Bren School of Environmental Science & Management

University of California, Santa Barbara

Graduate Student Handbook

9/11/2017

BREN SCHOOL GRADUATE STUDENT HANDBOOK

SECTION I: GENERAL INFORMATION FOR BREN MESM AND PHD STUDENTS

The purpose of this guide is to present **Bren School** policies and procedures and other relevant information for Bren students. While this guide references some University of California policies and procedures applicable to all graduate students, it does not duplicate the *UCSB Graduate Student Handbook*. Please contact the Bren Student Affairs staff (gradasst@bren.ucsb.edu) with any questions or concerns.

MISSION
The mission of the Bren School is to solve environmental problems. The Bren School develops interdisciplinary solutions to environmental problems, trains environmental leaders, and works for a sustainable future.

Diversity Values
Sustainability challenges are diverse almost by definition, associated as they are with a wide range of environmental, economic, social, and cultural risks. Because those risks appear unevenly across society and geography, addressing them requires the varied perspectives of equally diverse people, whether in terms of their disciplinary expertise, tradition, heritage, race, ethnicity, sex, religion, sexual orientation, gender identity, age, socioeconomic status, disability status, or experience.

At the Bren School, we seek to attract students, faculty and staff who reflect that diversity, first because we believe in the inherent value of diversity, but equally because the more diverse we are as a school, the more capably and creatively we can pursue our mission of solving environmental problems and training tomorrow's environmental leaders.

WHO'S WHO IN THE BREN SCHOOL

Faculty
A list of Bren School faculty is located on the Bren website under *People/Faculty*.

Ladder track faculty are those faculty that have full-time tenured or tenure-track positions and are members of the UC Academic Senate. The UC system (and especially UCSB) operates under a strong tradition of shared governance between faculty and administration. This means that the University functions as a dual-track system of authority and responsibility which presumes that faculty members are best qualified to chart the University's curriculum and administrators are most competent to direct its finances and organization. In practice, these domains are overlapping and interdependent. Nonetheless, faculty (not deans) are primarily responsible for governance and decision-making in regards to academic matters.

Bren School faculty are deeply committed to educating students and being superb instructors. However, it is important that students calibrate their expectations of faculty appropriately. Since this is a research university, ladder track faculty are expected to invest at least 50% of their time in research, to build reputations as superior scholars and researchers in their area of expertise, and to publish their research findings. The Bren School education is shaped by faculty who work at the cutting-edge of knowledge creation and policy development and implementation.

Faculty earn a quarter of sabbatical leave after every three years of service (or they can accumulate and take a full year). As such, it is possible that a particular faculty member may not be in residence for all or part of a year. In 2017-2018, the following faculty will be

on sabbatical: **Frank Davis (Fall 2017, Winter 2018, Spring 2018) and Sarah Anderson (Spring 2018).**

In addition, faculty are periodically presented with opportunities that are mutually beneficial for them and the University which require them to spend a quarter or more on leave from the University. In 2017-2018, the following faculty are on administrative leave: **Ben Halpern** (100% to serve as the Director of the National Center for Ecological Analysis and Synthesis or NCEAS), **Trish Holden** (50% time to serve as the Director of the UC Natural Reserve System) and **Bruce Kendall**, (50% time to serve as Associate Dean of the Graduate Division).

Adjunct faculty are individuals that have their main affiliation elsewhere and are not part of the UC Academic Senate but are involved in teaching and research at UCSB. The Bren School's adjunct faculty members are: **Derek Booth, Lee Hannah, Jay Means, Hugo Salgado, Kimberly Selkoe**, **Bob Wilkinson,** and **Jono Wilson.**

Affiliated faculty are ladder track faculty in other UCSB departments (or other UCs) who interact and engage with Bren faculty and students in mutually beneficial ways. Affiliated faculty may serve as members of PhD Committees for Bren School PhD students. The Bren School's affiliated faculty members are: Vena Chu, **Olivier Deschenes, John Foran, Hahrie Han, David Lea, Sally MacIntyre, Wendy Meiring, Matto Mildenberger, David Pellow, Ronald Rice, Eric Smith,** and **Leah Stokes.**

Each year, the Bren School hires a number of **lecturers and visiting professors** who are either professionals in the field or are working at other universities, and who teach courses to enhance our curriculum and Bren students' educational experiences.

Staff
The Bren School staff provides services to Bren faculty, researchers, graduate students, and others in the areas of administration, academic programs, financial services, career services, communications and outreach, computing services, development, events, facilities, and special programs. A list of Bren School staff is located on the Bren website under *People>Staff*.

Name	Title	Office	Phone	Email
Steve Gaines	Dean	BH 2410	805-893-4339	gaines@bren.ucsb.edu
Doris Bleecher	Dean's Assistant; Academic Personnel Coordinator	BH 2433	805-893-7363	doris@bren.ucsb.edu
Satie Airamé	Assistant Dean, Academic Programs	BH 2424	805-893-3387	airame@bren.ucsb.edu
Casey Hankey	Academic Programs Coordinator; Group Project Coordinator	BH 2439	805-893-5041	casey@bren.ucsb.edu
Kristine Faloon	Student Affairs Coordinator	BH 2510	805-893-7611	kfaloon@bren.ucsb.edu
Kimberly Yom	Academic Programs Assistant	BH 2400B	805-893-6115	kyom@bren.ucsb.edu
Kim Fugate	Business Officer	BH 2516	805-893-3540	kim@bren.ucsb.edu
Amanda Maffett	Finance Manager	BH 2514	805-893-7457	amaffett@bren.ucsb.edu
Onella Gayraud	Payroll/Personnel/Travel Coordinator	BH 2522	805-893-6114	onella@bren.ucsb.edu
Briny Litchfield	Purchasing Coordinator	BH 2522	805-893-6114	briny@bren.ucsb.edu

9/11/2017

Dee White	Resource Coordinator	BH 2400A	805-893-8452	dee@bren.ucsb.edu
David Parker	Director of Career Development and Alumni Relations	BH 2520	805-893-5938	david@bren.ucsb.edu
Kristi Birney	Associate Director, Career Development and Alumni Relations	BH 2518	805-893-2743	kristi@bren.ucsb.edu
Monica Illes	Coordinator, Career Development and Alumni Relations	BH 2518	805-893-2928	monica@bren.ucsb.edu
Rebecca Webb	Assistant, Career Development and Alumni Relations	BH 2518	805-893-2928	rebecca@bren.ucsb.edu
Steve Miley	Information Technology (IT) Director	BH 3045	805-893-7794	smiley@bren.ucsb.edu
Brad Hill	Manager of Desktop Computing	BH 3045	805-893-7794	brad@bren.ucsb.edu
Geoff Jewel	Help Desk Manager	BH 3045	805-893-7794	gjewel@bren.ucsb.edu
Lotus Vermeer	Assistant Dean, Development	BH 2439	805-893-3712	lvermeer@bren.ucsb.edu
Beth Pitton-August	Director of Development	BH 2430	805-893-5047	beth@bren.ucsb.edu
Patti Winans	Development Coordinator	BH 2400D	805-893-4589	patti@bren.ucsb.edu
Joelle Dohrman	Development Assistant	BH 2400C	805-893-5596	joelle@bren.ucsb.edi
Aleah Van Woert	Senior Events Manager	BH 2508	805-280-2769	avanwoert@bren.ucsb.edu
Sage Davis	Building Manager	BH 1021	805-448-0028	sage@bren.ucsb.edu
Emily Cotter	Program Manager, Eco-Entrepreneurship	BH 3406	805-893-4583	ecotter@bren.ucsb.edu
Lisa Leombruni	Program Manager, Strategic Environmental Communication	BH 4520	805-893-7427	lisa@bren.ucsb.edu
Jacy Brunkow	Program Manager, Latin American Fisheries Fellowship	BH 3308	805-893-5589	jbrunkow@bren.ucsb.edu
Lili Prahl	Program Manager, Sustainable Water Markets Fellowship	BH 3308	805-893-5589	lprahl@bren.ucsb.edu

Researchers

There are a number of individuals housed in Bren who are engaged solely in the conduct of research, either working independently or for a Bren School faculty member. In addition, we regularly host visiting researchers from other universities or organizations who come to work more closely with faculty and students.

Committees and Councils

Many Bren School committees have student representatives who share feedback from the student perspective with the administration, faculty and staff, and help to shape the future of Bren School programs. **To inquire about serving as a student representative on a Bren School committee, please contact the Student Affairs staff; nomination calls will be made via email.** Committees with student representatives are described below. A complete list of Bren School Committees and their members may be found on the Bren website under *Internal Services>Committees*.

Dean's Advisory Council (DAC)
DAC serves as an information conduit between students and the administration. It works with the administration to ensure the Bren School provides a supportive and positive environment for its students. DAC represents the entire student body and explores different student opinions and views to motivate problem solving for any student-related issues. The MESM DAC includes three 1st-year MESM and three 2nd-year MESM students. The PhD DAC includes up to five PhD students who are elected by their peers. DAC is responsible for scheduling meetings, creating its own minutes, and defining its processes and procedures. Meetings are held quarterly. DAC may take the lead on school-wide functions that involve the student body.

Bren Seminars Committee
The Bren Seminars Committee consists of staff, PhD and MESM students who plan the Bren Seminar series. Seminars are focused on research topics of interest to environmental science students and faculty. Bren Seminars are scheduled on Mondays at 11:00 am – 12:00 pm. The Bren Seminar Committee works closely with the Senior Events Manager and Assistant Dean for Academic Programs.

PhD Program Committee
The PhD Program Committee consists of faculty, staff, and two PhD student representatives, one that has advanced to candidacy and one pre-candidacy. The committee sets standards and policy on PhD curriculum. It provides advice and consent on matters of policy, programs, and practice that impact the quality of the PhD educational program and the educational experience of PhD students. According to University rules, the student representatives cannot be voting members; only faculty that are members of the Academic Senate can be voting members. Nonetheless, the students play an important and valuable role. The Committee reserves the right to have Executive Sessions that exclude the student representatives if there is need to discuss confidential personnel issues or issues related to specific students. The staff contact for the PhD Program Committee is the Academic Programs Coordinator.

