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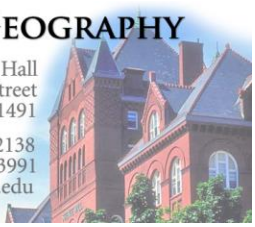

Academic Policies and Procedures Handbook

Department of Geography
M.S. – Geography
M.S. – Cartography/Geographic Information Systems
Ph.D. - Geography

http://www.geography.wisc.edu/graduate/handbook.php

Summer/Fall 2014

Version 1.0 -9/4/2014

Navigation tips:

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Created Summer 2014

Last updated: 9/4/2014 smk

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I. PROGRAM OVERVIEW

The UW-Madison Department of Geography is a leader in the field of geography and offers exceptional opportunities for graduate education. The Department has been consistently rated as one of the best in the country and for over 100 years has been the training ground for generations of geographers.

Graduate study in the Geography Program is divided into four major thematic areas: Human Geography, Physical Geography, People-Environment, Cartography/GIS. In addition, students may focus on Area Studies and Global Systems as part of one of the thematic areas. The Geography Department faculty serves in prominent positions both within the University and in our larger professional communities. Our faculty have been recognized both by the university and within our profession with such honors as UW named chairs, and American Association of Geographers (AAG) lifetime achievement awards. We are also proud of the accomplishments of our graduates, many of whom have gone on to prominence within government, industry, and academia.

Intention/Role of Handbook

This handbook is intended for graduate students who are pursuing M.S.-Geography, M.S. – Cartography/GIS and Ph.D. – Geography degrees. The UW-Madison Graduate School is the ultimate authority for granting graduate degrees at the University. The Department of Geography administers these degree programs under the authority of the Graduate School. The Graduate School's Academic Policies and Procedures provide essential information regarding general University requirements. Program authority to set degree requirements beyond the minimum required by the Graduate School lies with the Geography program faculty. The policies described in this handbook have been approved by the program faculty as a whole. Degrees and course requirements may change over time. However, students must meet the degree and course requirements in effect when they entered the program. In addition, administrative procedures and processes can change over time. Students are required to follow the procedures and processes listed in the current handbook. The information in this handbook should also be supplemented by individual consultation with your advisor and committee so that individual needs/interests and all degree requirements are met. Additional information is available via the Department's Web page. Students may also wish to consult the Graduate School's Web page.

Key Individuals and Roles

Graduate Program Director: Sharon Kahn, 143 Science Hall, smkahn@geography.wisc.edu or 608-262-3861

Director of Graduate Studies: Prof. Joe Mason, 207 Science Hall, mason@geography.wisc.edu or 608-262-6316

Other key program/unit/department staff members:

Department Chair: Prof. Kris Olds, 346 Science Hall, olds@geography.wisc.edu or 608-262-5685
Department Administrator: Kelly Lyle, 155 Science Hall, kmlyle@geography.wisc.edu or 608-262-2139
Payroll and Benefits Specialist: Vicki Kelly, 170 Science Hall, vlkelly@wisc.edu or 608-262-6408
Financial Specialist: Susan Sauer, 170 Science Hall, ssauer@wisc.edu or 608-265-0526

Program Vision/Mission statements

The primary mission of the department is to engage in innovative and high impact geographic research, training, and service. The department's faculty and staff genuinely believe that we have an obligation to function as a balanced academy, a university-based unit that supports and encourages its representatives to contribute to the production of knowledge, the provision of high quality educational services (teaching, advising, mentoring) to students, and the support of the university community and the public (from the local to the global) via effective service.

Learning Outcomes/Training Goals

Master's Level

The MS-Geography and MS-Cartography/GIS are both research-based degrees. Students completing these degrees are expected to achieve the following learning goals by the end of their degree work.

1. Demonstrate ability to develop a research proposal. *Students are assessed in their ability to achieve this goal in Geography 766 (Geographical Inquiry and Analysis: Techniques), a course required of all first-year master's students in the program.*
2. Engage in critical review of literature within the discipline at an advanced level. *Students are required to participate in two (3-credit) Geography graduate seminars*
3. Apply knowledge through critical thinking, inquiry, and analysis to solve problems. *Students are required to participate in two (3-credit) Geography graduate seminars*
4. Demonstrate ability to communicate original research both orally and in writing. *Students are required to write a thesis. They are expected to present and defend that work at a public departmental venue.*

Doctoral Level

The PhD-Geography program requires that students complete a master's degree prior to entering the doctoral program, thus the doctoral level learning goals are inclusive of the master's level goals. The PhD-Geography is a research-based degree. Students completing this degree are expected to achieve the following learning goals by the end of their degree work.

1 Demonstrate ability to identify and define a research question, review and analyze relevant literature to research the question, and then acquire relevant data and analyze it. *Students are expected to demonstrate an ability to identify and define a research question and review and analyze relevant literature to research the question as part of their specific qualifying exams.*

2 Gain knowledge of 1-2 subfields to a level sufficient to teach in these subfields at the university level. *The general qualifying exam requires that students demonstrate broad knowledge in their subfield at the level taught in advanced courses.*

3 Demonstrate ability to develop and pursue research that will generate significant new knowledge. *The dissertation and oral defense provide a means to assess a student's contribution to the discipline. All dissertations are expected to result in publishable work in the form of refereed journal articles or a book-length manuscript.*

Program statistics – Fall 2014

Student enrollment: MS-Geography: 12
MS-Cartography/GIS: 12
PhD-Geography: 52

Typical time to degree: For master's degrees, typical time to degree is 2-2.5 years. For PhD, most students attain dissertator status in 2-3 years, followed by 2-3 years of research and writing. Thus, typical time to Ph.D. is 6-7 years after the master's.

Program Structure

Graduate Program Director: Sharon Kahn, 143 Science Hall, 608-262-3861, smkahn@geography.wisc.edu

The Graduate Program Director is responsible for the administrative aspects of the graduate program. This ranges from responding to prospective student inquiries and organizing recruitment events through admissions, orientation and helping students track program requirement to assisting with final degree completion. The Director is a member of the Graduate Studies Committee and provides staff support to that Committee.

Chair, Graduate Studies Committee: Prof. Joe Mason, 207 Science Hall, mason@geography.wisc.edu or 608-262-6316

The faculty member who chairs the Graduate Studies Committee works closely with the Graduate Program Director to set the agenda and coordinate the meetings of the Graduate Studies Committee. The Graduate Studies Committee is comprised of faculty from each departmental subarea (Cartography/GIS, Human Geography, People-Environment Geography and Physical Geography), the Graduate Program Director and a graduate student representative. The committee meets monthly during the academic year and is responsible for managing the graduate admissions process and making final admissions decisions, writing and enforcing policy related to graduate student progress, TA budget and assignment decisions, nominations for both campus-wide and departmental TA and graduate student awards.

Program faculty

Students in the graduate program have direct and frequent interaction with faculty in the department as well as the Graduate Program Director. Although each student has a specific faculty advisor, students often take courses, work as graduate assistants and collaborate with a variety of the faculty in the program (listed below by sub area). See Advising for additional information about interaction with and access to faculty members or the graduate program director. Below is a list of program faculty, grouped by subarea of focus. Note that some faculty have interests in multiple subareas.

Human Geography
Assistant Professor Ian Baird
Professor Martin T. Cadwallader
Professor Robert J. Kaiser
Assistant Professor Sarah A. Moore
Professor Kris Olds
Professor Robert Ostergren
Assistant Professor Keith Woodward
Assistant Professor Stephen Young

People Environment Geography
Assistant Professor Ian Baird
Professor William J. Cronon
Assistant Professor Holly Gibbs
Professor Lisa Naughton
Associate Professor Morgan Robertson
Professor Matt Turner

Physical Geography
Professor Jim Burt
Assistant Professor Erika Marin-Spiotta
Professor Joe Mason
Professor John W. (Jack) Williams

Cartography/GIS
Professor Jim Burt
Assistant Professor Qunying Huang
Assistant Professor Robert Roth
Professor A-Xing Zhu

Affiliate Faculty
Associate Professor Samer Alatout (Dept. of Community & Environmental Sociology)
Assistant Professor Eric Carson (Wisconsin Geological and Natural History Survey)
Associate Professor Sam Dennis (Dept. of Landscape Architecture)
Professor Greg Downey (School of Journalism & Mass Communication, School of Library & Information Studies)
Associate Professor Mutlu Ozdogan (Depts. of Forest Ecology and Environmental Studies)
Professor Paul Robbins (Nelson Institute for Environmental Studies)
Assistant Professor Annemarie Schneider (Center for Sustainability and the Global Environment)

Interdisciplinarity

Students and faculty in Geography have wide-ranging interests and collaborations that cross many traditional academic boundaries. The resulting interdisciplinarity is encouraged. Many faculty in the program have affiliate status in multiple departments and many graduate students take advantage of course offerings, seminars, lab facilities, and visiting speakers in other departments.

Program defined in relation to the department, the school/college, and/or the university.

The Department of Geography is within the College of Letters and Science and, therefore, governed by the Dean of the College. The interdisciplinary nature of the field of Geography is such, however, that some of our Department faculty are members of the Social Science Division and others are members of the Physical Science Division.

Defining the Discipline of Geography

Geographers study the complicated spatial patterns and processes that crisscross the face of the earth. These diverse phenomena – ranging from urban settlements to animal migrations and from geologic formations to global commodity flows – give the discipline an analytic breadth and a built-in trans-disciplinarity that is increasingly unique within the academy. In today's geography departments, it is not uncommon to find a geomorphologist describing fluvial migrations across Belizean floodplains while – in the next classroom – a social theorist lectures on the politics of gender in public spaces. And again, the topic under discussion in the next room may radically differ from both; it might concern glaciology, cartography, ethnography, information science, ecology, climatology, history, or globalization. In short, geographers seek to interpret, represent, and understand the world in ways that emphasize human and non-human spatial relations and processes.

While broadly considering factors contributing to local and global change, Geography's diverse historic research traditions have contributed numerous approaches to interpreting spatial data, trends, and scales; to mining the influence of place, environment, boundaries, territory and other spatialities upon human relationships and experiences; and to mapping and other technical, representational, and critical skills common to the disciplinary toolkit.

This rich diversity introduces its own peculiar challenges to the discipline. These are muted in continental Europe and the U.K. (where Geography remains the second most popular major amongst undergraduates). However, due in no small part to its near-disappearance from American public school curricula, the field remains comparatively marginal in the U.S., sometimes leading to the mistaken conclusion that Geography is 'just maps.' While cartography is indeed an important component of the discipline, it is but one part of a much more complicated tapestry that has important implications for global climate change, global labor relations, and so on.

The Geography program at UW-Madison is organized into four major thematic areas: physical geography, people-environmental studies, cartography and GIS, and human geography, which are described in detail below. In summary fashion:

- *Human geographers* systematically explores the relationship between space and social life through a combination of specialized geographic 'lenses' that provide a variety of economic, social and cultural, environmental, urban, and political perspectives.

- *Physical geographers* specialize in non-human spatial phenomena ranging from landform dynamics to impacts of land use and climate change on soil development, to reconstruction of past climates.

- Between them, *People-environment geographers* explore the relationships been human society and the environment as they relate to topics such as cultural meanings of the natural world, interaction of social and environmental change, the analysis of land-use and land cover change, and the institutions and politics of environmental governance.

- *Cartography and Geographic Information Sciences* help bridge these subfields by providing a wealth of techniques for representing space and for generating, interpreting, and managing 'geo-information' and 'geo-coded data,' increasingly crucial components of the digital era.

There is intentional overlap among the thematic areas and many of our faculty work across subfields (e.g., teach courses in both human and people-environment).

II. ADVISING

Advisor / Advisee Roles

Advisor:

The advisor serves a dual role: first, to assist the student in acquiring the highest level of knowledge and competence in the field that is possible; and second, to chair the committee that will determine whether the student has performed acceptably at each of his/ her degree milestones. The chair or co-chair of the committee must be Graduate Faculty from the student's program. Advisors may often play a role in tracking the student's progress toward degree completion, assisting with course selection and academic planning, and helping students identify possible research mentors, committee members, and opportunities.

Advisee:

Knowing the procedures and requirements of the University is the student's responsibility. Since the advisor's role can vary, students should discuss roles and expectations with their advisors or prospective advisors. Both the student and the advisor have a responsibility to make their expectations clear to each other.

Advising Resources

There are many advising resources available to students. Students can refer to the program's website (www.geography.wisc.edu), this Handbook, the Graduate School's website (http://grad.wisc.edu/), and the Graduate School's Academic Guidelines (http://grad.wisc.edu/acadpolicy/). However, when students still need clarification on issues there are various faculty and staff resources also available (described below). Generally, faculty and staff are best able to assist students when they have researched a topic (using the resources mentioned above).

Advisor Selection

Graduate students in Geography are initially assigned an advisor based on communication and information during the admissions process. Once on campus, however, a student may find that a different faculty advisor would be preferable. The student should discuss this with the current advisor and/or the Graduate Program Director and then feel free to seek the change. Selection of an advisor, or a change of advisors, should be based on the faculty member's ability to guide the student expertly into the chosen area of interest/research. When a student has selected, or changes, advisors, the student should notify the Graduate Program Director.

The advisor should be a faculty member whose expertise and project/research interests match closely with those that the student intends to acquire. Students are encouraged to gather information from courses, faculty and student seminars, the program website, and publications to help identify faculty with matching interests. While no faculty member is obliged to accept a student's request to serve as advisor, invitations are usually accepted except in cases where the faculty member judges that a different advisor would serve the student's needs better. For more information see the Advisor policy from the Graduate School, http://grad.wisc.edu/acadpolicy/#advisor.

Students may see their official advisor listed in MyUW. (The official advisor is entered in ISIS by the Graduate Program Director.)

See Appendix for sample questions a student might consider asking a prospective advisor.

Additional Advising Contacts

Students should always reference the program's website, this Handbook, the Graduate School's website (http://grad.wisc.edu/), and the Graduate School's Academic Guidelines (http://grad.wisc.edu/acadpolicy/) for answers on various program-related questions. However, when students need further clarification on any of these policies or procedures they should contact the Graduate Program Director. The Graduate Program Director may play a role with issues including satisfactory academic progress, academic deadlines, graduation completion, program-related forms, advising/course holds and permissions, and course offerings.

III. MASTERS DEGREE REQUIREMENTS

The Graduate Program Director provides students with a personalized Degree Progress Form annually (see Appendix for sample degree plan forms). Each student should meet with his/her thesis advisor to discuss this form and should submit the signed form with any updated information to the Graduate Program Director. A student can request a personalized form at any time from the Graduate Program Director.

Minimum credits
Students who entered the master's program PRIOR to Fall 2014 must complete 22 credits, 16 of which must be completed "in residence" (i.e., while enrolled as a UW-Madison graduate student).

Students entering the master's program Fall 2014 and beyond must complete 30 credits, 16 of which must be completed "in residence" (i.e., while enrolled as a UW-Madison graduate student).

GPA requirement
Students must maintain a grade point average of 3.0.

Breadth requirements
Most students complete the coursework for breadth requirements prior to entering the program. Students who begin the program lacking one or more of the breadth courses are expected to complete such coursework during the master's program

One course taken for breadth can also be used to fulfill degree requirements. Typically, these courses are not seminars.

M.S. – Geography

Students must complete the equivalent of one undergraduate-level course in each subarea (Physical Geography, Human Geography, People-Environment Geography, Cartography/GIS) and one undergraduate-level course in Statistics.

M.S. – Cartography/GIS

Students must complete the equivalent of one undergraduate-level course in Quantitative methods, 2 courses in mathematics and 2 intermediate or advanced geography courses.

See Appendix for Breadth Requirement Policy

Degree requirements
Students are expected to complete the master's degree requirements by the end of the 4th semester in the program. In addition to the coursework listed below, students must complete a master's thesis. The thesis proposal is typically completed in Geography 766 during the 2nd semester in the program. A final thesis is expected to be defended and submitted in the spring or summer of the 2nd year.

See Appendix for the Criteria for Satisfactory Progress policy.

M.S. – Geography

Students in the M.S.-Geography program must complete the following coursework:

- Geography 765 (Geographical Inquiry and Analysis: An Introduction) – 1 cr.
- Geography 766 (Geographical Inquiry and Analysis: Techniques) – 3 cr.
- 2 Graduate-level (numbered 300 or above) courses in Geography (one can be doublecounted for Breadth)
- 2 (3-credit) Geography seminars involving 2 different faculty

(Note: See Appendix for Seminar Requirement to learn more about the seminar policy.)

