



THE UNIVERSITY OF
TOLEDO
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**GEOGRAPHY AND PLANNING
MA GRADUATE PROGRAM HANDBOOK**

2010-2011

**PREPARED BY THE GRADUATE FACULTY
GEOGRAPHY AND PLANNING
THE UNIVERSITY OF TOLEDO**

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GEPL Graduate Student Handbook AY2010-11

INTRODUCTION TO NEW GRADUATE STUDENTS

The faculty, staff and continuing graduate and undergraduate students of the Department of Geography and Planning welcome you to our graduate program and wish you success in completion of a master's degree at the University of Toledo. This *GEPL Graduate Handbook 2010-11* has been prepared to introduce you to the program, faculty, facilities and various offices of the University and department as well as to the members of University and College support staff who can provide official and/or informal assistance. We urge you to read our *Handbook* carefully and keep it constantly in mind as your continuing reference during your graduate studies. Please feel free to offer comments on the contents of our *Handbook*. Each member of our faculty and staff welcomes you to meet with us during your first semester. If at any time during the program problems related to your graduate studies arise, please feel free to contact appropriate faculty members for advice and counseling.

Again, we hope your stay with us will be challenging, productive and happy.

DEPARTMENT MISSION STATEMENT

Since graduate students represent the department and are often employees of the university, it is useful that they understand the general program objectives of the department as stated in its strategic plan. The following from our UT GEPL Homepage at <http://www.geography.utoledo.edu/> defines the general objectives and mission statement of the department:

The mission of the Department of Geography and Planning is to provide a quality multi-functional program that supplies service at the general education and baccalaureate level to the university community, provides quality undergraduate and graduate programs, fosters theoretical and applied research in geography and planning, promotes multicultural understanding, complements interdisciplinary work, and engages in community outreach programs.

GEPL Master of Arts Program

Homepage overview at:

<http://www.utoledo.edu/as/geography/degrees/ma/index.html>

EXPECTATIONS FOR OUR GRADUATE STUDENTS

Five primary levels of achievement are expected of graduate students:

1. A general knowledge of the traditions, history and philosophical underpinnings of the disciplines of geography and planning. In addition, students are expected to achieve a level of competency in an applied or theoretical area. During the first semester all incoming graduate students will be required to take a diagnostic examination assessing their knowledge of basic geographic concepts. After the exam, each student will meet with the instructor of the philosophy and methods class to bolster skills, if needed. This may involve independent study or course work taken for credit or audit.
2. Strong micro and internet computer skills in cartography, computer graphics, location analysis, and multivariate statistical analysis.
3. The development of basic research skills as demonstrated by completion of a theoretical or applied thesis project.
4. Comprehensive understanding of classical and contemporary literature in an area of specialization, as demonstrated by successful completion of the comprehensive examination.
5. Adequate writing and communications skills demonstrated by completion of a masters thesis and oral defense.

TIME TO COMPLETION

Students are expected to complete the program in a timely manner with normal time to completion two years or less. Students are expected within the first year to concentrate on class activity and complete the comprehensive examination. In the second year efforts are concentrated on the thesis. Students requiring more than two years will be reviewed formally to determine why they are not making timely progress and whether they should be permitted to continue. Students requesting extensions after two years *must file the department extension form request each semester to explain the reasons for the delay*. After a period of *five years*, students will be required to retake their comprehensive examinations.

SOURCES OF PROGRAM INFORMATION

This GEPL *Graduate Student Handbook* is a composite of information obtained from a variety of official references as well as faculty decisions made during evaluation of the program. You should become familiar with the *School of Graduate Studies Catalog and the School of Graduate Studies Handbook*. If you have been awarded an assistantship or an internship, you must read the regulations contained in the *Graduate Assistant Handbook*. Both are available online from the Graduate School website. Departmental degree requirements must comply with official

Graduate School requirements but some variation is possible and these are discussed in detail later.

ADMISSION INFORMATION

Initial contact with the Department of Geography and Planning by a prospective graduate student normally occurs through a letter of inquiry, e-mail message or postcard response requesting information and an application form. If interested in the program, the application form, fee, transcripts and letters of recommendation will be forwarded to the Graduate School by the student. When all materials have been compiled, these are sent to the department's graduate adviser for evaluation and, eventually, the credentials are examined by the GEPL faculty.

The specific requirements for admission are:

1. A baccalaureate or professional degree earned from a department of approved standing and granted by an accredited college or university.
2. A 2.70 accumulated point hour ratio for all previous academic work or indicated performance under Sections 5 or 6 below. (Point hour ratio is computed on a 4-point system: A-4, B-3, C-2, D-1).
3. All applicants with less than a 2.70 cumulative hour ratio on all undergraduate work are required to forward results of the Graduate Record Examination (GRE) Aptitude and/or other appropriate qualifying examinations as specified by the department concerned. On the basis of the results of these examinations, the department will make a recommendation to the Graduate School.
4. Prerequisite academic work which gives evidence that the applicant should be able to pursue effectively the graduate work in the department in which specialization is desired.
5. Acceptance by the college and/or department concerned.
6. It is within the discretion of the various departments to require the Graduate Record Examination or other qualifying examinations for all applicants. The Department of Geography and Planning requires the verbal and quantitative sections for U.S. students with less than a 2.70 cumulative GPA for all undergraduate work. A minimum score of 500 in each section is preferred.
7. International students are invited to apply for admission to the Graduate School. In addition to the requirements for regular admission, all students from non-English speaking countries must achieve satisfactory scores (550+) on the Test of English as a Foreign Language (TOEFL). All international students are also required to take the GRE and score a minimum of 500 in each of the verbal and quantitative sections. All international students must also demonstrate that they have adequate financial resources for their graduate education before they can be admitted. All foreign students are required to have health and accident insurance at time of registration.