MESM Program Committee
The MESM Program Committee consists of faculty, staff and a 2nd year MESM student representative. In spring quarter, the MESM student representative is nominated from the 1st-year class and serves on the committee through his/her second year. The committee sets standards and policy on MESM education. It provides advice and consent on matters of policy, programs, and practice that impact the quality of the MESM educational program and the educational experience of MESM students. As per University policy, students may not be voting members. Nonetheless, student representatives play an important and valuable role in shaping the committee agenda and working to address students' interest and concerns. The Committee reserves the right to have Executive Sessions that exclude the student if there is need to discuss confidential personnel issues or issues related to specific students. The staff contact for the MESM Program Committee is the Academic Programs Coordinator.

Group Project Committee
The Group Project Committee consists of faculty, staff and three 1st-year MESM students who oversee the Group Project selection process. In fall quarter, MESM students are nominated from the 1st-year class and serve on the committee during the winter quarter of the first year of study. The committee reviews and selects Group Project proposals. The faculty and staff guide Group Project policy and communicate guidelines to students. The staff contact for the Group Project Committee is the Academic Programs Coordinator.

9/11/2017

Eco-Entrepreneurship (Eco-E) Program Committee
The Eco-E Program Committee consists of faculty and staff who oversee the Eco-E Program. The committee mentors students in Eco-E Projects, provides feedback to Eco-E groups through quarterly lessons-learned presentations and Eco-E Project defenses, and allocates funding for Eco-E student recruitment, internships and prototypes. The staff coordinator for the Eco-E Program Committee is the Eco-E Program Manager.

Communication Program Committee
The Communication Program Committee consists of faculty and staff who oversee the Strategic Environmental Communication and Media (Communication) focus and other communication training at the Bren School. The staff coordinator for the Communication Program Committee is the Communication Program Manager.

Recruitment, Admissions, and Support (RAS) Committee
The Recruitment, Admissions and Support Committee consists of faculty and staff who oversee recruitment and admission of students to Bren School programs, and distribution of funds for student support. The staff coordinator for the RAS Committee is the Student Affairs Manager.

Bren School Sustainability Committee
The Bren School Sustainability Committee (BSSC) is comprised of Bren MESM and PhD students who have an interest in creating a more sustainable community at Bren, UCSB and greater Santa Barbara. Combining the talents of members, BSSC coordinates interesting activities that promote sustainable action and education. To join BSSC, provide feedback, or make a recommendation, send an email to bssc@lists.bren.ucsb.edu. To join the BSSC listserv, please visit https://lists.connect.ucsb.edu/bren/info/bssc.

Diversity Committee
The Diversity Committee is composed of Bren faculty, staff, and students that specifically address diversity and integrate diversity considerations into all decision-making. The Diversity Committee meets once or twice per quarter, or as needed. The Diversity Committee for 2017-2018 will have three faculty members, three staff, one PhD student and one MESM student from the Class of 2018. Click here to read the Bren School Diversity Values.

MESM Class Chairs
Each MESM class elects two co-chairs via election in early winter quarter. The MESM Class Chairs facilitate communication between alumni in each class and the Bren School. Class Chairs provide meaningful feedback to the school and open doors to internships, employment opportunities, and matching gifts. Each year Class Chairs play a leadership role in rallying classmates to provide annual support to the school in the form of personal contributions. It is through the support of our alumni and friends that the school and its programs provide some of the best, comprehensive, cutting-edge approaches to environmental problem solving. For more information please visit the alumni and class chairs webpage under *Giving>Alumni and Class Giving*.

Advisory Councils and Partners
The Dean's Council was created to support, promote, and guide the Bren School in achieving its objectives, while serving as the primary conduit between the school and the local community. The staff coordinator of the Dean's Council is the Assistant Dean for Development.

The Eco-Entrepreneurship Advisory Council (EEAC) provides perspective and guidance to students pursuing the Eco-E focus and Eco-E Projects within the master's curriculum. The staff coordinator for the EEAC is the Eco-E Program Manager.

The Council of Legal Advisors provides advice to the dean and faculty on the legal training of Bren students, student mentoring, and legal insights for Master's Project teams. Council members or other senior partners from their firms also provide half- and full-day seminars and workshops in their areas of expertise. The faculty chair of the Council of Legal Advisors is Jim Salzman and the staff coordinator is the Director of Development.

The Corporate & Foundation Partners Program creates mutually beneficial collaborations with a range of visionary companies and organizations. The corporate and foundation partners bring a commitment to making environmental sustainability a key component of their business and philanthropic activities, while also providing additional real-world perspectives and professional pathways for Bren students. The staff coordinator of the Corporate and Foundation Partners is the Director of Development.

BREN CURRICULUM

Curriculum Plan
The Bren School curriculum plan is typically available in late summer and posted to the Bren website under *Academic Programs>Class Schedule*. The curriculum plan provides a complete listing of the courses that are expected to be offered the following academic year. ***There may be changes to the curriculum plan if courses are added, instructors are not available, or enrollment is low.***

Bren courses typically are offered the same quarter from one year to the next, but this is not guaranteed. Courses may shift to another quarter for various reasons. The Bren staff works to ensure there is an adequate distribution of courses throughout the year as new courses are added or removed. A History of Course Offerings is available on the Bren website under *Academic Programs>Class Schedule*.

Course Descriptions
Bren School (ESM) course descriptions may be found on the Bren website under *Academic Programs>Courses*. Additionally, the course numbers on this page are linked to the most recent syllabus for each course. It is common for descriptions on the Bren website to be more comprehensive than the listings in the University Catalog. Certain courses may be offered under several "Special Topics" designations (i.e. ESM 293, 294, 296, 297, 299); the descriptions of these classes change quarterly and are only found on the Bren website.

Descriptions of courses offered by other departments at UCSB may be found in the University Catalog. Students are encouraged to explore offerings in other departments that help build depth of knowledge in areas of interest.

Course Numbering
Graduate courses at UCSB are numbered 200-599. Upper-division undergraduate courses are numbered 100-199. Lower-division undergraduate courses, numbered <100, can NEVER count towards satisfying graduate degree requirements. However, with approval, up to 8 units of upper-division undergraduate coursework (100-199) may count toward MESM degree requirements.

9/11/2017

Schedule of Classes
The most official and up-to-date Bren Schedule of Classes is on the Bren website under *Academic Programs>Class Schedule*. GOLD generally should reflect the current schedule but may differ and be inaccurate if a course is being offered in an unusual or intensive format. Please email scheduling@bren.ucsb.edu to clarify any discrepancies or confirm a particular class time.

Bren School courses are typically scheduled Monday through Friday and occasionally on Saturday and Sunday. Regular quarter-long courses (e.g., core and elective courses) are typically offered Monday through Thursday between the hours of 8:00 am and 4:45 pm. The Bren School offers two to three courses at a time in order to provide the full range of course offerings. The Academic Programs staff makes every effort to minimize the likelihood that students will encounter schedule conflicts between courses. However, it is inevitable that a few students will experience a schedule conflict.

The Bren School offers some courses taught by visiting professors in an intensive format, which means they are compressed into a week or two, meeting every day or every other day. Intensive courses typically are offered in the late afternoons on Monday through Thursday (e.g., 5:00 – 7:30 pm) and Fridays (e.g., 8:30 – 11:30 am or 1:00 – 4:00 pm). Labs, workshops, intensive courses, seminar courses, and field trips may be scheduled on Friday (8:30 – 11:30 am or 1:00 – 4:00 pm) and occasionally on Saturday and Sunday.

Books
Required and recommended readings are posted for courses in the Notes section of the Class Schedule under *Academic Programs>Class Schedule*. Most Bren students obtain textbooks from online sources, as necessary. Two copies of each required MESM core course text are placed in the Bren Reading Room (BH 3312). The Bren School does not typically purchase copies of books for elective classes, but occasionally a spare copy is made available for use by the instructor.

GauchoSpace
GauchoSpace is the course content management system for UCSB. Instructors may post course syllabi, reading materials, assignments, etc. on a course's individual GauchoSpace page, and students will be able to view the pages for courses in which they are enrolled. Please note faculty use of GauchoSpace is **optional** and the most up-to-date description and syllabus for each course are posted on the Bren website at *Academic Programs>Courses*. Please contact the Academic Programs Coordinator regarding difficulties accessing a GauchoSpace page.

EXTRACURRICULAR ACTIVITIES

The Bren School offers many research seminars, academic workshops, and career talks for students to enrich their educational experience. Most of these opportunities do not provide academic credit, but rather, exist to broaden students' knowledge, professional skills, and network. Every Bren student is expected to participate in some seminars, workshops, and talks. The schedule of upcoming events is posted to the Bren website under *Events & Media>Events Schedule*.

Each week, "**THIS WEEK AT BREN**" (or "TWAB") is distributed via email by the Academic Programs Coordinator. TWAB is a single email message that lists announcements for upcoming talks, workshops, short courses, and activities, as well as deadlines and other important information for students. **Students are expected to read TWAB** so they are aware of upcoming events and deadlines. There is a link at the top of each TWAB email to a

Google calendar that includes events and workshops happening at Bren each week. Feel free to submit an event listing to scheduling@bren.ucsb.edu with information that is relevant for TWAB prior to 8:30 am on Monday morning.

Research Seminars
Research seminars are scheduled weekly on Mondays at 11:00 am – 12:00 pm during the academic year. Research seminars focus on specific topics within the broad field of environmental science and management. Announcements with research seminar abstracts and speaker biographies are distributed by email through Bren Alerts and This Week at Bren (TWAB). Faculty and students are encouraged to attend to learn more about the particular topic and to meet the speaker.

Zurich Financial Services Distinguished Visitors on Climate Change
The Zurich Distinguished Visitors are prominent leaders in research, policy, management, or other aspects of climate change. Zurich Distinguished Visitors give a public seminar and also typically teach an intensive course (ESM 293 Advanced Special Topics in Climate and Energy) for academic credit. Talks by former Zurich Distinguished Visitors are posted to the Bren School website under *Academic Programs>Further Opportunities*.

Career Development Seminars and Workshops
The Bren School Career Development team hosts numerous workshops and speakers throughout the year. Career talks typically are on **Tuesdays and Thursdays from 11:00 am – 12:00 pm**. No other academic activities are scheduled at this time so that students have the opportunity to attend the career talks that are of interest and/or required. See the "Career Development" section for more information.

