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Department Personnel

As a graduate student in the Department of Ocean and Earth Sciences, you are an important part of the department. We are excited to welcome you on your graduate school endeavors and are here to mentor and navigate you through your journey.

You should familiarize yourself with the university Graduate Policies and Procedures. These are given in the Graduate Catalog online

New Student Welcome

A Few Things to Help You

New Student Offices

OES has two buildings, based on your discipline/advisor your office space will be in OCNPS or CCPO. Please practice office etiquette as some spaces are small and others may need to concentrate. Please keep your student office suite clean, put food away, etc.

OCNPS

OES administrative team assigns student office spaces based on departmental availability. Keys will be ordered by the OES administrative team prior to the semester. *Note: if you are a graduating student please return your office key to the OES Office Manager, we will reissue keys (avoiding the delay in cutting new keys).

CCPO

Your advisor will assign your office space and will coordinate key/card access.

Student IDs

Student IDs can be picked up at the University Card Center in Monarch Hall. For details and possible alternative (COVID) policies, please visit <https://www.odu.edu/life/support/id-card>

Your student ID has many uses. Make yourself aware of what ODU has to offer using the link above.

Your ID card is needed to access OCNPS after hours, weekends and holidays. You should have full access, if you notice an issue with the card not working, please contact the OES administrative team. Note: some card access issues can be due to loss of power or a system issue, notify the OES administrative team so they can obtain information/issues resolution.

Student Email

New graduate students will have only one email (previous students may have two). **NOTE:** A change in departmental emails. Your ODU student email is automatically assigned by the University. Your ODU student email will be added to the University's distribution system by the OES Administrative Office, this eliminates the need for two emails. IF you have two, YES you can sync the two or keep them separate, but you need to check BOTH.

How to sync if you have two: Log into your student account in Microsoft Outlook. Go to file add an account- enter email address of the account you want to add (faculty staff email) 5 (O)]-10Im)- (

area
Student Mail
mail
OCNPS

Student mail is located in the mail room (OCNPS 407).

a
is

CCPO

There

Student Payroll – Very Important

All students supported (i) by the Department/ODU as Graduate Teaching Assistant (GTAs) or Dominion Scholar or (ii) by the ODU Research Foundation (ODURF) as a Graduate Research Assistant (GRAs) must complete the NEW HIRE paperwork. ODU and the ODU Research Foundation (ODURF) have different paperwork requirements and pay schedules.

All GTAs, Dominion Scholars and GRAs, regardless of their employment source, must be registered for the correct number of credit hours each semester, including summer, to be paid.

IF YOU ARE NOT

ODU Pay Schedule Fall 2024

Current payroll schedules can be found at <https://ww1.odu.edu/finance/payroll/schedule>

The Spring 2025 Payroll Schedule is not currently available, but Pay Dates are targeted for the 1st and 15th of each month. Sometimes your pay will arrive early if the target date falls on a holiday or weekend. Sometimes it will be posted 1 day after the target date.

ODURF Pay Schedule AY2023-2024

Current payroll schedules can be found at <https://researchfoundation.odu.edu/payroll/>

Payroll Authorizations (e-PAS) and hourly time sheets are ALWAYS due by 10 A.M. on the due date.

GRADUATE COURSE OFFERINGS

The ODU Catalog (<https://catalog.odu.edu/graduate/>) shows numerous course offerings in the department. These courses may not be offered on a regular basis

As

combination of the two. Scheduled class field trips may not be counted towards this requirement. The [Departmental Ship Time/Fieldwork Form](#) must be completed to indicate that a student has satisfied this requirement.

WRITTEN COMPREHENSIVE EXAMINATION

The M.S. non-thesis option requires the student to pass a written comprehensive examination testing breadth of knowledge in Ocean & Earth Science. Before taking the exam, the student must first have completed all four core courses with a grade of "B" or better. Additional details about the format of this exam can be obtained from the GPD. The examination is given twice yearly, normally in October and March. The examination grades are fail, pass, or pass with distinction. A student who has failed the examination may repeat it once. [Graduate Form M2](#) is used to report the results of this exam.

RESPONSIBLE CONDUCT OF RESEARCH (RCR) TRAINING

All ODU graduate students are required to complete Responsible Conduct of Research (RCR) Training, via the Collaborative Institutional Training Initiative (CITI), during their first year at ODU (see <http://www.odu.edu/ao/research/compliance/conduct.shtml>). Once a student has completed the CITI training, a certificate generated by the process is placed in the student's file.

