

MARINE SCIENCE

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GRADUATE STUDENT HANDBOOK 2018-2019

This handbook is provided as a general guide for DMS graduate students. The USM Graduate Bulletin should be consulted for official university and division policies. Additional information about DMS policies can be obtained from your advisor, the USM Bulletin, the division chair, or the division web page:

<http://www.usm.edu/marine>.

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INTRODUCTION

The University of Southern Mississippi has been given the leadership role in marine science in Mississippi by the Board of Trustees of State Institutions of Higher Learning. In 1986, the university established the Center for Marine Science at the John C. Stennis Space Center (SSC), located near Bay St. Louis, Mississippi. Degree-granting status was awarded to the center in 1987 for the Master of Science (M.S.) degree, and in 1990 for the Doctor of Philosophy (Ph.D.). The Division of Marine Science (DMS) is an academic division within the School of Ocean Science and Engineering in the College of Arts and Science. Although marine science is inherently multi-disciplinary, students will generally specialize in physical oceanography, biological oceanography, geological oceanography, or marine chemistry. In addition to the marine science degree program, in 1999 DMS established an intensive one-year M.S. program in hydrographic science, followed by a Ph.D. in marine science with an emphasis in hydrographic science.

FACILITIES

Research Facilities

The Division of Marine Science occupies offices and laboratories in Buildings 1020, 1022 and 1029 in Stennis Space Center's central administrative complex. Faculty and graduate student offices are located in Building 1020, while the George Knauer Marine Science Building (1022) contains classrooms and laboratories. The Oceanographic Support Facility (Bldg. 1029) greatly enhances DMS facilities for implementing marine operations, including marine instrumentation, metal/wood/electrical shops, and boat modifications at Stennis. This year, the University and Marine Science partnered with the Port of Gulfport to build the Marine Research Center (MRC), located on the coast in Gulfport MS. The MRC houses offices, a classroom, and conference room for classes and meetings. There are also laboratories, storage spaces, a ballast tank, and fabrication shop, which were built to support our 135' regional class research vessel, the *R/V Point Sur*, its crew, and offshore scientific research (<https://www.usm.edu/marine/rv-point-sur>).

In the various DMS laboratories, a considerable array of research equipment is available including a high-resolution inductively coupled plasma mass spectrometer (ICP-MS), gamma ray and alpha particle spectrometers, spectrophotometers, laser particle analyzer, high performance liquid chromatographs, fluorometers, carbon-nitrogen analyzers, liquid scintillation counters, nutrient analyzers, and image analyzers. The division operates various underwater vehicles including autonomous underwater gliders, towed instrument systems, a \$1.3 million autonomous underwater vehicle known as the "Eagle

Ray," and remotely operated vehicles, which includes the ROV "Odysseus" aboard the *R/V Point Sur* through a partnership between Pelagic Research Services and Southern Miss. There is also an array of other equipment, including instruments for determining underwater physical and optical properties and extensive computer and networking facilities. The division's location at Stennis Space Center gives it proximity to a variety of other agency facilities with which many of our adjunct faculty members are associated. Agencies include the Naval Research Laboratory, the Naval Oceanographic Office, the National Oceanic and Atmospheric Administration, and the National Atmospheric and Space Administration. In fact, many of our graduates have accepted positions at these agencies.

The Gulf Coast Research Laboratory is located in Ocean Springs, Mississippi, (65 miles east of SSC). GCRL faculty and staff engage in a large number of applied research projects concerned with Mississippi's marine resources. GCRL faculty members participate in USM academic programs mainly through the Division of Coastal Sciences and primarily through the summer months. A number of our students take classes at GCRL, either in person or via IVN.

Students may also interact with marine science-oriented faculty located on the main campus in Hattiesburg, about 75 miles north of SSC. The Departments of Biological Science and Geography and Geology have faculty whose research complements the work done at DMS and faculty members in the Departments of Chemistry and Biochemistry and Physics and Astronomy, the School of Polymers and High Performance Materials, and the School of Computing also interact with DMS faculty and students.

Most of our faculty members conduct sea-going research as well as coastal and laboratory-based studies. Graduate students are required to participate in at least ten days of field experience. Research projects will often include access to research vessels, for example, through the University National Oceanographic Laboratory System (UNOLS). Users of university boats will be certified by the DMS Vehicle and Boat Committee. DMS operates four boats, including two 22' Carolina skiff, a 28' V-hull, and the 29' *R/V LeMoyne*. Some small boats for local use are available at GCRL, which also operates the 97' *R/V Tommy Munro*, the 60' aluminum catamaran *R/V Jim Franks*, the 38' *R/V Hermes* and the 32-passenger fiberglass 34' *Miss Peetsy B*. The division also owns two electric Slocum gliders (200 meters or 30 meters). In summary, students have access to a wide range of facilities and resources to help them accomplish their educational and research goals.

USM Libraries

For information about libraries available at the University of Southern Mississippi's Hattiesburg and Gulf Coast campuses, consult the following link: http://www.lib.usm.edu/about_us.html. The USM Library web site (<http://www.lib.usm.edu/>) provides access to the library catalog, and numerous electronic databases, such as ISI Web of Science, ScienceDirect, GEOREF and other e-resources. Interlibrary loans are also available through the Illiad system (<https://illiad.lib.usm.edu/illiad/logon.html>). Copies of articles can be emailed for free; you must specify in the request that you are at the Division of Marine Science at Stennis Space Center.

STUDENT AND PROFESSIONAL SOCIETIES

Student Oceanographic Society (SOS)

In 1992, the Student Oceanographic Society was formed by graduate students located at Stennis Space Center. The group was formed to offer assistance to marine science graduate students and to provide a means for the student body to voice any concerns they may have directly to faculty. SOS is a valuable resource to both new and established students, as it is essentially a strong network of students with various experiences and backgrounds. Membership is open to all part-time or full-time students enrolled in the Division of Marine Science (including the hydrographic science program) for a cost of \$10.00 per academic year.

We are a diverse group of young scientists dedicated to understanding our environment, while also nurturing a passion for community, camaraderie, and education. We like to have fun and sponsor various recreational activities, including a New Student welcoming party and an end-of-the-year crawfish boil. Community service projects include such events as beach cleanup, education booths, and judging science fairs.

Here are just a few areas in which SOS can offer assistance:

- social networking
- assistance with homework
- carpooling
- proofreading papers and preparation for meetings
- professional networking

Last year SOS participated in a number of community and division-based events including:

- The annual year-end DMS Crawfish Boil
- Student members volunteering as Science fair judges at Nicholson Elementary School
- Kickball event between students from the SOS (Stennis) and MEGSA (Marine and Estuarine Graduate Student Association, the graduate student organization of the Gulf Coast Research Laboratory)
- Fundraising activities including bonfire events and a Halloween party

We also provide study aids and practical questions to assist students with their qualifying exams, which are taken at the end of the first year.

A faculty member and student members form the present structure of SOS The function of the faculty member is as a liaison to (1) provide a communication link between students and faculty and (2) be an advisor to the SOS organization. The current faculty-student liaison is Dr. Davin Wallace. The current officers are:

President – Courtney Bouchard

Vice President – Harpreet Kaur

Secretary – Amy Moody

Treasurer – Samuel Glasscock

Marine Technology Society (MTS)

The Marine Technology Society is a professional organization dedicated to promoting awareness, understanding, advancement, and application of marine technology. USM is one of just 13 universities nationwide that host a student chapter. Our student members come from diverse backgrounds and have joined MTS as a way of bridging the gap between the academic and professional worlds, both for themselves, and for the next generation of budding marine scientists.

As students, we have found that one of the greatest things a professional society can do for its members is to help facilitate networking opportunities, and in this way, help the emerging student members gain a broadened perspective of what awaits on the other side of graduation. Our chapter constantly strives to create a dialog between students and professionals, as well as with members of the community.

