

Graduate Student Handbook

Masters Degrees

Masters of Science in Human Dimensions of Natural Resources (MS in HDNR)

Masters of Science in Conservation Leadership (MS in CL)

Masters of Tourism Management (MTM)

Doctoral Degree

Doctor of Philosophy in Human Dimensions of Natural Resources (PhD in HDNR)

Graduate Certificate

Graduate Certificate in Ski Area Management

APPROVED FALL 2018

Department of Human Dimensions of Natural Resources
Warner College of Natural Resources
Colorado State University
Fort Collins, Colorado 80523
(970) 491-6591
(970) 491-2255 (FAX)
warnercnr.colostate.edu/hdnr-home

TABLE OF CONTENTS

Topic	Page
WELCOME	3
OVERVIEW	3
DEPARTMENT MISSION AND OBJECTIVES	3
THE MISSION OF THE DEPARTMENT OF HDNR	3
OBJECTIVES OF THE DEPARTMENT OF HDNR	4
THE GRADUATE DEGREES IN THE HUMAN DIMENSIONS OF NATURAL RESOURCES	5
THE MASTERS OF SCIENCE DEGREES (MS)	6
Program Descriptions: MS in HDNR and MS in Conservation Leadership	6
Programs of Study: MS in HDNR Plans A & B and MS in Conservation Leadership	11
THE MASTERS OF TOURISM MANAGEMENT DEGREE (MTM)	14
Program Description: Masters of Tourism Management	14
Program of Study: Masters of Tourism Management	15
DOCTOR OF PHILOSOPHY DEGREE (PhD)	16
Program Description: PhD in HDNR	16
Program of Study: PhD in HDNR	20
GRADUATE CERTIFICATE	23
Program Description: Graduate Certificate in Ski Area Management	23
Program of Study: Graduate Certificate in Ski Area Management	23
GRADUATE STUDENT ROLES AND RESPONSIBILITIES	24
GENERAL DEPARTMENT POLICIES AND INFORMATION	25

WELCOME

The faculty and staff of the Department of Human Dimensions of Natural Resources (HDNR) would like to extend a warm welcome to you as you begin your graduate studies with us at Colorado State University.

OVERVIEW

This handbook presents the general policies and procedures for obtaining a Masters of Science (MS) degree in Human Dimensions of Natural Resources, a Masters of Science (MS) degree in Conservation Leadership, a Masters of Tourism Management (MTM) degree, or a Doctor of Philosophy (PhD) degree in Human Dimensions of Natural Resources in the Department of HDNR at Colorado State University (CSU). In addition, information is provided regarding obtaining a Graduate Certificate in Ski Area Management. This handbook is intended to assist you in obtaining the maximum value for your time at Colorado State University. CSU is organized in such a way that the Graduate School confers the degree, while the Department administers the degree, therefore we advise you to become familiar with the Graduate School's requirements and procedures in tandem with the Department's. Note that some HDNR requirements may exceed the Graduate School or other departments' minimum requirements.

DEPARTMENT MISSION AND OBJECTIVES

THE MISSION OF THE DEPARTMENT OF HDNR

The mission of the Department of HDNR is to contribute to the conservation, stewardship and enjoyment of natural and cultural resources and the management of those resources in a way that produces both land health and sustainable human benefits. Our focus is to strengthen the human dimensions of natural resource management and integrate them with the biophysical elements of management. Our efforts are directed locally, nationally and internationally, across a landscape that includes both public and private lands and resources. To that end, the department will incorporate the following goals within its program of instruction, research and outreach:

- To conduct scientific inquiry which helps us better understand and predict human thought and action toward the natural environment.
- To contribute to the planning and management of human activities and resources in parks, protected areas and other natural environments ranging from urban open space to wilderness.
- To contribute to the general public awareness, understanding and appreciation of natural resources.
- To promote and facilitate natural resources policy and decision-making that is responsible to public values and which encourages direct and informed public access to the natural resource decision-making process.

- To foster the type of recreation and tourism that contributes to the health of local, national, and international economies in a socially and environmentally responsible manner.
- To contribute to the effectiveness of the techniques and procedures used for environmental communication, facilitation, and conflict resolution in a time of increasing societal demands on a limited resource base.

In fulfilling that mission, the Department focuses its instructional efforts on preparing graduate students to be leaders in the areas of parks and protected area management, tourism and commercial recreation, environmental communication, conservation leadership and human dimensions of natural resources. The Department conducts basic science that focuses on understanding human interaction with natural environments and applied research designed to contribute to management and leadership in decision-making. The Department complements the College's biophysical perspective by focusing on how human values, perceptions, attitudes and behaviors affect and are affected by natural resources and their management and decision-making.

OBJECTIVES OF THE DEPARTMENT OF HDNR

The faculty of the Department of HDNR is dedicated to excellence as scientists and teachers. The Department, through the actions of its faculty, staff, students and alumni, strives toward leadership locally, nationally, and internationally in the sustainable stewardship of natural resources. To that end, we strive to achieve the following objectives:

- To develop and maintain a program of instruction that recognizes current and future needs for knowledge in the subject areas that are elements of the total department program and to develop excellence in transmitting this knowledge to graduate and undergraduate students.
- To develop and maintain a program of basic and applied research directed toward the acquisition of new knowledge and problem solutions applicable to present and future societal needs.
- To maintain leadership and excellence in the human dimensions of natural resource management and leadership.
- To provide planned informal education programs to disseminate knowledge and research results and respond to opportunities to provide service to natural resource managers and the public within Colorado as well as nationally, and internationally.
- To develop and maintain appropriate outreach and training opportunities for individuals not in residence at the University.
- To use faculty knowledge, skills and experience to serve the University community and the private, public and nonprofit sectors within the State, national, and international communities.

THE GRADUATE DEGREES IN THE DEPARTMENT OF HDNR

The graduate degree programs in the Department of HDNR are designed to educate and develop professionals in the social science aspects of natural resources. The program aims to develop professionals who will work and become leaders in the field both through research and practice. The Department offers three Masters degrees; one Doctor of Philosophy degree, and a graduate certificate.

There are two **Masters of Science (MS)** degrees in the Department of HDNR, a MS in Human Dimensions of Natural Resources and a MS in Conservation Leadership. Through advanced studies in natural resources, the **MS in Human Dimensions of Natural Resources** prepares students to understand and perform scholarly research in their chosen area, aid them in their development as a professional who will utilize science throughout their career in order to take leadership and management roles in helping make quality decisions and advance their profession. **The MS in Conservation Leadership** prepares leaders to address conservation issues through collaborative, systems-based approaches. The program is built around principles of experiential learning, inter-disciplinary instruction and applied approaches by working closely with a network of practitioners and organizations producing professionals with a strong understanding of conservation, leadership, and management. A third Master's degree, the **Masters of Tourism Management (MTM)**, prepares students for management level positions in the field of nature-based tourism in private tourism-related businesses and organizations with a focus on the sustainable use of natural resources for the purpose of providing tourism experiences for domestic and international travelers. The MS degrees are described more specifically beginning on page 6 of this handbook. The MTM degree is described more specifically beginning on page 14.