THESIS PREPARATION

General regulations and procedure governing the submission of a master's thesis are given in the Guide for Preparation of Theses and Dissertations. Before beginning to write your thesis, please read this guide carefully. Writing the thesis as chapters that can be submitted for publication is encouraged.

Please note that the thesis and dissertation guide in place at the start of the semester will remain in force for the entire semester, and any changes made to the guide over the academic year (and the dates of these changes) will be listed on the cover page of the guide. Changes to the previous guide will also be noted on the cover page of the guide, or in a separate document that can be downloaded from the same site as the complete guide. For more information on thesis preparation and approval in the College of Sciences, see [College of Sciences' Thesis and Dissertation Preparation](#).

THESIS DEFENSE

At least two weeks prior to the thesis defense, the student must provide the GPD Assistant with the proposed date and time of the defense, along with a brief abstract of the thesis, so that an announcement of the defense can be posted. Check with

The aim of the defense is to explore with the candidate the methodological and substantive contributions of the thesis. Majority approval by the examiners constitutes successful completion of the defense of the thesis and is so reported by the Defense Chairman to the College Dean. In case of failure, the Thesis Committee may recommend that the candidate either be dropped from the program or be allowed re-examination.

Satisfactory performance on this examination (oral thesis defense) and adherence to all regulations outlined above complete the requirements for the degree. Graduate Form M3 (Thesis/Thesis Acceptance and Processing) and Graduate Form M4 must be submitted to the Office of the Registrar with the complete thesis upon completion of all requirements for the degree. Students should have all Thesis Committee members sign the Thesis cover page (several copies are recommended) as well as Graduate Form M3.

All requirements for a master's degree must be completed within six calendar years from the date of initial registration in the program.

THESIS ACCEPTANCE AND SUBMISSION

Once all corrections recommended by the Thesis Committee are made and the entire committee has approved the thesis as described above, the student and major advisor must go over the entire thesis to ensure it adheres to the format described in the Guide for Preparation of Theses and Dissertations (see

written examination. Once notified, the GPD will verify the student meets the prerequisites for the Candidacy Examination. The examination must be taken during the semester for which it was planned. Postponement of the examination must have the approval of the GPD. The written and oral portions (see next paragraph) of the examination must be completed within one month's time of one another.

After successful completion of the written portion of the exam, an oral examination is given covering topics discussed in the written exam and possible additional materials. The questions will be free-style and open-ended with regard to subject matter. The primary focus will be on general knowledge of oceanography, skills in the student's specialty areas, and weaknesses demonstrated on the written examination. The fact that a student has done well on the written examination does not mean that the oral examination is to be a pro forma exercise. The oral examination is a serious and integral part of the qualifying procedure.

A student must pass both the written and oral sections of the Candidacy Exam. More than one negative vote from the advisory committee on either part constitutes a failure for that section of the candidacy examination. The student has two opportunities to pass the written portion of the exam, which must be passed before the oral part may be taken. A student who passes the written portion on the first try need not repeat that part in the event of failing the oral portion. A failed written part must be retaken successfully within a period of not less than six months nor more than one year from the date of the first examination. A failed oral portion, which may also be attempted a second time, must be taken within one month of the first attempt.

No part of the candidacy examination can be passed conditionally. A pass cannot be made contingent upon completing extra courses, additional projects, etc. The Chair of the student's advisory committee will report, in writing, to the GPD the results of the examination using Graduate Form D3. The advisory committee, through the committee Chair, must also make recommendations regarding admission to candidacy.

FORMATION





REMOVAL OF INCOMPLETE GRADES

At least one month prior to graduation all incomplete grades should be cleared. An Academic Record Change form is used for this, and the instructor of the course and the Department Chair need to sign this form.