M.S. – Cartography/GIS

Students in the M.S.-Cartography/GIS program must complete the following coursework:

- Geography 765 (Geographical Inquiry and Analysis: An Introduction) – 1 cr.
- Geography 766 (Geographical Inquiry and Analysis: Techniques) – 3 cr.
- Geography 370 (Introduction to Cartography) – 4 cr.
- Geography 377 (Introduction to Geographic Information Systems) – 4 cr.
- Geography 378 (Geocomputing) – 3 cr.
- Geography 970 (Seminar in Geographic Information Science) – 3 cr.
- Two courses (6-8 credits) from the following list:
    - Geography 570 (Problems in Cartography) – 3 cr.
    - Geo 572 (Graphic Design in Cartography) – 3-4 cr.
    - Geog 575 (Interactive Cartography and Geovisualization) – 4 cr.
    - Geog 577 (Environmental Modeling with GIS) – 3 cr.
    - Geog 578 (GIS Applications) – 4 cr.
    - Geog 579 (GIS and Spatial Analysis) – 4 cr.

Advisor and Committee

The chair (or co-chair) of a master's students Committee is the student's Advisor. This individual must be graduate faculty in Geography or affiliated with Geography. The Committee must have at least 3 members, two of whom must be graduate faculty (or former graduate faculty up to one year after resignation/retirement). Two of the three members must be affiliated with the Geography Department.

Public Talk

(NOTE: This public talk requirement was approved by the Geography faculty 3/18/2013)

A public departmental talk (15-20 minutes in length) is required for M.S. candidates. It is the responsibility of the student to schedule the talk, which must be given within a month of the defense in a venue chosen by the student and approved by their advisor. (A common practice is for talks to coincide with the defense and precede a closed period of questioning by the committee.) The Director of the Graduate Program must be informed of the date and location of the talk before a warrant is issued and is responsible for publicizing the talk widely on campus.

See Appendix for Degree Requirements Worksheet for a reference sheet of these requirements.

Process for continuing to PhD

(NOTE: This process was approved by the Geography faculty 11/15/2010)

Master's students in Geography or Cartography/GIS who intend to continue on to the Ph.D.-Geography program must apply to the Graduate Studies Committee by January 5 in the second year of their master's program by submitting the following materials:

- statement of interest indicating plans for the Ph.D.
- letter of support from current (MS) advisor
- letter of support from prospective PhD advisor (if different)

The Graduate Studies Committee will evaluate these internal applications in the Spring (typically in February) along with all other applications to decide which of these internal applicants will be admitted to the Ph.D. program.

With admission, students who entered the program with a multi-year funding guarantee will receive the guaranteed Ph.D. support. Students who entered the program without a multi-year funding guarantee can be admitted into the PhD program with or without guaranteed financial support.

Receipt of guaranteed Ph.D. funding is conditional on successful completion of M.S. requirements (including defense of thesis). If the student fails to complete M.S. requirements by the end of the twelfth week of their fifth M.S. semester, the student's guaranteed support from the department will be deferred. Guaranteed support will not resume until the academic-year semester that follows the academic-year semester when M.S. requirements are met prior to its twelfth week. Any university support provided to the student during the lapse period will count against contract duration.

If circumstances beyond the control of the student prevent the student from meeting the deadline, an appeal may be made to the Graduate Studies Committee to use one semester of the financial aid allotment from the Ph.D. program to complete the M.S. requirements. In their appeal, the student must clearly explain the circumstances that prevented completion in two years.

Graduate Student Rights and Responsibilities
UW–Madison is a community founded around the principles of knowledge, learning, inclusion and citizenship.

As we strive to educate and graduate good citizens of our campus, city and the world, our community has high standards and expectations for the conduct of its members. These expectations and responsibilities are described in detail here: http://students.wisc.edu/rights/

Checklist for Thesis/Defense
Students who are within a semester of completing the master's degree are encouraged to meet with the Graduate Program Director to confirm that they have completed the degree requirements and that they understand the process for completion.

At least three weeks prior to the oral defense, the student should email the Graduate Program Director to request a master's warrant. This email should include the student's thesis title, proposed defense date, names of faculty on the committee and details (time/day/room) for scheduled public talk.

Once completed, students are expected to submit a hard copy and a digital copy to the Geography Library as well as a hard copy to the Memorial Library. The student should submit a signed deposit certificate (available online here: http://www.geography.wisc.edu/docs/geography_library_deposit_certificate.doc) to the Graduate Program Director. Once this certificate is received, the Graduate Program Director will deliver the signed warrant to the Graduate School.

The Department of Geography follows the Graduate School format guidelines which can be found online here: http://grad.wisc.edu/currentstudents/mastersthesis

Critical Graduate School deadlines are available online here:
http://grad.wisc.edu/currentstudents/degreedeadlines/

Commencement
Once you have met your degree requirements, you may choose to attend a fall or spring commencement ceremony. Commencement occurs in May and December each year and is coordinated by the Office of the Chancellor. There is no summer commencement ceremony. If you plan to graduate in August, you may attend either the May or the December ceremony. If you want your name to be printed in the commencement program, you must apply to graduate through your MyUW Student Center by the deadline each semester. You may attend the commencement ceremony even if your name is not included in the commencement program. See commencement.wisc.edu for more information.

IV. DOCTORAL DEGREE REQUIREMENTS

The Graduate Program Director provides students with a personalized Degree Progress Form annually (see Appendix for sample degree plan forms). Each student should meet with his/her thesis advisor to discuss this form and should submit the signed form with any updated information to the Graduate Program Director. A student can request a personalized form at any time from the Graduate Program Director.

Minimum credits
Students who entered the doctoral program PRIOR to Fall 2014 must complete 32 credits, all of which must be completed "in residence" (i.e., while enrolled as a UW-Madison graduate student).

Students entering the doctoral program Fall 2014 and beyond must complete 51 credits, 32 of which must be completed "in residence" (i.e., while enrolled as a UW-Madison graduate student).

GPA requirement
Students must maintain a grade point average of 3.0.

Breadth requirements
Students must complete the equivalent of one undergraduate-level course in each subarea (Physical Geography, Human Geography, People-Environment Geography, Cartography/GIS) and one undergraduate-level course in Statistics.

One course taken for breadth can also be used to fulfill degree requirements. Typically, these courses are not seminars.

Most students complete this coursework for breadth requirements prior to entering the program. Students who begin the program lacking one or more of the breadth courses are expected to complete such coursework by the end of the 2nd semester in the Ph.D. program.

See Appendix for Breadth Requirement Policy

Degree requirements

Geography coursework

Students in the Ph.D.-Geography program must complete the following coursework:

- Geography 765 (Geographical Inquiry and Analysis: An Introduction) – 1 cr.
- 2 (3-credit) Geography seminars involving 2 different faculty
- 9 credits of Minor coursework (see below)
- 6 credits of Skills coursework (see below)

See Appendix for Seminar Requirement to learn more about the seminar policy.)

Minor

(NOTE: These notes about the Ph.D. minor were recommended by Graduate Studies Committee on 3/12/2013 and distributed/discussed at Faculty/Staff meeting on 4/15/2013.)

The PhD-Geography program requires 9 credits of minor coursework and is in accordance with the following Graduate School policy:

> *Breadth is an important component of doctoral training. Given there are multiple paths to breadth, the Graduate School leaves the choice of whether students achieve breadth through a minor or other means up to the specific graduate program.*
>
> *Minor options are as follows:*

Option A (external): Requires a minimum of 9 credits in a minor program (single disciplinary or multi-disciplinary). Fulfillment of this option requires the approval of the minor program.

Option B (distributed): Requires a minimum of 9 credits in one or more programs forming a coherent topic, and can include course work in the program. Fulfillment of this option requires the approval of the major program.

The Graduate School's minimum course requirements for the minor include:

- *An average GPA of 3.00 on all minor course work;*
- *Course work must be graduate level (the equivalent of UW-Madison courses 300 level or above; no audits or pass/fail);*
- *Maximum 3 credits of independent study (e.g., 699, 799, 899, 999);*
- *Research and thesis cannot be used to satisfy the minor (e.g., 790, 890, 990);*
- *No more than 5 credits of course work completed more than 5 years prior to admission to the Ph.D.; course work taken 10 years ago or more may not be used.*

From http://grad.wisc.edu/acadpolicy/#minors

The primary purpose of the minor is to increase the breadth of doctoral study. Coursework chosen to complete the minor requirement should be directly related to and supportive of a student's doctoral research. The minor coursework should deepen a student's understanding of a secondary discipline related to the dissertation topic.

Coursework completed as a UW-Madison Geography graduate student can be used to satisfy the minor requirement whether taken before or during enrollment in the Ph.D. program.

Skills

(NOTE: These notes about the Ph.D. skills requirement were recommended by Graduate Studies Committee on 3/12/2013, distributed/discussed at Faculty/Staff meeting on 4/15/2013 and modified on 5/23/2013).

The PhD-Geography program requires 6 credits of skills coursework. Typically, students complete this requirement with one of these 4 options:

- Competence in language other than English
- Quantitative skills (6 cr of "intermediate" or "advanced" courses)
- Qualitative skills (6 cr of "intermediate" or "advanced" courses)
- Combination of quantitative and qualitative skills (6 cr of "intermediate" or "advanced" courses)

Graduate-level coursework completed as a graduate student can be used for the Ph.D. skills requirement whether taken before or during the PhD. program.

Qualifying exams

Qualifying exams are comprised of general and specific preliminary exams and a proposal defense. Requirements and processes for these exams are defined by each subarea. Students should work with their Advisor to prepare for these exams.

Three weeks prior to the proposal defense, the student should request a "prelim warrant" from the Graduate Program Director. This email request should include the student's committee members and the proposed exam date.

In 2012, the Department adopted a set of Qualifying Exam Principles, intended to insure that students from different subareas had a similar qualifying exam experience even though the actual requirements vary. See Appendix for these Principles.

See Appendix for detailed qualifying exam requirements for each departmental subarea.

Dissertator Status
A dissertator is a student who has successfully completed all requirements for the Ph.D. except for the dissertation (also known as "ABD" or "all but dissertation"). This includes coursework, residence requirements, minor requirements, skills requirements, qualifying exams. All requirements must be met BEFORE the first day of classes to be a dissertator for any given semester. Once a dissertator, a student must enroll continuously every fall and spring for 3 credits. At this point, time begins to matter, as well – you have 5 years to complete your degree or risk re-taking your Preliminary Exams.

The Graduate School policy on dissertator status is available here:
http://grad.wisc.edu/acadpolicy/#dissertationstatus

Advisor and Committee
The chair (or co-chair) of a doctoral student's Committee is the student's Advisor. This individual must be graduate faculty in Geography or affiliated with Geography. The Committee must have at least 5 members, four of whom must be graduate faculty (or former graduate faculty up to one year after resignation/retirement). At least one must be from outside the Geography Department. At least 2 members must be from Geography or affiliated with Geography.

Public Talk
(NOTE: This public talk requirement was approved by the Geography faculty 3/18/2013)

A public departmental talk (30-40 minutes in length) is required for Ph.D. candidates. It is the responsibility of the student to schedule the talk, which must be given within a month of the defense in a venue chosen by the student and approved by their advisor. (A common practice is for talks to coincide with the defense and precede a closed period of questioning by the committee.) The Director of the Graduate Program must be informed of the date and location of the talk before a warrant is issued and is responsible for publicizing the talk widely on campus.

See Appendix for Degree Requirements Worksheet for a reference sheet of these requirements.

Milestone Requirements
Doctoral students are required to complete a master's degree prior to entering the program. Students making normal progress through the doctoral program should complete any outstanding breadth requirements by the end of the 2nd semester, should complete the general preliminary exam by the start of the 5th semester and should reach dissertator status by the end of the 6th semester.

See Appendix for Criteria for Satisfactory Progress policy.

Checklist for Dissertation/Defense
At least three weeks prior to the final defense, the student should email the Graduate Program Director to request a final warrant. This email should include the student's dissertation title, proposed defense date, names of faculty on the committee and details (time/day/room) for scheduled public talk.

Once completed, students are expected to submit a hard copy and a digital copy to the Geography Library. The student should submit a signed deposit certificate (available online here: http://www.geography.wisc.edu/docs/geography_library_deposit_certificate.doc) to the Graduate Program Director.

The Department of Geography follows the Graduate School format guidelines which can be found online here: https://grad.wisc.edu/currentstudents/wp-content/uploads/sites/9/2014/04/Guidelines-for-Electronic-Deposit-of-PhD-Dissertations1.pdf

Critical Graduate School deadlines are available online here:
http://grad.wisc.edu/currentstudents/degreedeadlines/

Commencement
Once you have met your degree requirements, you may choose to attend a fall or spring commencement ceremony. Commencement occurs in May and December each year and is coordinated by the Office of the Chancellor. There is no summer commencement ceremony. If you plan to graduate in August, you may attend either the May or the December ceremony. If you want your name to be printed in the commencement program, you must apply to graduate through your MyUW Student Center by the deadline each semester. You may attend the commencement ceremony even if your name is not included in the commencement program. See commencement.wisc.edu for more information.

V. ENROLLMENT

The Graduate School has minimum requirements for enrollment each semester. Programs may only need to reference the enrollment requirements below that pertain to the program (summer enrollment, dissertator, non-dissertator, full time, part time, TA/PA/RA). All of the credit requirements (except F-1 and J-1 visa requirements) must be satisfied by graded, graduate-level courses; courses numbered below 300, audit, and pass/fail do not satisfy the minimum requirement.

Enrollment Requirements
The Graduate School's policy on enrollment requirements is as posted at http://grad.wisc.edu/acadpolicy/#EnrollmentRequirements.

Auditing Courses
Graduate School policy on Auditing Courses may be found at http://grad.wisc.edu/acadpolicy/#auditingcourses.

Continuous Enrollment
Graduate School policy on Continuous Enrollment may be found at http://grad.wisc.edu/acadpolicy/#continuousenrollmentrequirement.

Residence for Tuition Purposes
Residency is used to determine tuition rates on campus. The details of the Graduate School Residency for Tuition Purposes can be found here http://grad.wisc.edu/acadpolicy/#residencefortuitionpurposes as well as the full Registrar's Office policy. http://registrar.wisc.edu/residence.htm

Transfer of Graduate Work from Other Institutions
Effective for students beginning the graduate program in Geography in Fall 2014, some prior graduate credits can be counted towards the UW-Madison graduate degree.

Graduate students in Geography may request approval from the Department to count up to 6 credits of graduate course work from other institutions towards the master's degree or 9 credits towards the doctoral degree. Course work earned five or more years prior to admission to a master's degree or earned ten years or more prior to admission to a doctoral degree is not allowed to satisfy requirements.

VI. SATISFACTORY PROGRESS – ACADEMIC EXPECTATIONS

The Geography Department follows the Graduate School Satisfactory Progress Guidelines (available online here: http://grad.wisc.edu/acadpolicy/#satisfactoryprogress), but has also established more specific benchmarks for progress through the graduate program in Geography. Please note that the funding guarantees offered by the department are contingent on maintaining satisfactory progress as defined by these benchmarks. In addition, progress through these benchmarks is one criterion used to determine priority for funding, for students who do not have guarantees.

Master's students in both the Geography and Cartography/GIS programs are expected to complete the degree by the end of the 4th semester.

Ph.D. students are expected to complete a master's degree by the start of the 1st semester in the doctoral program and are expected to complete breadth requirements by the end of the 2nd semester. General preliminary exams should be completed by the start of the 5th semester and dissertator status should be achieved by the end of the 6th semester.

See Appendix for complete departmental satisfactory progress policy. This policy provides details about the benchmarks and the consequences for not meeting the expectations.

VII. SATISFACTORY PROGRESS - CONDUCT EXPECTATIONS

Professional Conduct
(Adapted from MPH and Communication Sciences and Disorders programs)

All students are expected to adhere to the highest standards of professional behavior and ethics. Students should avoid even an appearance of improper behavior or lack of ethical standards while in Graduate School at UW-Madison, in all professional settings, and in their personal lives. Students should conduct themselves according to the standards expected of members of the profession to which the student aspires. Concerns about infractions of Professional Conduct may be effectively handled informally between the instructor/advisor and the student. If a resolution is not achieved, a graduate program representative may be included in the discussion. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Students are responsible for reading the information here as well as the information published on all the relevant web sites. Lack of knowledge of this information does not excuse any infraction.