The **Doctor of Philosophy (PhD)** degree prepares students to carry out independent scholarly research in the human dimensions of natural resources and to pursue careers in academia, public agencies, and private firms. Our goal is to prepare students who will be involved in creating and transferring knowledge about the profession during their career. The **PhD in Human Dimensions of Natural Resources** is described more specifically beginning on page 16 of this handbook.

In addition to the Masters and Doctoral degrees, the Department of HDNR offers a Graduate **Certificate in Ski Area Management** in order to enhance interested students' understanding of management principles and applications unique to the ski industry. This graduate certificate is described more specifically beginning on page 23 of this handbook.

THE MASTERS OF SCIENCE DEGREES (MS)

Program Descriptions: MS in HDNR Plans A & B and MS in Conservation Leadership

The two Masters of Science degrees in the Department of HDNR are the MS in Human Dimensions of Natural Resources and the MS in Conservation Leadership.

The Masters of Science in Human Dimensions of Natural Resources

Two options are available for the MS in Human Dimensions of Natural Resources; a **Plan A** and **Plan B** option. Both require a student to complete a minimum of 36 semester credits beyond the bachelor's degree. There is no limit to the number of undergraduate level courses a graduate student may take. However, at least 24 credits must be taken at CSU and 21 credits must be taken after admission to the graduate School. The CSU Graduate School permits credits to be earned from undergraduate courses at either the 300 or 400 levels. however, at least 16 credits must be of 500 or higher-level of which at least 12 credits must be earned in regular courses. Both plans A & B are designed to take approximately two years to complete, although this may vary from student to student.

MS in Human Dimensions of Natural Resources – Plan A General Description. A **Plan A** student is expected to conduct research based on an original idea and report the results in a thesis as partial fulfillment of degree requirements. After completion of the thesis, Plan A students are encouraged to submit their work to scientific journals as a way of disseminating the results of their research.

MS in Human Dimensions of Natural Resources – Plan B General Description. Students selecting the **Plan B** option are required to produce a professional paper such as a technical report or other form determined to be acceptable by the student's committee. Papers and deliverables written under this option are primarily for professionals such as agency managers, policy makers, or business executives. It is expected that some form of research supported by a conceptual framework will be conducted in order to produce this paper.

The Masters of Science in Conservation Leadership

The MS in Conservation Leadership is a Plan B degree that requires a student to complete a minimum of 30 semester credits beyond the bachelor's degree. The first two semesters of the program require 24 credits of 500 level courses with a focus on a variety of topics in Conservation Leadership. The third semester over the summer (6 credits) involves work on a project-based capstone and culminating in a final presentation following the summer project period.

Scholastic Standards for the Masters of Science Degrees

For all of the Masters of Science Degrees, an overall 3.0 grade point average (GPA) or higher is required to be maintained throughout the program. A student whose GPA has dropped below 3.0 is placed on academic probation and has one semester to raise the GPA to 3.0. If

the student's GPA has not reached a 3.0 at the end of the probationary semester, the Department or the Dean of the Graduate School may dismiss the student. A grade of B or higher must be earned in all required courses on a Program of Study (GS Form 6). Grades of C or below do not count toward meeting degree requirements but will be counted in the overall GPA. For all M.S degrees, grades of "U" are not counted in the overall GPA (as per the CSU catalog) and are not counted toward graduation. Two consecutive semesters with "U" grades in thesis or research may be cause for dismissal.

The CSU Graduate School (GS) Forms – Masters of Science Degrees

The CSU Graduate School has a number of forms that the student is required to submit in a timely fashion throughout his or her time in the Masters of Science program. The graduate student is responsible for insuring the appropriate forms are submitted on time. The primary forms for Masters of Science students in the Department of HDNR include:

- **GS Form 6** – The program of study; this should be submitted before the time of the fourth regular semester registration at the latest.
- **GS Form 25** – Application/reapplication for graduation; this should be submitted during the semester of graduation by the 6th week of the graduation term for fall and spring semesters and the 1st week of the 8-week summer term, if applicable.
- **GS Form 24** – Report of final examination; this should be submitted within two working days after results of the final Masters examination are known. This must be prior to the end of the 12th week of the graduation term for fall and spring semesters and prior to the end of the 5th week of the 8-week summer term, if applicable.
- **GS Form 25B** – Departmental requirements clearance; Departmental requirements listed in Section 4 of the GS25 Application for Graduation may be cleared by completing this form. This form must be signed and submitted to the Graduate School when these requirements have been met and by the published deadline of the student's graduating term.

The graduate student should consult the Graduate School Handbook or website for other forms necessary in cases of committee and major changes, or other specific situations.

The Advisor

For the MS in Human Dimensions of Natural Resources degree (Plan A and Plan B) and the MS in Conservation Leadership, each student will have an advisor who is a faculty member in the Department. The advisor will assist the student in his or her progress through the graduate program. The advisor chairs the student's committee and final examination. The advisor will work with the student to develop a thesis, professional paper or capstone project proposal and final drafts for committee review. The student is encouraged to present research at national and/or international meetings and to publish scientific articles, if applicable.

The advisor will provide information to outside graduate committee members about the Department's graduate protocol, procedures, policies, and process.

The Graduate Committee – Masters of Science

In partnership with the student's advisor, a committee will be selected to help guide the student through the graduate program. The graduate committee should be appointed as soon as practicable and submitted to the Graduate School via **GS Form 6** before registration of the fourth term of enrollment. For the MS in Human Dimensions of Natural Resources, graduate committee members are responsible for helping plan the program of study, providing advice during the period of study and research, and administering the oral defense of the thesis or professional paper. The graduate committee must approve, by majority vote, the program of study, research proposals, and all committee examinations. It is the role of the graduate committee to develop the intellectual abilities of a student commensurate with an MS in HDNR degree and to assure for the Colorado State Graduate School that the student has achieved the standards set forth by the Colorado State Graduate School.

For the MS in Conservation Leadership, the role of the graduate committee is primarily to provide input into and evaluation of the final capstone project. This committee has no programmatic approval responsibilities since the curriculum and timeline for the MS in Conservation Leadership are set programmatically.

The committee for a Masters of Science program is composed of three or more faculty members. The advisor serves as chairperson of the committee, and may be a Professor, Associate Professor, or Assistant Professor within the department or the program granting the degree. The advisor of the committee must have a terminal degree (e.g., PhD, MBA, or JD) in their area of expertise. One or more additional internal (within the Department or Program) committee members must hold the designation of Professor, Associate Professor, Assistant Professor, Instructor, or Faculty Affiliate. There must be at least one external faculty member on the committee. This individual represents the Graduate School and may be a Professor, Associate Professor, Assistant Professor, or Instructor with a regular, special, transitional, joint, or emeritus/emerita faculty appointment at CSU, in a Department or Program other than the one administering the degree. The student and advisor should consult the CSU Graduate Handbook for additional special situations involving the selection of internal and external graduate committee members.

The selection of an outside committee member should be a reasoned and careful decision. Outside committee members from different sciences, disciplines, departments and universities bring different perspectives, philosophies, expectations, traditions and demands. For the student this offers both advantages and disadvantages.

Since members of the Department faculty are typically on nine-month appointments, students should recognize that scheduling key meetings during the summer months is subject to the availability of committee members.