Academic Workshops
The Bren School Academic Programs team hosts numerous workshops and trainings throughout the year, most of which focus on the master's project process. Workshops include, but are not limited to, Proposal Writing, Defense Preparation, and Poster & Brief Design. Academic Workshops are typically scheduled for **Wednesdays from 11:00 am-12:00 pm**. No other academic activities are scheduled at this time so that students have the opportunity to attend the workshops that are of interest and/or required.

Attendance at Bren Events
There are many events and activities at Bren that require students to respond whether or not they will be able to attend. Students should respond promptly and accurately. If a student responds that he/she will attend, then the student should make every effort to participate. If the student becomes ill or an emergency arises and he/she is not able to participate, then the student must notify the host as soon as possible to let him/her know. If a student is not able to attend, then he/she should respond appropriately. Accurate and timely responses are essential for the host to plan an appropriate venue and, for some events and activities, food and other refreshments. Please respect the time and money involved in planning events and activities at Bren and follow through when committing to attend.

STUDENT STATUS

Academic Standing/Standards of Scholarship
To remain in good academic standing, a student must make timely progress toward degree completion and satisfactorily meet the following standards of scholarship established by the University and campus Academic Senate regulations and Graduate Council rulings:

9/11/2017

- Maintain a cumulative Grade Point Average (GPA) of at least 3.0. If a student's cumulative GPA drops below a 3.0 for one quarter, he/she will be placed on Academic Probation. If the GPA remains below a 3.0 for three consecutive quarters, the student may be dismissed from the University.
- Keep the transcript free of excessive unfinished coursework, defined as 12 or more units of Incomplete (I), No Grade (NG), and/or No Record (NR) grades.
- Complete the MESM degree within two years and/or complete the PhD degree within five years. In special circumstances, students may work with the Assistant Dean for Academic Programs to develop a study program that exceeds the normative time.

Establishing California Residency

Out-of-state residents must pay approximately $15,000 more per year for UCSB tuition than California residents. Living in California for more than one calendar year (366 consecutive days) is usually (but not always) sufficient to establish California residency. Immediately upon arrival in Santa Barbara, students should take the necessary steps to establish intent of residency. Please see the Registrar's website http://registrar.sa.ucsb.edu/residence.aspx for the basic components of the residency determination process. A student's actions during the academic year and summer will affect the decision made regarding California residence status. Since the final authority on residency rests with the Residence Deputy at the Office of the Registrar, students should seek counseling on residency questions from the Residence Deputy at 805-893-3592 (RegResidency@sa.ucsb.edu or SAASB 1101).

English for Multilingual Students (EMS)

The UCSB Graduate Division requires that all non-native speakers of English meet proficiency standards in both spoken and written English before they are awarded a degree at UCSB. During Orientation, non-native English speakers are required to take both the written and oral portions of the English Language Placement Examination (ELPE). Based upon the results of this exam, students will be (1) exempted from English for Multilingual Students (EMS) courses, or (2) referred to specific EMS courses.

Students should not delay taking EMS courses. Students lacking adequate written and oral communication skills often have difficulty with their Bren courses, which may jeopardize successful degree completion. Developing English language proficiency must be a top priority.

Students who need to take EMS courses may have to defer some MESM or PhD core courses until the 2nd year. Students who plan to defer any core courses should arrange to meet with the Bren Student Affairs staff to discuss which core courses and/or elective courses would be best to defer. It may also be prudent to request an extension for time-to-degree past the normal two years for MESM and five years for PhD to accommodate additional coursework necessary to develop English language proficiency. Further information on EMS classes including scheduling can be found at www.ems.ucsb.edu.

Non-native English speakers enrolled at Bren are required to take **ESM 437-1: Writing Skills for Environmental Professionals** during the Fall Quarter of their first year. This course is designed to improve accuracy and fluency in academic and applied writing about environmental sciences in English. This requirement may be waived by the Communication Program Manager if the student demonstrates advanced English writing skills.

Leave of Absence

UCSB requires continuous registration of all graduate students until completion of all requirements for the degree. In extraordinary circumstances, a student who has registered

for and completed at least one quarter and is in good academic standing may petition and be approved for a Leave of Absence. The circumstances for which students may apply for a Leave of Absence include:

- Documented medical/health difficulties that would reasonably inhibit graduate studies
- Pregnancy/parenting needs for a child up to the age of 12 months or up to the first 12 months of adoption placement in the home
- Family emergencies of an unusual and unanticipated nature
- Military service required by a student's home country

More detailed information on Leave of Absence Requirements and Petitions are in the UCSB *Graduate Student Handbook*. The leave of absence petition can be found on the Graduate Division website under *Academic Services>Forms and Petitions*. If a student intends to petition for a Leave of Absence, he/she should meet with the Student Affairs Manager and/or Graduate Advisor (Assistant Dean for Academic Programs) to discuss the situation.

Lapsed Student Status
Students who do not register and do not have an approved Leave of Absence on file will "lapse status" with UCSB and will lose all student privileges (financial aid, library, Gaucho Health Insurance, etc.). Graduate students who wish to register after a break in enrollment must petition for reinstatement with the Graduate Division. Reinstatement is not automatic and requires the approval of the student's academic department; the student's record will be evaluated in terms of academic performance and timely completion of the degree.

Withdrawing from the Program
If a student is considering withdrawing from the program, he/she must meet with the Student Affairs Manager to obtain appropriate information and advice on how to proceed.

If a student decides to leave the Bren School, he/she must email the Student Affairs Manager stating the intention so that Bren staff can request the Graduate Division close the student's degree objective(s). If a MESM student withdraws after beginning a Group Project or Eco-E Project, he/she must notify the faculty advisor and group members of the withdrawal.

A student may or may not be eligible for a refund of student fees depending on the timing of the withdrawal. The withdrawal petition may be obtained online or the Registrar's Office. More information on withdrawing from the University is on the Registrar's website.

Adding a Second Degree or Emphasis
If a student receives approval from the Bren School and/or another department to pursue a secondary degree or emphasis, the student will need to submit a Graduate Division Change of Degree Status Petition. Any additional degree or interdisciplinary emphasis must be added by petition to the Graduate Division in order to be reflected on the student's diploma upon graduation.

Adding Bren PhD Degree to MESM Degree
MESM students who would like to continue in the Bren PhD program must apply for admission through the standard UCSB Graduate Division application process. Applications to the PhD program for entry in Fall 2018 are due by December 15, 2017.

REGISTRATION & ENROLLMENT

It is the student's responsibility to keep track of registration pass times, enroll in courses accurately and on time, and pay fees by the deadlines posted on the UCSB [Academic Calendar](#). Failure to meet the deadlines may result in late fees.

If any student has questions or concerns related to registration or grades, he/she should contact the Academic Programs Coordinator.

Academic Calendar

Bren classes follow the [Registrar's Academic Calendar](#) unless otherwise noted in the Bren Schedule of Classes. Bren classes begin on the first day of instruction and continue through Final Exam week according to the Registrar's calendar, unless otherwise noted on the Bren Schedule of Classes. **Students should be present for the duration of the academic quarter unless they are on a Leave of Absence.**

Enrollment in Classes with Discussions/Labs

For classes with more than one instructional component (i.e. discussion/lab section), students should enroll in the discussion/lab that best suits their schedule. The registration system will automatically enroll students in the lecture portion of the class.

Approval Codes

An approval code is required to enroll in a course with restricted registration or if a student is adding a course *after the first full week* of the quarter. When registering, students will be prompted for a four-digit code. These codes are course-specific and can be used only once. Approval codes for Bren (ESM) classes may be obtained by contacting [scheduling@bren.ucsb.edu.](#) In many cases, an approval code will be required to enroll in a non-Bren class. If an approval code is needed to enroll in a non-Bren class, the student should contact the course instructor to find out how to obtain a code.

Class Size

The Bren School philosophy is to try to accommodate all Bren students who want to take a particular Bren course. In some cases, courses may have limited capacity. If GOLD indicates that a course is full, please email [scheduling@bren.ucsb.edu](#) to inquire about the possibility of adding the course. The Academic Programs staff will facilitate increased enrollment to the extent possible. If students cannot be added immediately, they will be placed on a waiting list and issued an approval code once space becomes available.

Number of Units

Graduate Division recommends each graduate student to be enrolled in a minimum of 12 units per quarter. However, there is no loss of privileges as long the student is enrolled in at least **8 units**. Please note the MESM degree requires a minimum of **82** units. A student taking the minimum 12 units per quarter would not complete the MESM degree in two years. A typical course load for MESM students is **16-18 units** per quarter. The PhD degree is not based on a unit count. PhD students must take three core ESM courses and any other relevant coursework to achieve the academic goals set for the student by the faculty advisor and committee.

Transferring Credit

Credit for upper-division and graduate courses may be transferred to UCSB under certain circumstances. Credit is only transferrable if it was earned in a graduate degree program for which a degree was never conferred. In other words, if a student started graduate school somewhere else but left before finishing, it may be possible to transfer some unit credit. Students must complete one quarter of enrollment at UCSB before they can petition Graduate Division (using a [Graduate Student Petition](#)) to transfer any units. ***Courses***

applicable to the MESM or PhD degree and a particular specialization are the only courses that will be considered for unit transfer.

Students cannot transfer unit credit for courses they took before applying. Courses taken through Extension prior to program application cannot count toward the minimum degree requirements. If admitted, students may transfer no more than 12 units. Students will not be required to repeat a course already taken, but will have to make up the units by taking another course.

For specific requirements and regulations concerning transferring credit, please see the Graduate Division's *Graduate Student Handbook*.

Variable Unit Courses
Some courses at Bren are set up with a range of units, rather than a set amount and students select the appropriate unit amount during registration. The appropriate number of units corresponds with the number of contact hours between the student and instructor. This allows Bren to offer a variety of courses of varying length. **For Special Topics courses, the appropriate number of units is noted in the Schedule of Classes. Most one-week intensive courses are 2 units.** Students should verify their schedule on GOLD before the 15th day of the quarter and again before the last day of classes to make sure that it is accurate.