In past years, our chapter has:

- Organized field trips to Naval Research Laboratory (NRL) and the National Data Buoy Center (NDBC)
- Hosted a hands-on glider workshop for student members presented by Naval

Oceanographic Office

- Created a resume-building workshop with an emphasis on finding a job in marine science
- Developed an educational outreach program in which the students design, construct, and fly their own PVC remotely operated vehicles (ROVs)
- Participated in several community festivals, in which visitors were allowed to drive both the student-made ROVs and a professional ROV (VideoRay)
- Coordinated a student poster competition for the 2011 Oceans in Action Workshop held in Biloxi, MS
- Increased interaction with the Gulf Coast professional section of MTS, whose members come from several agencies around Stennis Space Center

Member benefits

As a professional society, there are several member savings benefits, including discounts on conference registration, hotels, airfare, office supplies, malware removal, etc. But more importantly, and directly relevant to us, are the **\$40,000** per year in scholarships that MTS gives out. The pool of competition is low, and the money is easy to come by. There are also numerous leadership opportunities, both locally and on a national level. It is relevant to mention that every year, our chapter sends a student representative to a leadership meeting at the annual Oceans conference.

Why you should join

It is always helpful to get involved in everything you can think of, even other professional committees. It helps you figure out what you want to do with your life, if you don't know already. Also, we are located in a hotbed of oceanographic activity, and MTS affords members the opportunity to reach outside of academia and interact with professionals, who are often trying to actively recruit us!

Often, graduate school culture sometimes solely supports a future for students in academia, but MTS can help show students other opportunities, as well as enhance the academic experience. Our members are a group of dedicated graduate students whose primary interest in marine technology stems from the desire to make sense of the natural world and the processes within it. We aren't all budding rocket scientists or engineers, but we certainly welcome them too. We simply operate on the principle that marine technology plays a vital role in the advancement of understanding how our planet works by contributing to the development of innovative equipment that allows us to explore ocean processes.

The current chapter officers are:

President – Nina Schulze

Vice Chair – TBA

Secretary – Jordan Earls

Treasurer – Samuel Glasscock

Chapter Advisor- Dr. Stephan Howden

STENNIS SPACE CENTER INFORMATION

Helpful Links:

Stennis Community Main Portal: <https://sscommunity.ssc.nasa.gov/>

NASA Exchange: locations, phone numbers, and hours for a variety of Stennis resources:
<https://sscommunity.ssc.nasa.gov/nasaexchange/activities.asp>

NASA Exchange: Updated Announcements/Events for Stennis resources:
<https://sscommunity.ssc.nasa.gov/nasaexchange/index.asp>

Online Stennis Phone Directory:
<https://sscommunity.ssc.nasa.gov/telecom/phone/SSC-Directory.pdf>

Cafeteria, Food Trucks, Peck's, and other food services menus (updated weekly):
<https://sscommunity.ssc.nasa.gov/menus/index.asp>

See the back of this handbook for Stennis map.

Emergencies

Dial 911 for any emergency, including medical and fire, from any off landline. DO NOT CALL 911 FROM YOUR CELL PHONE WHILE ON SITE. Doing so will connect you to Hancock County's Sheriff and/or EMT dispatch, and help could be delayed. If you need to reach the Stennis Emergency teams from a cell phone, please call (228) 688-3636. The Fire Division, EMTs, and health clinic are all located in Building 8000, at the corner of Trent Lott Pkwy and Saturn Drive.

Security

All personnel are required to wear identification badges for security purposes at SSC. Applications for badges require a background investigation. The badging office is located

at Building 3103, at the South Gate (just before the site entrance). Temporary passes are also required for guest access to the facility and require some form of Federal or State issued photo identification. Visitor passes are requested online at the SSC Community Portal. They can be picked up at the North and South Gate reception centers. The requestor (an employee at Stennis) and the guest MUST BE U.S. citizens. Foreign nationals and guests who are NOT U.S. citizens are not allowed to request visitor's badges. Please contact Liz Hamm if you need to request a foreign national visitor's badge, which takes more than a month to process and approve.

Your vehicle will be subject to inspection at any time while on site, as well as when entering and leaving SSC. Access to SSC during evenings, weekends, and federal holidays is limited to official division business only. Outside of normal working hours, personnel should restrict their movement on site to DMS facilities.

Phone System

To call a number from one location to another on site use the last five digits of the 10-digit phone number. For directory assistance, dial the Operator at "0". Use of the phone system for long distance calls should be limited to official business only. To call a number off site, dial "9-9-1" then the area code and phone number. The Stennis phone system requires use of the phones provided to you and will not accept the use of personally purchased phones. For assistance with voicemail, and for the online phone directory, please see <https://ssccommunity.ssc.nasa.gov/telecom/phone/SSC-Directory.pdf>. If you need the ability to dial international phone numbers, please talk to your advisor first.

Facilities

For all problems related to buildings; for example, light bulb is out, sink/toilet problems, ceiling tiles need replacing, roof/window leaks, fume hoods aren't working, AC/heat not working, etc., please contact the Facility Manager, Allie Mojzis, at x8.3504 or email Allison.mojzis@usm.edu.

Allie Mojzis is also a member of a variety of NASA and USM facility programs: NASA Environmental (recycling, waste management, HAZMAT), NASA Health Physics (radiation and radioactive materials safety), SSC Emergency Council (emergency weather preparedness), USM/DMS Chemical Inventory, and USM Property Accounting. Please contact her for further information at x8.3504 or allison.mojzis@usm.edu.

Stennis requires a permit for small heat-generating appliances such as coffee pots and

microwaves. Every employee **MUST** submit an application for a permit of use for every small appliance in their office. Open-flame candles, plug-in air fresheners, toaster/convection ovens, and hot plates are **NOT** allowed. Please contact Allie Mojzis (x8.3504) for an application.

Transportation

All transportation to and from SSC is by **personal vehicle**, unless otherwise approved. Carpools are also available. For information about carpooling, consult the bulletin boards in Building 1100. **DO NOT** talk on your cell phone or text while driving on site. *Repeated driving violations while on-site at SSC will result in revocation of driving privileges.*

Child Care Center

On-site childcare is available for a cost to SSC personnel who have young children. The NASA Child Care Center, located on Road H, east of Building 2105, offers a unique developmental childcare program for younger children from 6 weeks to 5 years old. Both non-handicapped and mildly handicapped children are accepted. The center is open Monday through Friday from 6:30 A.M. until 5:30 P.M. and will be closed on all legal federal holidays. Though the center does accept drop-ins if applicable amount of room available, a parent may enroll full-time. Contact the Child Care Center for current monthly tuition: x83224.

Dining Facilities

A cafeteria is located in Building 1100, open Monday through Friday, 6:30–9 a.m. for breakfast and 10:30 a.m. – 1 p.m. for lunch. They serve hot meals, salad bar, wraps and sandwiches. PJs Coffee shop is located in Building 1100 and is open weekdays 6 a.m. – 4 p.m. They offer coffee, tea, pastries, and a variety of “grab-n-go” food. Subway is open weekdays from 6 a.m. – 3 p.m. in Building 1100 across from Keesler Federal. Another option in Building 1100 across from the cafeteria is JAM’s Snack Shop that offers a variety of “to go” snacks (open weekdays 7 a.m. – 3 p.m.). There are 3 food trucks that are on site Tuesday - Friday from 10:30a – 1p: Rue Chow (Behind Bldg.1103), Old School Eats school bus (near bldg.2606), and Savory Roots (at bldg.9313). There is a local Farmers Market on the first and third Tuesdays of every month, from 10 a.m. – 1 p.m. in the atrium of Building 1100. You can purchase items such as pre-made lunch and dinner foods, bakery items, fresh vegetables and fruit, local honey, plants, and handmade soaps. For information regarding dates and vendors, please see <http://ssccommunity.ssc.nasa.gov/nasaexchange/fm/>. Peck’s Seafood is located on the ground level of building 1200. They serve a variety of Southern dishes, including po-boys and seafood platters. They are open weekdays from 10 a.m. – 2 p.m. The Cypress House (Building 2411, x82311) is the only location at SSC where consumption of beer or wine is

permitted. It is open on weekdays for lunch 11a.m. – 2 p.m. and serves beer after 2. See their website for events and daily hours:

(<https://ssccommunity.ssc.nasa.gov/nasaexchange/documents/cypressHouse.pdf>). The Café at the INFINITY Science Center located off the interchange of Interstate 10 and Mississippi Exit 2 South (Hwy 607), also provides additional dining options and is open from 11 a.m. to 3 p.m. Microwave ovens and refrigerators/freezers are available in various DMS locations. There are also vending machines located in the break room of Building 1020. You will need to "brown bag" it if you are planning to work after 4:30 p.m.