The Graduate School will deny admission to the students who do not meet the preceding admission requirements. Students not meeting requirements for admission to the Graduate School may apply to the appropriate baccalaureate college for admission as an undergraduate with degree (UWD) to make up deficiencies and to establish a basis for reconsideration of admission to the Graduate School. UWD's are not permitted to register for graduate credit courses.

The Geography and Planning faculty occasionally advise a student to enroll as a UWD to increase proficiency in geography prior to admission as a graduate student. With the UWD status a student cannot be given financial aid and must pay cost of tuition at the undergraduate level. After one or two semesters, progress is evaluated for transfer to graduate status.

Foreign students are required to pass the Test of English as a Foreign Language (TOEFL) with a minimum score of 550 and also take the Graduate Record Examination.

CLASSIFICATION OF STUDENTS

The following five categories of students may be permitted to take graduate courses in the Department. In order to qualify for financial assistance, only regular admission applicants will be considered.

1. *Regular.* An applicant is admitted as a regular graduate student if, after considering all of the required documents, the Associate Dean of Graduate Studies is satisfied the applicant is fully qualified to undertake a degree program.
2. *Provisional.* An applicant is admitted as a provisional student if, at the time of application, all of the requirements for admission have not been completed. All admission requirements must be completed during the first semester of attendance. Financial assistance such as Graduate Assistantships or Internships is not available to provisional students.
3. *Non-Degree Student.* Individuals who want specific courses or groups of courses to meet special personal needs may be considered for admission to the individual colleges as "non-degree" students. These students are expected to have at least a bachelor's degree and must have permission of the graduate adviser of the department to enroll in each specific course. Persons applying are not candidates for degrees, but subsequent admission to a degree program is possible on recommendation of the college. In such cases, up to 12 graduate credit hours earned as a non-degree student may, upon approval, be accepted as determined by the college and department concerned.

4. *Graduate Special Student Status.* Applicants interested in taking graduate courses for personal enrichment, professional development, certification, or who wish to explore graduate study before deciding on a degree program may request the simpler application form for Graduate Special Student Status. This status is not an admission to a Graduate School degree program. However, upon application to the Graduate School and if subsequently accepted to a degree program, a maximum of 9 semester hours earned while on this status may, upon approval, be counted toward the degree. Applicants must present proof of a baccalaureate degree at the time of application or within the first semester of enrollment; without such proof, registration will be cancelled.

5. *Conditional Admission Status.* Applicants who meet all qualifications for admission to a graduate program, except for the TOEFL requirement, will be considered for conditional admission. To be considered in this category, the applicant must (1) have submitted a TOEFL score greater than 450, (2) be self-supporting, and (3) satisfy all other academic requirements. A student with conditional admission status may not register for any graduate level course work until a TOEFL score of 550 is obtained. Students in this category will be required to enroll for English language training at the American Language Institute until the required 550 TOEFL score is achieved.

TRANSFER OF GRADUATE CREDITS

Graduate work completed in residence at other academically accredited institutions may be offered in partial fulfillment of requirements, other than residence, for graduate degrees at The University of Toledo when the work is of acceptable quality and appropriate to the student's program. Application for transfer of credit must be made to the student's adviser. The department will communicate its recommendation to the Associate Dean for Graduate Studies. The student may obtain advance approval from the adviser to take work elsewhere while enrolled at the University. The student must apply for transfer of credit as soon as the credits have been earned. As a rule, a total of 10 semester hours may be accepted for transfer for master's candidates. A student who elects to take a second master's degree at The University of Toledo may use up to 12 semester hours from the first master's if the course is appropriate to the student's program.

MASTER'S THESIS

The Department of Geography and Planning specifies the completion of a thesis as a requirement of the Master of Art degree in Geography. The title of the thesis must be reported to the Department, and filed with the Graduate School no later than one semester prior to the expected date of graduation. The student's thesis adviser must approve the title of the thesis. The original of the thesis and one copy, both signed by the adviser and committee members must be in the Graduate School office by the applicable deadline at the end of term.

MINIMUM CONTINUOUS ENROLLMENT

Graduate students who have completed their course work and are working on class projects, thesis, and/or who are using University facilities and services, (i.e., the library, health services, computer services, laboratories, consulting with faculty, applying for graduation, etc.) must register for a minimum of one graduate credit hour each semester. Access to certain other facilities and services, such as the student recreation center and parking, will require additional user fees.

It is emphasized that the above policy also is required of students who expect to consult regularly with their professors about their thesis projects.

Full time status is considered nine (9) hours enrolled in a term and is the minimum required for students to receive funding. *Any students receiving federal student loans or similar financial assistance may be required to enroll for twelve (12) hours. Such students should consult with the Financial Aid Office on campus to determine their eligibility and enrollment requirements.*

GRADE POINT AVERAGE

Regulations of the Graduate Faculty require that graduate students maintain (a) a grade point average of 3.0 on a 4-point system for all courses completed and (b) an average of 3.0 on a 4-point system for courses completed in the department of specialization. Students whose grade point average falls below 3.0 on the 4-point scale are subject to dismissal from the Graduate School. Only grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F are used in determining grade point averages.

Students are also required to have a B or better in the department's three core courses (GEPL 6100; GEPL 6150; GEPL 6920). Students who do not attain a B or better in either Research Methods (6150) or Philosophy and General Methodology (6100) or both, would have to retake either course and would be ineligible to take the comprehensive exam.

For individual study, master's thesis and other projects at the graduate level, the letters PR may be used for work in progress. The "PR" letter grade will not be considered in the grade point average. Geography and Planning faculty use the "PR" grade only for thesis credit hours (GEPL 6960). Other work not completed on time will be graded "I" (incomplete) and is calculated in the grade point average as an "F". A grade of "I" must be completed before the end of the following semester. In addition, grades of "S" and "U" are used for special graduate courses in Geography and Planning, particularly Teaching Practicum (GEPL 6700) and Internship (GEPL 6940) courses, which do not apply toward the degree requirements.

