

ENVS Masters Thesis/Terminal Project Guidelines

1. The following requirements are in addition to those of the Graduate School. Master's candidates are responsible for meeting all deadlines and requirements of the Graduate School, which are posted at <http://gradschool.uoregon.edu/?page=mastersDegreeProcedures>.

2. A thesis is a substantial paper presenting independent research that makes a contribution to the current body of knowledge in a scholarly field. The final version of the thesis is presented to the Graduate School, deposited in Knight Library, and noted on the student's transcript. Theses should satisfy the expectations and academic standards, including length and format, of the adviser's department or program. The Master's candidate is responsible for learning and meeting these standards through consultation with her or his adviser.

3. A terminal project is a culminating activity or creative product that embodies the skills and knowledge acquired from course work completed for the degree. Typically, the activities of the project will be documented in a written form that is comparable in length and substance to a thesis, although exceptions may be applicable in the case of artistic creations or performances. The project is presented to the Environmental Studies Program, but it is not noted on the transcript, and copies are not deposited in the Knight Library. The expectations and standards for the project are agreed upon by the candidate and her or his full committee no later than the end of fall term of the second year.

4. A final draft of the thesis or written project report, in the form to be defended, must be presented to all members of the thesis or project committee no later than **three weeks** prior to the scheduled date for the defense. Failure to meet this deadline will result in postponement of the scheduled defense.

5. The defense must be held by the end of week 7 of the term in which the candidate intends to graduate. The candidate will make arrangements with all members of the thesis or project committee **as soon as possible in the term of graduation but no later than the end of the second week of the term in which the candidate intends to graduate**. The Graduate Coordinator will then be notified of the date and time of the defense, and will arrange for a defense venue and advertise via listservs and fliers.

6. All members of the thesis or project committee must attend the defense. Candidates planning to graduate during summer term should be aware that it may be more difficult to schedule a defense during the summer months that all of their committee members are available to attend.

7. Defenses of theses or projects will adhere to the following format:

- Defenses are open to the public and advertised to the ENVS community.
- The advisor presides over the thesis or project defense.
- The candidate presents a summary of the thesis or project, highlighting its most significant results. Presentations are typically 15-30 minutes.
- Each member of the committee, concluding with the advisor, is given an opportunity to ask the candidate questions about the written materials or the presentation.
- As time allows, the audience is given an opportunity to ask the candidate questions.
- The total time for presentation and questioning of the candidate will be a maximum of ninety minutes.
- After questioning has concluded, the candidate and audience are dismissed to allow for private deliberation by the committee.
- The committee will determine whether the candidate passes successfully or fails the public defense, and will determine any additional changes or revisions required prior to the submission of the final version of the thesis to the Graduate School, or written project report to the ENVS graduate coordinator.
- In the case of a successful defense, the audience is invited to return for an announcement of the candidate's success. In the case of an unsuccessful defense, the candidate is informed privately of the results.
- In the case of a successful defense, all committee members sign the approval form (available from the Graduate Coordinator and on the ENVS website). The advisor will then return the form to the Graduate Coordinator. This must be done within 5 days of the date of the defense, unless the committee has granted a conditional pass or requires changes prior to final approval. In this case, the advisor will return the signed form after the candidate has completed the required changes to the satisfaction of the committee.

8. In some cases, alternative arrangements for the thesis or project defense may be considered. In such cases, the candidate's advisor will confer with the ENVS Program Director and other members of the candidate's committee to determine an appropriate defense format.

9. After completing any final revisions, graduating students are expected to submit electronic copies of final theses and project reports to the UO Library's Scholar's Bank for electronic archiving. For theses, two copies are submitted to the Graduate School; the Graduate School returns one to the ENVS Program for its library. For projects, one copy is submitted to the ENVS Graduate Coordinator.