1. Professional Ethics: Students shall show respect for a diversity of opinions, perspectives and cultures; accurately represent their work and acknowledge the contributions of others; participate in and commit to related opportunities; aim to gain knowledge and contribute to the knowledge base of others; understand the UW Student Code of Conduct; represent their profession and the program; and strive to incorporate and practice disciplinary ideals in their daily lives. Resumes/CVs must reflect accurate information.
2. Honesty and Integrity: Students shall demonstrate honesty and integrity as shown by their challenging of themselves in academic pursuits; honesty and ethics in research and IRB applications—including honesty in interpretation of data, commitment to an unbiased interpretation of academic and professional endeavors; and the need to document research activities, protect subject/client confidentiality and HIPPA regulations. Students shall follow-through and pull their weight in group activities and understand where collaboration among students is or is not allowed; not plagiarize others or past work (self-plagiarism), cheat, or purposefully undermine the work of others; and avoid conflicts of interest for the duration of their time in the program. As a professional, honesty and integrity also extends to personal behavior in life outside of the academic setting by realizing that students are representatives of the program, UW-Madison, and the profession as a whole.
3. Interpersonal and Workplace Relationships: Students shall interact with peers, faculty, staff and those they encounter in their professional capacity in a manner that is respectful, considerate, and professional. This includes and is not limited to attending all scheduled meetings, honoring agreed upon work schedules, being on-time and prepared for work/meetings, contributing collaboratively to the team, keeping the lines of communication open, offering prompt response to inquiries, and employing respectful use of available equipment/technology/resources. Chronic or unexplained absences are unprofessional in the workplace and could be grounds for termination or removal of funding. To facilitate the free and open exchange of ideas, any criticism shall be offered in a constructive manner, and the right of others to hold different opinions shall be respected.

4. Commitment to Learning: Students are expected to meet their educational responsibilities at all times. Be actively prepared for class and be ready for questions and answers. Be on time for every class and always show courtesy during class or if you have to leave class early. If possible, students should notify the instructor at least one day in advance of a planned absence. Students who are unable to attend class are responsible for finding out what occurred that day and should not expect instructors to give them individual instruction. Recognizing that the pursuit of knowledge is a continuous process, students shall show commitment to learning by persevering despite adversity and seeking guidance in order to adapt to change. Students shall strive for academic excellence and pursue and incorporate all critique, both positive and negative, in the acquisition of knowledge in order to understand and respect the community in which they work.
5. Professional Appearance: Students shall convey a positive, professional appearance in order to represent the program in a dignified manner. Appearance includes a person's dress, hygiene, and appropriate etiquette/protocols for the environment (including safety protocols and protective clothing in environments that require them).

This graduate program, the Graduate School, and the Division of Student Life all uphold the UW-System policies and procedures in place for academic and non-academic misconduct. In addition, graduate students are held to the same standards of responsible conduct of research as faculty and staff. Furthermore, unprofessional behavior towards clients/subjects, faculty, staff, peers and public are significant issues in the evaluation and promotion of students. In turn, we hold expectations for the highest level of academic integrity and expect professional, ethical, and respectful conduct in all interactions. Students may be disciplined or dismissed from the graduate program for misconduct or disregard for professional conduct expectations regardless of their academic standing in the program. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Students are responsible for reading the information here as well as the information published on all the relevant web sites. Lack of knowledge of this information does not excuse any infraction.

Academic Misconduct
Academic misconduct is an act in which a student (UWS 14.03(1)):

1. seeks to claim credit for the work or efforts of another without authorization or citation;
2. uses unauthorized materials or fabricated data in any academic exercise;
3. forges or falsifies academic documents or records;
4. intentionally impedes or damages the academic work of others;
5. engages in conduct aimed at making false representation of a student's academic performance; or
6. assists other students in any of these acts.

Examples of academic misconduct include but are not limited to:

1. cutting and pasting text from the Web without quotation marks or proper citation;
2. paraphrasing from the Web without crediting the source;
3. using notes or a programmable calculator in an exam when such use is not allowed;
4. using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator;
5. stealing examinations or course materials;
6. changing or creating data in a lab experiment;
7. altering a transcript;
8. signing another person's name to an attendance sheet;
9. hiding a book knowing that another student needs it to prepare for an assignment;
10. collaboration that is contrary to the stated rules of the course; or
11. tampering with a lab experiment or computer program of another student.

Additional information regarding Academic Misconduct:
Graduate School Policy & Procedure: Misconduct, Academic:
http://grad.wisc.edu/acadpolicy/#misconductacademic

Dean of Students Office: Information for Students: How to Avoid Academic Misconduct? What Happens If I engage in Academic Misconduct? What Should I do If I know a Classmate is Cheating?
http://www.students.wisc.edu/doso/students.html

Dean of Students Office: Academic Misconduct Flowchart:
http://students.wisc.edu/doso/misconductflowchart.html

University of Wisconsin System: Chapter UWS 14: Student Academic Disciplinary Procedures:
http://students.wisc.edu/doso/docs/uws_chapter_14.pdf

Non-Academic Misconduct
The university may discipline a student in non-academic matters in the following situations:

1. for conduct which constitutes a serious danger to the personal safety of a member of the university community or guest;
2. for stalking or harassment;
3. for conduct that seriously damages or destroys university property or attempts to damage or destroy university property, or the property of a member of the university community or guest;
4. for conduct that obstructs or seriously impairs university-run or university-authorized activities, or that interferes with or impedes the ability of a member of the university community, or guest, to participate in university-run or university-authorized activities;
5. for unauthorized possession of university property or property of another member of the university community or guest;
6. for acts which violate the provisions of UWS 18, Conduct on University Lands;
7. for knowingly making a false statement to any university employee or agent on a university-related matter, or for refusing to identify oneself to such employee or agent;
8. for violating a standard of conduct, or other requirement or restriction imposed in connection with disciplinary action.

Examples of non-academic misconduct include but are not limited to:

1. engaging in conduct that is a crime involving danger to property or persons, as defined in UWS 18.06(22)(d);
2. attacking or otherwise physically abusing, threatening to physically injure, or physically intimidating a member of the university community or a guest;
3. attacking or throwing rocks or other dangerous objects at law enforcement personnel, or inciting others to do so;
4. selling or delivering a controlled substance, as defined in 161 Wis. Stats., or possessing a controlled substance with intent to sell or deliver;
5. removing, tampering with, or otherwise rendering useless university equipment or property intended for use in preserving or protecting the safety of members of the university community, such as fire alarms, fire extinguisher, fire exit signs, first aid equipment, or emergency telephones; or obstructing fire escape routes;
6. preventing or blocking physical entry to or exit from a university building, corridor, or room;
7. engaging in shouted interruptions, whistling, or similar means of interfering with a classroom presentation or a university-sponsored speech or program;
8. obstructing a university officer or employee engaged in the lawful performance of duties;
9. obstructing or interfering with a student engaged in attending classes or participating in university-run or university-authorized activities;

10. knowingly disrupting access to university computing resources or misusing university computing resources.

Additional information regarding Non-Academic Misconduct
Graduate School Academic Policies & Procedures: Misconduct, Non-Academic:
http://grad.wisc.edu/acadpolicy/#misconductnonacademic

Dean of Students Office: Non-Academic Misconduct Standards Statement:
http://students.wisc.edu/doso/nonacadmisconduct-statement.html

Dean of Students Office: Non-Academic Misconduct Process
http://students.wisc.edu/doso/nonacadmisconduct.html

University of Wisconsin System: Chapter UWS 17: Student Non-Academic Disciplinary Procedures:
http://students.wisc.edu/doso/docs/NewUWS%2017.pdf

University of Wisconsin System: Chapter UWS 18: Conduct on University Lands:
http://students.wisc.edu/doso/docs/NewUWS%2018.pdf

Research Misconduct
Much of graduate education is carried out not in classrooms, but in laboratories and other research venues, often supported by federal or other external funding sources. Indeed, it is often difficult to distinguish between academic misconduct and cases of research misconduct. Graduate students are held to the same standards of responsible conduct of research as faculty and staff. The Graduate School is responsible for investigating allegations of research misconduct. This is often done in consultation with the Division of Student Life as well as with federal and state agencies to monitor, investigate, determine sanctions, and train about the responsible conduct of research. For more information, contact the Associate Vice Chancellor for Research Policy, 333 Bascom Hall, (608) 262-1044.

Please see section on "Grievance Procedures and Misconduct Reporting" for further information on reporting research misconduct of others. Here are links for additional information regarding Research Misconduct and Responsible Conduct:

Graduate School Policies & Procedures: Responsible Conduct of Research
http://grad.wisc.edu/acadpolicy/#responsibleconductofresearch

Graduate School Office of Research Policy: Introduction & Guide to Resources on Research Ethics:
http://grad.wisc.edu/respolcomp/resethics/

Graduate School Office of Research Policy: Policies, Responsibilities, and Procedures: Reporting Misconduct
http://kb.wisc.edu/gsadminkb/page.php?id=34486

Graduate School Office of Research Policy: Policies, Responsibilities, and Procedures: Responsible Conduct of Research Resources https://kb.wisc.edu/gsadminkb/search.php?cat=2907

VIII. DISCIPLINARY ACTION AND DISMISSAL

NOTE: THIS SECTION WILL BE INCLUDED IN A FUTURE EDITION OF THIS HANDBOOK

IX. GRIEVANCE PROCEDURES & REPORTING MISCONDUCT AND CRIME

NOTE: THIS SECTION WILL BE INCLUDED IN A FUTURE EDITION OF THIS HANDBOOK

X. ACADEMIC EXCEPTION PETITION

NOTE: THIS SECTION WILL BE INCLUDED IN A FUTURE EDITION OF THIS HANDBOOK

XI. FUNDING AND FINANCIAL INFORMATION

Overview
All applicants (domestic and international) are considered for guaranteed funding. This funding typically takes the form of teaching assistantships (TAships) during the academic year. Only incoming students are eligible for multi-year (usually 2 years for master's and 3 years for Ph.D.) guarantees. Some students are eligible for project assistantships (PAships) or research assistantships (RAships), but those assistantships are faculty-specific and most commonly are awarded to students of the faculty with appropriate funding. Teaching assistantships are rarely available in summer. The bulk of our graduate students typically have funding, although the department only hires ~20-25 TAs in a given semester. TA positions are filled based on the Geography department hiring criteria (see Appendix). Students with questions about funding should contact the Graduate Program Director.

Please note that the funding guarantees offered by the department are contingent on maintaining satisfactory progress as defined by these benchmarks. In addition, progress through these benchmarks is one criterion used to determine priority for funding, for students who do not have guarantees. (See Appendix for complete Satisfactory Progress Policy).

Information on Guaranteed Funding
Most guaranteed funding in the Department is in the form of TAships. An online application form is used to gather teaching preferences from graduate students who intend to use their guaranteed TAship. This form is generally available in mid-October for spring appointments and mid-March for fall appointments.

Finding Funding Without Guaranteed Appointment
If you do not have a (guaranteed) appointment and are looking for funding to support your graduate studies, the Graduate School provides a list of steps to follow, at http://grad.wisc.edu/studentfunding/steps

Graduate Assistantships (TAs, PAs, RAs, Lecturer [SA] positions)
A call for TA applications is typically sent to all graduate students and posted on the departmental website in October (for spring appointments) and March (for fall appointments). . Available positions are filled based on the Geography department TA hiring criteria (see Appendix).

Project and Research Assistantships are typically available from and offered by specific faculty awarded funds for such positions. In most cases, advisees of the faculty member with the funding hold these positions.

The Geography Department typically hires 2-4 lecturers each year. These positions are advertised within the Department and, in most cases, are posted in the University's Position Vacancy Listing.

All Graduate Assistants receive a formal offer letter with the details of the specific appointment. Recipients are encouraged to read these letters carefully to be sure the benefits and responsibilities of the position are well-understood. Questions about the appointments can be directed to the Payroll and Benefits Specialist (room 170 Science Hall) or the Graduate Program Director (room143 Science Hall).

TA and PA Collective Bargaining
The contract between the state and the Teaching Assistant's Association covering TAs and PAs (http://oser.state.wi.us/docview.asp?docid=7113) is no longer in force; however, the university is continuing to use the terms of the contract until final university policies are adopted. Since the TAA no longer represents TAs and PAs, sections of the contract referring to "union" rights and responsibilities are no longer in effect. TAs and PAs can find policies in the contract related to: grievance procedures; appointments; orientation, training, and

evaluation; non-discrimination; termination; health and safety; and benefits, including sick leave, vacation, and leave of absence.

RA Appointment Policies
A research assistant is a UW-Madison graduate student working towards a Master's or Ph.D. degree. An appointment as a research assistant is appropriate if the activity performed by the research assistant is primarily for the benefit of the individual's course of study and research and directly applicable to the individual's thesis or dissertation. Tasks which are irrelevant or unnecessary to the appointee's academic program or repetitive beyond that which is necessary to achieve excellence in the activity are not appropriate for an individual appointed as a research assistant.

The appointee is required to register for a full load of graduate courses and research. A maximum research assistant stipend is established annually on an institution-wide basis, although the amount of each individual stipend may vary among departments.

A research assistant is to be supported from the federal research funds only if it can be documented that the activities of the research assistant constitute necessary work towards the objectives of the sponsored research project which provides the funding.

Stipend Levels and Paychecks
Stipend rates for graduate assistantships are set by the University. Current rates for TAs, PAs, and RAs can be found on the website of the Office of Fellowships and Funding Resources:
http://uwmadisonoffr.wordpress.com/funding-overview/assistantships/

Graduate assistants are paid on a monthly basis and stipends are usually deposited directly into student's bank accounts. You can authorize direct deposit by filling out the Authorization for Direct Deposit of Payroll form (https://uwservice.wisc.edu/docs/forms/pay-direct-deposit.pdf) and returning it to the Graduate Coordinator.

Tuition Remission and Payment of Segregated Fees
TAs, PAs, RA, and Lecturers (Student Assistants) with appointments of 33.3% or higher (approximately 13 hrs/week) receive remission of their full tuition (in- and out-of-state, as applicable). Students with these appointments are still responsible for paying segregated fees.

Health Insurance Benefits
TAs, PAs, RA, and Lecturers (Student Assistants) with appointments of 33.3% or higher (approximately 13 hrs/week) for at least the length of a semester are eligible to enroll in a health insurance program. Information about health insurance options can be found at http://www.ohr.wisc.edu/benefits/new-emp/grad.aspx.

Current monthly premiums can be found at http://uwservice.wisc.edu/premiums/index.php#sgh. .

Questions about health insurance can be directed to the Geography Department Payroll and Benefits Specialist (Vicki Kelly, vlkelly@wisc.edu, 170 Science Hall, 608-262-6408)

Maximum Appointment Levels
The Graduate School sets the maximum levels of graduate assistantship appointments. International students should be especially aware of maximum levels of employment. For more information on these policies, please visit http://www.grad.wisc.edu/admin/hr/policy/maxlevel.html.

Enrollment Requirements for Graduate Assistants
Students with graduate assistantships must be enrolled appropriately. Detailed information about enrollment requirements can be found in the Graduate School's academic policies at
http://grad.wisc.edu/acadpolicy/#enrollmentrequirements

Fellowships

There are many different kinds of fellowships on campus. Some are awarded by the program, some are awarded by the school/college, and still others are awarded by the Graduate School. In addition, a number of students have applied for and won fellowships from federal agencies, professional organizations, and private foundations. The terms and conditions of fellowships across campus vary widely. If you have a fellowship, make sure you understand the obligations and benefits of that fellowship, including stipend, health insurance eligibility, eligibility for tuition remission, pay schedule, etc.

Graduate School Fellowships

The Graduate School administers a number of different fellowships on campus, including: the University Fellowships, Chancellor's Fellowships, Mellon-Wisconsin Fellowships, the Dickie Fellowships, and a variety of external fellowships (https://kb.wisc.edu/gsadminkb/page.php?id=34769.) If you have questions about these fellowships, please contact the Office of Fellowships and Funding Resources, http://grad.wisc.edu/studentfunding/currentstudents.