REQUIREMENTS FOR THE MASTER OF ARTS DEGREE IN GEOGRAPHY AND PLANNING

The *School of Graduate Studies Catalog* contains the degree requirements for a Master of Arts in Geography and Planning. Each new graduate student is expected to become familiar with these requirements. To assist new students and to maintain a progress report, a check sheet has been prepared that contains a more detailed inventory of information. During advanced registration every semester, each student will be expected to meet with the Graduate Advisor to examine individual progress in the program and to prepare course schedules for the following semester. The "GEPL MA Program Checklist" is a progress report that guides the student through the two-year graduate program and should become the major reference document for both the student and adviser. Graduate student progress is also tracked and recorded in the GEPL department office on a large wall chart, a smaller version of which you may want keep with your checklist. Work with the Graduate Advisor to make sure the checklist and chart are occasionally updated as you proceed through the several stages toward completion of the program..

Important items related to a graduate student's record of progress are discussed below and include:

1. ***Entering Status.*** Although most students are admitted on a "regular" status, an occasional student will be admitted as "provisional" for reasons described above. The Graduate School and the departmental graduate adviser forward reasons for provisional admission to the student. In most cases, provisional status will be changed to regular after one or two semesters of study. Faculty review of the student's progress is necessary for this change. Only students with regular admission status can receive graduate assistantships and internships.

2. ***Prerequisites.*** A course or courses covering basic cartography and statistics is required (GEPL 3420 "Quantitative Methods and Mapping" satisfies this requirement). New graduate students who are deficient in this requirement must complete prerequisites as described early in their programs.

3. ***Undergraduate Major.*** Some students are welcomed and admitted to the graduate program with majors other than geography. If the faculty believe that such students have the potential to complete the master's degree, then admission is granted, often provisionally or as a UWD. After successful completion of several courses in the department (courses selected with the assistance of the faculty), then regular status will be granted.

4. ***Graduate Record Examination.*** It is recommended that prospective graduate students take the GRE in preparation for graduate school. The exam is mandatory for students whose GPA is below 2.7 on a four-point scale. The Department of Geography and Planning requires the verbal and quantitative sections.

5. **Program Record.** The master's degree requires 36 semester hours distributed as follows:

a. Sixteen (16) of the thirty six (36) minimum hours to be taken in the department should be at the 6000 level. These are seminars in the professional specialty areas of faculty and at least two are scheduled each semester. Over a two-year period, students should be exposed to seminars involving the department's entire graduate faculty. There is no maximum number of semester hours for 6000 level seminars.

The 16-hours must also include three required courses: Philosophy and General Methodology (6100), Research Methods (6150), and Research Design (6920). The 16-hour requirement may *not* include the following courses: 6700, 6910, 6940, and 6960. GEPL 6910 Comprehensive Exam Preparation is an additional required course not included in the 16 hours.

b. The remaining hours can be taken at the 5000 level and the department offers a variety of courses, including an Urban and Regional Planning sequence, a Geographic Techniques and Applications track, an Urban-Economic track, an Environmental track, and a Cultural-Behavioral track. Up to four credit hours of 5920 (Directed Readings in Geography) and/or 5910 (Directed Research in Geography) may be allowed toward the 36-hour requirement.

c. At least one course (a maximum of three) is to be selected from outside the department. Preferably the outside courses should be seminar level but often such courses are not available every semester and students may need to postpone this requirement until a thesis direction is selected and specific courses become available. All outside courses must be approved by the Graduate Adviser.

d. Thesis hours. Enrollment for thesis credit is reserved for the second year of the program after the comprehensive examination has been passed and the student has an approved thesis research proposal. Minimum enrollment to qualify for the master's degree is two hours of thesis credit, but as many as six can be assigned a letter grade and counted within the 36 hour minimum requirement. Additional thesis hours above six may be taken but those will be assigned a grade of S (Satisfactory). Generally, these hours are spread over the two semesters of the second year. Grades will be reported as Progress (PR) until the thesis has been completed and defended. Then a change-of-grade report will be included with necessary documents to the Graduate School for official completion of the master's degree.

A minimum GPA of 3.0 must be maintained for satisfactory progress. If the GPA drops below 3.0 the Graduate School will notify the student about this problem. Faculty will review the records of students who have academic difficulties and make recommendations. If the GPA does not return to the 3.0 level or higher, the student may be asked to leave the program or to resign from either the assistantship or internship until satisfactory progress is made. As noted above, the PR grade is reserved for the thesis only and this grade does not affect the GPA. However, an Incomplete grade (I) will be given in those graduate classes where academic requirements have not been met. An incomplete is counted as an "F" or Failure until the work is completed to the instructor's satisfaction. GPA's can be adversely affected by an incomplete grade until the work is finished. An Incomplete grade must be removed before the end of the following semester.

6. Comprehensive Examination. The comprehensive examination will be scheduled at the end of the first year of the graduate program, during the second half of the Spring Semester. To qualify, a student must have a "B" average (3.0 or better) for all graduate course work, a B or better in Philosophy and General Methods (6100) and Research Methods (6150), at least 9 credit hours of completed course work not including teaching practicum or internship credit, be enrolled for a full-time schedule during the semester when the comprehensive exam is scheduled, and have all incomplete and progress grades removed from the record. Upon successful completion of the examination, the student is formally admitted to candidacy for the master's degree in geography and planning. Also, students must have successfully completed the requirements for the diagnostic exam.

Format of the Comprehensive Examination

The comprehensive examination contains two parts, a written examination followed by an oral examination. The content of the written and oral examinations are divided into two primary examination topics: (1) a general set of questions related to core material associated with the philosophical and historical elements of the discipline of geography and planning, and (2) a set of questions related to a specific specialization area within geography and planning that interests the student.

