/sampling design and analyze, interpret, and present your results? Do they have special resources (e.g., instrumentation, equipment) that would enhance your research? Remember: It's all about the thesis.

What is a research thesis and where do I begin?

The thesis is the culminating product of the M.S. Environmental Science degree. It is the written embodiment of your research: it identifies important research questions, tests hypotheses related to these research questions, and employs the scientific method to answer these questions. Based on the recommendation and approval of your Graduate Committee, the thesis may take the form of one lengthy paper or multiple smaller papers. There is no prescribed length: you will work with your Major Professor and the other members of your Graduate Committee to determine what is appropriate for the research conducted and what is sufficient

in terms of time committed. The format is similar to that of a scientific or discipline-related journal article, making it easy to transform your work into a manuscript for submission to a professional journal. Hard copies of successfully completed theses (prior to 2015) are available through the FGCU Library, and electronic copies (since 2015) are available through ProQuest.

The key to getting started on your thesis research is effective communication. Faculty members are busy individuals with a host of responsibilities invisible to the average student. Take the initiative to meet with your Major Professor/Interim Advisor early and often. To remain on track to graduate in two years, you should have the thesis topic and research questions defined by end of your first semester (Fall). During your second semester (Spring), you will develop your Thesis Proposal as part of the course Environmental Research Methodology EVR 6022 and will be expected to present your Thesis Proposal publically at the end of the Spring semester. It is important for you to work closely with your Major Professor to develop a research design and identify Graduate Committee members, so that you can begin collecting data no later than the Summer of year one.

What types of thesis research have former students undertaken?

Our graduate students have worked on a variety of thesis topics: most of these projects have applied science to address problems of regional importance in Southwest Florida; they have been conducted in forested uplands, through freshwater and tidally influenced wetlands, in estuaries, and out onto the continental shelf. Although these projects have spanned the physical and biological sciences, all have addressed some environmental problem. The Program web page provides a partial list of theses completed by our students.

How do I know I'm tracking through to graduation appropriately?

This Handbook provides you a list of the critical steps needed for graduation and an ideal time line. This *Graduate Student Milestones Checklist* should be discussed regularly with your Major Professor to keep you on track for timely graduation. Your Major Professor should be updating this form as you progress through the degree program, and you should refer to it frequently to ensure you are making good progress. You might also check in with the M.S. Environmental Science Program Coordinator once per year to ensure that you are on track and prevent any last minute surprises.

What is the Thesis Proposal and why do I have to present it publically?

You are required to create a Thesis Proposal that is reviewed and approved by your Graduate Committee. Proposal development is embedded within Environmental Research Methodology EVR 6022, a course required of all students in the program. The Thesis Proposal is a blueprint for the successful completion of your research: it lays out the research questions you are asking, how you will collect data to address those questions, how you will analyze and interpret the data, and how your research is relevant and unique. It also identifies specific resources you will need to complete your thesis research. At the end of Environmental Research Methodology EVR 6022, you will also be required to present your Thesis Proposal publically. This short public presentation is intended to create a forum for feedback from faculty and other students, feedback that you can use to improve the quality of your work. Because your research evolves over time, there is a good chance your thesis proposal will not look exactly like your completed thesis. This is expected. You will encounter unforeseen circumstances, and the data you collect may encourage you to reframe your research questions or your sampling design/ experimental approach. Nonetheless, the Thesis Proposal represents the first tangible expression of your

thesis, provides a guide to follow or modify as you conduct and complete your research, and creates a document you can share with faculty as you assemble your Graduate Committee.

What is the thesis defense?

Your Thesis Defense includes a public presentation of your thesis and provides a formal opportunity for your Graduate Committee to review, evaluate, and approve the work completed. Your Defense should be scheduled at a time when your thesis is written and close to its final draft and at a time when all your Graduate Committee members have provided feedback that you've already satisfactorily addressed. It is also an opportunity for you to present your research to a public audience (typically faculty, students, and guests) to highlight your accomplishments.