Changing the Graduate Committee – Masters of Science

A student may change advisors and/or committee members. However, prior to making a change all involved parties must be contacted. The new advisor/committee member must agree to serve in this capacity. There may be times when an advisor and/or committee member may need to dismiss themselves from a student's committee. The advisor/committee

member must notify the student in writing of his or her intentions to leave the student's committee. It is the student's responsibility to seek another advisor and/or committee member acceptable to the remaining committee members and the Department. In the case of a need for a new advisor or internal committee member, if the student is unable to identify a new committee member, the Department Chair may appoint one. The student will utilize **GS Form 9A** for a change in committee.

The MS Thesis/Professional Paper Proposal

MS in Human Dimensions of Natural Resources students will develop a proposal that is acceptable to the student's committee prior to beginning research and other work leading to the thesis (Plan A) or professional paper (Plan B). A general statement of the research or problem area should be prepared prior to acceptance of the program of study (GS Form 6). Usually, a Masters student will have completed at least two semesters of course work before he or she is prepared to write a research/professional paper proposal.

The MS in Human Dimensions of Natural Resources thesis or professional paper proposal may take any format deemed acceptable by the advisor and committee. It should describe the research problem, research objectives, the theoretical foundation driving the study (especially for a Plan A thesis), and methods for conducting the research. An approved proposal becomes a plan between the student and committee. Since research is a dynamic process, analysis procedures, hypotheses, etc. may change during the research process. Therefore the original proposal should be seen as flexible, with changes made to the research process being acceptable to the student's advisor and advisory committee.

The MS in Conservation Leadership requires a final capstone project and portfolio. The proposal for the capstone project includes likely partners, methods or plans that demonstrate academic rigor, deliverables sufficient for award of the Masters degree, and how the deliverables demonstrate links to program objectives. Since the final capstone is a dynamic process, procedures and plans may change. Therefore the original proposal should be seen as flexible, with changes made to the process being acceptable to the student's advisor and committee. More information is described in CLTL's project and portfolio guide.

The Thesis/Professional Paper

A MS in Human Dimensions of Natural Resources thesis (Plan A) is a demonstration of solid scientific theory and application of research methods. The thesis may take either the form of a five-chapter document or at least one journal article of publishable quality for a refereed journal. The form of the thesis or professional paper is to be approved by the student's graduate committee and must be consistent with Graduate School format requirements for a thesis or professional paper. A copy of the Thesis Manual describing Graduate School requirement for formatting can be obtained from the CSU Graduate School.

The MS in Conservation Leadership (Plan A or B) is a demonstration of applied understanding of concepts and methods to a practical conservation issue, usually in partnership with an organizational partner (e.g., non-governmental organization). Students produce a final portfolio that is a collection of assignments from academic coursework with deliverables and assignments from the final capstone project. Deliverables can include a

technical report, journal article manuscript or similar products that demonstrate rigor and are of applied value to organizational partners.

The Masters of Science Final Defense (Human Dimensions of Natural Resources Plans A & B) and Final Presentation (Conservation Leadership)

The MS in Human Dimensions of Natural Resources. At the discretion of the student's advisory committee, the final examination for the MS in Human Dimensions of Natural Resources (Plan A and Plan B) may be oral, written, or both. MS candidates are to submit a written version of the thesis or professional paper for review by their committee, and if required by the committee, this will be followed by an oral defense of the student's work. All committee members will be present at this oral defense. At least 10 working days prior to the defense date, the Masters candidate must submit a draft of the thesis or professional paper to the advisory committee for their review. For the oral defense, a student should anticipate a 2- to 3-hour examination period during which a presentation of the research/project is given and the committee poses questions. The examination will be concerned primarily with the Masters topic, but additional relevant material (e.g., from coursework) may also be addressed. Other students, faculty, and interested professionals may attend the defense and ask questions of the Masters candidate relevant to their work. However, they will be asked to leave prior to the committee's deliberation about the candidate's qualification. The examination concludes with a closed session discussion among the committee members. A pass-fail decision based on majority vote and recommendations or requirements to complete the graduate degree will be discussed with the student at the end of the session. Examples of additional requirements would be to change graphs, rewrite sections or the entire thesis or additional editing. Students are responsible for the costs associated with copying, binding and filing the thesis or professional paper.

The MS in Conservation Leadership. The final presentation for the MS in Conservation Leadership is an oral presentation based on the student's portfolio, with emphasis on the student's final capstone project. All committee members will be present, either in person or electronically, at the oral presentation. At least 10 working days prior to the defense date, the Masters candidate must submit a draft of their portfolio to the advisory committee for review. For the oral presentation, a student should anticipate a one-hour presentation followed by a period of questioning from their committee. Other students, faculty, and interested professionals may attend the presentation and ask questions of the Masters candidate relevant to their work. However, they will be asked to leave prior to the committee's more focused questioning. A pass-fail decision based on majority vote and recommendations or requirements to complete the graduate degree will be discussed with the student at the end of the session. Examples of additional requirements would be to change graphs, rewrite sections or conduct additional editing. Students are responsible for the costs associated with copying, binding and filing the final portfolio.

Programs of Study: MS in HDNR Plans A & B and MS in Conservation Leadership

The Masters of Science in Human Dimensions of Natural Resources

The MS in Human Dimensions of Natural Resources coursework provides students with a high degree of flexibility in their graduate education. With approval of their graduate advisory committee, students select courses from two primary areas of study. The first study area focuses on ***Quantitative and Qualitative Methods of Research and Analysis***. These courses provide students with a background in the methods of developing, conducting, analyzing and interpreting the results of social science research and the use of a social science perspective in broader, integrative research of natural resources within coupled human-natural systems. Students have the option of taking a number of methods courses within HDNR as well as courses offered by other departments at CSU. The second primary area of study is ***Social Science Theoretical and Applied Perspectives***. This area of study allows students to select coursework from within HDNR and across CSU that focuses on theoretical and practical applications of the social sciences and management/administration. With the approval of their advisory committee, students may select coursework from areas such as Communication, Sociology, Economics, Social Psychology, Political Science, Anthropology, Management, and others. A minimum of 9 credits from this area of study must be at the 500 or above course level. Students will also take additional ***Program Electives***. For this section of their graduate program we encourage students to take coursework that contributes to their understanding of the integration of social and natural science perspectives, in particular ecological perspectives to inform studies and to provide a broader socio-ecological framework that provides the foundation for critical examination of and robust contributions to current and emerging natural resource concerns. The ***Program Electives*** may also include coursework in quantitative/qualitative methods of analysis and/or social science theoretical perspectives, as well as graduate seminars offered by the Department, College, and University. All students may sign up for ***research*** (NRRT698) and/or ***thesis/project*** (NRRT699) credits to reflect conducting and writing research as part of their program.