Composition of the Examination Committee

The graduate advisor will meet with the department faculty to select two faculty examiners for each student. Students *will not* select their examination committee. The composition of the faculty committee will be based primarily on the student's area of specialization. The two examiners will submit two questions each, for the written portion of the examination. Two additional questions will be provided based on course work from Philosophy & Methodology and Research Methods. This is a closed book examination and students are given the entire day to complete the written examination. In the one hour oral examination, the two examiners will discuss the results from the written exam and ask questions of the student. Evaluation of the student would be made by the two examiners in consultation with the graduate advisor.

Criteria for Evaluating Student Performances on the Comprehensive Examination

The general understanding of the faculty is that little additional preparation is needed for the exam other than selected readings and a review of past course work. Other than the general review, all candidates preparing for the examination should consult with each of the two examiners to prepare a bibliography of selected reading materials in the topical area of their specialization. Consultation with each of the faculty members will alert the student to those general and specific areas which will be covered in the examination. Specific evaluation criteria to be used in the examination include the following:

1. The student's understanding of the philosophical and historical dimensions of the discipline of geography.
2. The ability of the student to define and understand basic geographic concepts,

- methods and theories in their field of specialization.
3. The level of the student's comprehension of the current literature and authors in their areas of specialization.
 4. The student's writing skills with respect to coherence, organization and accuracy.
 5. The student's oral communication skills.

Grading of the Comprehensive Examination

Students may pass the comprehensive examination *unconditionally* and continue normal progress toward the degree. Students who pass unconditionally are given a letter grade. A *conditional* pass means that examiners have learned of some deficiencies in the student's knowledge of the discipline and additional study is assigned. The student will be notified of these deficiencies after the oral exam and later in writing. The conditional pass is not a reprimand but a constructive criticism. Candidacy will be delayed until successful completion of remedial study, to be determined by exam committee and the graduate adviser. This work will need to be completed and evaluated prior to the start of the next fall term in order for the study to continue in the program. Upon successful completion of remedial requirements, a student will be assigned a grade no higher than a B+. Occasionally a student may not meet the expectations of the examiners and will be asked to repeat the oral exam or the entire examination, normally during the following semester. A second unsuccessful attempt will result in the student being required to leave the graduate program.

7. **Thesis.** Immediately after the successful completion of the comprehensive exams, a student can begin to establish a Thesis Advisory Committee (by completing a Department Thesis Advising Form). Some students may want to use the summer semester following their successful completion of the comprehensive exams to develop their thesis proposal and defend the proposal, perhaps even to complete work on the thesis. The required GEPL 6920 Research Design offered each Fall Semester will help serve these functions. It is emphasized that the faculty composition of the thesis committee does not have to be the same as the comprehensive examination committee. A thesis committee consisting of three voting members is required for each student. The student should be assigned a thesis advisor, at this time, whose area of specialization is consistent with the student's thesis topic. One member of the committee may be a faculty member from outside the department. In the case of the applied thesis option, the committee will consist of three geography and planning faculty members and a fourth member (practicing professional) from an outside agency. After the committee has been formed and the proposal has been accepted by the faculty, the graduate school's Notice of Thesis form must be filed with the Graduate School.

Following the selection of the thesis committee and the research topic the student will prepare a formal thesis proposal to be presented orally to the department's faculty and students. The mandatory course Research Design (GEPL 6920), offered every Fall Semester, must be completed by all graduate students in good standing after the successful completion of their comprehensive exams.

The second year of the graduate program usually consists of thesis research while completing required course work. A final degree requirement consists of a formal defense of the thesis research to faculty, graduate students, guests and the public-at-large. The department does not permit a defense to be conducted by student and entire committee via conference call, email, internet, video or any other electronic format. The defense must be conducted with the student and at least two other committee members present and in an open public forum. The defense of a thesis is to be approved by the thesis advisor in consultation with the thesis committee. Once the thesis defense has been scheduled by the thesis advisor a notice will be provided to the Graduate Advisor who will post and distribute public announcements of the defense.

The presentation and successful defense and submission of an approved thesis generally completes the formal program. At this time all incomplete and progress grades must be removed from the record and a Plan of Study must be on file with the Graduate School unless this requirement had been met earlier. Faculty committee members will complete the necessary papers for the Graduate School. The student must submit two copies of the thesis to the Graduate School and one copy to the departmental library. Often graduate students give a final copy of the thesis to each member serving on their thesis committee, as a courtesy.

Thesis Options

Two thesis track options are available to students based on their interests and career objectives: (1) the traditional academic thesis, and (2) the professional or applied thesis option.

The professional project option differs from the traditional academic thesis only by its emphasis on the practical solution to problems through the application of geographic methodology and techniques. Formats of the two-thesis option are similar and will vary according to the nature of the problem or topic. The following provide generalized formats for the two options:

The Traditional Academic Thesis Option

- Statement of Problem
- Literature Review
- Research Hypotheses
- Rationale of Study
- Operational Definitions
- Research Methodology and Study Format
- Analyses and Results
- Theoretical, Applied or Policy Implications
- Areas of Future Research

The Applied Thesis Option

- Executive Summary
- Statement of Problem
- Objectives of Study
- Rationale of Study
- Methodology Employed in Solving the Problem: Results, Analysis and Discussion
- Conclusions
- Planning Recommendations

Additional components of the applied thesis would necessarily include maps and figures where appropriate and a bibliography. Where necessary, a technical appendix must also accompany the text when models or techniques of a complex nature are incorporated in the study.