The public presentation typically lasts 45 minutes and includes time for attendees to ask questions. After the public presentation, you and your Graduate Committee meet to discuss the content of the thesis to determine whether the work is satisfactory and if any additional changes need are required before final approval. If you have been involving and updating your Committee members at various stages of your research and writing, and if you've been addressing their concerns along the way, there should be no surprises. The Thesis Defense must be scheduled during the semester no later than one week prior to the last day of classes and not during breaks or holidays. The Defense must be publically announced (email, posted flyers) a minimum of one week prior to the Defense date (preferably two weeks). Scheduling must be done cooperatively with your Graduate Committee; each member must be available, and each member must agree that you have progressed enough to defend your work.

You will find it useful to attend thesis defenses of other students regularly. This will give you an appreciation of the process and of the quality and depth of work expected.

What are my graduation requirements?

- Complete a minimum of 36 graduate credit hours.
- Maintain a cumulative GPA of 3.0 for all coursework completed in program.
- Provide one bound copy of your thesis to the Department of Marine and Ecological Sciences.
- Establish a Graduate Committee composed of a minimum of three individuals, two of whom must be part of the graduate faculty in the Department of Marine and Ecological Science.
- Submit an application to graduate by the deadline listed in the FGCU Academic Calendar.
- A maximum of 9 credits of course work may be transferred from other institutions or from pre-degree enrollment at FGCU if those courses are appropriate to the program of study. These are subject to approval of the Program Coordinator.

The requirements for graduation for the M.S. Environmental Science, including required coursework, are detailed on the Program's web page. Beyond completing the necessary coursework, you must successfully write, defend, and submit your thesis, and you must apply to graduate by the deadline listed in FGCU's Academic Calendar.

Appendix B: Sample Graduate Committee Appointment Form

MS Environmental Science
 Graduate Committee Appointment
 (To be completed by all members of the Graduate Committee)

Name of Graduate Student: _____

UIN: _____

Graduate Committee Members

 Major Professor [Print Name]

 Signature

 Affiliation

 Co-Major Professor [Print Name]

 Signature

 Affiliation

 Committee Member [Print Name]

 Signature

 Affiliation

 Committee Member [Print Name]

 Signature

 Affiliation

 Committee Member [Print Name]

 Signature

 Affiliation

The signatories above confirm that they each agree to serve as a member of the Graduate Committee of the above named graduate student. Furthermore, these individuals have verified by signature that they are currently credentialed as a member of the Graduate Faculty at Florida Gulf Coast University.

 M.S. Environmental Science
 Program Coordinator

 Date

Appendix C: Graduate Student Milestones Checklist

M.S. Environmental Science Graduate Student Milestones Checklist

Student: _____ UIN: _____

Major Professor: _____ Semester/Year Admitted: _____

<i>Milestone</i>	<i>Completed</i>
<input type="checkbox"/> Name(s) of Interim Advisor(s): _____ _____	Date: _____
<input type="checkbox"/> Name of Major Professor (s): _____ _____	Date: _____
<input type="checkbox"/> Thesis topic with brief description: _____ _____ _____ _____	Date: _____
<input type="checkbox"/> Public Presentation of thesis proposal	Date: _____
<input type="checkbox"/> Composition of Graduate Committee: <i>(3 or more members)</i>	Date: _____
_____ _____ _____	_____ _____ _____

Thesis Proposal approved: *(e-copy to Program Coordinator)* Date: _____

Proposal Title:

Thesis defense scheduled Defense Date: _____

Thesis Title

Thesis successfully defended Date: _____

Thesis signed and submitted to ProQuest Date: _____

Appendix D: Sample Thesis Title Page

DIEL MOVEMENT OF JUVENILE SMALLTOOTH SAWFISH *PRISTIS PECTINATA*:
IMPLICATIONS FOR DEFINING THE SIZE OF A NURSERY HOTSPOT