Banks

Hancock Whitney Bank (8 a.m. – 5 p.m.) and Keesler Federal Credit Union (8 a.m. – 4 p.m.) have branch offices located in Building 1100 and both offer a full range of banking services for the convenience of employees and students. Hancock Bank also has a drive-through facility located on Road H, and Keesler offers a 24-hr ATM in Bldg. 1100 across from the cafeteria.

Support Services

The Stennis health clinic is located in Building 8000 (along with the Fire Dept. and EMT) at the corner of Saturn Drive and Trent Lott Blvd. They are open weekdays 7:30 a.m. – 4 p.m. and will take walk-ins during that time with emergencies only after 4 p.m. The Stennis clinic is NOT a free service! Please visit your own personal doctor or the USM clinic for non-emergencies. The Stennis clinic is only to be used in the event of an emergency that occurs on site.

A variety of services are located in Building 1100: a barbershop (x8.3348 for hours and appointments), dry cleaners (MWF, 11 a.m. – 2 p.m., x82315), and the NASA Exchange store, where you can purchase NASA-related gifts

(<http://ssc.nasaexchange.com/index.html>).

The NEX Mini-Mart, Building 2124 located on Road H, is open from 6 a.m. – 6 p.m. They are a basic general store, selling snacks, frozen food, liquor and beer, as well as medicine and toiletries. Just outside this building are 24hr gas pumps which can be used to fuel unleaded and diesel vehicles, both personal and division. The NEX Autoport located on Road J, open from 7 a.m. – 2 p.m., will perform basic car/truck maintenance, such as oil changes and tire rotations. Other services may be performed if needed, please call x8.3492 for a list of services and prices. If you would like your car washed and/or detailed, No Limit Detailing is located on Road J just across the street from the Autoport.

Library Facilities

The Maury Oceanographic Research Library, operated by the Naval Oceanographic Office (NAVOCEANO) and located in Building 1003, has an extensive collection of oceanographic reference sources. The Maury Library collection specializes in areas of oceanography, remote sensing, environmental sciences, and engineering. Students and faculty also have access to numerous electronic subscriptions which can be accessed through workstations at the library. Hours are 7:30 a.m. to 3:30 p.m. Monday through Friday, x84597. For library privileges, students must present a current SSC site identification badge. The library provides free photocopying of library materials (one copy only per article). The library catalog can be accessed on-line at:

<http://geniehost04.inmagic.com/InmagicGenie/opac.aspx>.

Recreational Activities

The SSC Wellness Center is open weekdays from 6 a.m. – 7 p.m. (Building 2119, x83950) and is located on Road H. The Wellness Center offers a variety of free exercise classes, Cybex (ellipticals, stationary bikes, treadmills) and free-weight training equipment, outdoor running track, basketball and tennis courts, 25 yd outdoor pool, and nutritional and health guidance. The fee is \$15/month or \$150/year. Elsewhere at SSC, there are sand volleyball courts, tennis club, golf league, and trail running/biking areas. The Stennis Recreation Association (x82411,

http://ssccommunity.ssc.nasa.gov/nasaexchange/rec_assoc.asp) arranges various on- and off-site activities (e.g., radio club, gun and archery club, softball league, etc.).

LIVING ON THE COAST

Transportation

Greyhound bus lines have routes along the coast, but do not come to SSC. The Gulfport/Biloxi and Louis Armstrong International (New Orleans, La.) airports provide a wide range of domestic and international flights.

Consult faculty and other students for information regarding obtaining a driver's license and purchasing a car if desired. Students are expected to drive safely at all times and to obey SSC driving policies.

Housing

You will be responsible for your own living accommodations. The closest available housing is ~15 miles from SSC (Picayune, MS or Slidell, LA), and you will need to provide your own transportation or arrange to car pool. Most faculty and students live in the surrounding communities of Long Beach, Pass Christian, Bay St. Louis, Waveland, Diamondhead, and Picayune in Mississippi and Slidell in Louisiana (all of these towns are 20 to 30 miles from SSC). Monthly rental fees range from \$700 for a one-bedroom apartment, \$700-\$800 for a two-bedroom apartment, \$900 for a two-bedroom house or \$900-\$1000 for a three-bedroom home. For further information, consult a current student or faculty member. In addition, the Student Oceanographic Society has created an apartment guide, to help incoming students select a town and apartment to live in.

Attractions and Entertainment

The Gulf Coast provides many attractions. Attractions include a 26-mile man-made public beach along the Gulf Coast, tours to Ship Island with Fort Massachusetts, canoeing along the Wolf River, great golf courses, and deep sea or bayou fishing, just to mention a few. The numerous casinos on the Gulf Coast provide a variety of concerts and featured performers as well as some excellent restaurants. Of course, New Orleans has a myriad of fun things to do, only one hour away. New Orleans is famous for the Aquarium of the Americas, the French Quarter, Audubon Zoological Gardens, New Orleans Opera, New Orleans Symphony, riverboat tours, numerous museums, world-class restaurants, and a variety of nightclubs. One of the best-known aspects of life in this area is Mardi Gras, celebrated with parades and parties in the two weeks prior to the start of Lent. New Orleans is also known for other special events such as the Jazz and Heritage Festival usually held in the spring at the New Orleans Fairgrounds and featuring premier musicians from all genres. The French Quarter festival is another enjoyable event, usually held prior to the Jazz and Heritage Festival and featuring more local performers. Two hours to the east are Mobile, Ala., and Pensacola, Fla., where you can find clear water, beautiful beaches and access by car to barrier islands.

Severe Weather Preparedness

Should destructive tropical weather threaten SSC or the surrounding area, all possible precautions are to be taken to safeguard personnel, equipment and materials. This plan is intended to provide the guidance necessary prior, during and following tropical weather threats that will help DMS personnel accomplish the above objectives while providing for division needs and ensuring the necessary coordination with other activities and

agencies on site. Other forms of destructive weather include severe tornadic breakouts, severe thunderstorm activity, or winter storms with freezing and destructive winds. Please visit <https://www.usm.edu/marine/resources-severe-weather-preparedness> for information regarding policies, evacuation procedures, and helpful links to emergency preparedness at Stennis and surrounding areas.

DIVISION POLICIES

For keys to Building 1020 (unlocked during weekdays 8 a.m. – 5 p.m.) and for keys to laboratories in Building 1022, please see Linda Downs. Duplicates are NOT allowed, so please take care of keys; they are to be returned upon completion of the program. If you plan to work outside of office business hours, be sure to carry your keys with you.

Office supplies are available for administrative use ONLY. Please take only what you need for classes. For supplies required during laboratory and/or field work, please consult your advisor.

Health Care

For routine medical care, the division recommends the USM clinic on the Hattiesburg, MS main campus. Students are required to have some form of medical insurance and a policy is available to graduate students for a cost. Information about the 2017-2018 Student Health Insurance can be found at: <https://www.usm.edu/employment-hr/ga-ra-international-student-information>.

USM Property

Allie Mojzis (Building 1022 room 116, x83504) is in charge of USM Property (computers, equipment, instrumentation, etc.) at DMS. If new equipment is purchased through either division or grant/project funds, it must be registered with USM. DO NOT remove DMS property without authorization from your supervisor AND the property accounting manager (Allie Mojzis). Laptops are provided by the department for class and research use while you are a student at DMS. Loan forms will be provided at the beginning of the semester as a means of keeping track of inventory.

Vehicles

Use of division vehicles is restricted to official division business. Vehicle use must be scheduled and the vehicle logged out in the Electronic Vehicle Log System (<http://10.14.4.56/boats/Web/>). Mileage logs, complete with funding information and

fuel purchases, are to be filled out upon return. Each vehicle has its own logbook. Fuelman is a charge card for gas, and is accepted at most gas stations, however, please check your route in advance to be sure there is a station that accepts Fuelman. Charges for use will be assessed to either a research project or to the division based on mileage. If you have a question about whether a particular use qualifies as official business, please check with Linda Downs. All drivers must have a valid U.S. license to operate division vehicles. All drivers must fill out a Vehicle Use Agreement prior to driving any division vehicle. Complete hand-out and return to Linda Downs. Requests for charging vehicle usage to the division require prior authorization with the business manager. For questions, please contact Allie Mojzis (x83504). To book a division car, please see the front office staff.