Human Subjects Research Review Requirements

All research projects (papers and theses) that require the use of human subjects as data sources (i.e. surveys, experiments, etc.) must be approved by the graduate school's Office of Research. A Human Subjects Research Review Committee form that investigators must be filed in this case. It is emphasized that if this form is not on file at the time a thesis employing human subjects is submitted to the graduate school, graduation may be jeopardized. Regardless of the thesis option selected, students will be required to prepare a written proposal and present their thesis topics orally to the faculty and students of the department.

8. *Assistantships, Internships and Awards.* Teaching Assistantships, Research Assistantships and Internship awards are available on a competitive basis for qualified students. Assistantships are awarded on a yearly basis; students who are awarded an assistantship in their first year should not necessarily assume that assistantships will be available in their second year. Factors that enter into the awarding of assistantships include the availability of funds within the department and each student's record of performance. Students who are awarded Teaching Assistantships should become familiar with the *Graduate Assistant Handbook*, prepared by the Graduate School, which accompanies this departmental handbook.

Teaching Assistantships

A teaching assistantship provides a stipend and allows tuition fees to be waived. Therefore, this award is presented only to highly qualified students. A teaching assistant functions as a member of the instructional staff of the department. In this position, students are expected to conduct themselves in a professional manner in representing the university and department. Teaching assistants are assigned to specific faculty members' courses and are generally expected to teach recitation sections, help in grading of evaluation, to have scheduled office hours and meet with regularly with students. Teaching Assistants will be required to provide an average of 20 hours per week on

assigned duties during each term. Teaching Assistants are required to attend orientation and training sessions organized by the Center for Teaching Excellence.

Research Assistantships

Selected research assistantships are also available, from time to time, depending on external research funds. Students awarded a research assistantship are normally provided a stipend and fee waivers. Under this form of support the student is assigned to work on specific research projects of individual faculty members. The specific functions performed by the student are determined by the nature of the project. Research Assistants will be required to provide an average of 20 hours per week on assigned duties during each term.

Internships

Internships are awarded on a competitive basis to outstanding students. Most internships provide a stipend and carry fee waivers similar to those of a teaching assistantship. Criteria for eligibility for a graduate internship include:

1. Second year students and/or first year students with a minimum 3.0 GPA.
2. Second year students who have excelled in their first year of graduate school and have demonstrated competence in planning and applied geography, in communication and interpersonal skills. In some cases, first year students with an exceptional undergraduate record may be considered for internships.
3. Students with competence in quantitative and qualitative research and technical skills.
4. Demonstrated commitment to the disciplines of geography and planning.
5. A successful interview with a cooperating agency.

Objectives of the Internship Program: The internship program provides students with paid employment opportunities in the local community that serve a number of purposes including but not limited to:

- Broadening the student intern's educational experience,
- Allowing the application of the classroom experience in a near-laboratory environment,
- Facilitating the fusion of theoretical and applied geography in an actual, problem-solving situation,
- Providing a stipend roughly equal to that of a graduate teaching assistant and course credit,

- Stimulating a more broad based graduate experience by increasing the number of graduate students in the program, solving local community problems, and
- Establishing relationships between the University and the community.

Internship Functions: Student interns may serve in a public or privately funded internship and can work for up to 20 hours per week. Among the employers that have participated in the department's intern program are the Bedford Township Board of Trustees, the City of Toledo, the Greater Toledo Council of The Arts, Neighborhood Housing Services, Inc., the Small Business Assistance Corporation, the Toledo Edison Company, and the Toledo Metropolitan Area Council of Governments.

Student internships usually take one of two forms. About one-half of the internships in effect at a given time involve a specific project or problem to be solved. In most cases, the student intern is responsible for the completion of the project or the formulation of a plan to address the issue in question. Problems are often of a planning nature and require a combination of geographic skills. The remaining half of the internships involve the ongoing monitoring of a local problem or the holding of a particular position in an agency or firm. These positions usually require a broad base in spatial problem-solving and demand that the student intern address a broad set of issues and problems that come up on a daily basis. The holding of a graduate student internship is not guaranteed. Internships are not always available and then are allotted on the basis of qualifications, interest, progress toward degree, personal preference of the graduate student body, and experience.

Internship Reporting Procedures: All graduate interns are expected to maintain a log-sheet outlining their daily activities, using the appropriate form. These forms should be given to the graduate intern advisor on a biweekly basis. Monthly meetings will be arranged with graduate interns and the intern advisor to discuss and review agency activities. During each semester, a meeting will also occur between the cooperating intern supervisor, the graduate intern advisor and the student to access the student's progress.

Internship Contracts and Responsibilities: Graduate internships represent contractual agreements between the university, the cooperating agency and the student. The appropriate contract form must be completed and filed. Under the contractual agreement, the student is an employee of the university on loan to the agency. The agency pays the student's stipend, while the university provides a match funding the fees of the student. Failure of a student to comply with the hourly and functional obligations of the internship may lead to legal action including cancellation of the contract.

All of the preceding forms of financial assistance require specified hours of work each week by graduate students. Teaching assistantships include classroom instruction, laboratory instruction and maintenance of equipment, several forms of paperwork, including writing and grading of examinations, and additional assignments as requested by faculty. Internships generally are off campus with local planning agencies or business firms, and are supervised by professionals with many years of experience. Consequently, valuable on-the-job experience enhances the professional credentials of second year graduate students, often leading to permanent, full-time positions with local firms.

SPECIAL HONORS OR AWARDS

Additional stipends are available from the Graduate School for students with outstanding undergraduate records. These include Board of Trustees scholarships and scholarships from foundations and societies. Information about these awards are available from the Graduate School but the faculty occasionally nominates students with exceptional credentials.

GRADUATE STUDENT USE OF DEPARTMENT FACILITIES

Department Laboratories:

Graduate students are given full access to department instructional computer laboratory. Posted hours for student use of this lab are from 9:00 AM to 9:00 PM on weekdays. However, graduate students are permitted to use this facility twenty-four hours a day. We request that when working in the lab that outside doors be locked during the hours that the lab is officially closed (9:00 PM to 9:00 AM). In addition, we urge graduate students to use caution in the use of this facility during evenings and weekends for their own personal safety and security. We ask all members of the department to maintain security in this lab, since the university does not carry insurance on instructional equipment.