A Thesis

Presented to

The Faculty of the College of Arts and Sciences
Florida Gulf Coast University

In Partial Fulfillment

Of the Requirement for the Degree of
Master of Science

By

Cecily Huston

2017

Appendix E: Sample Thesis Approval Page

Florida Gulf Coast University Thesis

APPROVAL SHEET

This thesis is submitted in partial fulfillment of the
requirements for the degree of
Master of Science

Cecily Huston

Approved: June 13, 2017

S. Gregory Tolley, Advisor

Gregg Poulakis, Committee Member

Philip Stevens, Committee Member

Kara Lefevre, Committee Member

The final copy of this thesis has been examined by the signatories, and we find that both the content and the form meet acceptable presentation standards of scholarly work in the above mentioned discipline.

Appendix F: Sample Graduation Certification Checklist

MS Environmental Science Graduation Certification Checklist
(To be completed by Major Professor/Co-Major Professors)

Name of Graduate Student: _____

UIN: _____

Check all that apply:

- All coursework completed (36 credits total)
- Successful Thesis defense
- Thesis Approval Page Signed by Graduate Committee Members
- Program (Major Professor) Approval of Submitted Electronic Thesis
- Graduate Studies Submission of Electronic Thesis

This is to certify that all requirements for the M.S. Environmental Science degree have been successfully completed.

Associate Dean, College of Arts and Sciences

Date

Program Coordinator, M.S. Environmental Science

Date

Chair, Graduate Committee (Major Professor)

Date

Appendix G: Preparing for your Thesis Defense

Preparing for Your Thesis Defense

(Adapted from Practical Tips for Preparing for the Thesis Defense, University of Central Florida, University Writing Center. Retrieved Jan. 1, 2018 <https://uwc.cah.ucf.edu/>)

The thesis defense is a long-awaited and hard-earned personal event, as well as a major professional presentation. Obviously, you want to be mentally prepared for a discussion and explanation of your work, and putting forth a good impression through appearance and conduct is an important part of a successful defense. You probably have loads of questions about the minutia of a thesis defense; the following will help answer a few of them.

Where should I turn for tips on resources for my defense? Your first stop should be to see your major professor. Your major professor will guide you through all the necessary stages. He or she will also know the habits and personalities of perspective graduate committee members, and may be able to share insights concerning your selection of committee members. In addition to guiding you through your committee member selection, your major professor will also communicate with these members, allowing you advance notice of what to expect in the way of their conduct during the actual defense. Develop a good working relationship with your major professor. Also, do not hesitate to talk to other graduate students; they can be a good source of practical ideas and tips for preparing for this important occasion.

Is there some way to know what a defense is like, in advance? Yes. Professors highly recommend attending at least one (if not more) defense in your discipline as a way of getting to know what the general process entails.

What are the most important last minute things to do when preparing for my defense? Professors invariably give the same response: be prepared! Do all the necessary last minute prep work for your defense at least two days before the actual defense. Be sure that you have all the necessary materials ready to go. Review your thesis thoroughly before the defense; all aspects of your research should be fresh in your mind. You may be sick of the material by this time, but you've got to stay intimately involved with it until after the defense is successfully completed. Most importantly, be prepared to think quickly while on your feet!

What should I wear to my defense?

Business attire. You should dress as if you are going to a professional interview.

I'm very nervous. What should I do to combat this feeling? Feeling nervous about the defense is quite normal. Most professors offer similar responses: get plenty of rest the night before your defense, and if you practice some type of relaxation technique or meditation, by all means, do it. You will want to look and feel as refreshed as possible and have the energy and concentration to respond intelligently to the questions posed to you.

How should I conduct myself during my defense? During the defense, you should conduct yourself confidently and professionally, and be well prepared to give a knowledgeable presentation of your work. Be conscious of not talking too fast and be mindful of speaking clearly and loudly enough to be heard. If you gesture, do so in a natural manner, and do not fidget while giving your presentation. Remember to be respectful of your colleagues and the academic environment—avoid coming across as arrogant,

defensive, or dismissive. However, don't forget that this is your opportunity to shine; you are the expert concerning your research.

