



be sure you're up-to-date!

It's the responsibility of the student (prospective or continuing) to check with the Program Coordinator to see if any changes have been made concerning the requirements since the last printing of this program.

You can also check <http://environ@okstate.edu/es>

contact information

• **Dr. Will Focht, Program Director** received his Ph.D. in Environmental Science, M.A. in Political Science, B.E. in Civil Engineering, and a B.S. in Zoology. An Associate Professor in the Political Science Department, he teaches courses in environmental regulatory compliance, applied environmental risk analysis, environmental management, and public policy analysis. Dr. Focht brings an interdisciplinary approach to the program and is responsible for developing the environmental management, policy and conflict management, water and watershed, and sustainability specializations.

• **Talya Henderson, Program Coordinator** has served the program in many capacities since 1996. She handles student recruitment, admissions, advisement, alumni tracking, course coordination and advertisement, administrative support to the curriculum committee and steering council, along with program marketing, accounting and purchasing. Talya holds a B.A. in Sociology and has been a part of the OSU family for 27 years

Matt Albright, OSU-Tulsa Recruiter/Coordinator holds a BS in Biology, MS in Environmental Science and is a PhD candidate in the Environmental Science program. Traveling throughout Oklahoma attending college career days, conference, meetings, and job fairs are only part of his day, as he also handles student recruitment, admissions, and advisement for the OSU-Tulsa office.

• **Jenny Jafek-Jones, Administrative Specialist** provides support for various aspects of the Environmental Science Graduate Program. Her background in corporate training, emerging professional development, and student service enables her to best assist students with the administrative side of their educational experience.

Environmental Science Graduate Program - MS Checklist



environmental science graduate program

Oklahoma State University
002 Life Sciences East
Stillwater, Oklahoma 74078
405.744.9994 ph
405.744.7074 fax
<http://environ.okstate.edu>

Checklist

08

Master's Program

Checklist

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getting started

Applying for the Environmental Science Graduate Program is a two-part process. A completed application and fee must be received by OSU's Graduate College, which then sends your information on to us. Please note that applications are only available online; you'll find the link and additional information in the checklist.

Be sure to follow the steps to the right and you'll be set!

we're here for you

The Director, Program Coordinator, Admin Specialist, and your Committee Chair are always here to help through the process of application, acceptance, matriculation, and graduation.

applying for the environmental science master's program

- ⊗ Complete Graduate College Application online: <http://gradcollege.okstate.edu>
 - If you choose to submit your application using the web-based application, the fee is \$40 (first application) or \$25 (additional applications). The application website is at: <https://app.it.okstate.edu/gradcollege/>
 - A non-refundable application fee can be submitted in paper form of \$50.00 (first application) or \$25 (additional applications or transition from Special (non-degree seeking) status). The application fee can be paid either by check or money order payable to "Oklahoma State University." Applications cannot be processed until this fee is received.
 - ⊗ Include two copies of Official Transcripts from all college level work
 - ⊗ Include Application Fee
- Submit to the Program Coordinator at 002 LSE:**
- ⊗ Goal Statement
 - ⊗ Three letters of recommendation
 - ⊗ Copy of Resume/Vita
 - ⊗ Proof of minimum 3.0 GPA
 - ⊗ GRE scores
 - ⊗ Course Evaluation Form (will be sent to you after application is filed with the Graduate College)
 - ⊗ Agreement to advise from faculty member

These seven items may be submitted, as appropriate, by e-mail to environ@okstate.edu



environmental science graduate program

interdisciplinary +
flexible +
well-rounded

Graduate education is an opportunity for the student to take responsibility for their own education. The Environmental Science Graduate Program offers flexibility in curriculum that allows individuals to craft a unique educational experience and the necessary expertise for addressing environmental problems and concerns.

The mission of the program is to provide interdisciplinary understanding of, and appreciation for, the interdependent relationships between human and natural systems, and the skills to analyze, synthesize, manage, and disseminate environmental knowledge and research to find solution to environmental problems.