Selected graduate students will also have access to the *Geographic Information Science and Applied Geographics (GISAG) Laboratory*. This laboratory is restricted to faculty sponsored research and contract work and only those students assigned to specific projects will be permitted access. In addition, some students involved in environmental research projects will have access to the departmental GIS and Remote Sensing laboratory at the Lake Erie center.

Xeroxing:

A Xerox copying machine is available in the department offices and may be used only during business hours with permission of the secretary or faculty. **Due to budgetary limitations free copying of personal materials, including class-work is prohibited.** Graduate teaching assistants may use the Xerox machine without cost only for instructional class activity related to their teaching assignments, subject to approval by the primary course instructor. General office supplies are available to teaching assistants only for their instructional assignments.

Graduate Office Space:

Office space will be provided when available to graduate students. Priorities in the allocation of office space to graduate students will be first to teaching assistants, followed by research assistants, graduate internships and other graduate students. Office space is at a premium and may require several persons sharing an office. It is the responsibility of each person in an office to provide a quiet, clean and supportive work environment. Telephones are provided in offices primarily for on-campus communications. Please keep to a minimum local calls off campus. Graduate students must receive permission to make long distance telephone calls on department telephones.

University Computer and Library Services:

The use of university computer and library services is governed by the rules of these centers. Graduate students entering the program will be given information on services and computer accounts early in their first semester of residence.

Graduate Student Association Services:

The graduate student association provides professional social support services to students. A department representative to the graduate student association is elected each year by our students. The association provides many important services to students including financial grants for career development (travel grants) and small grants for thesis and dissertation research. Students are encouraged to compete for these awards in order to support travel to professional meeting and expenditures associated with their thesis research.

FEE PAYMENTS

Students receiving assistantships and internships awards are given stipends and in/out of state fee waivers during the Fall and Spring semester. Summer semester fee waivers are only available for students having awards during the summer semester. In all cases, students are responsible for the graduate application and matriculation fees, a semester general fee and parking fees. Graduate teaching assistants are eligible for a reduction in their parking fees. Health insurance is also available through the graduate school. Teaching assistants are given a reduced rate for health insurance and may elect the payroll deduction option for their share of the charges. All other students must pay the full payment at the beginning of each semester. A family health insurance plan, paid by the student, is also available through the university.

CLASS REGISTRATION PROCEDURES

Students are expected to meet with the graduate advisor each semester to select the following semester's courses. The graduate advisor must approve the student's course selections. Students who have completed their comprehensive examination may also wish to review course selections with their thesis advisor. *Final approval remains within the authority of the graduate advisor.* After their first semester in residence, students are encouraged to take advantage of the early registration period to avoid the inconveniences associated with the late open registration.

SEXUAL HARASSMENT

The University of Toledo has very strict regulations regarding sexual harassment and discrimination. We ask all graduate students to be aware of these policies and follow the regulations. Teaching assistants should be especially careful in dealing with students to avoid any potential incidents that may jeopardize their professional careers. Any incidents of sexual harassment should be immediately reported to the department chair.

DEPARTMENT COLLOQUIA

Throughout the year the department hosts various visiting scholars. In most cases, these individuals will present lectures and seminars to our graduate students. The presentations provide a unique opportunity to augment our existing faculty ranks and to give students a chance to meet and speak with many outstanding scholars. All faculty and graduate students are expected to attend these functions. Students are reminded that one of the important criteria in selection for assistantships and internships is a commitment to professional development; attendance at departmental colloquia is evidence of this commitment.

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

Students are encouraged to join professional organizations affiliated with the department. These include The Association of American Geographers and the American Planning Association. These organizations offer student membership rates and special student programs at professional meetings.

ATTENDANCE AT PROFESSIONAL MEETINGS

Students are encouraged to attend professional meetings and to present papers. The faculty is pleased to work with students in helping them prepare presentations. When possible financial support to attend meetings and present papers will be provided to students.