An example will illustrate how a graduate student can incorporate several social and methodological disciplines and courses into their program. All students are required to take NRRT605 (Theoretical Perspectives in Human Dimensions of Natural Resources). He or she might then choose to take coursework in quantitative data analysis I (e.g., NRRT665) and II (e.g., NRRT765), as well as coursework in psychometric measurement (e.g., PSY600). To cover social science theoretical perspectives, the student might take two graduate level courses in social psychology (such as a course in attitudes and a course in personality) and one course in communication (such as a course in attitude change and persuasion). A person who focusing on economics might, instead, take a graduate level course in ecological economics. To enhance his or her program, the student may choose to take a course in wildlife management, with additional coursework in qualitative research methods and a course in anthropology. In accounting for work on his or her thesis, the student would sign up for 6 credits reflecting his or her research (NRRT699). The table on the next page provides courses and other credit requirements for the Masters of Science Plan A and Plan B degrees in Human Dimensions of Natural Resources.

Program of Study for the Masters of Science in HDNR; Plans A & B		
Course	Plan A	Plan B
HDNR Department Required Course NRRT605 Theoretical Perspectives in HDNR	Required Courses and Credits¹	
	1 course	1 course
	3 credits	3 credits
Total HDNR Department	3 credits	3 credits
Quantitative/Qualitative Methods of Research & Analysis Quantitative Data Analysis Qualitative Research Methods Geographic Information Systems Psychometric Measurement Sampling Techniques Econometrics Others with advisory committee approval	Minimum Quantitative/Qualitative Methods of Research & Analysis	
	3 courses	2 courses
	9 credits	6 credits
Total Quantitative/Qualitative Methods of Research & Analysis	9 credits	6 credits
Social Science Theoretical & Applied Perspectives Communication Economics Political Science Management Social Psychology Anthropology Sociology Others with advisory committee approval	Minimum Social Science Theoretical & Applied Perspectives	
	3 courses	3 courses
	9 credits	9 credits
Total Social Science Theoretical & Applied Perspectives (at least 9 credits must be course level 500 and above¹)	9 credits	9 credits
Program Electives Socio-Ecological Systems Additional courses from Methods and Social Science Perspectives Additional credits with advisory committee approval	Minimum Program Electives	
	3 courses	5 courses
	9 credits	15 credits
Total Program Electives	9 credits	15 credits
Total Methods, Social Science, and Program Electives	30 credits	33 credits
Research & Thesis/Project credits² NRRT698/798 Research credits (as needed) NRRT699 Thesis/Project Credits (as needed)	Minimum Thesis/Project	
	As needed	As needed
Total Thesis/Project credits	As needed	As needed
Total Credits from coursework and research credits	36 credits	36 credits
¹ Students must be sure to comply with CSU Graduate School requirements regarding the number of total credits and normal coursework required to be at or above level 500.		
² Students are not required to take any research or thesis/project credits but may use them, as needed, to reach the 36 credits required for the Plan A and Plan B degrees or to satisfy registration requirements relate to holding a GTA or GRA.		

The Masters of Science in Conservation Leadership

The MS in Conservation Leadership is a cohort-based program whereby students will arrive at Colorado State University in the Fall semester, and work through a specific series of courses during the first year. The second year of the program will involve international travel, where students will collect and analyze data for completion of a final project report and presentation. The program of study for the MS in Conservation Leadership is found in the table below.

Program of Study for the Masters of Science in Conservation Leadership¹	
Courses	Credits
Fall Semester; year 1	
NR564 Systems Thinking and Biodiversity	3
NR541 Conservation Policy, Finance, and Governance	2
NR562 Ecosystem Services in a Changing World	3
NR549A Conservation Leadership	3
Total Fall Semester Credits	11
Spring Semester; year 1	
NR544E Conservation Methods	3
NR544D Spatial methods	1
NR543B Catalyzing Change: Collaborative Conservation	3
NR545B Multi-level Views of Society and Conservation	3
NR549B Conservation Leadership	3
Total Spring Semester Credits	13
Summer Semester; year 1	
NRRT696/698 Independent study and research/ Project work	6
Summer Semester Credits	
Fall Semester; year 2	
Continuous registration	N/A
Total Program Credits	30
¹ If needed (i.e., additional semester to complete final projects), students can remain enrolled for an additional semester in year 2 in order to finalize and defend their final project.	

THE MASTERS OF TOURISM MANAGEMENT DEGREE (MTM)

Program Description: Masters of Tourism Management

The Masters of Tourism Management is a Plan C degree that does not require a final project or thesis. Completing this degree requires 36 credits of coursework and is completed via two programs. The first program is an *on-campus cohort* and is an accelerated program that lasts nine months (Fall and Spring semesters) for which students take coursework on-line but meet once per week in the classroom for each course taken. The second program is a *distance-only*. These students may take the on-line coursework at their discretion and are not under the 9-month accelerated expectation of the on-campus cohort. Students in the distance program have no on-campus classroom requirements, although faculty may incorporate work from the on-campus cohort classroom sessions into the distance version of the course. The distance-only program provides flexibility for students not able to, or desirous of, taking the coursework on-campus. For both programs, an on-line course is 2 credits, and lasts 8 weeks.

Scholastic Standards for the Masters of Tourism Management Degree

For the Masters of Tourism Management Degree, a 3.0 grade point average (GPA) or higher must be maintained throughout the program. A student whose GPA has dropped below 3.0 is placed on academic probation and has one semester to raise the GPA to 3.0. If the student's GPA has not reached a 3.0 at the end of the probationary semester, the Department or the Dean of the Graduate School may dismiss the student. A grade of C may be earned in a course; however the student must still maintain a GPA of 3.0 at the end of a semester to avoid academic probation. Grades of "U" are not counted in the overall GPA (as per the CSU catalog) and are not counted toward graduation.

The Graduate School (GS) Forms – Masters of Tourism Management Degree

The Graduate School has a number of forms that the student is required to submit in a timely fashion throughout his or her time in the Masters of Tourism Management program. The graduate student is responsible for insuring the appropriate forms are submitted on time. The primary forms for MTM students in the Department of HDNR include:

- **GS Form 6** – The program of study; this should be submitted before the end of the semester that immediately precedes the semester of intended graduation.
- **GS Form 25** – Application/reapplication for graduation; this should be submitted during the semester of graduation by the 6th week of the graduation term for fall and spring semesters and the 1st week of the 8-week summer term, if applicable.
- **GS Form 25B** – Departmental requirements clearance; Departmental requirements listed in Section 4 of the GS25 Application for Graduation may be cleared by completing this form. The form must be signed and submitted to the Graduate School when requirements have been met and by the published deadline of the student's graduating term.

The graduate student should consult the Graduate School Handbook or website for other forms necessary in specific situations.

The Graduate Committee – Masters of Tourism Management

A departmental faculty committee common to all MTM students serves the function of the graduate committee for a Plan C degree. No outside committee members are necessary.

Program of Study: Masters of Tourism Management

Both the on-campus cohort and the distance-only students in the Masters of Tourism Management Program are required to take the same courses, under separate sections, for completion of the degree. The courses for the two sections are offered at the same time. Students in the on-campus cohort take the courses as scheduled over the course of a single academic year; the distance-only students may take these courses over several years. The table below lists the required courses for the Masters of Tourism Management degree, and the semesters they are offered. The potential MTM student should consult with MTM administration on the exact times that these courses are offered, as the schedule below may change from academic year to academic year.