Departmental/Campus Fellowships

All Ph.D.-bound applicants to the program are considered for a University Fellowship. The Geography Department typically has permission to offer 3-5 of these fellowships each year. The University Fellowship provides full funding (stipend, tuition remission, and health insurance eligibility) for a student's first year and first dissertator year. It is the Department's policy to supplement that Fellowship with at guaranteed funding offer that normally takes the form of a TAship.

Many students in the Department successfully apply for FLAS (Foreign Language Area Study) Fellowships. Information about these funds is online here: http://flas.wisc.edu/

External Funding/Fellowships

We encourage all students to seek out and apply for funding from sources external to the university (e.g., federal agencies, professional organizations, private foundations). The Graduate School supports selected federal/private fellowships through the provision of tuition support and health insurance, list at https://kb.wisc.edu/gsadminkb/page.php?id=34761.

The Graduate School also provides remission of the non-resident portion of students' tuition (if applicable) to students who win external fellowships that are payrolled through the university and provide an academic year (9-month) stipend of $11,350 (2013-14 rate) or an annual year (12-month) stipend of $13,872.

Students should be aware that fellowships and awards from external sources will each have unique terms and conditions that you should take time to understand. Questions on external fellowships can be directed to the Office of Fellowships and Funding Resources.

The following are some sources of information on external funding:

1. Major external fellowships, prepared by the Office of Fellowships and Funding Resources: https://kb.wisc.edu/gsadminkb/page.php?id=34769.
2. The Grants Information Collection (GIC) on the 2nd Floor of Memorial Library http://grants.library.wisc.edu/ The GIC is a great collection of print and on-line resources to help students find external fellowships and scholarships. You can learn how to set up a personalized profile on several on-line funding databases, and get regular notices of relevant funding opportunities. PLEASE REMEMBER: the timetable for identifying, applying for and receiving such external funding is generally quite long; plan on 9-12 months between the time you start your search and the time you may receive funding.

Once you find a fellowship, scholarship, or award to which you want to apply, consider contacting the Writing Center (http://www.writing.wisc.edu/Individual/index.html). The Writing Center staff can provide valuable advice on crafting your application.

Fellows with Concurrent Appointments
Students with fellowships payrolled through the university may hold concurrent graduate assistantships and/or student hourly appointments up to a total maximum combined annual stipend of $41,616 (2013-2014 maximum). If you have any questions about concurrent work along with your fellowship, please feel free to contact the Office of Fellowships and Funding Resources.

Funding for Study Abroad
The International Fellowships Office provides information about opportunities for international research, grants, scholarships and other funding.

Funding for Conference/Research Travel
The Department annually awards a number of Trewartha Conference Travel Awards and Trewartha Research Awards. These awards are intended to support graduate student conference travel and thesis-related research. The travel grant may be used for participation in major conferences in any of the subfields of geography.

See Appendix for information about all Department of Geography Graduate Awards.

The Graduate School provides a limited amount of funding ($600) for dissertators and final year MFA students whose research has been accepted for presentation at a conference. For more information about this funding, visit the Vilas Conference Presentation Funds website.

In addition, the Graduate School runs a competition twice/year for funds to support travel related to your dissertation/thesis research. Students must be dissertators or final-year MFA students. For more information about this funding, visit the Vilas Research Travel Grant website.

Loans
The Office of Student Financial Aid (OSFA) (http://www.finaid.wisc.edu/graduate-students.htm) assists graduate students whose personal and family resources are not adequate to cover the expenses involved in attending the University of Wisconsin-Madison. The office also provides counseling to help students manage their money effectively, information on other potential sources of financial assistance (such as employment), debt management counseling, and small short-term loans for emergency situations.

XII. PROFESSIONAL DEVELOPMENT AND CAREER PLANNING

NOTE: THIS SECTION WILL BE EXPANDED IN A FUTURE EDITION OF THIS HANDBOOK

UW-Madison offers a wealth of resources intended to enrich your graduate studies and enhance your professional skills. It is expected that you will take full advantage of the resources that best fit your needs and support your career goals. Since our alumni thrive not only in academia but also in industry, corporate, government, and non-profit arenas, we strive to be in-tune, holistic, and innovative our approach to meeting the diverse professional development needs of our students. By actively participating in these professional development opportunities, you will build the skills needed to succeed academically at UW-Madison and to thrive professionally in your chosen career.

Local Resources for Professional Development and Career Planning
NOTE: THIS SECTION WILL BE INCLUDED IN A FUTURE EDITION OF THIS HANDBOOK

Travel to Meetings and Conferences
An important part of the professional development of graduate student is the participation in professional meetings and conferences. Consult your advisor about the appropriate venues for you to attend. Some advisors may have access to funds to help support travel costs. Students should also explore volunteer opportunities at conferences to offset registration costs. All Geography graduate students are eligible to apply for Trewartha Conference Travel funds, awarded annually. (See Appendix for information about all graduate student awards.) Students who have reached dissertator status are eligible to apply for Vilas Conference Presentation Funds from the Graduate School (http://grad.wisc.edu/pd/vilas/conference/).

Campus-wide Resources for Professional Development
In addition to opportunities at the local level, the **Graduate School Office of Professional Development and Engagement (OPDE)** provides direct programming in the areas of career development and skill building, and also serves as a clearing house for professional development resources across campus. The best way to stay informed is to watch for the weekly newsletter from OPDE, **GradConnections**, and to visit the webpage - http://grad.wisc.edu/pd/ - for an up-to-date list of events. For example, typical topics covered throughout the year are:

- Individual development plans
- Planning for academic success
- Dissertation writing support
- Communication skills
- Grant writing
- Teaching
- Mentoring
- Research ethics
- Community engagement
- Entrepreneurship
- Career exploration: academic, non-profit, industry, government, etc.
- Job search support
- Pursuing postdoctoral training

Be sure to keep a pulse on programs offered by the following campus services as well.

- Writing Center http://www.writing.wisc.edu/
- Grants Information Collection http://grants.library.wisc.edu/
- Student Technology Training (STS) http://sts.doit.wisc.edu/
- Delta Program http://www.delta.wisc.edu
- UW Teaching Academy https://tle.wisc.edu/teaching-academy
- UW Center for the Humanities http://humanities.wisc.edu
- Wisconsin Entrepreneurial Bootcamp http://bus.wisc.edu/degrees-programs/non-business-majors/wisconsin-entrepreneurial-bootcamp

Individual Development Plan
NOTE: THIS SECTION MAY BE INCLUDED IN A FUTURE EDITION OF THIS HANDBOOK!

XIII. OPPORTUNITIES FOR STUDENT INVOLVEMENT

As a graduate student at UW-Madison, you have a multitude of opportunities to become involved on campus and in your academic discipline. This involvement enhances your academic, professional, and social development.

The Department hosts a graduate student organization (Geograds) and students serve as representatives to a number of standing departmental committees. In addition, students take on responsibility for several departmental social events (e.g., fall and spring picnics, holiday party, etc.).

See the Appendix for a complete list of opportunities for graduate student involvement.

Student Representation in Governance

Associated Students of Madison (ASM)

The Associated Students of Madison (ASM) is the campus-wide student governance organization at UW–Madison. Graduate and undergraduate representatives are elected to the 33-member ASM Student Council based on their respective college or school. The student council has regular biweekly meetings open to all students. Learn more here: http://www.asm.wisc.edu/

Teaching Assistants' Association (TAA)

The Teaching Assistants' Association (AFT Local 3220) is the labor union for TAs and PAs at UW-Madison. As a result of decades of organizing and by working together as a union, graduate students at UW-Madison have achieved good health benefits, tuition remission, and many other gains. The TAA is a democratic union run by the members. All key policy decisions are made at monthly membership meetings. Learn more here: http://taa-madison.org/

Registered Student Organizations

There are more than 750 student organizations on campus. The best way to seek out current organizations is to visit the **Center for Leadership and Involvement** (CFLI) website, www.cfli.wisc.edu, and visit the Registered Student Organization directory. This list will not include unregistered student organizations, and you may find that there are groups in your department that you would like to get involved with as well. If you are interested in officially registering an organization you are involved, you must register at www.cfli.wisc.edu. Once registered through CFLI, your organization is eligible for funding from ASM, and your group can reserve rooms in the Union and access other resources.

Outreach and Community Connections

The Wisconsin Idea is the principle that education should influence and improve people's lives beyond the university classroom. For more than 100 years, this idea has guided the university's work. Learn how you can get involved at http://www.wisc.edu/public-service/.

The Morgridge Center for Public Service connects campus with community through service, active civic engagement, community-based learning and research, and more. Explore opportunities at http://www.morgridge.wisc.edu/.

XIV. STUDENT HEALTH AND WELLNESS

UW-Madison has a holistic resource for all things wellness called "UWell". The site includes information and opportunities for wellness for your work/school, financial, environmental, physical, emotional, spiritual, and community. Go to http://uwell.wisc.edu/

Students who pay segregated fees are eligible for University Health Services (http://www.uhs.wisc.edu/services/counseling/). There is no charge to students for many basic services including counseling sessions, because services are paid through tuition and fees. Personal health and wellness services are also available in addition to medical services.

Securing Health Insurance Coverage
Graduate students who hold an appointment as an assistant of 33.33% or more or who have a fellowship may be eligible for health insurance and other benefits beyond University Health Services. Contact the staff benefits and payroll coordinator in the unit where you have been hired to select one of several health care plans within 30 days of your hire date.

Graduate students without an assistantship or fellowship who are currently enrolled can use the serves of University Health Services (UHS), the campus health clinic. Many services are provided at no extra cost, including outpatient medical care during regular business hours, Monday through Friday. UHS is located in the Student Services Tower at 333 East Campus Mall, 608-265-5000. For more info, visit the UHS web site at www.uhs.wisc.edu.

Prescription medications, emergency room visits and hospitalization are not included in UHS benefits. Therefore, supplemental insurance covering these drugs and services is recommended for all students and is required for international students. The UHS Student Health Insurance Plan (SHIP) is an excellent option for many students. Contact the SHIP office at 608-265-5600 for more information.

Disability Information
Students with disabilities have access to disability resources through UW-Madison's McBurney Disability Resource Center. As an admitted student, you should first go through the steps to "Become a McBurney Client" at http://www.mcburney.wisc.edu/students/howto.php

Additional [non-academic] disability campus resources (not found through the McBurney Center) can be found at http://www.mcburney.wisc.edu/services/nonmcburney/index.php

The UW-Madison Index for Campus Accessibility Resources can be found at http://www.wisc.edu/accessibility/index.php

Mental Health Resources On and Off Campus
University Health Services (UHS) is the primary mental health provider for students on campus. UHS Counseling and Consultation Services offers a wide range of services to the diverse student population of UW-Madison. They offer immediate crisis counseling, same day appointments and ongoing treatment. Go to http://www.uhs.wisc.edu/services/counseling/ or call 608-265-5600.

UHS service costs are covered for students through tuition and fees.

There are many mental health resources throughout the Madison community, but UHS Counseling and Consultation Services is the best resource for referrals to off-campus providers. Call 608-265-5600 for assistance in finding an off-campus provider.

XV. MISCELLANEOUS INFORMATION FOR NEW STUDENTS

The Graduate School maintains a checklist for new graduate students at http://grad.wisc.edu/newstudents/checklist/

Activate your NetIQ
You will need your NetID and password to access the My UW-Madison portal at my.wisc.edu. To activate your NetID click on the ACTIVATE NETID button from the My UW Madison login screen. Enter your 10 digit student campus ID number and birthdate. The NetID you create and password you enter are keys to your access to the MyUW portal so make a record of it and keep it private. If you are unsure about your NetID and password, contact the DoIT Help Desk at 608-264-4357.

Get your UW Photo ID Card (Wiscard)
Get your UW ID card - Wiscard - photo taken at the Wiscard Office (http://www.wiscard.wisc.edu/contact.html) in Union South, room 149, M-F 8:30 am - 5:00 pm. You must be enrolled and have valid identification, such as a valid driver's license, passport, or state ID) to get your photo ID.

Enroll in classes
Incoming students are eligible to enroll in early July. Students should connect with their faculty advisor and/or the Graduate Program Director to discuss appropriate course plans for the first semester. Many of these connections happen once the student arrives on campus in August.

Pick up your free Madison Metro bus pass
As a UW student, you can pick up a bus pass at no charge from Union South or the Student Activity Center (333 E. Campus Mall – 4th floor) at the beginning of the fall and spring semesters. Visit the ASM Web site for more information on Madison Metro bus services: http://www.asm.wisc.edu/asm-bus-pass.html. Be sure to bring your UW Photo ID card. NOTE: You must be enrolled in order to pick up your bus pass.

Attend the New Graduate Student Welcome, hosted by the Graduate School
This event provides a great opportunity to mingle with Graduate School deans and staff, hear from a panel of current students about grad student life, learn about the many campus and community resources available to you, and meet other new graduate students from across campus. Learn more and register here: http://grad.wisc.edu/newstudents/ngsw/

Attend Program Orientation Events
The Geography Department hosts orientation events for incoming students, training for new TAs and a welcome lunch during Welcome Week each year. A sample orientation schedule can be found in the Appendix.

Program/Department Resources for Students
All graduate students are provided with office space in Science Hall and a mailbox in 388 Science Hall. Public-use computers are available in both the Geography Library and the Map Library. Copiers, scanners and printers are available in the libraries, as well.

The Science Hall Help Desk provides IT support to the Geography Department. Information about IT support services is available online here: http://helpdesk.shc.wisc.edu/

XVI. ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS

International Student Services (ISS)
International Student Services (ISS) is your main resource on campus and has advisors who can assist you with visa, social and employment issues. Visit their website for more information at http://www.iss.wisc.edu or to schedule an appointment.

Student Visas
Graduate Admissions issues the federal I-20 form for initial F-1 Visa procurement. Initial J-1 Visa document (DS-2019) is handled by ISS. The Graduate Admissions office sometimes must collect financial information for the DS-2019, which is then forwarded to ISS. After the student is enrolled, all Visa matters are handled by ISS.

Documents required of new international students
Many students are admitted with a condition that they submit their final academic documents after arrival on campus. Please submit your documents to the admissions office at 228 Bascom Hall. The admissions requirements page http://grad.wisc.edu/admissions/requirements/ has a drop down menu under “degrees” which lists the documents required for each country.

Students with ESL requirements
Any student who was admitted with a TOEFL score below 92, or an IELTS score below 6.5 will be required to take the English as a Second Language Assessment Test (ESLAT) http://www.english.wisc.edu/esl/eslat-exam.html and any required English course during their first semester.

Non-Native English Speakers as Teaching Assistants
(From College of Letters and Science Knowledgebase: https://kb.wisc.edu/ls/page.php?id=25268)

UW System policy requires that non-native English speakers demonstrate proficiency in spoken English before they are assigned classroom duties as teaching assistants.

The offer of a guarantee of long-term support to a non-native English speaking student is contingent on demonstration of the requisite level of spoken English proficiency. Potential teaching assistants must complete the SPEAK to asses such proficiency. Graduate students who are not qualified in English will not be permitted to serve as teaching assistants, and any problems in this area should be brought to the attention of L&S administration without delay.

SPEAK Test Guidelines

- Students with a score greater than or equal to 50 may teach with no further English language testing requirements.
- Students with a score of 45 can perform instructional duties that require spoken English only if also enrolled in a program to improve English skills.
- Students with a score lower than 45 cannot perform instructional duties that require spoken English.

The ESL Program administers the SPEAK Test on a regular basis. Contact the ESL Program at 263-3780 or consult the ESL Program web site: http://www.english.wisc.edu/esl/itatraining-speak.htm

* International students who score a 26/30 or higher on the speaking section of the iBt TOEFL test are exempt from taking the SPEAK test and are eligible to teach with no further English language testing requirements.

Services offered by the Program in English as a Second Language:

The ESL program offers several special services for International Teaching Assistants (ITAs), including:

- ITA Support Services for non-native English speaking TAs interested in improving their teaching performance. This service includes classroom visits by an expert observer, private and confidential analysis with strategies for improvement, and individualized follow-up.
- A modular training course for potential and current international TAs. This course, which complements departmental and College ITA training efforts, focuses on both language improvement and teaching skills, with four videotaped presentations.
- Regular ESL courses

Funding for International Students
International students are eligible for Teaching, Project, and Research Assistantships on campus as well as university fellowships through the Graduate School. They may not be employed more than 20 hours per week on campus while enrolled full-time.