How do I avoid "freezing up"? Try to anticipate problems that could arise with your defense, in advance. What are the most challenging questions that you might be asked? Plan and practice your responses. In other words, be thoroughly prepared; this is the largest component to avoid "freezing up." The confidence that comes from knowing your material is more than half the ammunition needed for the defense. In the face of difficulty, stay centered, take a moment to gather your thoughts, take a deep breath, and...begin speaking.

I've heard that some committee members ask tangential questions during a defense. How do I handle that? If a committee member asked a question that falls outside the scope of your work, try not to get confused and flustered. Usually this sort of question stresses something the committee member thinks is significant. Give an honest answer, if you can—you may have to make a quick mental reference to the critical views of your topic. You should be familiar with the current research to avoid being caught off guard during your defense; otherwise, rely on your knowledge of your own topic to give a cogent response.

Can my friends and family help me get through this? Yes. Use them as a test audience for your defense. These individuals may not be able to offer academic comments, but they can offer tips on your defenses strengths and weaknesses, in terms of your delivery. In addition, arrange to have at least one family member or friend meet you after your (successful) defense, to help you celebrate your accomplishment.

Can fellow graduate students help me get through this? Absolutely. Use them as a test audience for your defense. Fellow graduate students can help you with some of the more technical aspects of your presentation, they can help you anticipate questions that might likely arise after the presentation, and they can provide useful comments on the delivery of your presentation.

Sources:

Holcomb, Susan. UCF Professor of Anthropology. Personal Interview. Feb. 2001.

Isaac, Alicia. *The African American Student's Guide to Surviving Graduate School*. Thousand Oaks: Sage Publications, 1998

Zorn, Elayne. UCF Professor of Anthropology. Personal interview. Feb.

Appendix H: Library Resources: Theses and Dissertations

FGCU Library Services

Suggested Resources on Theses & Dissertations

This guide is meant to help users locate resources on theses and dissertations that are available at Florida Gulf Coast University Library or in other State University Libraries in Florida. The guide is divided into five categories: handbooks and manuals, locating theses and dissertations, identifying theses and dissertations, bibliographies and style manuals. Books about the preparation and writing of theses or dissertations can also be identified in library catalogs through the following subject headings:

Dissertations, Academic	Authorship
Academic Writing	Report Writing
Research Handbooks, Guides and manuals	

HANDBOOKS & MANUALS

The following is a short list of suggested sources on writing theses and dissertations.

Brown, R. (2006). *Doing your dissertation in business and management: The reality of researching and writing*. London: SAGE.

General Collection **LB2369 .B73 2006**

Davis, G.B., Parker, C.A. (1997). *Writing the doctoral dissertation: A systematic approach*. Hauppauge, NY: Barron's.

General Collection **LB2369 .D357 1997**

Fitzpatrick, J. (1998). *Secrets for a successful dissertation*. Thousand Oaks, Calif.: Sage Publications.

General Collection **LB2369 .F547 1998**

Garson, G.D. (2002). *Guide to writing empirical papers, theses, and dissertations*. NY: Marcel Dekker.

General Collection **LB2369 .G27 2002**

Glatthom, A.A. (2005). *Writing the winning thesis or dissertation: A step-by-step guide*. Thousand Oaks, CA: Corwin Press.

General Collection **LB2369 .G56 2005**

Harman, E. (Ed.) (2003). *The thesis and the book: A guide for first-time academic authors*. Toronto: University of Toronto Press.

General Collection **Z286 .S37 T53 2003**

Higgins, R. (1996). *Approaches to research: A handbook/or those writing a dissertation*. London: Jessica Kingsley Publishers.

General Collection **RC337 .H54 1996**

Holtom, D. (1999). *Enjoy writing your science thesis or dissertation: A step by step guide to planning and writing dissertations and theses for undergraduate and graduate science students*. London: Imperial College Press; Singapore; River Edge, NJ: World Scientific.