Vessels

Training and certification by the Vehicle and Boat Committee (Alan Shiller and Kevin Martin) is required to operate all division sea-going vessels. Please see the Boat Usage page on the DMS website for more information (<https://www.usm.edu/marine/boat-usage-guidelines>).

Computer Use

For an overview of computer usage at the Division of Marine Science, please see <http://www.usm.edu/marine/computing-resources-overview>, and use the links on the left-hand side to navigate through information on computers, wireless, printers, software, etc. A list of services available from USM iTech and many helpful tutorial and instructions may be viewed at the website: <http://www.usm.edu/itech>.

Each student is given a university-owned laptop computer to use for the duration of their enrollment. Each student is required to adhere to the Acceptable Use Policy of the Division and the University (<https://www.usm.edu/institutional-policies/policy-acaf-it-010>). A standard list of software that is installed on each computer is available at https://www.usm.edu/sites/default/files/groups/division-marine-science/pdf/4a_software_002_2017_002.pdf. There are additional software programs available as a free download on university-owned computers at the USM Software Center (<https://www.usm.edu/itech/software-downloads-and-purchases>).

On-site assistance is offered if help is needed regarding computers, networking, printers, emails, etc. The University Help Desk, located in Hattiesburg, is managed by iTech and is a resource available to answer many questions. Please have your Student ID number ready for the technician. Call (601) 266-HELP (4357) or email helpdesk@usm.edu. Please be sure to mention that you are a student at Stennis when

contacting them, otherwise they may not process your request.

For additional information regarding computer log-on, email setup, password management, please refer to Appendix III.

Student Requests

If students need to address a division or academic issue that the Chair needs to be involved in, they must first speak with their advisor. Their advisor will then speak with the Chair. If necessary, students may schedule an appointment with the Chair, but only after this has been agreed to by both parties. Students may not interrupt the Chair by entering his or her office without invitation. Requests for funding to conferences or workshops will be based on the student's record of engagement with the division, including but not limited to: academic performance, attendance at weekly seminars and division functions, and assistance with division requests from the Chair. Assistance will also be based on availability of funds.

MARINE SCIENCE ACADEMIC POLICIES

Please note: Portions of the below information does not apply to non-thesis hydrographic science master's students. Please see your advisor if you have questions.

Registration

It is the student's responsibility to consult with his or her advisor, select courses, and register in a timely manner. Failure to do so may result in late registration fees. **First-time** registration is handled by Linda Downs. She may be contacted at x87097 for details on course offerings, registration time and place, and registration materials that are needed following advisement; a list of required books is provided in SOAR at the time of registration. You may purchase these books online or through the university's bookstore. Early registration for continuing students is done through Southern's On-line Accessible Records (soar.usm.edu). See the Class Schedule Guide for instructions for registration by SOAR or visit the Registrar's website at www.usm.edu/registrar/. Refer to the current academic calendar for important student-related deadlines and dates at: <https://www.usm.edu/registrar/calendars>. Please ensure that the Graduate School has the most recent information on your undergraduate degree, including a final transcript. Contact your undergraduate institution and have them send transcripts with degree posted, to the University of Southern Mississippi, Graduate School, 118 College Drive #5024, Hattiesburg MS 39406. You will not be able to register for spring classes until your final undergraduate

transcript is are received by the university.

Textbooks may be purchased from the university's Barnes and Noble online bookstore (<https://usm.bncollege.com>). For used books, check other websites online that may offer cheaper costs for your required books (such as Amazon, textbooks.com, half.ebay.com, etc.)

As soon as possible, it is recommended that you access SOAR to change your contact information to your (new) local address and phone number. This ensures all university correspondence will arrive as soon as possible. You can also change your address using the forms at: <https://www.usm.edu/registrar/forms>.

Research and Scholarly Integrity Assurance Program

The University of Southern Mississippi requires training before students begin their research activities through the Collaborative Institutional Training Initiative (CITI). The training is for all principal investigators, faculty, and key personnel involved in research, including staff, post-doctoral fellows, graduate and undergraduate students. The research training requirements and instructions can be found at: <https://www.usm.edu/research/research-and-scholarly-integrity-assurance-program>. This must be completed, along with the Plagiarism Tutorial (<http://lib.usm.edu/help/tutorials.html>) during the first semester of enrollment. Upon completion of this training, you will need to email the link or PDF to your degree auditor.

Academic Integrity Training

Early on during the first semester, new students must complete an online module on the University's Academic Integrity Policy or experience an all-services hold in SOAR student accounts. To access the module, go to the Workplace Answers log-in page and sign in using your SOAR credentials (ID number and password): <https://slate.workplaceanswers.com/UnivSM/>. Any issues with accessing the training module should be addressed with the compliance office at: compliance@usm.edu.

Plan of Study Forms or Advisement/Degree Progress Report

As of fall semester 2017, students who begin their graduate program during fall 2017 or any future term, must complete the Advisement/Degree Progress Report made available in the Student Service Center of S.O.A.R. Students must meet with their advisor to discuss the Advisement/Degree Progress Report by the end of their first semester. Students who began their program prior to fall 2017, must still submit updated plan of study forms.

Please see Linda for the latest POS form.

Graduate School Orientation

The Graduate School began implementing an online orientation effective summer 2018 that is mandatory for all new graduate students: <https://www.usm.edu/graduate-school/graduate-student-online-orientation>. New graduate students receive an introductory online orientation email followed by another email beginning the 1st week of classes granting new students CANVAS access to complete the modules.

Program Requirements

For official information about program requirements, consult the USM Graduate Bulletin (<http://catalog.usm.edu/>). The Division of Marine Science offers a curriculum designed to familiarize students with the interdisciplinary field of marine science as well as allow for specialization in one of five major sub fields: biological oceanography, geological oceanography, physical oceanography, marine chemistry, and hydrographic science. According to the Graduate School, students cannot accumulate more than two (2) grades across six (6) credit hours of C+ or C grades in their course work (see below for further information). A grade of C- is not an acceptable grade and the course must be repeated. Each student may retake only one (1) course. Please consult the Graduate Bulletin for the most current grade policy information.

All entering Marine Science students must complete the four core courses (Physical Oceanography and Marine Chemistry in the fall semester and Biological Oceanography and Geological Oceanography in the spring semester) plus their associated labs, preferably by the end of their first year in residence. A grade of B or better (3.0 quality points per credit hour) must be obtained in all core courses to proceed with the degree program. A student who does not earn a B or higher in each of the core courses and core course laboratories will be required to perform remedial work or to retake the course before being allowed to advance to the Division Qualifying Examination. Students may remediate up to two courses under this policy. Note that a grade of B- (2.7 quality points per credit hour) is not considered satisfactory performance in the core courses. Furthermore, an overall GPA of 3.0 or above and no grade below a C are required for graduation. Students should consult with their advisor or the course instructor for more information. Additional program requirements can be found in the USM Graduate Bulletin. Students are required to be familiar with the information in the graduate bulletin catalog for the year that they enter the program. The courses and requirements listed for that year are the ones that must be fulfilled to graduate. Additional program requirements are described in Appendix I.

For students working on a thesis or dissertation, open communication between faculty and students allows for creative development of elective course offerings to support individual thesis research projects. Course offerings for each semester are distributed about 2 months prior to registration. Contact Linda Downs or go to the division website for a current listing. You are also permitted, with the approval of your advisor, to take courses offered at the USM main campus in Hattiesburg or the teaching site at GCRL, but be advised that it is a ~90 min commute each way. Students are encouraged to consult the USM class schedule for more information (<https://www.usm.edu/registrar/class-schedule-guide>). Class schedule information can also be accessed through S.O.A.R. (SOAR.usm.edu).