New international students with assistantships should work with International Students Services to obtain a social security number (http://www.iss.wisc.edu/employment/social-security). New students with fellowships and no other appointment types are not considered employees and are not eligible for social security numbers. These students should work with ISS to obtain an International Taxpayer Identification Number (ITIN, http://www.iss.wisc.edu/employment/itin).

XVII. APPENDIX: Questions To Ask Of Prospective Advisors

Adapted from Integrated Program in Biochemistry (IPiB) Graduate Handbook

Many of these questions are not simple and may not elicit a quick answer. However, any advisor should be willing to discuss these important issues with you. You may also want to discuss these issues with any students who are currently in the prospective advisor's group/lab. This list is by no means complete; you should spend some time thinking about what is most important to you in your graduate training.

What thesis projects would be available to me if I were to join your group?

Would these projects expose me to a variety of different approaches?

In general, how available will you be to answer questions I might have?

What is your philosophy regarding the amount of guidance the advisor should provide to a student during preparation of the thesis proposal, literature seminars, thesis, etc.?

What are your expectations for the amount of time I should spend each day/week in your group/lab?

What regularly scheduled activities (e.g., group meetings, joint group meetings, and research clubs) does your group participate in that provide an opportunity to get outside input on my (research) project and to hear about the work of other students and postdocs?

Do you encourage your students to attend seminars and journal clubs, including those that may be outside of their narrow field of interest/research?

Do students in your group/lab have the opportunity to attend professional meetings where they can interact with colleagues/researchers from other institutions?

Do you include your graduate students in professional activities that will familiarize them with their field of interest/research, such as reviewing manuscripts and meeting with visiting speakers?

How long do you think it should take me to get my degree?

What are your former graduate students (if any) doing now?

What is your general philosophy of graduate training and what goals do you have for your graduate students?

UW-Madison M.S. Geography Degree Plan - «current_term»

XVIII. APPENDIX Degree plan sample forms

Name:_____ Advisor:_____

Committee

Current term support**:**

Fall 2014= **X** semester of funding
Remaining funding guarantee=

Cum GPA = 3.71
cum credits = BA/BS degree info:

Breadth Requirements *Date Planned/Completed*
(Note – "waived" if completed prior to this degree program)

Physical geography
Human geography (Regional)
People-environment (Regional)
Cartography
Statistical methods

Program Requirements *Date Planned/Completed - Course*

Geography 765
Geography 766 (thesis proposal)
Seminar 1 (3 cr)
Seminar 2 (3 cr)
Core course 1
Core course 2

Defense *Date Completed*

Request final warrant
(3 weeks before defense!)

Thesis defense
Thesis deposit

New/Updated information and notes:

The Student and Thesis Advisor should sign below, indicating agreement about the plans for future completion recorded on this form. Faculty representatives to the Graduate Studies Committee will review degree plans, by subarea.

Student _____ Date _____

Thesis Advisor _____ Date _____

Return updated form to the Graduate Director.

UW-Madison MS-Cart/GIS Plan - «current_term»

Name:_____ Advisor:_____

Committee

Current term support**:**
Fall 2014= **X** semester of funding
Remaining funding guarantee=
Started

Cum GPA = 3.71
cum credits = BA/BS degree info:

Breadth Requirements *Date Planned/Completed*
(Note –"waived" if completed prior to this degree program)

Quantitative methods
Mathematics 1
Mathematics 2
Geography 1
Geography 2

Program Requirements *Date Planned/Completed - Course*

Geography 765
Geography 766 (thesis proposal)
Geography 370
Geography 377
Geography 378
Core course 1 Fall '12 - Geog 579
Core course 2 Spr '13 - Geog 575
Geography 970 (3 credits)

Defense *Date Completed*

Request final warrant
(3 weeks before defense!)

Thesis defense
Thesis deposit

New/Updated information and notes:

The Student and Thesis Advisor should sign below, indicating agreement about the plans for future completion recorded on this form. Faculty representatives to the Graduate Studies Committee will review degree plans, by subarea.

Student _____ Date _____

Thesis Advisor _____ Date _____

Return updated form to the Graduate Director.

UW-Madison «MSPhD». Ph.D. - Geography Degree Plan - «current_term»

Name:_____ Advisor:

Committee

Current term support**:**
= **X** semester of funding
Remaining funding guarantee=
Started

Years pre ABD =
Cum GPA =
cum credits =

Years post ABD =
MS degree info:
BA/BS degree info:

Breadth Requirements

Date Planned/Completed
(Note –"waived" if completed prior to this degree program)

Physical geography
Human geography
People-environment
Cartography
Statistical methods

Program Requirements

Date Planned/Completed - Course

Geography 765
Seminar 1
Seminar 2

Minor (9 crs):

Date Planned/Completed - Course

Option:
Area:

Skills (6 crs):

Date Planned/Completed - Course

Preliminary Exams

Date Planned/Completed

General qualifying exam
Specific qualifying exam
Proposal defense

Defense (Completion deadline:)

Date Completed

Request final warrant
Dissertation defense
Dissertation deposit
NOTE: Warrants should be requested 3 weeks before defense (both proposal and final!)

New/Updated information and notes:

The Student and Thesis Advisor should sign below, indicating agreement about the plans for future completion recorded on this form. Faculty representatives to the Graduate Studies Committee will review degree plans, by subarea.

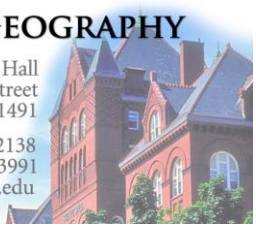
Student _____ Date _____

Thesis Advisor _____ Date _____

Return updated form to the Graduate Director.

THE UNIVERSITY of WISCONSIN MADISON

DEPARTMENT OF GEOGRAPHY
160 Science Hall
550 North Park Street
Madison, WI 53706-1491
Telephone: 608-262-2138
Fax: 608-265-3991
Web: www.geography.wisc.edu



XIX. APPENDIX Criteria for Satisfactory Progress

UW-MADISON DEPARTMENT OF GEOGRAPHY
CRITERIA FOR SATISFACTORY PROGRESS

Adopted November 14, 2011

From the Graduate School: (http://grad.wisc.edu/acadpolicy/#satisfactoryprogress)

Satisfactory Progress

Continuation in the Graduate School is at the discretion of a student's program, the Graduate School, and a student's faculty advisor.

The Graduate School sets minimum standards that all graduate students in the university must meet. Many departments and programs have additional requirements that exceed these Graduate School minimum requirements. The definition of satisfactory progress varies by program. The Graduate School Catalog, grad.wisc.edu/catalog, includes the Graduate School's minimum degree requirements and each program's minimum criteria for satisfactory progress.

The Graduate School requires that students maintain a minimum graduate GPA of 3.00 in all graduate-level work (300 or above, excluding research, audit, credit/no credit, and pass/fail courses) taken as a graduate student unless probationary admission conditions require higher grades. The Graduate School also considers Incomplete (I) grades to be unsatisfactory if they are not removed during the subsequent semester of enrollment; however, the instructor may impose an earlier deadline.

A student may be placed on probation or suspended from the Graduate School for low grades or for failing to resolve incompletes in a timely fashion. In special cases the Graduate School permits students who do not meet these minimum standards to continue on probation upon recommendation and support of their advisor.

Most programs require satisfactory progress to continue guaranteed funding support.

Five-Year Rule

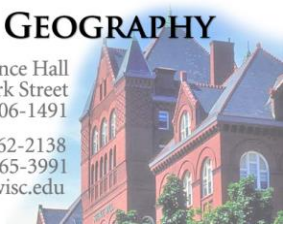
Students have five years from the date of their preliminary examination to take their final oral examination and deposit their dissertation.

Department of Geography Requirements

The Department expects graduate students to progress through a sequence of benchmarks within prescribed time periods. These benchmarks constitute a reasonable rate of accomplishment for full-time students holding teaching or research appointments. We recognize that individual circumstances vary, and not all students progressing toward their academic goals will hit the benchmarks exactly. Thus a student's progress is considered unsatisfactory only after a period of time elapses following an unmet benchmark. A student not making satisfactory progress is placed on probation. Benchmarks and triggers for probationary status are shown in the following table. Note: Semesters with no enrollment are excluded in computing elapsed time.

THE UNIVERSITY of WISCONSIN MADISON

DEPARTMENT OF GEOGRAPHY
160 Science Hall
550 North Park Street
Madison, WI 53706-1491
Telephone: 608-262-2138
Fax: 608-265-3991
Web: www.geography.wisc.edu



	Expected Progress	Unsatisfactory Progress
Geography M.S. Students		
M.S. Completion	End of 4th semester	12th week of 5th semester
PhD Students		
M.S. Completion	Start of 1st semester	12th week of 1st semester
Breadth Requirements	End of 2nd Semester	End of 4th semester*
General Prelim Exam	Start of 5th semester	N/A†
Dissertator Status	End of 6th Semester	End of 8th semester*

** Can be determined at 12th week*

† *The standard expectation is that general prelims will be completed by the start of the 5th semester, but in practice wide variation exists and therefore no benchmark for unsatisfactory progress is set.*

A student's annual degree plan will inform him/her of any looming benchmarks. The graduate program director will provide formal notification if a student enters probationary status. The consequences of unsatisfactory progress are as follows:

a) The student is required to submit a plan for completion of the relevant benchmark(s) and remaining program requirements by the start of the following semester. This plan requires approval of the student's advisor and the Graduate Studies Committee. A hold will be placed on enrollment until the plan is approved.
b) Unless a funding guarantee is active, the student will have a lower priority for departmental funding than students in good standing. That is, everything else being equal, a student in good standing will be appointed before a student on probation.
c) Funding guarantees will lapse for: (i) Ph.D. students admitted from other departments who have not completed the M.S. by the 12th week of their first semester, and (ii) UW-Geography students transitioning from the M.S. to Ph.D. who have not completed their M.S. by the 12th week of their 5th semester. In either case the guarantee will not resume until the academic-year semester that follows the academic-year semester in which M.S. requirements are met prior to its twelfth week. During the lapse period the student will have a lower priority for funding as explained in (b) above. Any university support provided to the student during the lapse period will count against contract duration.
d) If a student is on probation for 4 consecutive semesters s/he will not be allowed to continue in the program.

A student remains on probation until the benchmark is met. In the case of late M.S. completion future benchmark dates are adjusted accordingly. For example, all Ph.D. benchmarks would advance two semesters for a UW-Geography student who finishes the M.S. in the 6th semester.

Students may request exceptions for extenuating circumstances by contacting the Graduate Studies Committee. Students wishing to appeal a Committee decision should first request reconsideration by the Committee, and then the Department Chair (if necessary), and finally the Graduate School as a last resort.

This policy will be in effect for students entering the graduate program in Fall 2012. Current students and those who enter prior to Fall 2012 will be reviewed under this policy starting in Fall 2013.

XX. APPENDIX Degree requirements worksheet

All Geography Grad Program Requirements - effective for students entering PRIOR to Fall 2014			
	MS – Geog	**MS – Cart/GIS**	**PhD**
Min cr	30 cr (16 cr as UW-MSN grad)	30 cr (16 cr as UW-MSN grad)	51 cr (32 cr taken as a UW-MSN grad)
Maintain GPA	3.0	3.0	3.0
Breadth (typically not seminars):	Phys + Hum + P/E + Cart/GIS + Stats	Quant methods + 2 math courses + 2 int or adv geog courses	Phys + Hum + P/E + Cart/GIS + Stats
	(One can be doublecounted for coursework)		
Coursework Requirements (min of 50% must be graduate course work - see definition below)	Geog 765 (1cr) + Geog 766 (3cr)	Geog 765 (1cr) + Geog 766 (3cr)	Geog 765 (1cr)
	2 grad courses 300-level and above	Geog 370 (Intro Cart) (4cr)	2 (3-cr) Geog seminars w/ 2 diff faculty
	Both must be Geography	Geog 377 (Intro GIS) (4cr)	Cannot use seminars completed as MS student
	One can doublecount for breadth	Geog 378 (Geocomputing) (3cr)	
	Cannot include seminars	Geog 970 (GIScience Seminar) (3cr)	
	2 (3-cr) Geog seminars w/ 2 diff faculty	Two courses (6-8 cr) of	
		Geog 570 (Problems in Cart)	
		Geog 572 (Graphic Design in Cart)	
		Geog 575(Animated+Web-based Mapping)	
		Geog 577 (EnvModeling with GIS)	
		Geog 578 (GIS Applications)	
		Geog 579 (Spatial Analysis)	
Master's thesis	Proposal typically in Geog 766 (2nd semester)		N/A
	Research/data analysis in summer + 3rd sem		
	Final draft submitted/defended in 4th sem +/- summer		
Minor	N/A		any coursework completed as a UW-Madison Geog graduate student can be used
			Opt A – 9 cr in one, non-Geog dept
			Opt B (Dist) – 9 cr in 2+ non-Geog depts
Skills	N/A		(4 options)- any coursework completed as a graduate student can be used
			· Competence in non-Eng lang
			· Quant skills (6 cr of int or adv courses)
			· Qual skills (6 cr of int or adv courses)
			· Quant + Qual (6 cr of int or adv courses)
Preliminary or Qualifying Exams (completion advances student to "Dissertator" status)	N/A		General exam - 8 hours
			Covers one of the breadth areas
			Specific exam
			Devised and graded by individual's committee
			Dissertation proposal
			Proposal must orally defended before a thesis committee
Dissertation	N/A		Follow Grad School formatting requirements
			Must be orally defended
Advisor	Your Advisor, who is also the chair (or co-chair) of your Committee must be graduate faculty in Geography (or affiliated with Geog).		
Committee	Your Committee must have a min of 3 members, 2 of whom must be grad faculty (or former grad faculty up to one year after resignation/retirement) and two of whom must be affiliated with the Geography Department.		Committee must have a min of 5 members
			Four must be grad faculty (or former grad faculty up to 1 year after resignation/retirement) and at least 2 of whom must be Geography faculty.
			At least one must be non-Geography (i.e., not affiliated w/Geog)
Public Talk	15-20 minute public talk required		30-40 minute public talk required
	should be within a month of final defense		
	must be in a venue open to all members of the department		
Graduate Course Work definition	Graduate course work can include UW-Madison courses (including but not limited to online, thesis/research, independent study, and practicum/internship credits) that satisfy one of the following guidelines: • numbered 700 and above; OR • numbered 300-699 that are specifically designed for graduate students in a graduate program; OR • numbered 300-699 that assess graduate students separately from undergraduate students; OR • numbered 300-699 that have a graduate student enrollment >50% in any given semester.		
Prior Course work	With approval, students can count up to 6 credits of grad course work from other institutions		With approval, students can count up to 9 credits of grad course work from other institutions