Examples of Bren School variable units courses include but are not limited to:
- ESM 293 Advanced Special Topics in Climate and Energy
- ESM 294 Advanced Special Topics in Environmental Law
- ESM 296 Advanced Special Topics in Environmental Management
- ESM 297 Advanced Special Topics in Environmental Policy
- ESM 298 Advanced Special Topics in Eco-Entrepreneurship
- ESM 299 Advanced Special Topics in Environmental Science

Most courses at the Bren School are non-variable. They are offered for a specific number of units and the number of contact hours (and resulting workload) is not flexible. These non-variable unit classes cannot be taken for more or less than the number of specified units. Please contact scheduling@bren.ucsb.edu with any questions regarding registration.

ESM 595 Group Studies
ESM 595 Group Studies in Environmental Science and Management is offered as 595AA-595ZZ. Generally, 595 courses (e.g., ESM 595AA) are restricted to PhD students; MESM students may be able to obtain an exception to enroll with permission of the instructor. ESM 595 is a variable unit course depending on the workload determined by the faculty member; most ESM 595 courses are 2 units. See the Schedule of Classes for ESM 595 courses that will be offered and the corresponding number of units.

ESM 596 Directed Readings and Research
ESM 596 is an independent study course under the supervision of a Bren School faculty member. A faculty member from another department cannot supervise ESM 596. ESM 596 is a variable unit course and may be taken for a letter grade or satisfactory/unsatisfactory (S/U). For MESM students, registration in ESM 596 requires an ESM 596 Petition approved and signed by the faculty member who has agreed to oversee their independent study. MESM and PhD students must discuss the registration options (number of units and grading option) with their sponsoring faculty member and MESM students should indicate this information on the ESM 596 petition. In addition, the student must describe the work to be completed and the method by which the faculty sponsor will evaluate the student's work.

The petition must be submitted to the Graduate Advisor (Assistant Dean for Academic Programs) for approval, preferably ***before the start of the quarter***. No ESM 596 petitions will be accepted after the 3rd week of the quarter.

MESM students may only apply a <u>maximum</u> of 4 units in ESM 596 towards their MESM degree. MESM students will not receive credit towards the MESM degree for any ESM 596 course completed without a petition.

PhD students should register on GOLD for the appropriate number of units of ESM 596 to maintain a course load of at least 12 units per quarter. If PhD students are not taking any other courses, they should enroll in 12 units of ESM 596.

Instructor Codes
Instructor codes are unique two digit numbers assigned to faculty in a given department, generally for the purpose of tracking independent study projects. If students are enrolling in ESM 596 or 599, and do so in a timely manner, they will not need the instructor code as they will merely select their advisor from a drop-down menu on GOLD. However, if a student is delayed in their enrollment and must submit a [Graduate Schedule Adjustment Petition,](#) he/ she will be required to furnish the appropriate instructor code. Bren's instructor codes are available on the Bren School website under *[Internal Services>Academic & Student Information>Instructor Codes](#)*.

Auditing a Course
There is no official way to audit a course at UCSB. To "sit in" on a course, a student must obtain the instructor's approval. If a student "sits in" on a course, it will not appear on the student's transcript.

Schedule Adjustments
UCSB policy allows graduate students to **add a course** up until the last day of classes. After the first week of classes, an approval code is required to add a class using GOLD. Students may request an approval code from scheduling@bren.ucsb.edu. Approval codes can be used on GOLD until the 15th day of the quarter; after the 15th day of classes (3rd week of the quarter), any additions to a student's schedule can be made only by completing a [Graduate Schedule Adjustment Petition](#). Students typically do not add courses after the 3rd week of the quarter unless they have been keeping up with the coursework and have permission of the instructor.

UCSB policy allows graduate students to **drop a course** using GOLD until the last day of instruction. However, students may not drop a course after this date without getting special approval for a retroactive drop from the Graduate Division Dean. Please keep in mind that Bren faculty and visiting instructors plan course activities based on the number of enrolled students. If a student is planning to drop a course, he or she should carefully consider the reasons and discuss them with the instructor prior to dropping the course. The instructor may be able to address the student's concerns so that the student can remain enrolled in the course.

Schedule Adjustment Petition
The [Graduate Schedule Adjustment Petition](#) is available on the [Graduate Division Academic Petitions and Forms Website](#). Students must complete the Graduate Schedule Adjustment Petition and then obtain signatures of the instructor and Graduate Advisor (Assistant Dean for Academic Programs). If students cannot obtain the signature of the instructor, please note this on the form and the Graduate Advisor may sign on the instructor's behalf. Submit the completed form to the Office of the Registrar. **Students should complete schedule**

adjustments prior to the end of the 3ʳᵈ week of the quarter to avoid having to complete this additional paperwork. Retroactive adjustments (made after the quarter is over) require the Graduate Division Dean's approval and signature.

Verifying Class Schedule

Each quarter, students should verify their schedule on GOLD at the beginning of the 3ʳᵈ week of classes and again during the last week of instruction. Students may inadvertently register for the wrong number of units or forget to add or drop a course. If these problems are not addressed, they can result in failing grades or missing requirements on a student's transcript.

Course Evaluations

Course evaluations are typically administered by Bren staff on the last day that a class meets. UCSB provides the set of questions for evaluation and space is provided for students to offer additional feedback. Bren staff type all hand-written comments to ensure student anonymity before evaluations are shared with instructors and TAs. Evaluation results are distributed only after grades have been assigned to ensure fairness.

Students are asked to provide thorough and constructive feedback for each instructor and course. Criticism or perceived problems should be paired with possible solutions. Evaluations are reviewed by both the instructor and the administration and are given careful consideration. Course evaluations are reviewed by UCSB's Academic Personnel office as part of faculty merit reviews and reappointments of visiting professors and lecturers. Student comments and scores influence whether or not a faculty member receives a promotion and a visiting professor or lecturer is rehired.

GRADES

Letter grades assigned at UCSB are A, B, C, D, and F, including plus/minus (i.e. A+, A, A-). Non-letter grades are S (satisfactory) and U (unsatisfactory) for graduate level courses (200-599), P (passed) and NP (not passed) for undergraduate level courses (1-199), I (incomplete), IP (in progress), and NG (no grade).

Core Course Grades

Students must take core courses for a letter grade. University policy requires that graduate students earn a grade of **B or better in all core courses**. If students receive a B- or lower in a core course, they must repeat the course the following year. This grading policy also applies to Master's Projects (**ESM 401** and **ESM 402**). There are no exceptions to this requirement. There are no other courses that can substitute for these core requirements.

MESM core courses include ESM 201 Ecology of Managed Ecosystems, ESM 202 Environmental Biogeochemistry, ESM 203 Earth Systems Science, ESM 204 Economics of Environmental Management, ESM 206 Statistics and Data Analysis for Environmental Science and Management, ESM 207 Environmental Law and Policy, ESM 210 Business and the Environment, ESM 241 Environmental Politics and Policy, and ESM 251 Economics and Environmental Policy Analysis.

PhD core courses include ESM 510 Faculty Research Speaker Series, ESM 512 Conduct & Professional Skills for Interdisciplinary Research, and ESM 514 Collaborative Interdisciplinary Research (manuscript writing). PhD students must take ESM 512 (and possibly other courses) for a letter grade in order to establish a Grade Point Average (GPA) in their first quarter.

9/11/2017

Elective Course Grades

The University considers a B the threshold for passing at the graduate level. While a grade of B- or lower will still earn units, it is not considered satisfactory performance. Students typically are able to choose their preferred grading option (letter or non-letter) when enrolling in elective courses, although some short courses may be restricted to a particular grading format.

S/U and P/NP Grades

Non-letter grades are S (satisfactory) and U (unsatisfactory) for graduate level courses and P (passed) and NP (not passed) for undergraduate courses. **For graduate courses, any grade less than a B (including B-) will be recorded as U** if the S/U grading option is chosen. Students who register for an undergraduate level class with P/NP grading option receive a **P for C or better work** and a **NP for less than C work**. Therefore, in some cases, it may be preferable for a student to receive a letter grade rather than elect the S/U option; students who receive a grade below a B but above an F will still receive credit for their performance in the course whereas no credit will be awarded for a U.

If a course has optional grading, the instructor assigns a letter grade to every student; for students that have elected the non-letter option, the registrar automatically converts the letter grade to the corresponding non-grade option. Students may change their grading option until the last day of instruction.

Incomplete Grades

An Incomplete (I) grade may be placed on a student's record *only if*:

- There is a *compelling* reason for incomplete coursework (i.e., family or medical emergency); *and*
- A petition for an Incomplete grade (available from the Registrar's Office) is completed and signed by the course instructor; *and*
- The petition for an Incomplete grade is on file in the Registrar's Office by the last day of instruction. In the absence of a petition, a grade of F, U, NP, or NG will be recorded.

If outstanding coursework is not completed by the end of the following quarter, an I grade will turn into an F, U, or NP. With instructor approval, an I grade can be extended for one additional quarter by submitting an **Incomplete Extension Petition** (available from Bren Student Affairs or the Registrar's Office) to the Registrar before the end of quarter.

In Progress Grades

In Progress (IP) grading is used for a *series course* in which a letter grade is assigned only at the end of the last course in the series, as if the whole series were one long course. When the student completes the last course in the sequence, a letter grade is assigned which replaces the IP grade(s) for the earlier quarter(s), and gives the same letter grade to each course in the series. The only Bren School courses that use the IP grading option are the MESM Group Project courses, ESM 401B and C, and Eco-E Project courses ESM 402B and C. The IP grade is assigned to students in ESM 401B and ESM 402B. When a student completes ESM 401C or ESM 402C, a letter grade is assigned to both the current quarter (Winter) and to the previous quarter (Fall), replacing the IP grade. Students earn the same grade for 2 quarters of work in their master's project. [Note: A separate grade is earned for ESM 401A or ESM 402A and ESM 401D or ESM 402D.]

Any student who leaves the program without completing all required quarters of an IP series has not fulfilled the requirements for the course, and the IP grade will turn into an F at the

end of the series. If, for some reason, it becomes necessary to leave the MESM or PhD program, students should drop all series courses that were not completed to avoid having an F grade on their transcripts.