Interim Faculty Advisor and Committee

Upon acceptance, students in marine science are assigned an interim faculty advisor and an interim advisory committee consisting of three additional faculty members, one from each of the four major disciplines: Biological Oceanography, Marine Chemistry, Geological Oceanography, and Physical Oceanography. Students should meet regularly with their advisor and interim committee members beginning in the semester they enter the program. The purpose of the committee is to provide the student with advice regarding course work and possible thesis topics. In addition, the committee administers the oral Qualifying Examination, which is administered generally within two weeks after the student has completed the four core courses and their associated final exams and/or projects. One of the purposes of the Qualifying Examination is to determine if the students have begun to develop a sufficient understanding of the interdisciplinary nature of marine science. Students should begin meeting with their interim advisor and advisory committee members beginning in the Fall Semester (or their first semester in the program) to gain an understanding of Qualifying Examination expectations and how the examination is to be administered. The students will also be able to become comfortable with all of the advisory committee members so that they have the potential to do their best once the examination is administered.

Policy on Student Progress

Students are expected to make good progress toward completion of a degree. The division defines good progress as the timely completion of core courses, passage of the qualifying examination, formation of a thesis/dissertation committee, acceptance of a prospectus, completion of required and elective courses, fulfillment of the 10-day field experience or scientific research cruise experience, completion of the research tools requirement (for Ph.D. students only), completion of the comprehensive examination (for Ph.D. students only), fulfillment of the residency requirement, completion of

thesis/dissertation units, acceptance of the thesis/dissertation, passage of the thesis/dissertation defense and comprehensive examination (for M.S. students only), and the submission of the final university approved thesis/dissertation publication. A milestone completion guide for timely progress is provided in Appendix II. This form is to be completed by the student and copies should be kept electronically within the division, and by the student and their advisor. Student progress is reviewed annually at a meeting of the DMS faculty in the spring semester and students will receive written notice if they do not complete any of the above events when expected. The notice is intended as a flag to students that their performance in the program is less than satisfactory and whose progress is not on schedule. Repeated failure to complete requirements often results in student enrollment beyond the expected maximum time for completion of a degree as defined in this division. In general, full-time students are expected to complete a M.S. degree in two and one-half years or less, a Ph.D. from a master's degree in five years or less, and a Ph.D. from a bachelor's degree in six years or less. For part-time students, there may be an additional two to three years required to complete the program. Part-time students especially should be aware of the university time limits discussed in this policy statement above.

Students who repeatedly fail to make good progress are subject to loss of privileges upon review by the faculty and Chair. Privileges include office and desk space, laboratory space, laboratory supplies and equipment, field equipment, and research and teaching assistantships.

Part-time and full-time students who are not funded by the division through an assistantship or grant are still subject to time limits as stated by the Graduate School. The Graduate School requires that both part-time and full-time students complete a M.S. degree within five calendar years from the date of initial enrollment in a graduate program. The Dean of the Graduate School can be petitioned if more than five years is needed to complete requirements for a master's degree. The Graduate School requires that both part-time and full-time students enrolled in a Ph.D. program complete course work and take their comprehensive examination within a period of six years after admission to advanced graduate standing and graduate within eight calendar years. There is no time limit for completion of the dissertation, but the research must be timely according to the judgment of the thesis/dissertation committee.

Student Petitions for Exemption from Required Courses

- 1) A petition describing the student's reasons for requesting the exemption must be given to the division chair along with any pertinent documentation such as an official transcript and a course syllabus from another university. The student must also discuss the request with the DMS faculty member currently responsible for the particular required course. The only acceptable reason for such a petition

would be that the student has already taken an equivalent graduate level course during a M.S. degree program at another university.

- 2) Petitions will be approved by a vote of the DMS faculty **and** with the **consent of the instructor** of the required course. On approval, a course substitution request will be submitted to the Graduate School by the division.
- 3) Exemption of a student from a required course does not exempt that student from knowledge of the course's subject matter during the qualifying examination or other academic evaluations.
- 4) No credit hours are given with the exemption and exemption does not change the total number of credit hours a student must complete for graduation (Exception: previously approved transfer credit hours).

DMS Policy on Student Assistantships

1. **Definitions.** Graduate assistants provide support for teaching activities, research, and division administration. In general, teaching assistants (TAs) provide support for teaching and other division activities; research assistants (RAs) provide support for faculty research. Decisions on support are usually made in April for the following academic year.
2. **Eligibility.** Assistantships are awarded, in accordance with USM policy, only to full-time students in good standing who are making timely progress towards a degree. Award of assistantships depends on these conditions as well as the availability of funds.
3. **Student Responsibilities.** Students who accept an assistantship are obligated to perform 20 hours of work per week for the division (TAs) or the sponsoring faculty member (RAs). Failure to perform this obligation or failure to remain a student in good standing can result in termination of an assistantship. The 20 hours does NOT include coursework or directed research hours.
4. **Academic Year Support.** Academic year assistantships cover the nine-month period of two semesters, fall and spring. Upon acceptance of a graduate assistantship, students will complete the necessary Federal and state tax forms, I-9, State Directory of New Hires, and the Drug Free Workplace policy. Graduate assistants will be paid on a monthly schedule and direct deposit is mandatory. Graduate assistants are obligated to be available during the same time periods that faculty are available.

The assistantship levels are currently as follows: \$1,950/mo for beginning M.S. students, \$2,000/mo for M.S. students who have achieved candidacy for the M.S. degree. Candidacy for the degree is achieved after the student has completed the core courses and Qualifying Examination successfully, formalized their thesis committee and gained approval of their thesis prospectus. Beginning Ph.D. students receive \$2,000/mo and \$2,050/mo for Ph.D. students who have advanced to candidacy. Advancing to candidacy is achieved after the Ph.D. student has completed the core courses and Qualifying Examination successfully, formed their dissertation committee, completed their research tools requirement, gained approval for their dissertation prospectus and passed their Comprehensive Examination. Please note that these raises are not given automatically. Raises are based on the availability of funds through your advisor or through the division in the case of a student with a Teaching Assistantship. Your advisor needs to send an email to the Business Manager requesting the raise. Academic year support may come from division sources (TAs) or from a faculty member's grant funds (RAs). To maintain an assistantship a student must maintain an average GPA of B or better (3.0 or better) each semester. General tuition and the non-resident fee are waived for graduate assistantship holders. To qualify for this waiver, students on assistantships must be registered for courses totaling between nine (9) and twelve (12) hours each fall and spring semester, although waivers for up to thirteen (13) credit hours are granted through the Graduate School and between one (1) to six (6) for the summer term. Courses taken as audit do not count toward these hours. For the latest information on tuition and fees, go to: <http://www.usm.edu/business-services/general-tuition-fees>.

5. **Summer Support.** The summer is the three-month period from June through August. During the summer, assistantship levels are normally at the same monthly rates as during the academic year. Most summer support comes from the faculty member's grant funds. Thus, students supported during the academic year on a teaching assistantship will need to inquire of their advisors as to the availability of summer funds. Be sure to check with your advisor beginning in April about summer funding, as it is not guaranteed. It is important to note that student progress to completion includes the summer months, regardless of whether you are receiving a stipend over the summer.
6. **Time Limits.** As noted above, continuance of assistantships depends on good progress towards completion of a degree (as well as availability of funds). Therefore, full-time M.S. students will not be eligible for further support **after their third year** and full-time Ph.D. students will not be eligible **after their sixth year**. Under extenuating circumstances, a student may, with the support of the student's

advisor and committee, petition to be allowed to receive additional support beyond these limits. Such a request requires the approval of the division chair and a majority vote of the DMS faculty in support of the request.

7. **Outside Support.** Although DMS endeavors to provide funding for as many qualified students as possible, the total available support is limited. Students are therefore encouraged to work with their advisors to seek external funding such as scholarships, fellowships, and grants. Faculty members and the Office of Research Administration can provide information about funding sources.
8. **Outside Employment.** Assistantships are designed to allow students to pursue their studies and research full-time. If a student engages in outside employment it is likely to interfere with his/her good progress. Therefore, it is required that students discuss outside employment with their advisors prior to accepting any outside position. In the case of division assistantships, both your advisor and the Chair of the division will need to give approval. Such approval would be considered only under the most exceptional of circumstances.