All Geography Grad Program Requirements - effective for students entering Fall 2014 and beyond			
	MS – Geog	**MS – Cart/GIS**	**PhD**
Min cr	30 cr (16 cr as UW-MSN grad)	30 cr (16 cr as UW-MSN grad)	51 cr (32 cr taken as a UW-MSN grad)
Maintain GPA	3.0	3.0	3.0
Breadth (typically not seminars):	Phys + Hum + P/E + Cart/GIS + Stats	Quant methods + 2 math courses + 2 int or adv geog courses	Phys + Hum + P/E + Cart/GIS + Stats
	(One can be doublecounted for coursework)		
Coursework Requirements (min of 50% must be graduate course work - see definition below)	Geog 765 (1cr) + Geog 766 (3cr)	Geog 765 (1cr) + Geog 766 (3cr)	Geog 765 (1cr)
	2 grad courses 300-level and above	Geog 370 (Intro Cart) (4cr)	2 (3-cr) Geog seminars w/ 2 diff faculty
	Both must be Geography	Geog 377 (Intro GIS) (4cr)	Cannot use seminars completed as MS student
	One can doublecount for breadth	Geog 378 (Geocomputing) (3cr)	
	Cannot include seminars	Geog 970 (GIScience Seminar) (3cr)	
	2 (3-cr) Geog seminars w/ 2 diff faculty	Two courses (6-8 cr) of	
		Geog 570 (Problems in Cart)	
		Geog 572 (Graphic Design in Cart)	
		Geog 575(Animated+Web-based Mapping)	
		Geog 577 (EnvModeling with GIS)	
		Geog 578 (GIS Applications)	
		Geog 579 (Spatial Analysis)	
Master's thesis	Proposal typically in Geog 766 (2nd semester)		N/A
	Research/data analysis in summer + 3rd sem		
	Final draft submitted/defended in 4th sem +/- summer		
Minor	N/A		any coursework completed as a UW-Madison Geog graduate student can be used
			Opt A – 9 cr in one, non-Geog dept
			Opt B (Dist) – 9 cr in 2+ non-Geog depts
Skills	N/A		(4 options)- any coursework completed as a graduate student can be used
			· Competence in non-Eng lang
			· Quant skills (6 cr of int or adv courses)
			· Qual skills (6 cr of int or adv courses)
			· Quant + Qual (6 cr of int or adv courses)
Preliminary or Qualifying Exams (completion advances student to "Dissertator" status)	N/A		General exam - 8 hours
			Covers one of the breadth areas
			Specific exam
			Devised and graded by individual's committee
			Dissertation proposal
			Proposal must orally defended before a thesis committee
Dissertation	N/A		Follow Grad School formatting requirements
			Must be orally defended
Advisor	Your Advisor, who is also the chair (or co-chair) of your Committee must be graduate faculty in Geography (or affiliated with Geog).		
Committee	Your Committee must have a min of 3 members, 2 of whom must be grad faculty (or former grad faculty up to one year after resignation/retirement) and two of whom must be affiliated with the Geography Department.		Committee must have a min of 5 members
			Four must be grad faculty (or former grad faculty up to 1 year after resignation/retirement) and at least 2 of whom must be Geography faculty.
			At least one must be non-Geography (i.e., not affiliated w/Geog)
Public Talk	15-20 minute public talk required		30-40 minute public talk required
	should be within a month of final defense		
	must be in a venue open to all members of the department		
Graduate Course Work definition	Graduate course work can include UW-Madison courses (including but not limited to online, thesis/research, independent study, and practicum/internship credits) that satisfy one of the following guidelines: • numbered 700 and above; OR • numbered 300-699 that are specifically designed for graduate students in a graduate program; OR • numbered 300-699 that assess graduate students separately from undergraduate students; OR • numbered 300-699 that have a graduate student enrollment >50% in any given semester.		
Prior Course work	With approval, students can count up to 6 credits of grad course work from other institutions		With approval, students can count up to 9 credits of grad course work from other institutions

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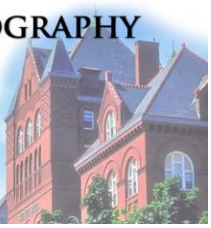


XXI. APPENDIX Seminar Requirement Policy

Department of Geography Graduate Seminar Requirement
Policy, Purpose, Exceptions

(Approved - Fac/staff meeting: 11/15/10; Modified, Grad Studies Committee, 3/12/13; Modified policy distributed/discussed at FacStaff meeting – 4/15/2013)

Seminar requirement policy: Currently, our Geography graduate programs (MS-Geog and PhD-Geog) each require students to complete 2 graduate seminars. The current requirement states:

> *Two three-credit seminars (with final papers) in the Geography Department, involving at least two different Geography (or affiliate) faculty members*

For the MS-Geography program, the two seminars can be counted toward the four graduate-level course requirement.

For the PhD-Geography program, the requirement specifically excludes seminars taken as part of the MS-Geography program at UW-Madison. However, seminars taken in the last semester of a UW master's program may be used to satisfy Ph.D.-Geography requirements if the following conditions are met:

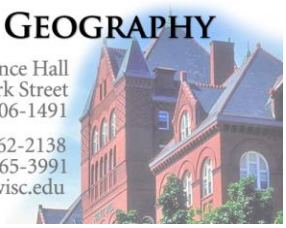
- The ONLY requirement remaining for the master's is defense/completion/submission of the thesis.
- Student has been formally admitted to the Ph.D.-Geography program and begins that program in the subsequent fall/spring semester.
- Ph.D. committee chair must approve the seminar coursework.

For a Fall seminar to be counted, the thesis must be submitted to Memorial Library before the December Graduate School degree deadline. A Spring semester seminar can count only if the thesis is submitted before the August Graduate School degree deadline.

Seminars are expected to be 900-level Geography courses taught by Geography faculty. These courses are typically low enrollment (<15 students), require a final paper, and are almost exclusively comprised of graduate students.

Purpose of the seminar requirement: The seminar requirement serves multiple purposes. These include, but are not restricted to:

- Developing an understanding of geography within and outside of student's subarea
- Building an identity as a geographer
- Sharing a common intellectual experience with fellow graduate students
- Building relationships with individual faculty members who might later become thesis committee members.
- Providing an opportunity to gain specialized, in-depth knowledge critical to the student's research.



Exceptions to the requirement: Given these purposes, the granting of exceptions to these rules is rare. Replacing one of the two required geography seminars with a non-Geography seminar may, under unusual circumstances, be granted to M.S. students and those Ph.D. students who took two Geography seminars in our department for their M.S. For these cases, there are two situations in which a one seminar exception might be made:

- *Timing:* Students in the MS-Geography program are expected to finish the program in two years and, as a result, might not find sufficient seminar offerings within the department during that timeframe.
- *Need for specialized knowledge:* The breadth of geography is such that many of our students have need of specialized knowledge for their research that is not available in the department. Normally, specialized knowledge outside of the department can be obtained by taking outside seminars in addition to required geography seminars. Petitions will be considered by the committee only if an argument that a student's progress would be significantly impeded by a strict adherence to the two Geography seminar requirement.

Outside seminars taken as substitutes must be small (< 15 students), require a final paper, and almost exclusively be comprised of graduate students. Students who wish to be granted a one-seminar exception can make a formal request to the Graduate Studies Committee. In order for the Committee to consider this request, a student must have support of his/her advisor, state the projected date of degree completion, explain why geography seminar offerings available prior to degree completion are insufficient, provide a syllabus of the proposed seminar substitute, and demonstrate that the outside seminar is directly related and uniquely necessary to his/her research topic.

THE UNIVERSITY of WISCONSIN MADISON

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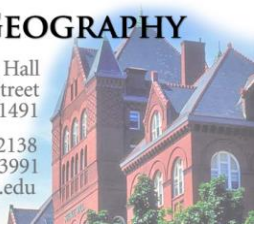

XXII. APPENDIX – Qualifying Exam Principles

Qualifying Exam Principles
Department of Geography
University of Wisconsin-Madison
Approved 3/12/12

The graduate program of the Department of Geography has four subareas: Human Geography, Physical Geography, People-and-Environment Geography, and Cartography/GIS. While overlapping, these subareas have distinct intellectual traditions and bodies of knowledge. Subarea faculty should enjoy a degree of flexibility in tailoring the qualifying exam process to best serve the needs of their programs. But for it to serve as the qualifying examination in Geography, its implementation in each of the four subareas should adhere to the same general principles.

Qualifying Exam Principles

The qualifying exam in Geography is used by subarea faculty to evaluate the examinee's knowledge of a subfield to a level sufficient to teach in that subfield at the university level. Reflecting the different needs of the subareas, the qualifying exam must consist of a general exam and may also include a specific examination. No matter the structure adopted by each subarea, the following principles should be adhered to for qualifying exams:

1. A core body of material should be common to all examinations within a subarea. Excessive tailoring of the body of knowledge tested to the examinee's research interests violates the purpose of the qualifying examination.
2. The performance of an examinee should be evaluated by subarea faculty. Tradition in the department has interpreted this basic feature as being addressed by an examining committee of at least three geography faculty members through the evaluation of written responses to at least three questions.
3. Exam procedures should ensure prompt feedback by examining faculty and discussion with student about his/her responses.
4. Tradition in the department specifies that there are two outcomes of a qualifying exam: pass or fail. In cases of a failed exam, clear procedures for appeal and for a one-time retaking of the exam should be developed.
5. Core bodies of knowledge (e.g. reading lists) and exam procedures (including appeal and retaking) should be clearly described in a written document available to students.

Cartography/GIS

Department of Geography
University of Wisconsin-Madison

General Information and Reading List for
Ph.D. Qualifying Examinations in
Geographic Information Science Specialty
(As a supplement to *Graduate Study in Geography Handbook*)

I. EXPECTATION

There are two qualifying examinations (see format below): general and specific. The general exam tests the candidate's broad understanding of geographic information science (GIScience). Its scope and depth are motivated by the faculty's belief that any student earning a Ph.D. should be able to teach an introductory course in GIScience. It follows, therefore, that students should be able to demonstrate knowledge at the intermediate level in all areas of GIScience (which should include components in GIS, cartography, remote sensing, spatial analysis, GPS).

The specific exam evaluates a candidate's preparation for original work in GIScience. It focuses on how well the candidate understands the theories, techniques and issues in what will be his/her dissertation research areas.

II. FORMAT

The general is an 8-hour closed-book written exam. Students may use a computer for writing the answers.

The general exam covers the breadth of GIScience. This exam is set and graded by the combination of faculty specializing in GIScience. The general exam covers four topical areas. ***1) Cartography and Visualization; 2) Geographic Information Systems; 3) Remote Sensing and GPS; and 4) Spatial Analysis.*** A student taking the exam will be given a pool of exam questions covering all of the four topical areas (no more than two questions per topical area). The student will answer a total of four questions with one from each topical area, for a total of 8 hours of writing.

Within two weeks of the written portion of the exam, there will be an oral clarification meeting between the student and the GIScience faculty. This meeting provides an opportunity for the faculty to ask questions about the written answers to the general exam. A final decision on the general exam will be reached by the faculty after this oral meeting. This meeting is part of the general exam; arrangements for it and the written portion should be scheduled at the same time.

The specific examination evaluates the candidate's proficiency for conducting research in a particular research area chosen by the student. This proficiency is demonstrated by an in-depth literature review that ultimately serves as an introductory chapter in the dissertation. The exam is set and graded by his/her thesis supervisor. Students should consult with their own thesis supervisor for a reading list for the specific exam.

If a student fails either the general or the specific exam, he/she may request to retake that part one additional time. Decisions regarding exam outcomes and requests for a second attempt may be appealed by petitioning the Graduate Studies Committee.

III. SUGGESTED READING LIST

This reading list is for the general exam. Students should be familiar with the contents of the following books and journals.

1. The core books (these should be read by all students):

CORE BOOK #1 (GIS):
Longley, Goodchild, MacGuire and Rhind "Geographic Information Systems and Science" (2011). 3rd Edition.
Or
Chang, K.T. "Introduction to Geographic Information Systems" (Sixth Edition) (2012).

CORE BOOK #2 (Cart and Vis): Slocum, McMaster, Kessler and Howard "Thematic Cartography and Geographic Visualization" Second Edition (2005).

CORE BOOK #3 (Remote Sensing): Lillesand, Keifer and Chipman "Remote Sensing and Image Interpolation" 6th Edition (2008).

CORE BOOK #4 (GeoStatistics): Isaaks and Srivastava "Applied Geostatistics" (1989).

CORE BOOK #5 (Spatial Analysis): Fotheringham, Brunsdon, and Charlton "Quantitative Geography: Perspectives on Spatial Data Analysis" (2000)

CORE BOOK #6 (GPS):
Xu "GPS: theory, algorithms and applications" (2003)
Or
Hofmann-Wellenhof, Lichtenegger and Collins "Global positioning system: theory and practice" (1993)

CORE BOOK #7 (GIS): Van Sickle, "Basic GIS Coordinates" (2010)

2. Other Resources for deeper understanding (not mandatory):

A) Books:

1) CARTOGRAPHY:

(a) History and Philosophy:
Concepts in the History of Cartography (Blakemore and Harley)
History of Cartography (Harley and Woodward)

Understanding Maps (Keates)
Early Thematic Mapping in the History of Cartography (Robinson)
The Nature of Maps (Robinson and Petchenik)

(b) Data Acquisition and Map Transformations:
Understanding GPS: Principles and Applications (Kaplan)
Introductory Digital Image Processing: A Remote Sensing Perspective (Jensen)
GPS Satellite Survey (Leick)
Remote Sensing and Image Interpretation (Lillesand and Kiefer)
Coordinate Systems and Map Projections (Maling)
Elements of Cartography (Robinson, Morrison, Kimerling, and Guptill, Muehrcke)
Flattening the Earth (Snyder)
The Computer in Contemporary Cartography (Taylor)
Elementary Surveying (Wolf and Brinker)
Multimedia Cartography (Cartwright, Peterson, and Gartner).
Web Cartography (Kraak, M-J and A. Brown)

(c) Cartographic Design:
Elements of Cartography (Robinson et al.)
Making Maps: A visual guide to map design for GIS (J. Krygier and D. Wood)
Designing Better Maps: A guide for GIS users (C. Brewer)
Cartography: Thematic Map Design (Dent, B. D)
*Envisioning Information (*Tufte)
Visual Display of Quantitative Information (Tufte)
Visual Explanations (Tufte)
How Maps Work: Representation, Visualization and Design (MacEachren, A. M.)
Cartographic Design: Theoretical and Practical Perspectives (Wood and Keller)
Mapping: Ways of Representing the World (Dorling, D. and D. Fairbairn)
How to Lie with Maps (Monmonier, M.)
The Power of Maps (Wood, D.)

2) GEOGRAPHIC INFORMATION SCIENCE:

(a) Digital Representation of Geographical Information:
Geographic Information Systems: A Management Perspective (Aronoff)
Geographic Information Systems for Geoscientists (Bonham-Carter)
Principles of Geographic Information Systems (Burrough and McDonnell)
Geographic Information Systems: (Star and Estes)
Geographical Information Systems (Longley, Goodchild, Maguire, Rhind)
Visualization in Geographic Information Systems (Hearnshaw and Unwin)
Time-integrative Geographic Information Systems - Management and Analysis of Spatio-Temporal Data (Ott, T. and F. Swiaczny)
Representations of space and time (Peuquet, D. J.)
Time in Geographic Information Systems (Langran, G.)

(b) Spatial Analysis in GIS:

Statistics and Data Analysis (Davis)
Spatial Analysis and GIS (Fotheringham and Rogerson)
Geostatistics for Natural Resources Evaluation (Goovaerts)
Spatial Analysis: Modelling in a GIS Environment (Longley and Batty)
Developing Spatial Analysis Functions Relevant to GIS Environments (Openshaw and Clarke)
Spatial Statistics (Ripley)
Introductory Spatial Analysis (Unwin)
Geographical Information Systems (Longley, Goodchild, Maguire, Rhind)

(c) Applications and Societal Impacts:

Digital Places: living with geographic information technologies (Curry)
Rethinking privacy in a geocoded world (Curry)
GIS for Business and Service Planning (Longley & Clarke)
GIS solutions in Natural Resource Management (Morain)
Geographic Information Systems: socioeconomic applications (Martin)
Ground Truth (Pickles)

B) A List of Journals:

ACSM/ASP Technical Papers
Annals (AAG)
Annals of GIS
Cartographica
Cartographic Journal
Cartographic Perspectives
Cartography and Geographic Information Science
Computer & Geosciences
Computer & Graphics
The GISDATA series
GeoInformatica
Geomatica
The GIS Sourcebook
Harvard Papers on GIS
IEEE Computer Graphics
IEEE Transactions on Geoscience and Remote Sensing
Remote Sensing of Environment
International Journal of Remote Sensing
Imago Mundi
Information Systems
International Journal of Geographical Information Science
International Yearbook of Cartography
Journal of the Urban and Regional Information Systems Association
Photogrammetric Engineering and Remote Sensing
Proceedings of Auto-Carto
Proceedings of GIS/LIS
Proceedings of the International Symposium on Spatial Data Handling
Technical Reports of the National Center for Geographic Information and Analysis

Transactions in GIS
White Papers of University Consortium for Geographic Information Science

INFORMATION AND REQUIREMENTS SPECIFIC TO GRADUATE WORK IN

P H Y S I C A L G E O G R A P H Y

(in addition to the information provided in the Graduate Student Handbook)

FACULTY

J. Burt: climatology, quantitative methods, geocomputing
J. Mason: soils, geomorphology, Quaternary paleoenvironments, GIS applications in geomorphology
E. Marin-Spiotta: biogeochemistry, land-use & climate change, soils, ecosystem ecology, biogeography
J. Williams: vegetation dynamics, Quaternary paleoecology & paleoclimatology, global climate change
A. Zhu: GIS, environmental modeling, natural resources.

OVERVIEW OF REQUIREMENTS FOR THE MSC AND PHD

The coursework and other requirements for the MSc and PhD are outlined in the Geography Graduate Student Handbook, and students are urged to consult this resource. Where questions arise about departmental requirements, students should talk to their advisor, the Graduate Student Director, or a faculty member of the Graduate Studies Committee.