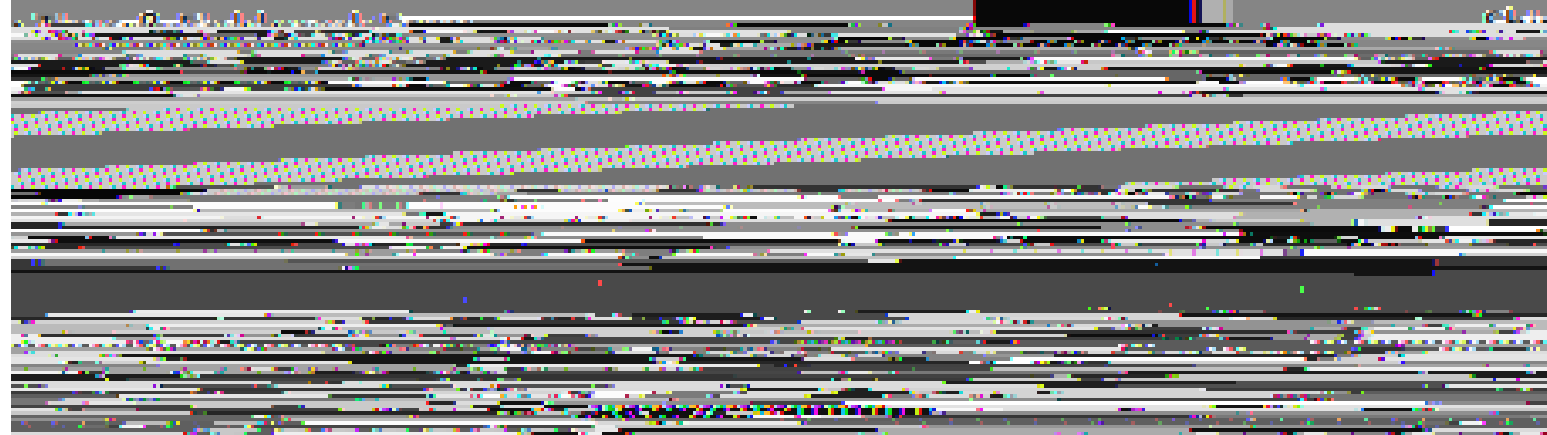
FORMS

EVERYTHING YOU EVER DO AT ODU WILL REQUIRE A FORM

All General Graduate, Master's, and Doctoral forms can be obtained from [The Graduate School](#).

They are electronically fillable and have the electronic signature capability. **DO NOT COMPLETE**

THE FORMS USING YOUR WEB BROWSER. Download the form to your computer and cDU W1235.4-31.23



OFFICE OF THE DEAN
College of Sciences
4600 Elkhorn Avenue x
Room 143 Norfolk , Virginia
x23529-0163
Phone (757) 683-3274 xFax (757) 683-3034

MASTER'S THESIS & PH.D DISSERTATION CHECKIN SHEET

*** EMAIL COMPLETED CHECKIN FORM AND ATTACHMENTS TO THE
DEAN'S OFFICE *** STUDENTS- COMPLETE THE HIGHLIGHTED AREAS #1
AND #2

#1. STUDENTS PLEASE COMPLETE THE FOLLOWING

MARK (X) IN THE REQUIRED FIELDS FOR A MASTER'S THESIS OR A PHD DISSERTATION

Results of the Master's Examination: _____ GradFormM2 (Master's Thesis)
Thesis Acceptance: _____ GradFormM3 (Master's Thesis)

Result of Doctoral Examination or Requirement: _____ GradFormD3 (PHD Dissertation)
Doctoral Dissertation Acceptance & Processing: _____ GradFormD5 (PHD Dissertation)
(THIS FORM IS NOT SIGNED UNTIL AFTER THE THESIS IS RECEIVED & SUCCESSFULLY COMPLETED)

Copy of Journal Model: _____
Copy of Journal Model is not required: APA Style _____

#2. STUDENT CONTACT INFORMATION

** REVIEW ALL CONTACTS (STUDENT BY THE PROGRAM (ADVISOR, 208 TR 2086U-2086 BT/R)-757-683-3274 (132-B-756) 007560307c-0

Degree Works

Every form has an official "home" at ODU

OEAS Graduate Degree Milestones/Timelines

Student Name _____ Advisor _____

Semester/Year started _____

MS – Non-Thesis

<u>Time semester</u>	Event	Credits	Form(s)
1	Meet with advisor; plan Courses and timing Bio & Phys Ocean MatLab (OEAS 506)	7 1	
2	Chem and Geo Ocean	6	
summer	Summer research?		

OES Graduate Degree Milestones/Timelines

Last Thesis Advisory Committee Meeting: _____

Advisor’s Evaluation Section (Excellent, Very Good, Good, Fair, Poor)

Coursework/Non-Coursework Requirements	Rating _____
Research	Rating _____
Teaching (as applicable)	Rating _____
Overall Evaluation	Rating _____

Advisor’s Comments:

Anticipated Support AY 2023-2024:

Student’s Signature

Date

OES Graduate Degree Milestones/Timelines

Student Name _____

Advisor _____

Start date _____

Ph.D.