Marine Science Scholar Fellowship

- The Marine Science Scholar Fellowship provides either a full-year assistantship or 9 months of stipend support and the equivalent of 3 months stipend for use on research related activities. The recipient gets to decide which they would like.
- Students must demonstrate both accomplishment and good progress through the degree program to be eligible.
- Eligible students will be nominated for the Fellowship by their advisor (who must be a member of the Corps of Instruction). Each faculty member can nominate only one student. Nominations will open at the beginning of April with decisions made at the May faculty meeting.
- A nomination package will consist of: a) a statement and examples of the student's accomplishments (e.g., publications, presentations, awards, grades, and prospectus), b) letters of support from three people including the nominator, and c) evidence of good progress through the program (e.g., copy of plan of study/academic advisement/progress to degree plan with accomplishment dates indicated). The nomination package will be put forward by the nominator.
- The DMS faculty (i.e., Corps of Instruction) will examine the applications and decide on the awardee. Each voting faculty member will rank their top three choices with the individual faculty scores added to determine the winner of the Fellowship.
- The awardee will present a division research seminar during the Fellowship period.

Marine Science Recruitment Fellowship

Each year, the faculty of the Division of Marine Science vote on awarding an incoming student a 9-month assistantship. Decisions on the Marine Science Recruitment Fellowship are made in the spring of each year.

APPENDIX I – Additional Program Requirements

Division Policy on the Oral Qualifying Exam

The Oral Qualifying Exam has two purposes:

- 1) The exam is intended to extend the discipline-specific knowledge successfully gained through Marine Science Core Course requirements into an integrative context across multiple disciplines of the marine sciences.
- 2) The exam is intended to be administered early enough in a student's program that a required proficiency of the marine sciences may be adequately assessed.

All students must successfully complete the qualifiers within six months of meeting the Core Course completion requirement of the division. Normally, the exams are scheduled for May so that students may take the exam shortly after completing Year 1 Core Courses. However, a December exam may be administered for students who enter the program in Spring Semester or who required additional competency requirements as directed by the Core Course instructor.

Doctoral Program

The Oral Qualifying Exam for doctoral students will be expected to have a greater standard of knowledge and integration across disciplines. The questions administered by the Interim Division Advisory Committee members will be inherently interdisciplinary (i.e., will draw upon knowledge gained from more than one Core emphasis area) and will not necessarily focus on the student's emphasis program area. Successful completion of the qualifiers will be accomplished when all four committee members determine that the student has passed the examination.

Master's Program

For the qualifying exam at the master's level, students will be expected to demonstrate a broad knowledge and conceptual understanding of the interdisciplinary nature of marine science as a basis for specialization in an emphasis area. The questions administered by the Interim Advisory Committee will emphasize the interrelationship between the four core curricular areas with an emphasis placed on the student's emphasis program area. Successful completion of the exam will be determined if the student has performed up to the expectations for the examination as evaluated by the interim committee. Students will be given adequate preparatory guidance of the Qualifying Examination expectations and formatting well before the exams are administered after the spring Semester.

The Graduate School must be notified by the interim advisor and/or the division chair of the results of the qualifying examination by the completion of a form "RESULTS OF COMPREHENSIVE AND/OR QUALIFYING EXAMS".

Thesis/Dissertation Advisor and Committee

At some time during the first year, the student should enter into an agreement with a faculty member to serve as the student's thesis or dissertation advisor. Most often, but not always, the Thesis/Dissertation advisor will be the same as the Interim advisor. Students may choose to work with a faculty member other than their Interim advisor should that person agree. An advisory committee should be chosen by the beginning of the second year in residence or upon completion of the qualifying oral exam. For Master's students, the thesis committee must consist of at least three faculty members, one of whom may be an associate graduate faculty member. Should the student and advisor want someone from outside of USM who is not already a member of the associate graduate faculty to be on the Thesis or Dissertation Committee, that prospective committee member's CV and a statement as to why the advisor and student wish to include the potential committee member on the committee must be circulated among the division faculty and approved by the division faculty before the division chair can submit a request for associate graduate faculty status for that prospective member to the USM Graduate School for approval by Graduate Council and the Graduate Dean. Once the advisor and other thesis/dissertation committee have all agreed to serve on a student's committee, the student must download the "USM Graduate Committee Request Form" from the Graduate School web site and complete that form. The student must then have the advisor and committee member each sign the form and submit the form for the Division Chair to sign and forward to the Graduate School. For Ph.D. students, the student and major advisor will choose a dissertation committee which will consist of the major advisor and four (4) additional members, although under some circumstances, a committee of only four (4) or more than five (5) committee members may be approved by the Graduate School. The committee will have a minimum of one (1) and a maximum of two (2) non-DMS regular faculty. A non-faculty member who has been approved as an Associate Graduate Faculty member may serve as co-chair with the approval of the faculty and the Division Chair.

All student committees are recommended by the division chair and appointed by the graduate dean and all their committee members must be approved at the appropriate responsibility and level of authority by the Graduate Council. Non-USM members with the appropriate training and experience must be approved at the Doctoral Committee level by the Graduate Council. Students and their committees will jointly plan the remainder of the student's course work schedule, including fulfilling the Research Tools requirement, the 10-day field experience requirement and the

remainder of their dissertation research. The major advisor must approve the student's course work each semester. Planning sheets will be distributed to the student and the entire dissertation committee.

10-day Research Cruise-Field Experience Requirement: All Marine Science Students With the Exception of M.S. Hydrographic Science Students

The 10-day research cruise-field experience will be completed by all students generally by the end of their second year by participating on oceanographic research cruises in coastal or ocean waters or participation in field research activities. Class-related field or cruise days do not count towards meeting the 10-day research cruise-field experience requirement. The goal is for students to observe and learn how to conduct field research or at-sea research through active participation. The days and time periods will be logged by the students and documented by the division. Students will manually add the date of completion of the research cruise-field experience in their Plan of Study forms after obtaining signatures and submitting the POS with Linda Downs. Part-time students working at Stennis may fulfill their research cruise-field experience through their jobs with governmental agencies with the approval of the division chair. This applies from the time of entry into the program and not from prior experience.

Advancement to Candidacy: M.S. Students

Advancement to candidacy for the M.S. degree occurs upon completion of all the requirements for the degree except for the completion of the thesis. This includes successful completion of the qualifying examination, formation and approval of the Thesis Committee, and completion and approval of the thesis prospectus. The 10-day research cruise-field experience requirement need not be completed for a student to advance to candidacy for the M.S. degree.

Advancement to Candidacy: Ph.D. Students

Advancement to candidacy only occurs upon completion of all the requirements for the degree except the dissertation. This includes the Research Tools requirement, formation and approval of the dissertation committee, approval of the dissertation prospectus (see later section), and comprehensive exam. Notification of satisfaction of the Research Tools requirement (see later section) and acceptance of the research prospectus by the dissertation committee need to be filed with the Graduate School prior to advancement to candidacy. Three copies of the Application for Candidacy must be filed by the student with the Graduate School, the academic liaison of the division, and one copy filed with the major advisor at least one semester prior to

graduation. The Graduate School must be notified by the committee chair and the division chair of a student's admission to candidacy by a form "RESULTS OF COMPREHENSIVE AND/OR QUALIFYING EXAMS FORM" completed and signed by all committee members and division chair. The 10-day research cruise-field experience requirement need not be completed for a student to advance to candidacy for the Ph.D. degree.

Thesis/Dissertation Prospectus

A formal prospectus is required and must be submitted to and approved by the student's graduate committee as soon as possible after research goals have been established. The student should consult with their faculty advisor for information on form and content of the prospectus. Several drafts may be necessary. The body of the prospectus (excluding cover and title pages and references) should be limited to 15 pages in length, not including references. The prospectus should include the following sections:

DMS Prospectus Cover/Signature Sheet:

- a) introduction briefly stating the nature of the proposed thesis or dissertation work,
- b) background section documenting the relevant literature and highlighting the study area to which their research will contribute new information,
- c) brief statement of objectives and hypotheses,
- d) detailed experimental plan,
- e) timetable for completion of the research and writing of the thesis, references.