In addition to coursework, successful completion of the Masters in Geography requires the completion of a Master's Thesis, representing original research conducted by the student, and an oral defense of that thesis by the student to his or her committee. A Master's degree is required for admittance to the PhD program.

In addition to coursework, successful completion of the PhD in Geography requires the completion of a general preliminary exam, a specific preliminary exam, a proposal defense, the written Dissertation, and an oral Dissertation defense. Details on the exams and defenses are provided below. The scope and content of the Dissertation is to be determined by the student and his/her advisor, in consultation with the student's committee.

Master's candidates intending to enter the Ph.D. program should discuss their goals with the committee chair. If a change in major professor is contemplated, that individual should be consulted as well. For such students the Master's defense will include consideration of admission to the Ph.D. program.

Note that the Physical Geography Guidelines are supplemental to the Graduate Student Handbook, and the Handbook should be consulted as well when planning one's graduate studies and research.

COURSES (* identifies the core course in a subfield)

Climatology:

*GEOG 321	Climatology
GEOG/ATM OCN/IES 331	Climatic Environments of the Past
GEOG/ATM OCN/IES 332	The Global Warming Debate

Courses in Other Departments:

ATM OCN/IES 360	Climatic Principles for Engineering and Env Design
ATM OCN 501/502	Atmospheric Sciences (usually required for the Minor)
ATM OCN 510	Climatological Analysis

ATM OCN 511	Dynamic Climatology
ATM OCN/IES 520	Bioclimatology
SOIL SCI/ATM OCN 532	Environmental Biophysics

Geomorphology & Quaternary Studies:

GEOG/GEOLOGY 320	Geomorphology
GEOG/IES 325	Analysis of the Physical Environment
*GEOG/GEOLOGY 326	Landforms-Topics and Regions (Fluvial)
GEOG 329	Landforms and Landscapes of North America
GEOG/GEOLOGY 420	Glacial and Pleistocene Geology
GEOG/GEOLOGY 523	Quaternary Vegetation Dynamics
GEOG/GEOLOGY 524	Advanced Landform Geography
GEOG/GEOLOGY 527	Quaternary Period

Courses in Other Departments:

GEOLOGY 610	Geochronology
GEOLOGY 722 & 723	Quaternary Pollen Analysis I & II

Biogeography:

*GEOG 338	Vegetation: Stability and Change (Biogeography: An Ecosystems Approach)
GEOG/GEOLOGY 523	Quaternary Vegetation Dynamics

Courses in Other Departments:

BOTANY/ZOOL/FOREST 460	General Ecology
BOTANY 422	Plant Geography
BOTANY/FORESTRY 455	Vegetation of Wisconsin
BOTANY 801	Advanced Plant Community Ecology
GEOG/GEOLOGY 523	Quaternary Vegetation Dynamics
FORESTRY 550	Forest Ecology
FORESTRY 635	Forest Stand Dynamics

Soils:

*GEOG/SOIL SCI 431	Soils of the World
*GEOG/SOIL SCI 525	Soil Geomorphology (either may be used as the core course)

Courses in Other Departments:

SOIL SCI 301	General Soil Science
SOIL SCI 305	Field Study of the Soil
SOIL SCI 315	Soils and Land Use Planning
SOIL SCI 325	Soil Morphology, Classification, & Mapping
SOIL SCI/FORESTRY 355	Forest Soil Science
SOIL SCI	Soil Landscapes and Use

Skills:

GEOG 325	Field Methods
GEOG 560	Multivariate Statistics
GEOG 577	Environmental Modelling

Courses in Other Departments:

STATS 571	Introductory Statistics for Biological Sciences

OTHER COURSE RECOMMENDATIONS

Students in Physical Geography are strongly urged have a good background in the basic physical sciences, such as calculus, physics, chemistry, and in tools such as GIS and remote sensing. Such courses are, in fact, prerequisites for courses required in some of the minor programs such as Atmospheric and Oceanic Sciences (formerly Meteorology) and Geoscience (formerly Geology and Geophysics).

Note: All requirements for seminars, skills, and the minor are **minimum requirements.**

PH.D. MINOR (10 credits)

Coursework for the PhD includes 10 credits in a minor chosen by the student.
Students specializing in Climatology normally minor in Atmospheric and Oceanic Sciences.
Students specializing in Geomorphology normally minor in Geology, Soil Science, Anthropology, or Civil Engineering.
Students specializing in Soils normally minor in Geology, Soil Science, or Anthropology
Students specializing in Biogeography normally minor in Botany or in a distributed minor in Ecology

A **distributed minor** (courses in two or more departments outside of Geography) in Quaternary Studies, Geoarchaeology, etc. can also be designed.

STUDENT RESEARCH ADVISORS AND COMMITTEES

The duty of a student's committee is to guide and evaluate the scholarship of the student, and so a student's committee should be constituted to provide a range of expertise in areas of knowledge relevant to the student's research. The composition of the committee is determined by the student, in consultation with his/her advisor. However, both departmental and Graduate School rules constrain the choice of committee members; see the Geography Graduate Student Handbook for further details. The committee for a MSc student must have at least three members, including the student's advisor, who chairs the committee. The committee for a PhD student must have at least five members, including the student's advisor, who chairs the committee.

Although there is no formal timetable for when a student should form and meet with his/her committee, students should form their committee sooner rather than later, and regular meetings (at least once per year) are advised. During particularly active times, more frequent committee meetings may be appropriate. Regular committee meetings are essential to a student's smooth progress.

PHD GENERAL PRELIMINARY EXAMINATION

In order to pass the general prelim, a PhD candidate must demonstrate sufficient general knowledge of physical geography to be able to teach an introductory course in it. Students should be able to discuss basic concepts within and linkages between the following subfields:

Subfield	**Subject Examiner**
Geomorphology	J. Mason
Soils	J. Mason or E. Marin-Spiotta
Biogeography	J. Williams or E. Marin-Spiotta
Climatology	J. Burt or J. Williams

The general prelim will have up to four exams, representing each of the four subfields. The Subject Examiners listed for each subfield will determine the reading materials necessary to prepare for the exam and will formulate and grade the exam questions. **The general prelim examination for each subfield is a written examination consisting of two questions, with 2 hours allowed for each question.** Each exam will be graded on a Pass/Fail basis. A student who fails the exam in a subfield will be required to take additional course work in that subfield and/or retake the preliminary exam in that subfield. The Subject Examiners evaluate the general prelims and determine what remedial actions, if any, are needed.

A student may opt out of up to two of the four subfield exams by completing (at UW-Madison) the core courses in those subfields (marked with an *), **with a grade of AB or better**. Furthermore, students using a core course to opt out of a subfield exam normally will be assigned additional readings or other work to supplement the standard course material, with the scope and amount of the additional work left to the discretion of the instructor. Students taking a core course to opt out of a subfield exam must notify the instructor of their intent at the beginning of the semester. Opting out of a subfield exam does not mean that subfield is completely eliminated from the general prelim; it might still be included in the context of linkage/interaction between subfields. For example, while a student might opt out of the climatology exam, the biogeography exam might focus on the connection between vegetation and climate.

PhD students are expected to complete their coursework by the end of the fourth semester and ideally by the end of the third semester. For this reason, **students must take the general examinations no later than the end of the fourth semester of PhD studies.**

To prepare for the general prelim, students should talk to the appropriate Subject Examiners about the material to be covered **at least 6 months prior to the time they plan to take the exams.** When scheduling a general preliminary exam, students must contact their Major Advisor and the Subject Examiner **at least 3 weeks in advance**.

PHD SPECIFIC PRELIMINARY EXAMINATION AND PROPOSAL DEFENSE

The intent of the specific prelim is for the student to demonstrate knowledge of the foundational and current literature related to their proposed area of research. The intent of the proposal defense is for the student to demonstrate that they have developed a research project that: a) will generate significant new knowledge and b) is achievable given the student's skills and given the normal time span of a PhD dissertation.

Because the intents of these exams overlap, they are combined into a single event. The PhD candidate

must write a dissertation proposal that: a) includes a literature review that demonstrates their depth of knowledge in the literature relevant to the questions that they will pursue, and b) describes the questions, hypotheses, methods, and-anticipated contributions to theory and/or knowledge evolving from their dissertation research. The depth and quality of the literature review should be at least as strong as those found in the introductions of peer-reviewed journal articles. This literature review ultimately can be the basis for the introductory chapter in the written Dissertation. This dissertation proposal will then be the foundation of an oral defense, in which the student's full committee will evaluate the merits of the proposal and whether the student has the skills and intellectual foundation necessary to successfully completing the work. Possible outcomes include: a full and unqualified pass; a pass conditional on taking additional courses and/or skill developments; a pass conditional on additional readings and a revised literature review; a failed exam with the opportunity to retake the proposal defense; and a failed exam with no opportunity to retake the proposal defense.

Students may not take the specific prelim and proposal defense until the general prelim has been satisfactorily passed or the physical geography faculty otherwise feels confident that the student has the proper background to proceed.

The dissertation proposal must be approved by the student's advisor before copies go to the rest of the committee. The proposal may have to go through several drafts before being ready to go to the full committee, and students should allow **a minimum of two weeks** for comments and revisions of each draft. **The committee must receive the proposal at least two weeks prior to the proposal defense.**

MSC THESIS DEFENSE AND PHD DISSERTATION DEFENSE

The oral defense of the thesis or dissertation follows reading by all members of the student's committee. **The student must distribute the thesis to the committee at least two weeks prior to the thesis defense**, to allow time for reading. Similarly, **dissertations must be distributed three weeks prior to the dissertation defense**. As with the dissertation proposal, theses and dissertations must be approved by the student's advisor before copies go to the rest of the committee, and several drafts usually are necessary before theses and dissertations are distributed to the committee.

The thesis defense and dissertation defense both include a public presentation of the student's research, with time allotted for questions by a general audience, followed by a closed committee session for questions and discussion.

A thesis or dissertation may be accepted or not accepted by the committee as having sufficient merit to qualify for completion of the MSc or PhD. Usually, the acceptance of the thesis or dissertation will be conditional upon revisions that are specified by the committee. The oral defense of the MSc thesis will also include consideration for admission to the Ph.D. program.

ADDITIONAL SURVIVAL TIPS

1) Read the *Graduate Student Handbook*, available on the departmental web site. This is a very useful compendium of information for all graduate students.

2) See the *Graduate Student Director* for all necessary paperwork (e.g., Minor Agreement Form, Request for a Warrant, etc.). In particular, see the GSD several weeks prior to the defense of the Master's Thesis, Ph.D. proposal or the Ph.D. dissertation, so she/he has time to request the appropriate warrant from the Graduate School

3) Plan ahead. Discuss possible dates for prelims, proposal defenses, and thesis or dissertation defenses well ahead of time, with your advisor and other committee members. Check with your advisor regarding the time she or he will need to review proposal or thesis drafts before a defense, and how complete those drafts must be before they are submitted. Also check with committee members to make sure you are giving them enough lead time to read the final draft of your proposal or thesis.

4) Finals week should be avoided in scheduling defenses, and scheduling in summer is often difficult because committee members may be out of town. If defenses must be scheduled in summer, late August is often the best time.

5) Talk to your advisor! Talk to him/her about financial concerns, grant proposals, your plans for field and lab work, progress on your research, writing and defending proposals, theses, and dissertations, and job applications and interviews. Keep your advisor and all committee members posted on these plans, especially for scheduling lab work and defending proposals, theses, and dissertations. This is one of the best ways to keep from getting way off track or far behind.

6) Finally, make every effort to attend all departmental seminars and PGIG meetings, especially those presented by interviewees for jobs. It is a vital part of the intellectual community of the department. Most of you will be giving your own research presentations sooner or later; seeing presentations in the department is an excellent way of picking up pointers (and learning what not to do).

People-Environment Geography

Qualifying Exams

People-and-Environment Geography

Version as of 4/19/2014

To achieve dissertator status, the student must successfully complete necessary coursework, the qualifying exams and dissertation proposal defense. This document outlines the procedure for qualifying examinations, which are composed of a general qualifying examination and a specific qualifying examination. Typically, students will complete these qualifying exams prior to defending their dissertation proposal. The purpose of the general qualifying examination is to evaluate the student's general knowledge of the people-and-environment subfield – knowledge which serves as a common intellectual foundation for research and for future teaching at the introductory-to-intermediate undergraduate level. The specific qualifying examination evaluates two topics that are more narrowly focused on the student's dissertation research.

General Qualifying Exam

The general qualifying exam is composed of three questions related to three reading lists on important areas of people-and-environment geography scholarship. The student in consultation with his/her major advisor will choose three people-and-environment areas for the general qualifying exam – matching each of these with a member of the Geography faculty to form an examination committee of three. There are eight pre-approved areas:

Ecosystems and conservation	Environmental history
Environment and development	Environmental justice
Environment and political economy	Land-change science
Environmental governance	Political ecology

For each of these areas, a core body of readings has been identified. All lists in these areas must include the core readings plus additional readings jointly agreed upon by the student and the examiner. In some cases, an advisor and student may agree that other general areas of interest in people-and-environment geography or other areas of geography not captured among the pre-approved areas should be included in the student's general qualifying exam. Most commonly these cases will involve including general areas of geographical scholarship within Human, Physical and Cart/GIS. Only one area from outside people-and-environment geography is permitted.

We suggest that reading lists should be drafted and finalized at least 6 and 3 months respectively prior to the general qualifying exam; ideally, students and their examiners should try to have draft lists prepared by the end of the student's first year in PhD program, and largely finalized by early the following fall semester. The length of these lists will range from 40-60 articles and books. Once finalized, copies of the reading lists should be circulated among all examiners and the director of the graduate program. General qualifying examinations will occur within a two-week period, with 12 hours allotted to each of the three questions associated with the three reading lists. The student is allowed to consult any materials during the examination period.

Within a month (preferably two weeks) of the student's completion of the written portion of the general qualifying exam, the student will meet with the faculty on his/her examining committee for the oral portion of the exam of up to 2 hours in length. During the oral portion of the exam, faculty will provide feedback and request clarifications of the student's written exam.

Two outcomes are possible after the general qualifying exam: pass or fail. If the examining committee finds that one or more of the three responses is of "pass" quality but would benefit from further elaboration (even after the oral portion of the exam), the committee may seek clarification by requiring the student to write an "addendum" to his/her question typically completed within two weeks of the oral portion of the exam. The addendum does not meet the expectations of the full examining committee, the committee can fail the student at this time. Those students who fail the exam have the opportunity to take the exam once again within ninety days of the original exam. If failing the second exam, the student will not be allowed to continue in the Ph.D. program.

Specific Qualifying Exam

The form of the specific qualifying exam varies according to the major advisor's evaluation of what would best serve his/her student's intellectual development, especially in preparing for dissertation research. The specific preliminary exam has two parts. Most traditionally, the two parts involve two questions with each tied to a reading list. Students have been given anywhere from eight hours to a couple of weeks for writing responses to the two questions; again, what governs such choices is the advisor's judgment of what will be maximally beneficial for the particular student in preparing for the dissertation. As with the general preliminary exam, the two possible outcomes are pass or fail.

Human Geography

Human Geography Qualifying Examination Guidelines

(February 2014)

The Human Geography Preliminary Examination process proceeds by the 'rule of threes': the candidate works with three committee members to produce three reading lists, from which will be drawn three exam questions , each if which the candidate will have three days to answer. Within two weeks of completing the exam, the candidate will meet with the committee for an oral defense, and then again, finally, for a dissertation proposal defense.

Preliminary Exams provide an opportunity for exploration and interrogation of (i) the range of approaches, philosophical positions, debates, and substantive concerns in contemporary human geography, (ii) the historical development of a core body of texts, key concepts, approaches, and frameworks in human geography, and their subsequent contestation, and (iii) the historical and/or critical development of the areas of specialization that will be foundational for the candidate's future research. Candidates are assessed on their ability to identify, assess, and adjudicate between key moments in relevant debates within the topic.

The general qualifying examination evaluates the student's general knowledge of Human Geography – knowledge which serves as a common intellectual foundation for research and for future teaching and advising in undergraduate and graduate programs.

The specific qualifying examination evaluates two topics that are more narrowly focused on the student's prospective dissertation topic.