Graduation requirements

the responsibility for satisfying all requirements for a degree rests with the student. advisors, faculty members and administrators offer help to the student in meeting this responsibility

- ⊗ Enroll for minimum graduating semester credit hours
- ⊗ File Graduation Clearance form:
http://gradcollege3.okstate.edu/gradcord/download/Grad_Clearance_form.pdf
- ⊗ Submit Final Revision of Plan of Study if plan has changed since last time filed with Graduate College
- ⊗ File Diploma Application Form
<http://www.okstate.edu/registrar/FormsOnline/DiplomaApplication.pdf>
- ⊗ Check Academic Calendars for Graduate College and University
http://gradcollege.okstate.edu/current_student/calendar.html AND
<http://www.okstate.edu/registrar/AcademicCalendar/AcademicCalendarMain.html>
- ⊗ Write thesis (6 hrs of ENVR 5000) following OSU Guidelines (Graduate College website for guidelines) Write report (2 hrs of ENVR 5000) creative component ENVR 5510 following guidelines found at: <http://environ.okstate.edu/ES/Internships.htm>
- ⊗ Submit final copy to Committee Members for defense
- ⊗ Set up a time with all members and give oral defense
- ⊗ Submit Draft copy of thesis (thesis option only) – 202 Whitehurst
- ⊗ Submit Results of Final Exam (thesis option only) – 202 Whitehurst
- ⊗ Submit Final Copy of thesis (thesis option only)
- ⊗ Complete coursework
- ⊗ Submit change of final grade form for thesis credit hours (not available after Fall 08)
- ⊗ Purchase academic regalia from Student Union Bookstore
- ⊗ Attend Graduate College Hooding Ceremony

NOTE: Do not forget to schedule an exit interview with Director. Call 405-744-9994 to arrange an interview.

“Being a graduate student means you must actively take the reins”



student responsibilities after application

- ⊗ Enroll (*must complete 6 credit hours during each 12- month period to be continuously enrolled*)
- ⊗ Select a Committee
- ⊗ Develop a Plan of Study (*must be filed prior to completing the 17th hour*), then submit Plan of Study to Program Coordinator for Approval and Submittal to Graduate College <http://gradcollege.okstate.edu/download/plansforms.htm>
- ⊗ Determine option:
 - Creative Component
 - Thesis
 - Report
- ⊗ File Institutional Review for Use of Human Subjects (IRB) form (*if human subjects are used in research*)
- ⊗ Consult with advisor concerning internship
- ⊗ Report results to Graduate College (thesis only)
- ⊗ Thesis (see Graduate College for guidelines and calendar)
- ⊗ Creative Component (complete forms available from the Program Coordinator)

Mentoring is key

Q: Why do I have to have to have an advisor (Committee Chair) to enter the program?

The mentoring relationship between the student and advisor is vitally important to obtain career goals, so choose your advisor (also known as “Chair” or “Committee Chair”) carefully. Specific defining



activities of graduate education include the selection of a committee Chair and graduate advisory committee, and the research process. You will work with your committee members and develop a Plan of Study. The Plan of Study is your contract with the University on which courses you will take to complete your educational goals.

OSU - Tulsa Environmental Science Graduate Program

The Environmental Science Graduate Program, in conjunction with OSU-Tulsa, has been helping students obtain their MS or PhD degrees since 1991. OSU-Tulsa is conveniently located on the northern side of Tulsa and is a beautiful campus that now includes a new research building. OSU-Tulsa has its own graduation ceremony, allowing students to graduate from the campus they attended.

Known for its non-traditional students, OSU-Tulsa offers most of its courses in the evening, weekend and week-long formats. Though several specializations in Environmental Science are offered in Tulsa, the most popular is Environmental Management. You'll also find great expertise in Water and Watershed Management.