Program of Study for the Masters of Tourism Management On-campus Cohort and Distance-only Programs¹		
Courses	Course Length	Credits
Fall Semester		
NRRT600 Tourism Concepts and Practice	8 weeks	2
NRRT610 Natural Resource Management and Tourism	8 weeks	2
NRRT615 Sustainable Tourism Developing	8 weeks	2
NRRT650 Financial Management in Tourism	8 weeks	2
NRRT655 Tourism Marketing Concepts and Applications	8 weeks	2
NRRT662 Global Tourism Policy	8 weeks	2
NRRT679A Current Topics in Nature-based Tourism	16 weeks	1
Directed Elective	8 weeks	2
Total Semester Credits		15
Spring Semester		
NRRT601 Tourism Quantitative Analysis I	8 weeks	2
NRRT602 Tourism Quantitative Analysis II	8 weeks	2
NRRT620 Organizational Management in Tourism	8 weeks	2
NRRT625 Communication and Conflict Management	8 weeks	2
NRRT660 Law and Legal Liability in Tourism	8 weeks	2
NRRT671 Strategic Management in Tourism	8 weeks	2
NRRT679B Current Topics in Nature-based Tourism	16 weeks	1
Directed Elective	8 weeks	2
Total Semester Credits		15
Total Program Credits		30
<p>¹The On-campus cohort will take these courses beginning in the Fall semester followed with completion of the Spring semester courses over 1 academic year, finishing with graduation after the two semesters. Students in the Distance Program may take these courses at their own choosing over the course of several academic years, if they choose.</p> <p>² NRRT600 “Tourism Concepts and Practice” is considered a pre-requisite for the rest of the program. The program is set up so the On-campus cohort will take this course at the beginning of the first semester. While Distance Program students are not required to take NRRT600 prior to any other course, it is preferred that they do so if possible. It is also preferred that NRRT601 “Tourism Quantitative Analysis I” be taken before NRRT 602 “Tourism Quantitative Analysis II”.</p>		

THE DOCTOR OF PHILOSOPHY DEGREE (PhD)

Program Description: PhD in HDNR

The PhD in Human Dimensions of Natural Resources is a science-based degree, consisting of courses and research that concentrates on theory, methodology and rigorous analysis. The doctoral program prepares students to carry out independent scholarly research in the human dimensions of natural resources and to pursue careers in academia, public agencies, and private organizations. Our goal is to prepare students who will be involved in creating and transferring knowledge about the profession during their career. The doctoral program complements the applied orientation of the bachelors and Masters degrees by focusing heavily on theoretical models and scientific investigation. Upon completion of the PhD, the student should be a highly competent scholar in his or her field of study and specialty, and fully capable of making significant contributions to the bodies of scholarly knowledge in his or her area and in the human dimensions of natural resources as a whole.

At least 32 credits must be earned at CSU after admission to the Graduate School. Of the courses earned at CSU, at least 21 credits must be in 500 or higher-level courses. This includes courses completed both prior to and after admission to the Graduate School. Course work at the doctoral level is intended to provide the basic tools necessary for becoming a scholar. Theory courses should highlight major conceptual approaches that can be used to understand, explain and predict phenomena in the human dimensions of natural resource management. Methods courses provide the basic analytical tools necessary for systematically addressing theoretical and managerial problems.

The Graduate School (GS) Forms – Doctoral Degree

The Graduate School has several forms that must be submitted in a timely fashion throughout the student's time in the graduate program. The graduate student is responsible for insuring the appropriate forms are submitted on time. The primary forms for Doctoral students include:

1. **GS Form 6** – The program of study; this should be submitted before the time of the fourth regular semester registration at the latest.
2. **GS Form 15** – Notice of preliminary examination; this should be submitted at least one week prior to the exam.
3. **GS Form 16** – Report of preliminary examination; this should be submitted within two working days after the results of the examination are known.
4. **GS Form 25** – Application/reapplication for graduation; this should be submitted by the 6th week of the graduation term for fall and spring semesters and the 1st week of the 8-week summer term.
5. **GS Form 23** – Notice of dissertation defense (final examination); this should be submitted two weeks before the defense.
6. **GS Form 24** – Report of final examination; this should be submitted within two working days after results of the defense are known. This dissertation defense must be completed

prior to the end of the 12th week of the graduation term for fall and spring semesters and prior to the end of the 5th week of the 8-week summer term.

7. **GS Form 25B** – Departmental requirements clearance; Departmental requirements listed in Section 4 of the GS25 Application for Graduation may be cleared by completing this form. This form must be signed and submitted to the Graduate School when requirements have been met and by the published deadline of the student's graduating term.

The graduate student should consult the Graduate School Handbook or website for other forms necessary in cases of committee and major changes, or other specific situations.

The Advisor

Each student will have an advisor who is a faculty member in the Department. The advisor will assist the student in his or her progress through the coursework portion of the graduate program. In addition, PhD students work very closely with the advisor on the conceptualization, administration, and reporting of research. This may go beyond research that the student conducts toward a dissertation. The advisor chairs the PhD student's committee, preliminary examination or proposal defense, and final dissertation defense. The advisor will also discuss a student's readiness to take the preliminary examination or proposal defense, work with the student to develop the dissertation proposal for committee review and supervise the preparation of the dissertation. The student is encouraged to present research at national and/or international meetings and to publish scientific articles.

The advisor will provide information to outside committee members about the Department's graduate protocol, procedures, policies, and process. This should be completed early in the graduate program with the opportunity for the outside member to ask for clarification or to decline their function as committee member.

The Doctoral Committee

In partnership with his or her advisor, the student will appoint an advisory committee. The graduate committee should be appointed as soon as practicable and submitted to the Graduate School via the GS Form 6 before registration for the fourth term of enrollment. Graduate committee members are responsible for helping plan the program of study, providing advice during the period of study and research, conducting the doctoral preliminary examination or proposal defense, and administering the oral defense of the dissertation. It is also the role of the graduate committee to develop the intellectual abilities of a student commensurate with a PhD degree and to assure that the student has achieved the standards set forth by the Colorado State Graduate School.

A **doctoral** committee is composed of four or more faculty members. The advisor serves as the chairperson of the committee, and may be a Professor, Associate Professor, or Assistant Professor within the department or the program granting the degree. The advisor of the committee must have a terminal degree (e.g., PhD, MBA, or JD) in their area of expertise. One or more additional internal (within the Department or Program) committee members must hold the designation of Professor, Associate Professor, Assistant Professor, Instructor, or Faculty Affiliate. There must be at least one external faculty member on the committee.

This individual represents the Graduate School and may be a Professor, Associate Professor, Assistant Professor, or Instructor with a regular, special, transitional, joint, or emeritus/emerita faculty appointment at CSU, in a Department or Program other than the one administering the degree. All committee members must have a PhD degree. The graduate committee must approve, by majority vote, the program of study, research proposals, and all committee examinations. The student and advisor should consult the CSU Graduate Handbook for additional special situations involving the selection of internal and external graduate committee members.

The selection of an outside committee member should be a reasoned and careful decision. Outside committee members from different sciences, disciplines, departments and universities bring different perspectives, philosophies, expectations, traditions and demands. For the student this offers both advantages and disadvantages.