A. Preliminary Examination

Candidates will work with their Prelim Committee to develop one general and two specific reading lists. The committee will set the questions and assess the papers. Lists should take no more than a semester to progress from initial compilation to final approval; candidates and committees can expect their lengths to vary. Human Geography provides several 'starter' texts for lists in different areas of specialism (see below). These are based upon typical areas on interest. However, candidates and committees may also opt to construct lists grounded in other areas of specialism.

For the General portion of the exam, candidates develop one reading list that reflects a broad, generalist appreciation of the range of different philosophical, theoretical, and methodological approaches that constitute human geography, together with an understanding of the debates and currents that have shaped the course of its development. In this sense, the immediate empirical and substantive content of the readings is less important than, first, the distinctive approaches to human geography that they each exemplify, and second, the more general ways that they have contributed to the development of theory and practice in the field.

The candidate also should work closely with key committee members who have expertise in the relevant areas to develop two specific reading lists that address and substantively cover areas of specialization relating to the candidate's proposed areas of research.

The Human Geography Prelim is an open book examination consisting of one general and two specific questions, three in total. The candidate has 3 days to answer each question, with the examination period for each beginning at the point (preferably first thing in the morning) that the question is presented/emailed to the candidate. The answer is due to the advisor, via email, three days (72 hours)

after the question is received. The schedule should generally include two days break (at least) between each question answering session.

Variations on these arrangements are permissible, but must be approved in advance by the Graduate Studies Committee.

B. Oral Defense

Within the two-week period immediately following the completion of the exam, the Prelim Committee will hold a 90-minute oral defense with the candidate. This should serve as an opportunity for the committee to elaborate on the responses to the exam. Further, the oral defense is a discussion venue for considering the next steps in the candidate's progress - the dissertation proposal and review paper, both of which might be developed out of the exam answers.

The candidate will receive the Prelim exam grade within one day of the Oral Defense.

In the case of a failed exam, the candidate has a maximum of 90 days from the date of the Oral Defense to submit an appeal to the committee to retake the exam. Retakes are permitted on condition of the agreement of 2/3 of the committee members. The retake will consist of two new questions – one general and one specific, one day each, two days total – followed by a second 90-minute Oral Defense. The Preliminary Exams cannot be taken a third time.

C. PhD Dissertation Proposal and Oral Defense

Following on from the Oral Defense, the candidate should begin preparing a PhD Dissertation proposal that comprehensively outlines the intellectual, substantive, and methodological context for the dissertation research.

APPENDIX Breadth requirement

Breadth requirement policy

Students admitted to an M.S. program with one or two required courses must meet the requirement before the Master's is awarded; students with more than two required courses must complete at least two before the Master's is awarded. All breadth requirements must be completed prior to reaching Ph.D. dissertator status.

Approved – Geography Fac/Staff meeting 5/14/12

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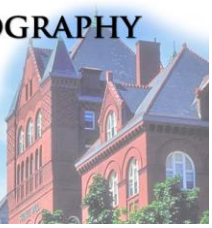

XXIV. APPENDIX TA hiring criteria

Hiring priority/criteria for Geography TA positions:

When assigning students to Geography TA positions, a variety of factors play a role. Ultimately, these assignments are at the discretion of the Graduate Studies Committee however, the Committee is strongly influenced by the preferences of the faculty member teaching the course and generally follows these priority guidelines:

1. Geography grads with guaranteed contracts
2. Geography grads without current guarantees
   TA applicants in this category are generally ranked based on these criteria, roughly ranked by order of importance

   a. A student with background and skill in the course material who has demonstrated excellent teaching performance has priority.
   b. Students who are making satisfactory progress towards their degree goal have priority.
   c. Current students have priority over incoming students
   d. Students who have exhausted their funding guarantee recently have priority over those whose funding guarantee was exhausted less recently.
   e. Ph.D. students have priority over M.S. students
3. Non-Geography grads who have successfully TA'd for Geography in recent semesters
4. Non-Geography grads who have never TA'd for Geography.

Notes:

- In a case with unusual circumstances, these hiring priorities can be overridden by the Graduate Studies Committee.
- The Graduate Studies Committee should consult with the course instructor and resolve any disagreement about a specific assignment prior to finalization of the assignment.
- A tentative roster will be prepared by the Graduate Director and the Chair of the Graduate Studies Committee and presented to the Graduate Studies Committee. Once approved, the Graduate Director will work with the Payroll/Benefits Specialist and the Department Administrator to make offers and formalize TA appointments.

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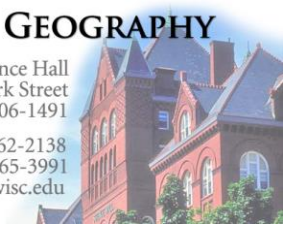

XXV. APPENDIX Graduate Award Information

Graduate Award Information

Trewartha Conference Travel Awards: **Due February**

multiple awards typically ~$300

Intended to support graduate student conference travel. The travel grant may be used for participation in major conferences in any of the subfields of geography. However, not all conferences are qualified. The Graduate Studies Committee will decide on the qualification of conferences for this travel fund and the amount to be awarded per request depending on the costs of attending the conference and the number of people who have applied.

Eligibility A Master's student may receive conference travel support once during his/her tenure here as Master's student in the department. Ph.D. students may receive conference travel support up to 5 times during his/her tenure as Ph.D. student in the department. Activities that qualify for this travel support are: presentation of paper or poster, serving as a judge at paper competition or a panelist/discussant or as chair of a session at the qualified conferences.

Application Procedure Application should be submitted to Sharon Kahn (smkahn@geography.wisc.edu) and should include:

title of paper, poster, or session,
an abstract as appropriate
a graphic for public display in dept.

Whitbeck Graduate Dissertator Awards **Due March**

2 awards

Intended to support dissertators while they are in the final writing stages of the Ph.D.

Eligibility: Must be Ph.D. candidates (ABD) in their final year A Ph.D. student may receive Whitbeck dissertator award once during his/her tenure in the department. A maximum of 2 awards of equal amounts will be awarded.

Application Procedure Application should be submitted as a single PDF document to Sharon Kahn (smkahn@geography.wisc.edu) and should include:

Curriculum vitae
Description of dissertation (not to exceed two pages or approximately 1000 words)
Plan as to how this award will directly facilitate the final write up of the dissertation and completion of the Ph.D. degree
A supporting letter from the major advisor

The Leopold Geomorphology Graduate Research Award **Due March**

1 award

Intended to support Ph.D. research work in the area of geomorphology.

Eligibility Ph.D. students whose Ph.D. work substantially engages with the field of geomorphology are entitled to this support. A Ph.D. student may receive the Whitbeck Dissertator Award (see above) or the Leopold Geomorphology Graduate research support once during his/her tenure in the department.

Application Procedure Application should be submitted as a single PDF document to Sharon Kahn (smkahn@geography.wisc.edu) and should include:

Curriculum vitae
Description of research (not to exceed two pages or approximately 1000 words)

Plan as to how this award will directly facilitate the research activities and the completion of the Ph.D. degree, including proposed budget

A supporting letter from the major advisor

Trewartha Research Grants **Due March**

awards are typically ~$400 for M.S. students and ~$600 for Ph.D. students

Trewartha Research Grants are intended to defray costs related to thesis research, including cover research travel to study site, purchases of research experiments and materials, and similar costs.

***Eligibility*:** A Master's student may receive this support once during his/her tenure here as a Master's student. Master's students should apply during their first year so that the funds can be used for the summer. Ph.D. students may receive this support once during his/her tenure here as a Ph.D. student.

Application Procedure: Application should be submitted as a single PDF document to Sharon Kahn (smkahn@geography.wisc.edu) and should include:

Description of research (not to exceed one page or approximately 500 words)

Plan as to how this award will directly facilitate the research activities and the completion of the graduate degree

Proposed budget, including other pending funding sources that could be used for this research

Olmstead Departmental Award for Outstanding Teaching **Due March**

$100 award

This award may be given for accomplishment in any aspect of teaching by a graduate student in the department, including:

a. mentorship of others teaching in the department
b. lecturing or classroom acumen
c. conscientious use of pedagogy
d. an articulate teaching philosophy
e. graduate students nominated by the department for other campus teaching awards.

Nomination letters should include the name of this award and the course(s) in which the individual has taught and should be submitted to Sharon Kahn (smkahn@geography.wisc.edu).

Olmstead Award for Outstanding Publication by a Graduate Student **Due March**

$100 award

Graduate students are encouraged to submit a publication as nomination for this award. Nominations should include a PDF of the publication as well as a cover letter indicating why the publication is significant and of particular merit. Submit materials to Sharon Kahn (smkahn@geography.wisc.edu).

Olmstead Award for Outstanding Citizenship **Due March**

$100 award

This award may be given in appreciation of outstanding participation in departmental activities and culture by a graduate student. Qualifications for nominations may include:

a. vision or effort in representing the student body in departmental committees
b. active involvement in departmental events, such as Yi-Fu Tuan lectures, the recruitment weekend, and social occasions
c. initiative in organizing cultural events and outings related to the department
d. furthering geography's contribution to the Wisconsin Idea

Nomination letters should include the name of this award and the nature of the nominee's participation and should be submitted to Sharon Kahn (smkahn@geography.wisc.edu).

XXVI. APPENDIX Graduate Student departmental involvement

Graduate student positions (preferred # of reps)	Duties (updated as of Summer 2012)
Graduate Student Representatives to bi-weekly faculty/staff meetings (2)	-Act as liaison between grad students and faculty -Represent grad students at monthly faculty/staff meetings (present grad student consensus when necessary) -Disseminate key messages from fac/staff meetings to all grad students -Coordinate next year's committees each spring. -Work closely with grad reps to Graduate Affairs Committee to stay abreast of all issues of concern to graduate students
Graduate Student Reps to Faculty Recruitment Committee (2)	-Review candidate application packets, save the letters of recommendation -Contribute to committee deliberations in narrowing candidate pool to recommended interviewee short list -Coordinate graduate student participation during interviewee visits (breakfasts, lunches, tours, etc...) -Coordinate a final graduate student forum to discuss all interviewees and gather consensus (or lack thereof) -Present collective graduate student perspective to full faculty
Graduate Student Reps to Graduate Studies Committee (2)	-Represent grad students at monthly graduate affairs committee meetings -Contribute to committee work related to strategic issues in planning and making changes to the graduate program including grad/TA awards, grad studies and TA policies and grievances -Work closely with Grad reps to fac/staff meetings to ensure consistency between the two forums as well as consistent communication to all grad students
Graduate Student Reps to Speakers Committee (2)	-Participate in committee planning for annual Yi-Fu speaker series -Ensure Geography Graduate Students are officially registered as a campus student group for purposes of sponsoring speakers -Coordinate Treacy Lecture including grad student selection, setting date for talk, hosting the visitor, and arranging graduate student reception or dinner -Tidy up SH 180 after Yi-Fu lectures
Graduate Student Treasurer (1)	-Responsible for managing Geograds' checking account at the UW Credit Union (track balance, etc.) -Point person for handling monetary requests/questions/transactions between the Geograds and the Department -Works with other grad officers to develop annual budget request to the Department (typically in advance of the start of the fall semester) -Responsible for annual registration of Geograds with the campus Center for Leadership & Involvement
Fall/spring picnic and holiday party organizer (2)	- Coordinate Fall, Holiday and Spring department picnics/parties.

Student symposium coordinator (2)	-Schedule the annual Geography Student Symposium (*preferably the week prior to the AAG meetings*) -Plan, coordinate, and publicize the symposium: schedule rooms and necessary equipment, plan lunch and refreshments, gather and print abstracts, organize selection of best presentation -Recruit graduates and undergraduates to present their research at the symposium -Recruit senior graduate student or alumnus to be keynote speaker
Women in Geography (WIGs) coordinator (2)	-Coordinate WIGs meetings, schedule, and sponsored events.
Cartography Lab liaison (1)	-Act as liaison between Geography grads and Cert. Program students, faculty and staff
Beer and Loafing Coordinator (2)	-Actively recruit Beer and Loafing presenters -Present annual 'history of BnL' presentation -Schedule, coordinate and publicize BnL presentations
Mentor program coordinator (1 or 2)	-Coordinate mentor program for incoming graduate students including matching each incoming student with an existing student -Coordinate and host two group mentor/mentee meetings at the beginning and middle of Fall semester
Undergraduate committee and Geography Club (2)	-Meet with and participate in the Undergraduate Committee -Periodically meet with Geography Undergraduate Club; support their interests, research and activities
AAG party organizer (2)	-Plan, coordinate, and publicize the Wisconsin Geography party at the annual AAG meeting -(These grads should be planning to attend the AAG meetings)
TAA Union Steward (2)	-Encourage incoming and existing grads to become official members of the TAA (all TAs, PAs and RAs are by default part of the TAA bargaining unit and pay union dues) -Act as liaison with TAA; answer grads' questions regarding the TA/PA/RA contract; represent Geography grads' concerns to the TAA -Keep Geography grads informed of key TAA business and issues -Actively recruit grads to attend key TAA meetings -Attend TAA Stewards Committee meetings and report key information back to Geography grads
Future Directions (2)	- Deals with strategic longer-term issues facing the department as a whole as tasked by the full faculty - includes at least one assistant professor - coordinates with office staff with respect to information needs.
Grad Student Rep to Curriculum Committee (1)	Represent grad students at monthly curriculum committee meetings '-Represent graduate interests '-Report back to graduate community on committee progress
Graduate Student Rep to Faculty External Relations Committee (1)	- External relations both on campus and more widely - Includes publications, outreach, website development, and fund raising - Absorbs archives; includes MadGeogNews

XXVII. APPENDIX – Welcome Week events – 2014

Welcome to Geography - Fall 2014

Monday, August 25

9am-12:15pm – 6191 Helen C. White Hall, 600 North Park St. - Communications B training (Day 1 of 2) – This training ***is required for new TAs in Geography 101***. Register online here: http://writing.wisc.edu/wac/node/141

12:30 – meet outside Sharon's office - Informal lunch for new graduate students
Join Sharon for an informal lunch (we'll get food from the carts and eat outside if the weather is nice or in the Union, if it's not!)

1:30-3:00pm – 110 Science Hall - Orientation for new graduate students – Part I
This session is ***required for all new*** graduate students.

3:00-4:00pm – Geography Library - Opportunity to complete payroll paperwork
Plan to attend if you have not yet completed your payroll/benefits paperwork!
Department IT staff will be available to help with wireless setup (VPN, printer, etc.)

3:30 - ?? – meet outside Sharon's office and walk over to the Terrace
Meet your mentor! Mentor/mentee gathering at the Terrace.

Tuesday, August 26

9am-12:15pm – 6191 Helen C. White Hall, 600 North Park St. - Communications B training (Day 2 of 2) – This training is ***required for new TAs in Geography 101.***

10:30-11:30 – Hartshorne Room - Orientation for new Master's students – Part IIa
This session is ***required for all new master's*** students.

Noon – 2pm – 180 Science Hall, Departmental Welcome Lunch –Science Hall
All faculty, staff and grad students are invited! Dave Cieslewicz, former mayor of Madison and current author of the Citizen Dave articles for The Isthmus will talk about "The Geography of Madison: How the UW defines the community"

2:00 – 3:00 – 110 Science Hall - TA training for **ALL** Geography TAs
This session will include a panel discussion with guests from UHS Counseling and Consultation, Dean of Students and McBurney

3:00-4:00 – 110 Science Hall – TA training for all **NEW** Geography TAs
Both TA training sessions are ***required for all NEW Geography TAs.***

Wednesday, August 27

12:00-4pm – Union South - Graduate School Welcome activities
http://www.grad.wisc.edu/education/gradstdntlife/celebration.html

Thursday, August 28

9:00am – 4:30pm - L&S TA Training – 3650 Humanities (registration begins at 9am)
This training is ***required for all new*** TAs: http://www.ls.wisc.edu/ta-fall-training.html

Friday, August 29 – no scheduled activities

Monday, Sept 1 – Labor Day

Tuesday, Sept 2 – FIRST DAY OF CLASSES

Friday, September 5

1:15-2:15 – Hartshorne Room - Orientation for new Ph.D. students – Part IIb
This session is ***required for all new Ph.D.*** students.

2:20-3:10 – Geog 765 – Hartshorne Room – Orientation for new graduate students – Part III (deadlines, course requirements, etc.)

5pm - ?? - Department Picnic, Brittingham Park