The advisor and committee may suggest other modifications. The completed prospectus represents an agreement between the student and their committee as to what will constitute their thesis/dissertation. If the student changes aspects of their experimental plan, their advisor and committee must approve. For master's students, the Graduate School must be notified in writing by the student's committee chair and the division chair when the research prospectus has been approved by submitting a form, *Thesis, Project, Dissertation, or Nursing Capstone Proposal Approval form*.

For Ph.D. students, the Graduate School must be notified in writing by the student's committee chair and the division chair when the research prospectus has been approved by submitting a form 'DISSERTATION PROPOSAL OR PROSPECTUS APPROVAL FORM.'

Comprehensive Exam

A comprehensive exam is required for all students. This exam is administered by the

thesis/dissertation committee and is a rigorous evaluation of the student's knowledge and abilities. For Master's students this is an oral exam given immediately following the public defense of the student's thesis. For Ph.D. students, the exam may have oral and written parts and is administered following completion of all formal course work. For Master's students, the exam is the final requirement for the degree other than the submission of the approved final version of the thesis to the Graduate School and will tend to focus on the thesis work. For full time Ph.D. students, the exam is an important step in becoming a degree candidate. As such, it will focus on the student's intellectual ability to pursue the dissertation topic. A Ph.D. full-time student should expect to complete formal course work by the end of the third year and to take the comprehensive exam soon thereafter. A Ph.D. part-time student should expect to complete the same by the end of the fifth year. A student failing to pass the comprehensive exam may repeat the examination only once. The Graduate School must be notified by the committee chair and the division chair of the results of the comprehensive examination by the completion of a form "RESULTS OF COMPREHENSIVE OR QUALIFYING EXAMS FORM".

Division of Marine Science Research Tools Requirement (Ph.D. Students)

The Research Tools Requirement for Marine Science doctoral students should be tailored to the specific tools and skills needed by the student for his/her dissertation research and/or future career and should be significant in nature. The mechanism for determining the nature of the Tools Requirement will involve both the student and the Dissertation Committee. The doctoral student and the dissertation advisor will propose a mechanism for meeting the Research Tools Requirement to the full Dissertation Committee for their approval. The approved Research Tools proposal will then be submitted to the division chair for approval. The Graduate Dean will be notified of the approval of this mechanism and again after the requirement has been satisfied. Guidelines for the Research Tools Proposal are as follows:

1. Completion of 9 semester hours or the equivalent of formal course work or other training that provide the student with tools or skills that would not ordinarily have been part of the student's graduate curriculum. These hours may be for undergraduate (if appropriate) or graduate courses. Possible courses might include, but would not be limited to, those dealing with scientific ethics, teaching or communication skills for science, remote sensing, software applications, statistics, computer sciences, mathematics, and/or numerical modeling. In some cases, a foreign language may be appropriate. Other training might include short courses or workshops run by commercial vendors, government agencies, USM, or other universities or academic/research institutions.

Such training exercises would not be taken for credit but would be allotted an equivalent amount of semester hour credit, as determined by the student and their advisory committee, toward the 9-hour Research Tools requirement. The student's advisory committee may require the student to demonstrate learned skills or to submit a written report summarizing the instruction received in any short or non-credit course with examples of the applied use of learned skills.

2. Students could take some number of semester hours of MAR 791 (Directed Research) to learn material from his/her advisor, another committee member, or another DMS or USM faculty member that would be specific to that individual. This course would provide the student with a specific set of Research Tools that could not be obtained easily through other mechanisms.
3. A student may propose to their advisor that some credit be allotted for prior work-related experience or previous course work that is directly relevant to the student's dissertation research or career goals. In this case, the student would submit a written proposal to the advisor requesting that some portion of the 9-hour Research Tools requirement be met based on previous work-related experience or course work. As part of this proposal, the student must provide evidence that the experience and course work is relevant to his/her research or career goals, documentation that he/she received a grade of B (3.0 quality points per credit hour) or better in all suggested courses, and/or documentation as to the student's proficiency in the skills or tools acquired through the previous work-related experience.

The Division of Marine Science feels that it would be most beneficial to Marine Science doctoral students for the Research Tools Requirement to be as broadly-based and flexible as possible and yet provide significant learning opportunities to make our doctoral program graduates better able to succeed in their subsequent endeavors.

M.S. Thesis

Master's students will write a thesis that is deemed an acceptable scientific document by their thesis committee after being approved by said committee. Please reference the Graduate Reviewer's thesis guidelines on the Graduate School's website (<https://www.usm.edu/graduate-school/instructions-and-videos>). At least two (2) weeks prior to the thesis defense, students will present an acceptable copy of the thesis to their thesis committee and have the work approved by the Graduate Reviewer. The thesis will reflect work that is grammatically correct, understandable,

properly cited and acknowledged, a reflection of good ethical research practices, the use of applied scientific principles throughout the duration of the project as evidenced with a clear hypothesis with effective tests, appropriately applied sampling and analysis methods, and acceptable data interpretation made by utilizing an up-to-date knowledge base.

Student defenses must be publicly advertised at least two weeks prior to the defense date. It is the responsibility of the student and their faculty advisor to determine the defense date and to reserve a classroom. Once the date has been finalized, please schedule the defense date on the DMS Room Booking Calendar

A formal defense of thesis will be given at least four (4) weeks prior to the end of the semester of graduation before a public audience within 2.5 years of entry into the master's degree program. Immediately following the defense, degree candidates will demonstrate their command of basic knowledge related to their thesis *privately* to their thesis committee as noted on the "RESULTS OF ORAL DEFENSE OF THESIS" and the "RESULTS OF COMPREHENSIVE AND/OR QUALIFYING EXAM" form listed on the Graduate School's website (<http://www.usm.edu/graduate-school>). It is the responsibility of the students to adhere to the timelines set by the Graduate School at: <http://www.usm.edu/graduate-school/deadlines>.

Ph.D. Dissertation

Each Ph.D. student will write a scholarly dissertation based on his/her original research. The research topic must be approved by the student's dissertation committee. Students should also consult the Graduate School for guidelines for preparing theses and dissertations. More information about preparing your dissertation may be accessed at: <https://www.usm.edu/graduate-school/instructions-and-videos>).

Student defenses must be publicly advertised at least two weeks prior to the defense date. It is the responsibility of the student and their faculty advisor to determine the defense date and to reserve a classroom. Once the date has been finalized, please schedule the defense date on the DMS Room Booking Calendar (<http://10.14.4.56/rooms/Web/>).

A final, oral examination on the dissertation will take place at least four (4) weeks prior to the end of the semester that the student plans to graduate and will consist of two parts. The first part is a seminar on the dissertation research that will be open to the public; the second part will follow immediately and will be a closed, oral examination on the dissertation. At least two (2) weeks prior to the examination the student will present an acceptable copy of the dissertation to the members of the dissertation

committee. The entire examination is open to the graduate faculty and is conducted by the dissertation committee and any member of the faculty designated by the graduate dean. The Graduate School must be notified in writing by the student's committee chair and the division chair the results of the comprehensive exam and the oral defense of dissertation by submitting two (2) forms: "RESULTS OF ORAL DEFENSE OF DISSERTATION" and the "RESULTS OF COMPREHENSIVE AND/OR QUALIFYING EXAMS FORM." It is the responsibility of the students to adhere to the timelines set by the Graduate School at: <http://www.usm.edu/graduate-school/deadlines>.

Application for Degree

The student must submit their Application for Degree through the S.O.A.R. Student Service Center and pay the associated fee the semester before the student plans to graduate. Along with the degree application, an up-to-date and signed Plan of Study copy is required as well as the application fee at the Graduate School's web page. See the list of fees at: <https://www.usm.edu/graduate-school/application-graduate-degreecertificate>.

When completed, the student's file in the Graduate School will contain forms submitted from the major advisor and/or division chair verifying the successful completion of the CITI examination, updated Plan of Study forms (for those students who were admitted prior to Fall 2017 with completion date of the 10-day field experience or research cruise activities) and those students admitted from fall 2017 onward, must submit a copy of the Degree Progress Report (DPR) form, qualifying examination, graduate committee appointment, 10th day of the 10-day research cruise/field experience requirement (to be reported to Linda), prospectus approval, comprehensive examination, research tool requirement (Ph.D. only), defense, final thesis/dissertation examination, and degree application.