No Grade (NG) & No Record (NR)
No Grade (NG) is a grade given by the Registrar when an instructor has not submitted a grade for a student and there is no Incomplete Petition on file. Usually this is because the student did not complete the requirements for the course. Under some circumstances (e.g., family emergency on the day of the final), an instructor will not report a grade and will submit a Grade Change Report once the student has completed the course requirements.

Students should contact their instructor and the Bren staff at scheduling@bren.ucsb.edu immediately if they receive an NG and believe it is a clerical error. An NG will convert to an F at the end of the subsequent quarter unless the instructor submits a Grade Change to the Registrar before the end of the subsequent quarter.

No Record (NR) is the notation used by the Registrar when the instructor has not submitted the course grades by the grade-reporting deadline. This usually occurs when the instructor needs more time to grade final exams or assignments. As soon as the instructor reports the grades, NR will be replaced by the grade submitted. If there is some question about the receipt of NR, students may contact the instructor or Academic Programs staff at scheduling@bren.ucsb.edu to obtain more information, but it should not be cause for concern.

Students are allowed to carry NG and NR for one quarter beyond when the course was originally undertaken before the NG or NR automatically reverts to a failing grade (F or U).

If students have 12 or more units of unfinished coursework, they will receive an advisory letter from the Graduate Division and be placed on Academic Probation. Excessive units of unfinished coursework will render a student ineligible for academic employment (e.g., Teaching Assistant or Graduate Student Researcher).

PETITIONS

Bren School Petition
A Bren School Petition must be submitted to the Student Affairs Manager for **any request for an exception to a Bren School policy or procedure**. Examples of requests include deferral or waiver of a core course. The Bren School Petition Form can be found on the Bren School website under *Internal Services>Academic & Student Information*.

Graduate Student Petitions
Requests involving exceptions to University policy and procedure (Graduate Division or Registrar policies) require a General Graduate Student Petition. Examples of requests include **transfer of credit**, **permission to take extension courses**, **waiver of Graduate Council requirements**, and **permission for dual enrollment**.

Students who wish to add or drop a doctoral or master's degree objective, emphasis, or certificate program must complete a Change of Degree Status Petition.

Graduate Student Petitions are available online. Students must take the completed and signed petition to the Billing Office (SAASB 1212), pay a processing fee, and submit the form to the appropriate office.

9/11/2017

ACADEMIC CONDUCT

The University of California has standards for academic conduct and the Bren School expects students to fully uphold and adhere to these standards. A guidance document on Academic Conduct can be found on the web at *Internal Services>Academic and Student Information>General Information*. The Bren School is required to report known instances of inappropriate academic conduct and there can be significant consequences for students that do not uphold the standards.

Academic Misconduct
There are three general categories of academic misconduct:

Cheating: Cheating is defined as using or attempting to use materials, information, study aids, or commercial "research" services not authorized by the instructor of the course. For most students, cheating is obviously wrong. However, some acts of cheating are less blatant than peeking at another person's test and copying answers. For example, all of the following are also cheating: working with others when independent work is expected; working with more than one other person when assigned to work in pairs; asking a roommate or peer about a question on a take-home exam.

Collusion: Collusion occurs when students help others to engage in academic dishonesty OR willingly allow it to occur. The University makes no distinction between those that cheat and/or plagiarize versus those who willingly allow it to occur. If students witness academic dishonesty, they are responsible for reporting it to the instructor or Assistant Dean.

Plagiarism: Plagiarism is knowingly taking the words or ideas of another author and representing them as one's own. This is an increasing problem throughout universities, even at the graduate level. It is imperative that students thoroughly understand what it means to engage in plagiarism. Increasing numbers of incidents of plagiarism suggest that many students are unclear about what it is. Students will receive information about plagiarism in the writing workshop during orientation. If students have questions about plagiarism, they should follow up with the Communication Program Manager.

Conflict of Interest
The policy regarding Conflict of Interest (COI) in Graduate Education affirms joint student and faculty responsibilities, as members of the University of California, in relationship to potential conflicts of interest and provides mechanisms to ensure that outside activities are consistent with University policy. Students and faculty members may need to file COI forms if they are engaged in activities that present a conflict of interest. These may include, for example, working on a research project with a faculty member if the project may result in financial gain for the faculty member (e.g., a private business venture outside of the university).

Specifically, this policy seeks to identify cases where a faculty member's financial interest may have negative effects on a student's academic interests. It also seeks to ensure that students' participation in research projects with the private sector enhances their educational experience and does not unduly influence or restrict their academic choices.

The full COI policy may be found on the Graduate Division website at https://www.graddiv.ucsb.edu/academic/conflict-of-interest.

In order to protect a student's academic interests, faculty members and students need to disclose certain agreements or arrangements where conflicts with these interests may arise.

9/11/2017

Such disclosure should take place any time the agreements or arrangements arise as set forth below. When these agreements or arrangements are disclosed, procedures will be initiated to determine whether the agreements or arrangements are consistent with the student's academic interests. If not, consideration will be given to methods of resolution of these conflicts. The following agreements or arrangements should be disclosed to the Dean of the Graduate Division as soon as the student becomes aware of the facts giving rise to the disclosure obligation:

- Agreements or arrangements between a student and a private entity involving research activities by the student, where the University or a mentor/research/thesis/dissertation advisor is a party to the agreement or arrangement, *and* the student's mentor/research/thesis/dissertation advisor has a financial interest in the private entity.

And one or more of the following is true:
- The research activities are related to the student's thesis/dissertation.
- There are restrictions on the student's ability to publish, present, or otherwise disclose the findings from their research activities.
- There are restrictions on the student's ability to be employed by, or otherwise complete obligations with, the University.

Please see the Student Affairs Manager regarding any concerns or questions about potential conflicts of interest.

Use of Human Subjects
Faculty and students who engage in research involving human subjects must first obtain prior approval from the UCSB Human Subjects Committee (HSC). "Human Subject" means a living individual about whom an investigator (whether professional or student) conducting research obtains (a) data through intervention or interaction with the individual or (b) identifiable private information. **If students are planning to conduct any type of survey of human subjects, they MUST obtain HSC approval in advance.** Approval is required no matter with whom students will be interacting - even friends or family!

In planning to use human subjects, please review the Office of Research website at https://www.research.ucsb.edu/compliance/human-subjects. To proceed with human subject research, students must understand and abide by the University policies and procedures governing human subject research. It can take some time to complete the training, submit a protocol, and obtain approval, so planning well in advance is necessary. Under no circumstances may human subjects be used if prior approval has not been obtained.

FINANCIAL SUPPORT

The UCSB Financial Aid Office (http://www.finaid.ucsb.edu), not the Bren School, is the primary student resource for information about student loans and federal financial aid. The Bren website provides links to financial information under *Prospective Students>PhD>Financial Information* and *Prospective Students>Master's>Financial Information*. The Graduate Student Resource Center also has a Funding Peer available to help students search for funding opportunities and improve their financial knowledge.

Most MESM students fund a significant portion of their education with loans or personal savings. Since the MESM program is full time (40-50 hours per week), managing a job in addition to the academic program requires excellent time-management and organizational

skills. The Bren School generally advises that 1st-year MESM students not work during the first quarter to assess whether or not they have the time and energy for both the MESM program and a job.

Bren PhD students are informed of the extent of their financial support from the Bren School in the letter of admission to the program. Typically, 1st-year PhD students receive a recruitment incentive award from the Bren School or Graduate Division, already have a fellowship from an outside organization, or in some cases may be assigned a Student Academic Employment (Teaching Assistant or Graduate Student Researcher). Faculty advisors typically guide their PhD students to apply for grants and fellowships to support dissertation research. The Bren faculty advisor, not Bren staff, is the primary contact regarding financial support for continuing PhD students. The quarterly non-resident student tuition is waived for three years for doctoral students (including international students) who have advanced to candidacy.

Free Application for Federal Student Aid
MESM and PhD students who are U.S. citizens or residents should submit a Free Application for Federal Student Aid (FAFSA). The FAFSA is required if students want to be considered for any federal, university, or Bren financial support. The FAFSA is used to compile a "need analysis" to determine all financial support packages, including grants, fellowships, work-study, and loans. The application is available at http://www.fafsa.ed.gov/ and the deadline for the subsequent fall quarter is typically in early March. All domestic Bren PhD students should fill out a FAFSA every year to be considered for funding.

Recruitment Incentive Awards
The Bren School receives some state funds (Block Grant) from the Graduate Division that are used for recruitment incentive awards to pay academic fees, non-resident supplemental tuition, health insurance and/or stipends. In addition to the Block Grant, the Bren School has some funds from generous donors who have provided the school with gifts and/or endowments used for student fellowships.

Recruitment incentives typically are allocated to (a) incoming MESM students who have demonstrated academic excellence at the undergraduate level and (b) incoming PhD students. Incoming students who receive financial support in the form of Block Grant and/or donor funds are advised that the award is a recruitment incentive and is for the *first year only*.

Recruitment incentive awards that pay for academic fees, non-resident supplemental tuition, and health insurance are distributed directly through the students' BARC accounts and these awards are non-taxable. Some students also may receive a stipend as part of their recruitment incentive award. The stipend may be distributed via hard copy check and picked up at the Billing Office in the Student Affairs Administrative Services Building. Outstanding BARC balances may result in a promised stipend being applied to fees rather than being paid to the student. The stipend may also be directly deposited in a student bank account through eRefund. To sign up for eRefund, please follow the instructions found on the eRefund website (http://www.bfs.ucsb.edu/barc/e-refund-instructions).

Due to the process required to synchronize financial procedures at the Bren School, Graduate Division, and Registrar's Office, these awards may not appear on a BARC account until the first day of classes. If students do not see a credit for their recruitment award after the first day of classes, they should notify the Student Affairs staff.

If a student receives a recruitment incentive award and subsequently secures a TA or GSR appointment, he or she must notify the Student Affairs staff

immediately. Student academic appointments in the amount of at least 25% time pay for the student's academic fees and health insurance in addition to salary, and thus require the Student Affairs staff to modify or defer the recruitment incentive award.

University-Based Fellowships

The Graduate Division offers Recruitment and Central fellowships to qualified new and continuing PhD students, respectively. All newly-admitted PhD students are reviewed by the Recruitment, Admissions and Support (RAS) Committee and may be nominated for Recruitment Fellowships.