Since members of the Department faculty are typically on nine-month appointments, students should recognize that scheduling key meetings during the summer months is subject to the availability of committee members.

Changing the Doctoral Committee

A student may change advisors and/or committee members. However, prior to making a change, all involved parties should be contacted. The new advisor/committee member must agree to serve in this capacity. There may be times when an advisor and/or a committee member may need to dismiss themselves from a student's committee. The advisor and/or committee member must notify the student in writing of his or her intentions to leave the student's committee. It is the student's responsibility to seek another advisor and/or committee member acceptable to the remaining committee members and the Department. In the case of a need for a new advisor or internal committee member, if the student is unable to identify a new committee member, the Department Chair may appoint one. The student will utilize **GS Form 9A** for a change in committee.

Advancing to PhD Candidacy

Students should advance to PhD candidacy at least two semesters before the doctoral final examination (dissertation defense). PhD students advance to PhD candidacy upon completing three steps:

Step 1. Confirmation of Completion of Competencies. Early in their PhD studies students should develop a list of desired competencies in consultation with their advisor and committee. It is recommended that students complete at least 2 competencies (the exact number and means of completing the competencies will be decided by the student and her/his committee). Examples of possible competencies include (but are not limited to):

- Breadth and depth of human dimensions knowledge (e.g., via a systematic literature review or standard preliminary exam)
- Teaching (e.g., via teaching a course, organizing and delivering a workshop, a graduate certificate from TILT)

- Oral academic communication (e.g., via a seminar or conference presentation)
- Written academic communication (e.g., via a submitted grant proposal, a submitted manuscript)

Step 2. Written PhD Proposal. Students will, in consultation with their advisor and committee, develop a proposal for research that is acceptable to the student's committee. Research proposals must describe research that demonstrates accepted standards of scientific endeavor on a subject judged by the committee to be worthy of scientific investigation. Work on ideas for the proposal should begin early in the student's program, and it is recommended that students submit a final proposal within the first five semesters of full time PhD study.

The exact format and length of the proposal should be negotiated in advance with the PhD advisor and committee. It is recommended that the proposal be limited to 10-20 pages and include: (i) an introduction that locates the research questions within the broader academic literature, (ii) an overview of each study to be done (e.g., the 3+ planned manuscripts – see more detail in dissertation section below), including links to the literature, methods, analytical framework, and expected outcomes, (iii) a statement on ethics/IRB if relevant, and (iv) a timeline and overview of budget and funding for the project.

Since research is a dynamic process, analysis procedures, hypotheses, etc. may change during the research process. Therefore, the original proposal should be seen as flexible, with changes made to the research process being acceptable to the student's advisor and advisory committee.

Step 3. PhD Proposal Defense. The oral proposal presentation should be scheduled within two weeks of submission of the written PhD proposal. All committee members are required to be in attendance. Students are encouraged to present the proposal as a public research seminar (e.g., as part of the department's seminar series). Other students, faculty, and interested professionals may attend the proposal presentation and may be invited to ask questions. However, they will be invited to leave prior to the committee's deliberations. The examination concludes with a closed session discussion among the committee members. Questions may be wide-ranging, but will typically use the PhD proposal as the basis for questioning.

All three steps to advance to PhD candidacy are conducted on a pass/fail basis. Each committee member has one vote. A majority vote of pass is a "pass". A tie vote is a "fail". If a student does not pass, he/she may be given one more opportunity – after a specified period of time of 2 to 12 months after the first attempt – to complete the required steps. If the student fails again, he/she will be dismissed from the program. Students are responsible for completing a GS 16 Form (Report of Preliminary Exam Results) to report the results to the Graduate School.

The Dissertation

The role of the dissertation process is to provide the student with high quality learning, the opportunity for the student to demonstrate high quality scientific thought and skills, and a

means for the committee to assess the student's command of both solid scientific theory and methodology. The dissertation must contain original thought that advances the current body of scientific knowledge. Students are encouraged to use a manuscript-based dissertation format, including a minimum of three articles targeted at refereed journals, an introductory and conclusion chapters that introduce the manuscripts and highlight emergent themes from the studies conducted, limitations of the research, and suggestions for future research. Alternatively, the dissertation may follow a traditional 5-chapter format, including an introduction, literature review, description of methods, description of results, and discussion.

Final Dissertation Defense/Examination

A final defense is required for all PhD students. All committee members are required to be in attendance. At least 14 working days prior to the defense, the candidate must submit a draft of their dissertation to the graduate committee. Any committee member who does not feel that the dissertation is of adequate quality to be defended should let the candidate and major advisor know at least one day prior to the scheduled defense, at which time the defense may be postponed. Failure to provide such notice by any committee member does not imply or guarantee that the student will pass the defense.

For the defense, a student should anticipate a 2 to 3 hour examination period during which a high quality professional presentation of their research is given and the committee poses questions. The examination will be concerned primarily with the dissertation topic, but additional subject material from coursework may also be addressed. Students are strongly encouraged to schedule PhD defenses within the 9-month academic calendar.

Other students, faculty, and interested professionals may attend the defense and are invited to ask questions about the dissertation. They will be asked to leave prior to committee deliberation about the candidate's qualifications. The examination concludes with a closed session discussion among the committee members. A pass-fail decision based on majority vote and recommendations or requirements to complete the graduate degree will be discussed with the student at the end of the session. It is the student's responsibility to assure that all Graduate School forms, deadlines, policies and procedures are followed. The student is responsible for delivering the completed GS Form 24 (Report of Final Examination) to the Graduate School within two days of when the results of the final exam are known. Students are also responsible for the costs associated with copying, binding and filing the dissertation.

The Program of Study: PhD in HDNR

The goal of the PhD program in Human Dimensions of Natural Resources (HDNR) is to provide students with research training over and above that provided in the MS in HDNR. The goal is to provide students with further development in social science aspects of natural resources and social ecological systems. The program aims to develop professionals who will work and become leaders in the field both through research and practice.

The graduate degree coursework provides students with a high degree of flexibility in their graduate education. With approval of their graduate advisory committee, students select courses from two primary areas of study. The first study area focuses on *Quantitative and*

Qualitative Methods of Research and Analysis. These courses provide students with a background in the methods of developing, conducting, analyzing and interpreting the results of social science research and the use of a social science perspective in broader, integrative research of natural resources within coupled human-natural systems. Students have the option of taking a number of methods courses within HDNR, as well as courses offered by other departments at CSU. The second primary area of study is ***Social Science Theoretical and Applied Perspectives.*** This area of study allows students to select coursework from within HDNR and across CSU that focuses on theoretical and practical applications of the social sciences and management/administration. With the approval of their advisory committee, students may select coursework from areas such as Communication, Sociology, Economics, Social Psychology, Political Science, Anthropology, Management, and others. A minimum of 9 credits from this area of study must be at the 500 or above course level. Students will also take additional ***Program Electives.*** For this section of their graduate program we encourage students to take coursework that contributes to their understanding of the integration of social and natural science perspectives, in particular ecological perspectives to inform studies and to provide a broader socio-ecological framework that provides the foundation for critical examination of and robust contributions to current and emerging natural resource concerns. This section may also include coursework in quantitative/qualitative methods of analysis and/or social science theoretical perspectives, as well as graduate seminars offered throughout the Department, College, and University. All students may sign up for ***research*** (NRRT798) and/or ***dissertation*** (NRRT799) credits to reflect time and effort spent conducting and writing research required for their program.