General Collection **TII .H582 1999**

FGCU Library Services

Suggested Resources on Theses & Dissertations

Johnson, J. (1997). *The Bedford guide to the research process*. (3rd ed.) Boston: Bedford Books.
General Collection **LB2369 .J56 1997**.

Krathwohl, D.R. (2005). *How to prepare a dissertation proposal: Suggestions for students in education and the social and behavioral sciences*. Syracuse, NY: Syracuse University Press.
General Collection **LB2369 .K723 2005**

Long, T.J. (1985). *Completing dissertations in the behavioral sciences and education*. San Francisco: Jossey-Bass.
General Collection **LB2369 .L65 1985**

Luey, B. (Ed.) (2004). *Revising your dissertation: advice from leading editors*. Berkeley: University of California Press.
eResources – Search Library Catalog for title and click "Connect Now" to view.

Mauch, J.E. and Birch, J.W. (1998). *Guide to the successful thesis and dissertation: a handbook for students and faculty*. (4th ed.). NY: M. Dekker.
General Collection **LB2369 .M377 1998**

Mitchell, L. (1996). *The ultimate grad school survival guide*. Princeton, NJ: Peterson's.
General Collection **LB2371.4 .M58 1996** (See specifically Chapter 8: Your Thesis/Dissertation.)

Ogden, E.H. (1993). *Completing your doctoral dissertation or master's thesis in two semesters or less*. (2nd ed.) Lancaster, PA: Technomic Pub. Co.
General Collection **LB2369 .033 1993**

Piantanida, M. (1999). *The qualitative dissertation: a guide for students and faculty*. Thousand Oaks, CA: Corwin Press.
General Collection **LB 2369 P48 1999**

Preece, R.A. (1994). *Starting research: an introduction to academic research and dissertation writing*. NY: St. Martin's Press.
General Collection **LB 2369 P69 1994**

Pyrzczak, F. (Ed.) (2000). *Completing your thesis or dissertation: Professors share their techniques and strategies*. Los Angeles, CA: Pyrczak Pub.
General Collection **LB2369 .C65 2000**

Rossmann, M.H. (1995). *Negotiating graduate school: a guide for graduate students*. Thousand Oaks, CA: Sage Publications.
General Collection **LB2371 .R67 1995** (See specifically Chapter 5: "The Proposal and the Thesis/Dissertation.")

FGCU Library Services

Suggested Resources on Theses & Dissertations

Rudestam, K.E., Newton, R.R. (1992). *Surviving your dissertation: a comprehensive guide to content and process*. Newbury Park, CA: SAGE.

General Collection **LB2369 .R83 1992**

Sternberg, D. J. (1981). *How to complete and survive a doctoral dissertation*. NY: St. Martin's Press.

General Collection **LB2386 .S74 1981**

LOCATING THESES & DISSERTATIONS

There are variations in the way Masters' theses and dissertations are cataloged in library catalogs. In addition to cataloging by author, title and by the subject matter of the thesis, the type of work, i.e. thesis or dissertation, is also cataloged and searchable. In the FGCU catalog, a thesis is assigned the subject "Dissertations, academic" followed by a subheading for the university where the thesis was done. For example:

Dissertations, academic - Florida Atlantic University.

Theses and dissertations held by other State Universities in Florida may be found in their online public catalogs a bit differently. For example in the University of South Florida (USF) online library catalog, USF theses can be found by searching Dissertations, academic - USF.