In winter quarter, the Student Affairs Manager sends a call to continuing PhD students for applications for Central Fellowships. The RAS Committee reviews and ranks the applications and a Central Fellowship Faculty Committee then selects the Central Fellows from a broad pool including students from other departments. For other fellowships, continuing students may apply directly to the Graduate Division. For more information about university-based and other fellowships, please review the financial information available on the Graduate Division's website at www.graddiv.ucsb.edu/financial/.

Student Academic Appointments

At UCSB, student academic appointments include Teaching Assistant (TA), Tutor, Reader, and Graduate Student Researcher (GSR) positions. If a student is employed for less than 100 hours per quarter, then the student will receive an hourly wage or salary only. If a student is employed more than 100 hours per quarter, then the employer (e.g., the academic department for a TA, tutor or reader, or a faculty member for GSR) is responsible for paying the student's salary, academic fees, and health insurance. Student academic appointments typically do not cover non-resident supplemental tuition. Students may be employed up to 50% time in an academic appointment if the student is in good standing. **If a domestic PhD student wishes to pursue an appointment at 51-75% time, he/she must contact the Assistant Dean to request a departmental exception. MESM students are not approved to hold Academic Student Employment greater than 50% time unless they extend their time-to-degree beyond two years.** Exceptions may be considered for domestic MESM students who are employed at 50% time and would like to add <5% hourly employment, for example, to support events. To be considered for an exception, please see the Student Affairs Manager. Students are typically not permitted to have more than 75%-time employment through academic appointments. When accepting a new academic appointment, students must disclose to the employer (academic department or faculty member) whether or not they already hold an academic appointment and, if so, at what percent time.

Teaching Assistantships

The Bren School offers approximately 15 50%-time TA positions per year, primarily to support MESM core and lab courses. Only PhD students may be employed as TAs and Readers at the Bren School. **No MESM students may be employed as Bren TAs or Readers.** UCSB policy prohibits students from serving in a capacity in which they formally evaluate (i.e., grade) their peers. MESM and PhD students may hold academic appointments in other UCSB departments that offer undergraduate courses (such as Environmental Studies). MESM and PhD students also may serve as either Bren tutors who provide guidance and advice but *no* formal evaluation, or as GSRs who work on research projects with a particular faculty member.

Any PhD students interested in a TA position at the Bren School are *strongly encouraged* to enroll in the course(s) during their first (or second) year. To apply for a TA position at the Bren School, students should respond to the call for TA applications circulated by the

Student Affairs staff in winter quarter. Students should complete the application, and indicate the courses they would like to TA and their qualifications. Bren TA assignments for the following academic year typically are completed in the prior June.

Students interested in serving as TA in another department on campus should contact the department's Student Affairs staff or Graduate Advisor for guidance on how to apply. The UCSB Academic Student Employment Positions page has contact information for all departments that have TA positions available, though the page may not necessarily reflect all available positions.

Graduate Student Researchers
A Graduate Student Researcher (GSR) is a graduate student who assists a faculty member with scholarly research and is paid from extramural funds that the faculty member has secured through funding agencies. Often, a GSR collaborates in the publication of research results, as determined by supervising faculty members. As such, GSRs are selected for their high achievement or productive scholarship. GSRs are not assigned teaching, administrative, or general assistance duties. The number of GSRs available each year depends upon the level of extramural support that has been secured through proposals submitted by the faculty. These research positions are typically reserved for PhD students, though in rare cases MESM students may secure a GSR appointment.

GSR positions are arranged on an individual basis between the student and a faculty member who is the Principal Investigator on a research grant. The Bren School (at the school/department level) does not offer GSR positions to students. However, the Bren School faculty (and faculty at other UCSB departments) may offer GSR positions. Students arrange GSR positions by speaking directly with the faculty member managing the research project. Only the faculty member who has been awarded the funding can award a GSR position to a student.

The UCSB Graduate Student Association offers a travel grant intended to offset the costs of travel or registration fees at professional conferences in which a graduate student is presenting original research findings. It is designed to provide financial assistance to ALL graduate students. Eligible students will receive up to $200 in reimbursement for registration or travel costs related to conference travel. More information on the application process and eligibility is available at http://www.gsa.ucsb.edu/funding/conference-travel-grant.

Additionally, PhD students who have advanced to candidacy may apply to the Academic Senate for a Doctoral Student Travel Grant to present a paper or poster at a conference. Please note this particular grant is a one-time award per student so students should be judicious in their application.

Student Off-campus Travel Insurance
Students participating in off-campus activities sponsored and supervised by the University are covered worldwide, 24 hours a day, when traveling out-of-state or overseas, by ACE USA. To review student insurance benefits, please refer direct to the ACE USA website: http://www.theadvantagegroupllc.com/insurance-company/ace-ina-insurance.

To be covered, students participating in UC-sponsored programs and traveling out-of-state or overseas MUST register their travel plans prior to departure. Students can register online through the UC Office of the President. Upon registration, students will receive a Confirmation of Coverage card, which should be carried by the traveler until he/she has returned from the trip.

9/11/2017

UCSB Financial Crisis Team

In 2017, UCSB established a multi-disciplinary team to assist students who are experiencing a financial crisis. The UCSB Financial Crisis Response Team works closely with Office of Financial Aid and Scholarships and other campus resources to evaluate and respond to students in urgent financial need. Their goal is to streamline the process of accessing financial assistance for students in need and provide a simple email point of contact for the campus when referring a student.

Depending on the individual situation, a student will either be asked to answer a few questions about the situation in an on-line form (via a link that will be emailed to them) or be asked to meet in person with an advisor in the Office of Financial Aid and Scholarships, or both. Ideally, many urgent financial situations can be resolved through regular Financial Aid processes with the guidance and assistance of an advisor, but those that cannot be addressed in this way will be forwarded to the new Financial Crisis Response Team for review and consideration. This team will have access to limited emergency funds that will allow for one-time grant awards to be made to students in cases that cannot be resolved in other ways by existing emergency funds or Financial Aid resources. This effort was put in place to help undergraduate and graduate students. Additionally, an emergency loan program has been established to assist international students in need.

Financial Crisis Team Contact Information: Financialcrisis@sa.ucsb.edu

Food Security
UCSB established a Food Security Taskforce in response to a survey conducted by the Office of the President that revealed 42% of UC students were food insecure. Foodbank.as.ucsb.edu provides information regarding healthy and sustainable food options at UCSB and in the local community. It is also serves as a communication hub for learning about the campus food justice movement and efforts to reduce food insecurity and create a more sustainable and just food system.

CAREER DEVELOPMENT

Student Career Services
The Career and Alumni Team provides MESM and PhD students with career development assistance throughout their time at Bren, with full student services beginning on the first day of Fall Quarter classes and continuing until July 31 of your graduation year (see below for information on our alumni services).

Student services include:

- **One-on-one advising:** This includes mock interviews, document review, career direction guidance, job/internship search strategizing, and more. For assistance, contact career@bren.ucsb.edu and follow the instructions below.
- **Career workshops, speakers, and networking events:** Students will receive quarterly schedules via email with details on employer/alumni career talks, recruiting sessions, networking events, and workshops (e.g., cover letters, networking, and job/internship search strategies). These typically are Tuesdays and Thursdays from 11:00 am – 12:00 pm.

- **Job/internship postings and weekly search tips:** Targeted to student program (MESM or PhD) and class year, these are distributed via email beginning in Fall Quarter.
- **Bren Connect (Career Resources and Networking Hub):** This password-protected site provides access to 1) a searchable database of alumni employment and contact information and 2) career resources, such as Bren résumé guides, example documents, negotiating strategies, professional development resources, and more. The career team will provide directions for setting up an account in early Fall Quarter. Current students can log in and access Bren Connect here.

To contact the career team, schedule an advising appointment, book a mock interview, or request review of a career document (e.g. a résumé or cover letter), email career@bren.ucsb.edu, following the instructions below:

- **All Requests:** Please use the subject line to alert us to urgent requests. Include your phone number in your signature, as we will sometimes respond via phone for urgent matters such as salary negotiations.
- **Document review requests:** Please upload applicable documents to your Bren Career folder on Box and email us per the instructions on Bren Connect (login required).
- **Advising appointments and mock interviews:** Please provide some days and times when you are available to meet. For mock interviews, please upload any relevant documents (e.g., job/internship posting, résumé, and/or cover letter) to your Bren Career folder on Box per the instructions on Bren Connect (login required).

Please allow for a response time of 1 full business day (24 hours) for urgent requests and 2-3 business days for non-urgent requests.

Alumni Career Services
We currently offer alumni-specific career development assistance to Bren School graduates at no charge. We provide full student services until July 31 of student graduation year and more limited alumni services beginning August 1. This allows us to continue providing a high level of attention to current students, as we shift our efforts mid-summer to preparing for the incoming MESM and PhD students.

Alumni career services include global career development advice as well as full access to Bren Connect, select regional networking events, and subscriptions to the Bren job postings listserv and alumni newsletter. We are available to answer questions and provide global document feedback, but we cannot provide comprehensive résumé and cover letter critiques.

MESM Summer Internship Funding
The Bren School places a strong emphasis on professional experience and expects all MESM students to complete internships between their first and second year of study. Since some summer internships may be unpaid or low paying, the Bren School prioritizes fundraising for Summer Internship Fellowship opportunities. Students may apply for Summer Internship Fellowship funding if they have accepted an excellent summer internship opportunity that will create a financial hardship and they have strong academic credentials. The Career Development team will distribute fellowship applications and detailed information at the beginning of winter quarter.

Fellowship applications are evaluated using the following criteria:
- Ability to demonstrate financial hardship and degree of financial hardship

- Quality of internship experience
- Performance, accomplishments, and community service/involvement as a MESM student
- Geographic location of internship
- How well the internship aligns with career objectives and the Bren School mission

The Summer Internship Fellowship awards range from $100 to $3,000, depending on financial resources in a given year, the number of qualified applicants and their respective needs, and the geographic location of each internship. Students must be in good academic standing (B or better in all courses) to be eligible.