An example will illustrate the extent to which a graduate student can incorporate a number of social and methodological disciplines and courses into their program. A student wishing to focus his or her PhD program on social psychological theory and persuasion would be required to take NRRT605 (Theoretical Perspective in Human Dimensions of Natural Resources). He or she might then choose to take coursework in quantitative data analysis I (e.g., NRRT665), as well as coursework in psychometric measurement (e.g., PSY600). To cover his or her social science theoretical perspectives, this person might consider taking two graduate level courses in social psychology (e.g., a course in attitudes and/or personality) and one course in communication (such as a course in attitude change and persuasion). A person who desires a focus on economics might, instead of one of the social psychology courses, take a graduate level course in ecological economics. To enhance his or her program, the student may choose to take a course in wildlife management, with additional coursework in qualitative research methods and a course in anthropology. In accounting for work on his or her dissertation, the student would sign up for 6 credits reflecting his or her research (NRRT799). The following table provides the course/credit requirements for the Doctor of Philosophy degree in Human Dimensions of Natural Resources.

Program of Study for the Doctor of Philosophy in Human Dimensions of Natural Resources	
HDNR Department Required Course NRRT605 Theoretical Perspectives in HDNR	Required Courses¹
	1 course
	3 credits
Total HDNR Department Requirements	3 credits
Quantitative/Qualitative Methods of Research & Analysis (examples below) Quantitative Data Analysis Qualitative Research Methods Psychometric Measurement Sampling Techniques Econometrics Others with advisory committee approval	Minimum Quantitative/ Qualitative Methods of Research & Analysis
	4 courses
	12 credits
Total Quantitative/Qualitative Methods of Research & Analysis	12 credits
Social Science Theoretical & Applied Perspectives (examples below) Communication Economics Political Science Management Social Psychology Anthropology Sociology Others with advisory committee approval	Minimum Social Science Theoretical & Applied Perspectives
	3 courses
	9 credits
Total Social Science Theoretical & Applied Perspectives (at least 9 credits must be course level 500 and above¹)	9 credits
Program Electives Socio-Ecological Systems Additional courses from Methods and Social Science Perspectives Additional credits with advisory committee approval	Minimum Program Electives
	4 courses
	12 credits
Total Program Electives	12 credits
Total Methods, Social Science, and Program Electives	36 credits
Research and Dissertation Credits² NRRT798 Research credits (as needed) NRRT799 Dissertation credits (as needed)	Minimum Research & Dissertation
	As needed
Total Research and Dissertation credits	As needed
Total credits from coursework and research credits	42 credits
Credits from previously completed Masters Program³	30 credits
Total Credits	72 credits
¹ Students must be sure to comply with CSU Graduate School requirements regarding the number of total credits and normal coursework required to be at or above level 500.	
² Students are not required to take any Research or Dissertation credits but may use them, as needed, to reach the 72 credits required for the PhD, or to satisfy registration requirements relate to holding a GTA or GRA.	
³ Students are not required to have completed a Masters degree prior to entering the PhD program. They who are required to complete 72 hours of program credits to earn a PhD, either through additional coursework or research and dissertation credits with doctoral committee approval.	

GRADUATE CERTIFICATE

Program Description: Graduate Certificate in Ski Area Management

The Graduate Certificate in Ski Area Management Program is an accelerated online graduate certificate that emphasizes applied and experiential learning specific to the ski industry. This program has been developed to address a need identified by the ski industry for greater graduate educational opportunities to better train the next generation of ski area managers. Much of the content for this graduate certificate is provided directly from ski industry experts from all over North America and the world.

This flexible program is designed to cater to the needs of those already working within the ski industry, as well as those who are looking to start a career within the ski industry. Our students will graduate with the knowledge, expertise, and industry connections that are critical to the successful start or advancement of their careers within ski area management.

Program of Study: Graduate Certificate in Ski Area Management Program

The Graduate Certificate in Ski Area Management Program requires a total of 12 credits, taken through six 8-week, 2-credit on-line courses. These courses are offered in specific semesters but may be taken over a course of time desired by the student. There are no on-campus class sessions required for this program. The program for this graduate certificate is shown in the table below.

Program of Study for the Graduate Certificate in Ski Area Management		
Courses	Course Length	Credits
NRRT520 Perspectives on Ski Area Management ¹	8 weeks	2
NRRT521 Sustainable Ski Area Management	8 weeks	2
NRRT522 Ski Area Operations and Human Resources	8 weeks	2
NRRT523 Strategic Ski Area Marketing and Management	8 weeks	2
NRRT524 Ski Area Finance and Investment	8 weeks	2
NRRT525 Ski Area Planning and Development	8 weeks	2
Total Program Credits		12

¹ NRRT520 "Perspectives on Ski Area Management" is a prerequisite for all other courses.

The Graduate Certificate in Ski Area Management may be earned along with the Masters in Tourism Management. To do so, a student may make the following substitutions between the two programs.

- NRRT523 "Ski Area Marketing and Management" may be substituted for the MTM course NRRT655 "Tourism Marketing Concepts and Applications".
- NRRT524 "Ski Area Finance and Investment" may be substituted for the MTM course NRRT650 "Financial Management in Tourism".
- Any two additional SKAMP courses may be taken as the "Directed Elective" courses in the MTM program.

To obtain the Masters in Tourism Management with the Graduate Certificate in Ski Area Management, the student must complete 30 credit hours required by the MTM degree, with the substitutions outlined above, plus the remaining two SKAMP courses not taken as substitutes in the MTM program, for a minimum of 34 credit hours.

GRADUATE STUDENT ROLES AND RESPONSIBILITIES

All students are expected to abide by the Colorado State University Student Conduct Code. This handbook may be found on the Colorado State University website at <http://www.sass.colostate.edu/Data/Sites/8/student-conduct-board.pdf>.

Students are responsible for reading the HDNR Graduate Handbook and for becoming familiar with both HDNR and Graduate School procedures and policies.

Students are responsible for assuring communication with their committee and the Graduate School, and for assuring all meeting arrangements, policies, forms, procedures and correspondence are handled in a way that is satisfactory to all parties.

Students should continually strive to acquire a thorough understanding of the scientific body of knowledge in their area(s) of interest. Such knowledge cannot be acquired by **only** doing assigned class readings. Outside reading from scientific journals and other texts can significantly enhance a student's understanding of the Human Dimensions in Natural Resources field. Due to the interdisciplinary nature of our field, the selection of pertinent articles should extend beyond the major journals (i.e, Society and Natural Resources, Human Dimensions of Wildlife, Annals of Tourism, etc...). Articles contained in the social psychology, sociology, communication, anthropology, education, history, philosophy, political science, natural resources, forestry, range science, wildlife and environmental health literature might also be incorporated into the student's reading schedule. The college computer directory H:/RR Reference Articles contains over 3,500 articles categorized by concept and subject that is also available for student access and use.