Graduation Application Deadlines

Students should monitor the Graduate School's deadlines page at: <https://www.usm.edu/graduate-school/graduate-school-deadlines>

APPENDIX II - ACADEMIC RESOURCES

Graduate School FAQs: <https://www.usm.edu/graduate-school/frequently-asked-questions-graduate-admissions>

Academic Calendars: <https://www.usm.edu/registrar/calendars>

Progress to Degree forms: <https://www.usm.edu/graduate-school/progress-degree-and-graduation-forms>

Graduate Appeals and Grievance Process

Please refer to the most recent graduate bulletin to review the graduate appeals and grievance process (<https://www.usm.edu/provost/academic-appeals-and-grievances>). Graduate Bulletins can be found online at: <http://www.usm.edu/registrar/bulletins>

APPENDIX III – DIVISION COMPUTING INFORMATION

Printers

Workgroup (network) printers are available for official document printing in each building. Color printers should be used sparingly.

Wireless Network Access

All DMS buildings on the Stennis campus have full wireless capability through the Eduroam Wireless Network. This allows universal access to the internet and division printing resources for all wireless-enabled computers.

How to Activate "Eduroam" Wireless Network:

Faculty, Staff and Students can connect devices to the "Eduroam" wireless network by following these simple steps:

Select the "Eduroam" network under your wireless list.

User name: W+ID#@usm.edu (ex: w123456@usm.edu)

Password: CampusID Password.

Guest Access to USM Wireless Network:

Select the "USM Public" network under your wireless list.

This network is for unaffiliated visitors. There are restrictions that limit the bandwidth to 2Mbps, requires users to acknowledge terms and conditions through a web browser when connecting, and comes with a 4-hour session timeout.

DMS Information Technology Account Information

You will have 3 different accounts for use during your time at the University: USM Account, CampusID, and E-mail. Information about each is detailed below.

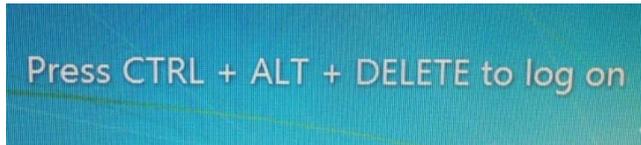
USM Account

The first and most frequently used will be your USM account. This account will be used to log into any of the university-owned computers at Stennis. The username for this account is generally your student ID number, example: w123456. The password for this account must be 8 characters long, contain letters and numbers, preferably contain a symbol (i.e. !, &, #, or @) and a mixture of upper and lower case. This password expires every 90 days. You will begin to receive notification 14 days prior to expiration when you login. To reset this password if you forget it or get locked out of the system please contact our

onsite iTECH support personnel.

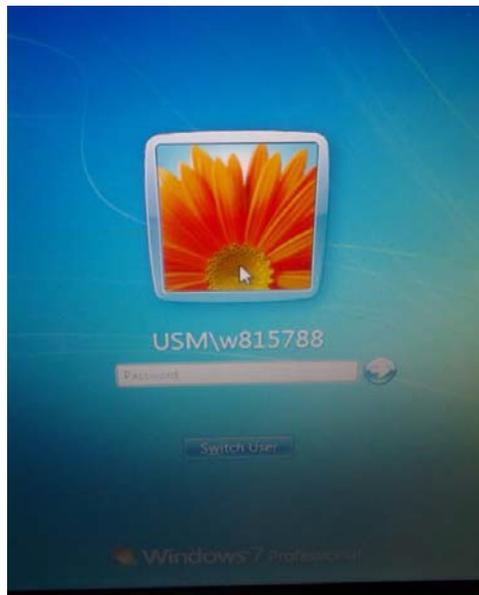
To login to your USM account from a university-owned Windows 7 computer follow the steps below:

1.



At the screen above press the key combination CTRL+ALT+DEL

2.



At the screen shown above if the username (the part after USM \) is NOT yours click the "Switch User" button and continue on to step 3. If your username is shown simply enter your password and press Enter or click the Arrow button and do NOT continue with these instructions.

3.



If there is a box labeled with your username shown on the screen above click on it then follow the instructions in Step 2. If not click the “Other User” box then continue with Step

4.



At the screen shown above in the username field enter “USM\” (without the quotes) then followed immediately by your USM username. For example if your USM username is w123456 you would put USM\w123456 in the username field shown above. (Please ensure that you use the \ and NOT the /.) After entering the correct information into the username field, enter your DMS password into the password field and then press Enter or click the arrow button.

CampusID Account

Your CampusID Account is used to access all official university-wide services such as free personally owned computer wireless access, Southern’s Online Accessible Records

(SOAR), EagleAlert, USM Libraries, and CampusHUB. Your username for this account is a 'w' followed by your 6 digit EmplID (Student ID) number for example if your student ID number is 123456 your username would be w123456. The password for this account must have a minimum of 8 characters, at least 1 uppercase letter, at least 1 lowercase letter, at least 1 digit (0-9), and at least 1 non-alphanumeric character (i.e. !, &, #, or @). This password does expire, so you will receive an e-mail to your USM e-mail address notifying you approximately 2 weeks before it expires. To change this password you must visit campusid.usm.edu using a web browser. Please visit campusid.usm.edu and change your password from the temporary one provided to you during orientation.

E-mail Account

Students are provided a USM branded Google e-mail account when accepted to the university. This account will remain with you even after graduation and will be used to contact you with information regarding official division and university information. Please check this account regularly. This e-mail address also gives you access to some other services including Google Docs and Google Calendar.

Faculty, Staff and Student e-mail addresses are generally firstname.lastname@usm.edu. If your name is Tom Smith your e-mail address would likely be Tom.Smith@usm.edu. For more common names, there may be a middle initial in the email address. For the USM directory search engine, please go to: <http://apps.usm.edu/itech/onlinedirectory/>.

The website you go to check your e-mail is: <http://outlook.com/usm.edu>

First Logon

Before you can use your e-mail account you will need to do the following steps.

Log in to Outlook:

Username: W+ID#@usm.edu (ex: w123456@usm.edu)

Password: CampusID Password

In addition to having access to web versions, students will be able to download Microsoft Office 365 ProPlus applications on up to 5 devices (PC, Mac, and/or mobile devices - Android or iOS). Learn how you can take advantage of Microsoft Office 365 for your computer and mobile devices.

Safe Browsing Habits

Here at the Division of Marine Science we recommend using Mozilla Firefox or Google Chrome for web browsing. This is because Internet Explorer is generally less secure and more prone to viruses and malware that exploit security vulnerabilities. Please use Firefox or Chrome whenever possible. If you do happen to come across a website that does not display properly in one of these browsers only then do we recommend using Internet Explorer. Please limit your browsing to known sites and refrain from clicking on banner advertisements as these may contain malicious software.

What is the difference between a virus and a worm and a trojan?

<http://www.microsoft.com/athome/security/viruses/virus101.msp>

Before you forward an interesting or troubling email, please check the following sites for Hoax, Myth, Fraud, Chain Letter or Spam:

<http://www.symantec.com/avcenter/hoax.html>

<http://www.snopes.com/>

Peer-to-Peer (P2P) Software

The number of available file sharing software programs has escalated. Many free downloadable programs may create problems with e-mail, cause Internet browsers to malfunction, or corrupt your computer account. Please do not install any peer-to-peer software on your computer. Installing peer-to-peer file sharing programs makes your computer act as a file server. Most of these applications automatically start serving shared files as soon as the computer is connected to a network, and most do not stop the server portion of the application when the user exits the main program. Instead, the server remains active while the computer is on, and users are often unaware that they are sharing files even when away from their computers. With some programs, it is very easy for users to unintentionally share portions of their hard drives that could easily expose them to intruders who could download password files and other personal information. Many peer-to-peer programs may contain spyware, adware, or malware. The consequences of these intrusions may include identity theft, legal action in the event of sharing or downloading copyrighted media, increase of "spam" e-mail, and general instability of the computer.

Acknowledgement of Rules and Policies

“I have read and understand the DMS student handbook”

Name: _____ Date: _____

Please send signed acknowledgement to Linda Downs to add to your student file.