Professional Associations
The Bren School has student chapters of several professional associations that host career speakers, participate in conferences, and volunteer at relevant events. While overseen by the Career Development team, these associations are student-run, responsible for holding meetings, managing budgets, electing officers, and setting yearly agendas. Please visit Bren Connect (login required) to learn more about or get involved with the following associations:
- American Planning Association (APA)
- Association of Environmental Professionals (AEP)
- Net Impact

See the "Committees and Councils" section for information on other Bren School committees and councils with which you may wish to get involved.

BREN STUDENT RESOURCES

Mail/Mailboxes
Each Bren student has a mailbox located in the Student Mailroom (BH 2406). The mailroom is open Monday through Friday from 8:00 am - 5:00 pm. The most common use for these mailboxes is for professors and TAs to return homework assignments and exams. Students are responsible for checking their box regularly.

Faculty and staff mailboxes are located in BH 2530. The faculty and staff mailroom and the Dean's Suite are open Monday through Friday from 8:00 am – 5:00 pm, except for occasional early closures for special events.

Incoming and outgoing mail is limited to official University business *only*. No stamped mail is accepted in the outgoing mailbox in the Dean's Suite. All off-campus mail must have a budget code marked on the envelope so that the correct account is charged for the mailing expense. UCSB Mail Services will not process stamped personal mail.

To send personal mail, a United States Post Office is located on the ground floor of the UCen, and the nearest mailbox for stamped personal mail is behind the Materials Research Laboratory (MRL) building (where there are also drop boxes for FedEx and UPS).

When students leave the University (temporarily or permanently), the United States Postal Service (USPS) will not forward their mail addressed to the University of California. Unfortunately, submitting a "Change of Address" to the USPS for a University address will not work. Therefore, students need to change their address well in advance of their departure from the University, as the Bren School will not be able to forward mail.

Copy Machines
The copy machines at the Bren School are not set up for student use. The Academic Programs staff can assist in scanning short documents to email. The closest public copiers are located in the Davidson Library and the UCen (SBPrinter.com).

Printing
Printing costs are: $0.03 for black and white, and $0.20 for color. Pages are single-sided by default and charges are per page of the document, not per piece of paper. MESM students receive **$30 per year** of free printing. This is to cover light printing and printing mishaps (jams, double prints). Cancelled jobs and errors, even those caused by machine error, cannot be credited so always exercise caution before hitting the print button. Financial managers for Group Projects and Eco-E Projects may move funds from the group's account to an individual's print account so that person can print on behalf of the group. It is not possible to print as a project, only as an individual.

Fax Machines
The fax machine is located in the Dean's Suite and is available for business use Monday through Friday at 8:00 am - 4:00 pm. The machine may not be used for personal faxes. To use the fax, please see Bren Resources Coordinator Dee White (BH 2400A).

Students may receive faxes using the Bren School's fax machine. The number for incoming faxes is **805-893-7612**. Make sure the sender indicates "Bren School Student" and includes the student's name on the fax coversheet. If the fax is clearly labeled, it will be placed in the student's Bren mailbox; otherwise, if students are expecting a fax, they should consult Dee White.

Media Equipment and Conference Phones
The Bren School has a variety of media equipment (e.g., conference phones, laptop dongles) available for instructional purposes, special presentations, and committee and research-related conference calls. ***This equipment must be reserved at least 24 hours in advance*** *by* contacting scheduling@bren.ucsb.edu. For laptops or webcam equipment, please contact the compute team at computing@bren.ucsb.edu. Priority is given to instructional uses of the equipment, and there is no overnight checkout. Feel free to ask for instruction on how to use the equipment.

Students are responsible for pick up and set up of the equipment and must immediately return it after use. Students will be held accountable for any lost or damaged items. If there is a mechanical problem with the equipment, please notify a Bren School staff member immediately.

To use phones for calling out of the Bren School, students need an authorization code that can only be generated if they have an account to charge (e.g. a Group Project, Eco-E Project or other research account). There is no charge for receiving calls; no authorization code is necessary for people to call into the Bren School. Most rooms have a dedicated phone line and all conference phones come with a list of Bren phone numbers.

If students are using a projector in a classroom, it is imperative that they log off the computer and ***turn the projector off*** before leaving. To turn off the projector, press the POWER button on the remote control twice. If the POWER button is only pressed once, the projector will remain ON. Projector bulbs are extremely expensive ($500/bulb) and the Bren school cannot afford superfluous replacements.

Information Technology Help Desk

9/11/2017

The IT Help Desk Office, located in **BH 3516**, is available for the Bren community to obtain computer support as a walk-in service. A Compute Team staff member will be present to offer assistance from **8:00 am to 5:00 pm, Monday through Friday,** focused mainly on providing support for drop-in users, and addressing existing helpdesk tickets. A ticket will be generated for a specific request. Most requests can be addressed immediately. However, if it is not possible to wait for the Help Desk staff or if the request is complex, then the ticket will be transferred to the appropriate Compute Team staff member for resolution. Once the request is addressed, the ticket will be closed. A client may re-open the ticket if additional help is needed or to provide feedback. After business hours, please use the Help Desk ticketing system by sending an email to computing@bren.ucsb.edu or via the web at https://bren.zendesk.com/anonymous_requests/new. Please send feedback to computing@bren.ucsb.edu.

Email
Please review the email use policies posted on the Bren website under *Internal Services>Computing*. Email is used frequently to communicate among Bren faculty, staff, and students. To help reduce inefficiencies caused by excess or abundant email, please cc others only when they really need to know. In most cases, if an email is requesting action, it is best to address the email to only one person (and cc others as appropriate) so it is clear who needs to take responsibility. Please be consistently professional in email correspondence and realize that email messages may be forwarded to others. Forward emails with extreme care and respect. If forwarding email written by someone else, it is generally best to get their approval before sharing it with others. If at all possible, communicate in person (not by email) if the subject matter has the possibility of creating conflict or controversy, has the potential to be misunderstood, to fuel anger, or to upset.

Bren-Alerts
Bren-alerts is an email listserv used to announce Bren events that are open to the public. Bren MESM and PhD students will receive messages distributed to bren-alerts via the grad20XX@bren and brenphd@bren listservs. If a student would like an announcement about a public event sent electronically, please send it to events@bren.ucsb.edu and it will be distributed appropriately. Students may not directly distribute messages through bren-alerts. Announcements of non-public events are made through the email aliases described below. Alumni are encouraged to sign up for bren-alerts to receive announcements about Bren public events. Any individual can sign up to receive Bren Alerts at http://www.bren.ucsb.edu/services/computing/bren-alerts.html

Email Aliases
A number of aliases exist to facilitate email communication with large groups within the Bren School. For example, an email sent to grad2018@lists.bren.ucsb.edu will be distributed to all MESM students in the Class of 2018. A list of the most common Bren School aliases can be found on the Bren website under *Internal Services>Administration*. **Please note that these aliases are for business use and are not for advertising products for sale, expressing personal opinions, seeking rides, announcing a personal party, etc.** Please contact the Student Affairs staff if you have questions or need assistance sending a message to a specific group at Bren.

Events
The schedule of public events (and all recent events) can be found on the Bren School website under *Events & Media>Events Schedule*. In addition, an announcement is distributed to all MESM and PhD students via bren-alerts in advance of an event. Events not open to the public but open to Bren MESM and/or PhD students will be announced using an appropriate alias.

Printed announcements and flyers may not be posted on walls or elevators in Bren Hall. All notices should be posted on the bulletin boards in the Student Kitchen, BH 3328, Student Mailroom (BH 2406), or Faculty/Staff Mailroom (BH 2530). Please check with the Bren Hall Building Manager regarding the rules for proper posting before posting flyers in other campus locations. As with use of the Bren aliases, please consider whether these venues are appropriate for your flyer and refrain from posting inappropriate items.

Bren-Random
The Bren-random listserv is for Bren students, alumni, faculty, staff, employers, and members of the community who would like to send and/or receive group messages other than official Bren business (e.g., advertising products for sale, seeking rides, requesting assistance, expressing personal opinions, etc.). To subscribe to Bren-random, please follow the instructions on the Bren website under *Internal Services>Computing*. Communication on Bren-random may be viewed by a wide range of individuals since it is available to anyone in the Bren community. Students should consider how others, in the Bren community and beyond, may perceive them based on their communication via Bren-random. The Bren School does <u>not</u> allow use of profanity or language that is disrespectful to others on Bren-random. The Bren School administration reserves the right to remove Bren-random users who violate these guidelines.

Request Queues
The Bren School has established request queues for help, repairs, and frequently needed services. Please use these email queues for requests so they can be properly directed and handled. Normally, more than one staff member monitors these queues so that emails will not be missed if one person is out sick or on vacation. Common Bren School request queues include:
- admissions@bren — to obtain information about Bren's academic programs, submitting an application, open houses, and visiting the Bren School.
- brenhall@bren — to submit help requests for operational and building related issues.
- career@bren — for current students to obtain information and/or request assistance from the career development staff
- computing@bren — to report issues relating to networks or computers or other hardware/software problems at the Bren school.
- events@bren — to provide events staff with information about upcoming Bren School events planned by faculty, students, and staff
- finance@bren — for inquiries related to accounts, budgets, late payments, finance issues, etc.
- gradasst@bren — for current students to obtain information and/or request assistance from the Student Affairs staff.
- media@bren — to provide potentially newsworthy information that promotes the Bren School, its students, and/or its faculty.
- personnel@bren — for inquiries related to non-academic new hire requests (staff and students), funding updates for existing appointments, foreign visa requests (e.g., J1s), time care and/or payroll questions, salary transfer requests, Kronos timekeeping questions
- projects@bren —   to obtain information about and to submit Group Project proposals
- purchasing@bren — for purchasing requests
- scheduling@bren — for Bren students, staff, and faculty to request use of a room in Bren Hall and to receive assistance regarding the schedule of classes, registering for classes, grade reporting, book orders and other instructional support issues.

- travel@bren — for requests involving travel, visas, vehicle reservations, or parking permits, etc.
- webmaster@bren — to request changes to or report problems with the Bren website.

Scheduling Meetings with Faculty and Staff

Scheduling faculty and staff using Google Calendar should NOT be done without their permission. Meetings with the Dean should be scheduled through the Dean's Assistant Doris Bleecher (doris@bren.ucsb.edu; BH 2433). Students should use Google Calendar to identify date/times of possible meeting times. Please email faculty or staff to request a meeting date/time. Students should suggest a few possible dates/times that might work based on review of Google Calendar schedules. If a response is not received within a reasonable amount of time, please follow up as appropriate.