ACADEMIC GRIEVANCE PROCEDURE

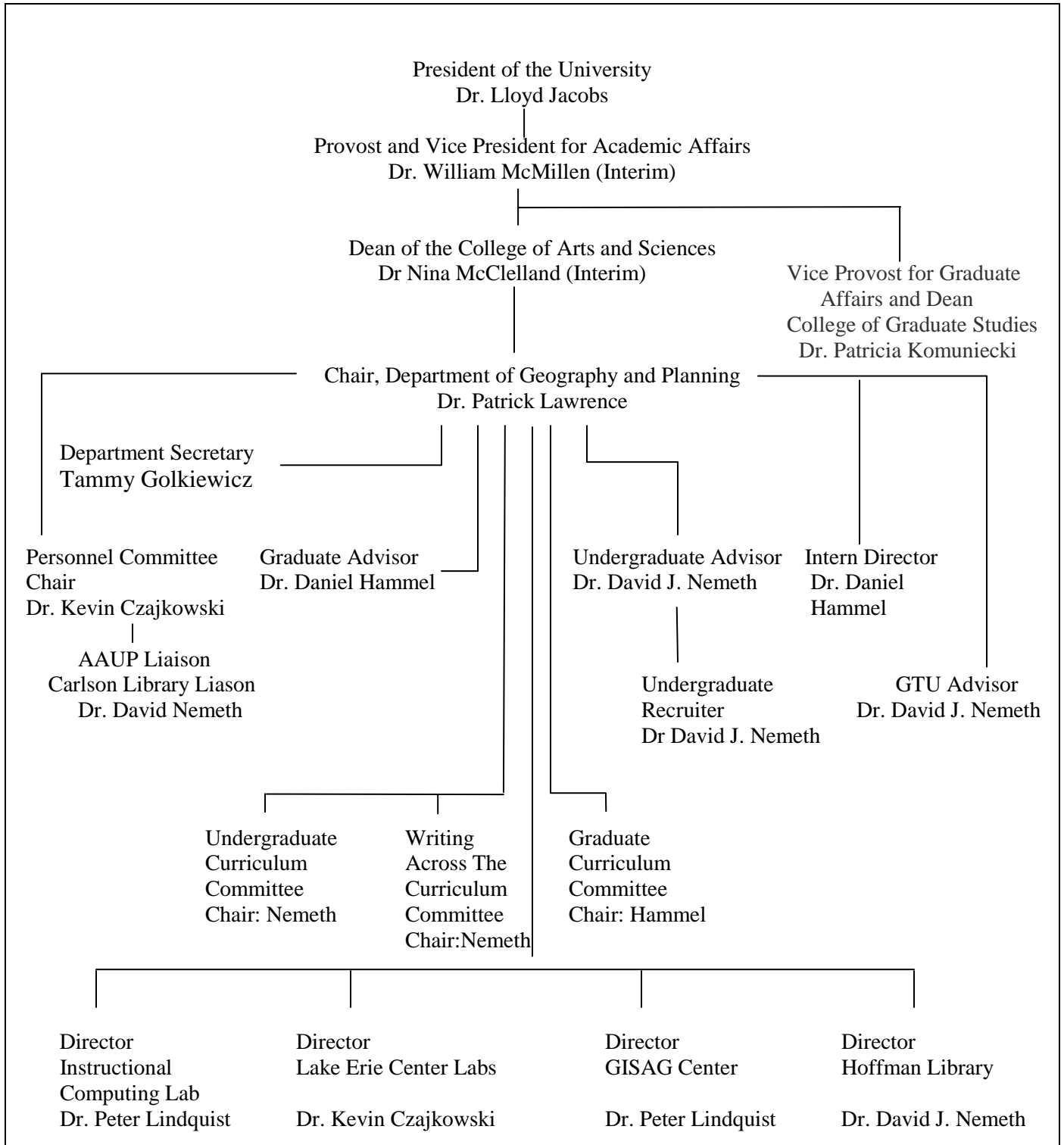
In the event that a graduate student has an academic grievance, he or she should attempt to resolve the problem by adhering to the following procedure:

1. Discuss the problem with the instructor involved
2. If no resolution can be achieved, the student should present his or her grievance to the chairperson of the department
3. If the problem is still not resolved, the student should see the dean of the college
4. If a resolution has been unsuccessful at the college dean's level, the student may present the grievance to the Graduate School.
5. The final appeal can be made to the Committee on Academic Standing of the Graduate Council and its decision shall be binding on all parties involved in the grievance.

Note: Graduate students must file the initial grievance with the instructor and a copy to the department no later than one semester after the occurrence of the incident.

DEPARTMENT ORGANIZATION CHART

Knowledge of the administrative organization of the department is often helpful in knowing whom to contact if problems develop. The following briefly defines the primary organizational context of the department:



DEPARTMENT FACULTY

<http://www.utoledo.edu/as/geography/facultystaff/deptfaculty/index.html>

Bhuiyan M. Alam (2006). Assistant Professor, B.S. Bangladesh University; M.S. Asian Institute of Technology; M.S. Florida State University; Ph.D., Florida State University. Specialties: GIS, Transportation Planning, Environmental Planning, Urban & Regional Planning, Regional Development.

Frank J. Calzonetti (2001). Professor and Vice Provost for Research and Economic Development, B.A., M.A, Wayne State University, Ph.D., University of Oklahoma. Economic Geography, Regional Development.

Kevin P. Czajkowski (1998). Professor, B.S. State University of New York at Oneonta, Ph. D., University of Michigan. Specialties: Remote Sensing, Weather and Climate, Physical Hydrology and Atmospheric-Land Surface Processes.

Daniel J. Hammel (2005). Associate Professor, B.A. Kansas State University, M.A., Ph.D., University of Minnesota. Specialties: Urban/Economic Geography, Housing, Urban Planning.

Patrick L. Lawrence (2000). Associate Professor & Graduate Advisor, B.E.S. University of Waterloo; M.Sc. University of Guelph; Ph.D. University of Waterloo. Specialties: Ecosystem/Environmental Management, Water Resources/Watershed Management, Land Use Policy and Planning.

Peter S. Lindquist (1988). Associate Professor & Chair, B.S. University of Wisconsin-Eau Claire, M.S.L.A. University of Wisconsin-Madison, Ph.D. University of Wisconsin-Milwaukee. Specialties: Geographic Information Science, Digital Cartography, Location Analysis, Transportation.

Neusa Hidalgo Monroy McWilliams (2010). Visiting Assistant Professor, B.A. National School of Anthropology and History (Mexico), M.A. and Ph.D. University of California, Berkeley. Specialties: Cultural and Human Geography, Latin America, Rural Development, Border issues and Immigration, Indigenous Cultures.

David Jim Nemeth (1989). Professor & Undergraduate Advisor, B.A. and M.A. California State University-Northridge; Ph.D., University of California-Los Angeles. Specialties: Philosophy and Methodology, Cultural Geography, Geography of Asia, Conservation and Resources.

Neil Reid (1991), Associate Professor, Director Urban Affairs Center, B.A. The University of Glasgow; M.A. Miami University; Ph.D. Arizona State University. Specialties: Industrial Geography, Economic Geography, Urban Geography.

Mary Beth Schlemper (2010), Assistant Professor. B.A., M.A., University of Missouri, Ph.D., University of Wisconsin-Madison. Specialties: Cultural and Historical Geography, Geographic Education.