Students will also find it helpful to improve their working knowledge of at least one major statistical software package (e.g. SPSS, SAS). Similar to any foreign language, this knowledge base cannot be obtained by **only** doing the assignments in methodology and statistics courses. The faculty has data sets available for students to utilize to increase their analytical skills. Whenever possible, students may collect their own data sets to increase their understanding and working knowledge of research.

The library keeps many journals electronically. In addition to a personal computer the student may have, computer laboratories are available to Warner College of Natural Resources students. These laboratories are also used for classes so access may be restricted.

A Masters of Science or PhD student must have successfully defended his or her Masters thesis or project or PhD dissertation and submitted the GS Form 24 prior to participating in graduation exercises.

Students are advised not to leave Colorado State University before meeting all degree requirements. Advisors of students who leave before the completion of all requirements have the option of removing themselves from the student's committee.

GENERAL DEPARTMENTAL POLICIES AND INFORMATION

Graduate Admission and Standards

The admission of students to the graduate program in the Department of Human Dimensions of Natural Resources is the dual responsibility of the CSU Graduate School and the Department. The Department follows the Graduate Schools admission requirements. The Department requires:

- Potential students meet the CSU Graduate Schools admission standards.
- An undergraduate grade point average (GPA) of 3.0 or higher on a 4.0 scale.
- The Graduate Record Examination (GRE) is not required for graduate work in the Department of Human Dimensions of Natural Resources, however, an individual faculty may require you to take this exam for their own use as an evaluation tool.

Application Deadlines

The Department admits graduate students in the MS, MTM – on-campus cohort, and PhD programs for fall admission only. Students in the MTM-distance program may begin their studies at any time. Admission materials are due February 15th each year. Students interested in the MS and PhD in HDNR are encouraged to apply early and communicate with faculty members.

Funding Availability

There is no guaranteed funding for graduate students in the Department. Two types of funding, Graduate Teaching Assistantships (GTA) and Graduate Research Assistantships (GRA) are available on a limited basis. Length of time in graduate school at Colorado State University does not affect whether either type of assistantship will be awarded to a student.

Graduate Teaching Assistantships

GTAs are awarded on a yearly basis by the Department chair. The chair makes his/her recommendations based on input from the Graduate Teaching Assistantship Selection committee. Announcements for GTA positions are distributed electronically to all graduate students during each spring semester.

Students seeking a GTA position must apply in writing to the chair of the Graduate Teaching Assistantship Selection committee. The entire committee reviews all applications. Graduate teaching assistants are chosen for their skills, knowledge or expertise that allows them to deliver products or services leading to the enhancement of the Department.

The graduate teaching assistant will be held accountable for delivering the expected services within the agreed time frame. Failure to meet expectations may lead to termination of the student's GTA position, and reassignment to another student. Graduate teaching assistants are expected to work 20 hours per week for pay, and be available for meetings and consultations, as necessary, to fulfill their role in the Department.

It is University policy that all half-time teaching assistants must register for nine credits per semester; quarter-time teaching assistants must register for six credits per semester. Failure

to register for the required number of credits will result in termination of the assistantship.

Graduate Research Assistantships (GRA)

GRAs are generated by outside funding and are awarded at the discretion of the principal investigator (PI) who is a member of the HDNR faculty. GRAs are typically awarded based on performance in class, student interests, past experience, and competencies.

Students awarded half-time funding on a GRA are expected to work a minimum of 20 hours per week as defined by the PI over the duration of their appointment, have all extended absences (5 days or more, or cumulative over 20 days for the duration of the project) from CSU approved by the project's PI, meet all project deadlines and complete all assigned tasks within the agreed to time frame and register for at least one credit of graduate level coursework for the fall and spring terms (not including audits or "continuous registration" status). Failure to perform up to expectations may lead to termination of the student's GRA position and reassignment to another student.

Work at Other Institutions

The student should consult the CSU Graduate & Professional Bulletin for a description of the requirements for transferring academic credits.

Continuous Registration

All students admitted to a graduate degree program are required to be continuously enrolled in their degree programs in the fall and spring semesters. This policy applies from the time of enrollment through the graduation term. During the semester (fall, spring, or summer) in which the student will complete their degree requirements, he or she must register for continuing registration if not registered for graduate credit. Students registering for continuing registration will be assessed a fee for each semester of continuing registration.

Time Limitations

Courses to be applied toward fulfilling the requirements for the Masters and doctoral degrees, including any which may have been transferred from another institution, must have been registered for and completed within the ten years immediately preceding the date of completion of requirements for the degree.

Language Requirements

English is the language of instruction at CSU. Adequate knowledge of that language is expected. Students whose native language is not English should refer to graduate school requirements regarding TOEFL examinations or other means of demonstrating English language capability.

Publications

You are encouraged to publish results of your research with your advisor. In many cases, the graduate student will publish jointly with the thesis /dissertation advisor. Authorship of the paper should be discussed between the student and advisor(s). The advisor may take the lead

in publishing thesis or dissertation research results if the student provides no written progress within 12 months of degree completion.

Completion of Degree Requirements in Absentia

Our experience tells us that you are less likely to complete your degree if you are not on campus and part of our scholarly community. Therefore, you are **strongly encouraged to complete all degree requirements before leaving campus**. If extenuating circumstances exist, the student can petition the graduate committee, in writing, for permission to complete a graduate degree *in absentia*. When granting a student's request for completion of degree requirements *in absentia*, the graduate committee will set a specific time and schedule within which the student must complete his or her work. Failure to complete the work in the specified time frame may result in dismissal from the program. An advisor or committee member may remove themselves from the committee in this instance.

Student Offices

The student's faculty advisor makes a request for office space for HDNR graduate students. Office space for graduate students is allocated in the following order:

1. GRA/GTA ½ time funded PhD
2. GRA/GTA ½ time funded MS
3. Student Hourly PhD
4. Student Hourly MS
5. Unfunded PhD
6. Unfunded MS

Keys

If a student needs a key to an office or front door of the building, he or she must see the key manager for the department in the HDNR Main Office. The department head must approve all requests. Upon approval, the key manager will complete a Key Request Form. The key manager will contact the student when the key(s) may be picked up. If the student should lose the key(s), he or she should go to the Facilities Key Management Desk and complete a CSUPD Lost Key Report. The student may be required to pay for the new key(s) to be made. The student should then arrange with the key manager to complete a new Key Request Form. The key manager will contact the student when their replacement key(s) may be picked up. When the student leaves the university or transfers to another department, the student must return the key(s) to the key manager. All keys remain the property of Colorado State University. Failure to return keys may result in legal action.

Student Mailboxes

Every Graduate Student is given a mailbox, located in F204. Any mail, faxes, deliveries or important documents delivered to the department will be placed in the student's mailbox.

Graduate Student Email Accounts

An email account must be set up through the College of Natural Resources and through the University. Students will be placed on a graduate student distribution list and receive

important information from the Department, College and the University via email. Visit the following Warner College of Natural Resources website for instructions on setting up an e-mail account:

<http://www.warnercnr.colostate.edu/computing/help/misc/acctinfo.html>

Office Supplies

Office supplies are provided through department funding for instructional duties only. LCD projectors and slide projectors are available for check out in the HDNR main office (F209). The department copier is available to select students and faculty.