1. e.g., to find USF masters theses in the adult education program:

Dissertations, academic -- USF -- adult education - masters

OR

Dissertations, academic -- USF -- adult education - doctoral

2. In the University of Florida (UF) online catalog, UF theses are found in this example:

Dissertations, academic -- UF -- College of Health Professions

3. In the University of Central Florida (UCF) online catalog, UCF theses can be found by searching simply the subject heading followed by a subheading for the department.

e.g.:

Dissertations, academic - - health and public affairs

Dissertations, academic -- health and professional studies

IDENTIFYING THESES & DISSERTATIONS

ProQuest Theses & Dissertations: A & I. (electronic format via Online Databases) 1861 to present. Indexes most doctoral dissertations completed in the U.S. at accredited institutions for the last 150 years. Includes some Master's theses (since 1988) and foreign language dissertations. Dissertations

FGCU Library Services

Suggested Resources on Theses & Dissertations

published from 1980 forward include 350-word abstracts written by the author. Master's theses published from 1988 forward include 150-word abstracts. Titles available as native or image PDF formats include free twenty-four page previews. UMI offers over 1.8 million titles for purchase in microform, paper or electronic formats."

Searching is available by granting institutions arranged by state; or by subject area, then by state and granting institution.

WorldCat Dissertations

A separate searchable database of all of the citations to dissertations found in the World Cat database.

Full-text of dissertations is sometimes linked from the record

A copy of a dissertation or a Master's thesis can sometimes be borrowed through Interlibrary Loan. Some dissertations and theses are simply not available due to the granting university's policies.

BIBLIOGRAPHIES

Abstracts of Master's theses, 2005 Smith College School for Social Work. (2005). *Smith College Studies in Social Work* 75(4): 43-111. (See earlier volumes also)

Nineteenth annual index of graduate theses and projects in allied health. *Journal of Allied Health* (1997) 26, 4, 201-41. (See earlier volumes also)

FGCU Periodicals - **Microfilm R690 .J6S**

Contains entries from 91 institutions, giving author, institution, year, degree, emphasis, discipline, and title, arranged by topic: allied health, biocommunication arts, child development/care, clinical psychology, dentistry, environmental health, exercise science, food service, health education, health services, medical laboratories, nurse anesthesia, nursing, nutrition/dietetics, occupational and physical therapy, rehabilitation counseling, respiratory therapy, and speech pathology/audiology.

STYLE MANUALS

Note: Many style manuals and citation guides are now on the Worldwide Web. For some of those see under "Citation Style Manuals" at the FGCU Library Homepage (<http://library.fgcu.edu>).

American Sociological Association. (1997). *ASA style guide*. (2nd ed.) Washington, DC: American Sociological Association.

Reference Desk HM73 .A54 1997

Amato, C.J. (2002). *The world's easiest guide to using the APA*. Westminster CA: Stargazer Publishing.

Reference Desk BF76. 7 .A62 1995

FGCU Library Services

Suggested Resources on Theses & Dissertations

APA-style helper [electronic resource]: software for new writers in the behavioral sciences. Vers. 5. (2005). Washington, DC: American Psychological Association.

Reference Desk BF 76.6 P832 2005

Chicago manual of style. (15th ed.) (2003). Chicago: University of Chicago Press.

Reference Desk Z253 . U69 2003

Gibaldi, J. (1998) *MLA style manual and guide to scholarly publishing.* (2nd ed.) NY: Modern Language Association of America.

Dictionary Stand PN147 .G444 1998

Reference Desk PN147 .G444 1998

Li, X. (1996) *Electronic styles: a handbook for citing electronic information* (2nd ed.). Medford, NJ: Information Today.

Dictionary Stand PN171.F56 LS 1996

Reference PN171.F56 LS 1996

Publication manual of the American Psychological Association. (5th ed.) (2001). Washington, DC: American Psychological Association.

Dictionary Stand BF76. 7 .P83 2001

Reference Desk BF76.7 .P83 2001

Reference BF76. 7 .P83 2001

Trimmer, J.F. (2006). *A guide to MLA documentation: with an appendix on APA style.* (7th ed.) Boston: Houghton Millin.

Dictionary Stand PNI 74 . T75 2006

Turabian, K.L. (1996) *A manual for writers of term papers, theses, and dissertations.* (6th ed.) Chicago: University of Chicago Press.

Reference Collection LB2369 . TS 1996