Time semester	Event	Credits	Form(s)
1	Bio and Phys Ocean MatLab (OEAS 506)	7 1	
2	Chem and Geo Ocean Form Advisory Comm Curriculum Plan 1–2-page research summary	6	D1 D3 + copy research summary
Summer 1	Diagnostic Exam Summer research (OEAS 898)	3	
3	Specialty courses, Readings course (1 per year after Year 1)	6	
4	Specialty courses (>60% at 800 level)	6	
Summer 2	Summer research (OEAS 898)	3	
NOTE: AT THIS POINT THE MAJORITY OF COURSEWORK IS COMPLETED			
5	Computer Language Skill Candidacy Exam Advancement to Candidacy Form Dissertation Comm.	D3 D9 D2	 D3 + copy of exam

OES Graduate Degree Milestones/Timelines

Last Thesis Advisory Committee Meeting: _____

Advisor's Evaluation Section (Excellent, Very Good, Good, Fair, Poor)

Coursework/Non-Coursework Requirements	Rating _____	Research	Rating _____
Teaching (as applicable)	Rating _____		
Overall Evaluation	Rating _____		

Advisor's Comments:

Anticipated Support AY 2023-2024:

Student's Signature _____ Date _____

Advisor's Signature _____

OES Graduate Support

We provide all graduate students in the Department of Ocean & Earth Sciences with financial support through teaching or research assistantships that include tuition costs and health insurance coverage. Thus, our program pays the major costs of attending graduate school and provides a stipend for living expenses. For students applying to the program for the first time, the prestigious Dorothy Brown Smith (DBS) Scholarship is also available for their first year (see below). Otherwise, a new student will be supported as a Graduate Teaching Assistant (GTA) by the Department or as a Graduate Research Assistant (GRA) by a faculty member's research funding. For GRA support in particular, prospective students should contact individual faculty members prior to submitting their applications.

[DorothyBrownSmithScholarshipfor NewStudents](#)

Deadline: Application to OES M.S. and Ph.D. programs must be complete by 15 January. An applicant does not directly apply for the DBS Scholarship; instead, the Graduate Admissions Committee selects potential applicants based on the criteria below.

Criteria for evaluation: These scholarships are only available to STEM majors applying to the OES M.S. and Ph.D. programs for the first time. Evaluation criteria include GPA, and research experience (e.g., NSF REU, senior thesis). This scholarship is not available to currently enrolled OES graduate students; see below for other scholarships.

Amount: \$30,000, plus tuition, health insurance, and up to \$2,000 in research supplies or travel. A maximum of two students will be supported by this scholarship each year. However, the scholarship is only given to qualified applicants, and if none are identified, then no awards are given.

Duration: One year; the student's advisor must secure funding afterward, either as a GRA or GTA.
Scholarships

[AvailableOESScholarshipsfor](#)



Jacques S. Zaneveld Endowed Scholarship recipient per competition. Must demonstrate financial need for funding in the preparation of his/her dissertation in the field of biological oceanography by completing a current FAFSA (Financial Aid Form) to qualify. Student is

Instructions for CITI Responsible Conduct of Research Training

1) Go to

<http://www.citiprogram.org>

2) Create an account as an ODU

user. Click the “Reg Tc 0sei4 (our)-1 ()TJ0 usbue anusA8 (rc6 (c)4)-2 ()TJ-7 (4TJ-0En)e GoC 1.22 0h2214”

- 5) The screen on the left will prompt you to complete your profile information. The only information required is marked by asterisks. You will need to enter the following:
 - a. Institutional e-mail address
 - b. College
 - c. Department
 - d. Role in research (Select “Student Research – Graduate Level” if none other apply)
 - e. UIN

- 6) The next screen allows you to select your curriculum. Options for multiple

- 7) After selecting RCR training, you can choose the course that is most applicable to you. RCR courses are tailored for six different areas: Biomedical, Social and Behavioral, Physical Science, Humanities, Engineers, and Administrators.

- 8) Your final selection screen will ask you if you want to register with another institution. Select “Finalize Registration” and continue.
- 9) You have now been returned to the Main Menu page and your course should be available. To begin the RCR course, click on “Old Dominion University Courses” and then click on your RCR course. This will bring you to the module listings. You must complete the “Integrity Assurance Statement” and the introduction module before taking the topic specific modules.
- 10) You will see several modules listed as optional. While these modules are useful, you are not required to complete any of them to satisfy the RCR training requirement. Once you have completed all the required modules, you will be able to print out a completion certificate on the “CITI RCR Course Completion Page”. Finishing this final module will also notify ODU that you have satisfied the training requirement

[ODU Campus Map](#)

[ODU Parking Map](#)

PhoneApp: [ODU Mobile](#)