Sujata Shetty (2005), Assistant Professor, B.Arch., School of Planning and Architecture, New Delhi, India, M.U.P., Ph.D., University of Michigan. Specialties: Urban and Regional Planning, Community Economic Development.

DEPARTMENT STAFF

Shari Grayczyk – Grants Account Clerk	UH 4470	x 4286
Salman Hashmi – GISAG Lab Manager	UH 4530A	x42699
Tammy Golkiewicz – Office Support Staff Specialties: Graduate admissions, registration, payroll, student services.	UH 4390	x 2545
Sarah Schafer – Senior Project Manager University of Toledo Bachelor of Business Administration 1998	UH 4470	x 4286

College of Graduate Studies website: <http://www.utoledo.edu/graduate/>

Be sure to download the Graduate College's *Handbook for Preparation of Graduate Theses* early on during your first year in the program, and to study it closely.

Important **Forms** available: at this site:

<http://www.utoledo.edu/graduate/currentstudents/academicprogramforms/index.html>

You will see here a list of Graduate College **forms** that GEPL MA students after acceptance into our Program are required to complete at appropriate times before graduating. The purpose of these forms is described in the online downloadable *College of Graduate Studies Handbook*. These **forms** include:

[Plan of Study](#)

[Plan of Study Course Substitution](#)

[Application for Graduation](#)

[Assurances of Compliance](#)

[Intellectual Protection and Patent Sign-Off Form](#)

[Notice of Thesis](#)

[Human Subjects Research Summary Description](#)

[Request for Employment Outside of Assistantship Duties](#)

GEPL has the following additional forms that should help you self-assess your progress through our MA Program in a timely manner:

[GEPL MA Program Progress Checklist](#)

[GEPL Thesis Committee Form](#)

[GEPL Teaching Assistant Evaluation Form](#)

[GEPL Internship Contract](#)

[GEPL Guidelines for Interns](#)

[GEPL Internship Evaluation Form](#)

[GEPL Department Extension Request Beyond Normal Time to Completion of Program](#)

DEGREE REQUIREMENTS SUMMARY

MA in Geography (36 credit hours of graduate work)

- That 16 of the 36 minimum hours to be taken in the department are at the 6000 level.
- Fifteen additional elective hours may be taken at the 5000 or 6000 level within the major.
- Mandatory courses: GEPL 6100 Philosophy & General Methodology, GEPL 6150 Seminar in Research Methods, *GEPL 6910 Comprehensive Exam Preparation*, *GEPL 6920 Research Design*
- Minimum of one graduate level course taken in related area outside the department
- B grade or better in GEPL 6100 and GEPL 6150
- Successful Completion of GEPL 6910
- Successful Completion of GEPL 6920 (for MA candidates in second year standing)
- Minimum of 2 hours of thesis credits, but as many as 6 hours within 36 credit hours
(for more details on program requirements students are referred to the UT General Catalog www.utoledo.edu)

GEPL Graduate Course Listing

GEPL 5040 Geographic Education Strategies
GEPL 5060 Geography of the Great Lakes
GEPL 5110 Geographic Information Systems
GEPL 5160 Patterns of World Development
GEPL 5180 Geographic Information Systems Applications
GEPL 5210 Land Use Planning
GEPL 5490 Remote Sensing of the Environment
GEPL 5500 Digital Image Analysis
GEPL 5520 Analytical and Computer Cartography
GEPL 5530 Principles of Urban Planning
GEPL 5540 Weather and Climate
GEPL 5550 Community Economic Development Planning
GEPL 5570 Land Development and Planning
GEPL 5580 Location Analysis
GEPL 5600 Urban Design
GEPL 5650 Physical Geography
GEPL 5700 Community Planning Workshop
GEPL 5710 Urban Environments
GEPL 5750 Transportation Geography
GEPL 5810 Political Geography
GEPL 5890 Field Experience
GEPL 5910 Directed Research in Geography
GEPL 5920 Directed Readings in Geography

GEPL 6000 Seminar in Planning Theory
GEPL 6100 Philosophy & General Methodology
GEPL 6150 Seminar in Research Methods
GEPL 6160 Seminar in Spatial Analysis
GEPL 6190 Advanced Geographic Information Systems Seminar
GEPL 6200 Earth System Science Through Inquiry Based Learning
GEPL 6250 Advanced Remote Sensing Seminar
GEPL 6300 Seminar in Resource Management
GEPL 6400 Seminar Environmental Perception
GEPL 6530 Seminar- Urban/Regional Planning Applications
GEPL 6550 Seminar in Environmental Planning
GEPL 6570 Seminar in Neighborhood Revitalization
GEPL 6580 Urban Development and Housing
GEPL 6590 Seminar-Health Care System Design
GEPL 6660 Topics in Regional Geography
GEPL 6700 Teaching Practicum in Geography
GEPL 6910 Comprehensive Exam Preparation
GEPL 6920 Research Design
GEPL 6930 General Seminar
GEPL 6940 Internship in Planning
GEPL 6950 Applied Geographic Workshop
GEPL 6960 Thesis

2009/2010 GEPL Graduate Program Requirements Checklist

For: _____

- 16 = GEPL credit hours 6000 level (not 6700, 6910, 6940, 6960)
 - Includes mandatory:
 - GEPL 6100 Philosophy & Methods (3) _____
 - GEPL 6150 Research Methods (4) _____
 - GEPL 6920 Research Design (3) _____
 - Other GEPL 6000 courses (6) _____

- GEPL 6910 Comprehensive Exam Preparation _____

- 15 = GEPL Electives (5000 or 6000, does not include GEPL 6910) _____

- 3 = Graduate level course (5000 or 6000) outside GEPL _____

- Thesis Hours (minimum 2, maximum 6) _____

- 36 = TOTAL HOURS (minimum, not including 6910) _____

Advisor: _____ Date: _____