Bren School Logo

Students may use the Bren School logo on posters, project briefs, and other academic materials generated at the Bren School. However, the Bren School logo must be used in its entirety and may not be altered in any way (e.g., shape, color, background). Copies of the logo are available for use via UCSB Box.

Counseling & Psychological Services

All registered students are eligible for services at Counseling & Psychological Services (CAPS). When help is needed to address a personal concern, CAPS is a resource for learning new skills in building self-confidence, relating to others, reducing stress, solving problems, and identifying options. Students can make an appointment to see a counselor individually or as a group; counselors are also available to meet with students on a walk-in basis. Phone consultation is available 24/7 at (805) 893-4411. The main CAPS building (Building 599), shared with UCSB Career Services, is located across the bike path from the Arts Building and Storke Tower. For more information, please visit the CAPS website.

Graduate Division Academic Counseling

The Graduate Division offers academic counseling services geared specifically toward graduate student needs. The Graduate Academic Counselor (ryan.sims@graddiv.ucsb.edu; 805-893-2068; Cheadle Hall 3rd Floor) is available to support students in their academic journey, including academic support, time management skills, communication skills, and referrals to campus resources.

Office of the Ombuds

The Office of the Ombuds is a confidential, impartial, informal, and independent resource for conflict management that serves all members of the UCSB community, including faculty, staff, and students. The Office assists those who seek guidance with the resolution of academic or administrative issues and disputes that are not being adequately addressed through other University procedures. It is a safe, confidential, and impartial place to express concerns.

The Ombuds advocates for fairness and works to ensure that all members of the University community receive equitable treatment. The Ombuds serves the campus community by helping to resolve complaints, by providing information and referrals, and by making recommendations for constructive change when University policies or procedures generate conflicts or concerns. The Office adheres to professional standards of practice to create an environment where members of the UCSB community can obtain information, review options, and resolve problems. The Office is also committed to facilitating campus-wide conflict management with an emphasis on conflict prevention.

The Office of the Ombuds does not communicate via email, as email is not confidential. Students are discouraged from using email to contact the Office of the Ombuds about confidential matters, including scheduling an appointment. The Office of the Ombuds may be reached at (805) 893-3285.

BREN HALL

Stewardship of Bren Hall
Bren Hall was built in 2002 and was the first laboratory building in the United States to receive the U.S. Green Building Council's Platinum LEED® accreditation. In August 2009, Bren Hall became the nation's first building to earn two LEED® Platinum certifications, when it was recertified at the Platinum level for Existing Buildings—Operations & Maintenance (LEED EB O&M). In August 2017, Bren Hall was recertified at the LEED® Platinum level for Existing Buildings – Operations & Maintenance. We are proud of our building and appreciative of the wonderful educational and work environment that it provides.

The Bren School exhibits a commitment to a higher standard of maintenance and cleanliness than most of campus. The University provides limited janitorial support. Thus, Bren Hall occupants (faculty, staff, and students) must maintain the cleanliness and tidiness of our building so that we have a clean and comfortable workspace. Bren School staff (including the Assistant Dean of Academic Programs, Assistant Dean of Development, Director of Career Development and Alumni Relations, Business Officer, and all other Bren staff members) comprehensively clean Bren Hall before fall quarter and over spring break. Students are expected to do their part to keep the building clean, pick up after themselves, and maintain student spaces. Many tours of Bren Hall are given throughout the year, and occasionally, individuals touring the building are considering a gift to the school to support students, programs, and/or research activities. Therefore, it is important that the building remain presentable at all times.

Emergencies/Safety
If there is an emergency or security issue, call **9-911** from a campus phone. For non-emergencies, call the UCSB police at x**3446** from a campus phone. Please do not hesitate to report suspicious activity or strangers in or around Bren Hall to any Bren staff or faculty member. Community Service Organization (CSO) Escorts may be arranged by calling x**2000** from a campus phone.

First Aid kits are located in the Student Kitchen (BH 3328) and Dean's Suite Kitchen. Please report any health or safety incidents to our Department Safety Representative at brenhall@bren.ucsb.edu.

If an alarm sounds, everyone MUST vacate Bren Hall even if it is a test**.** Some potentially hazardous chemicals may be used for research in Bren Hall, so it is imperative that everyone immediately leave the building once an alarm sounds. University police may ticket people who do not vacate the building when the alarm sounds.

During an alarm, Bren Hall occupants should meet between Bren Hall and Harold Frank Hall (Engineering) near the bike path. By everyone gathering in one location during an emergency, administrators are better able to assess whether or not all occupants are out of the building and emergency personnel (wearing emergency vests) can provide instructions efficiently.

Keys
If locked out of a room, please see the Resource Coordinator Dee White in the Dean's Suite (BH 2400A) during business hours. If a key for an office, lab, or meeting room is needed on an ongoing basis, please ask the faculty or staff sponsor to send an email to Dee (dee@bren.ucsb.edu) to authorize the request. Dee cannot issue a key to a student until she has received authorization.

Building Security
After regular business hours, special authorization is required for entry into the Bren Hall laboratory wing. This includes the Davidson Student Commons, Student Computing Facility (computer lab), the elevators, and the Bonsai room (though it is not in the lab wing). Bren students requesting after-hours access will need to purchase color access cards (available in the UCen) and complete the enrollment process with the Compute Team. Instructions are available online under *Internal Services>Computing*.

To keep the elevator doors open for an extended period of time, use the DH (door hold) button. Holding the doors open manually causes the elevators to freeze, and maintenance will need to come to unfreeze and allow the elevator to function again.

Doors to Bren Hall must NEVER be propped open after regular business hours.

Evening Lighting
For safety and security reasons, the hallway lights must be on at night. The hallway lights are connected to a single circuit, so it is not possible to turn off one light without turning off all of them.

Classrooms/Meeting Rooms
Bren Hall has a variety of classrooms and labs where almost all Bren courses are held, and meeting rooms to support collaborative academic projects. **Students may reserve Bonsai (BH 4402), Manzanita (BH 4024), and the Visitors Center (BH 1410) via Google Calendar**. To schedule any other meeting room, please send a request to scheduling@bren.ucsb.edu. In the request, please include the date, time span, room preferences (if any), and title of the meeting. Please note the Dean's Conference Room is generally reserved for development purposes, administrative meetings, and occasional classes; typically, it is not available for student meetings, except in rare cases. Classrooms and meeting rooms in Bren Hall include:

1st floor:
- Colloquium (BH 1414)
- Seminar (BH 1424)
- Sycamore (BH 1510)
- Oak (BH 1520)
- Visitors Center (BH 1410)

2nd floor:
- Dean's Conference Room (BH 2436)

3rd floor:
- Pine (BH 3526)

4th floor
- Bonsai (BH 4402)
- Manzanita (BH 4024, lab wing)

Comprehensive details about amenities and seating are available on Bren's website under *About Bren>Bren Hall>Rooms & Halls*. Classrooms and meeting rooms are generally locked around 5:00 pm by janitorial or Bren staff. If a room is locked during regular business hours and access is needed, please come to the Dean's Suite for assistance or send an email to scheduling@bren.ucsb.edu. Please leave rooms clean and tidy when finished. **Please turn off the data projector when finished**.

Student Meeting Rooms

Students are responsible for scheduling their own rooms for academic meetings, including Group Project or Eco-E Project meetings, PhD committee meetings, PhD defenses, and other academic purposes. Three rooms are officially designated as student meeting rooms: **Bonsai (BH 4402), Manzanita (BH 4024), and the Visitors Center (BH 1410).** All rooms are equipped with a computer and have a wall-mounted screen for video display. The Bonsai room is equipped with a conference call phone, and the Visitors Center, Dean's Conference Room, 1414, 1424, 3526, 1510, and 1520 have Zoom/Skype conference calling capabilities. 1414, 1424, and Manzanita do not have a phone line. The Visitors Center and Manzanita are only available during business hours but Bonsai is available anytime since it is equipped with a code lock, which uses the same code as the Bren Hall lab wing and computer facilities.

Please contact scheduling@bren.ucsb.edu with any questions related to room use.

Davidson Student Commons (BH 3330)

The Davidson Student Commons is a room for Bren students to study, relax, and meet with groups, etc. UCSB graduate Jim Davidson (1990) made a generous gift to the Bren School to furnish the room with tables, couches, chairs, cabinets, and artwork made from recycled metal. **Please do not tape anything to the Commons walls because tape degrades their surfaces.**

The computers in the Davidson Commons are assigned to specific MESM groups working on Group Projects and Eco-E Projects. While all Bren graduate students are free to use the Davidson Commons, priority for use of a specific computer station must be given to the assigned MESM group. Computers are assigned to MESM groups in spring quarter of the first year. When the Group Projects and Eco-E Projects are completed at the end of the spring quarter of the 2nd year, the groups must vacate their computers and leave their associated spaces clean for the next group.

The Davidson Commons also may be used to study or meet in groups when necessary. However, the noise level should be kept reasonable so that students on the computers can concentrate. Like all common spaces in Bren Hall, students are responsible for keeping the Davidson Commons clean!

Student Computing Facility (BH 3022)

The Student Computing Facility or SCF (BH 3022) is a computer lab for Bren students. The SCF is unlocked during business hours and is available for Bren student access after business hours with a security code. For more information on computer accounts, security, and computing policies, please see the Bren website under *Internal Services>Computing*. Please send an email to computing@bren.ucsb.edu regarding problems with the computing hardware or software.

Infrequently, Bren labs or workshops are scheduled in the SCF. In this event, students will be asked to leave the SCF during the period of instruction. Advance notice will be given to

the extent possible. Students may access other computers in the GIS lab or the Davidson Commons.

Students are expected to respect the people and property throughout Bren and conduct their activities in a professional manner and with a high degree of integrity. Food and drinks in spill-proof containers are allowed in the SCF, as long as trash is disposed of properly and nothing is spilled on the computers. The Compute Team reserves the right to ban food and drinks from the SCF if computers are ruined or the room is not kept clean.

Students have the responsibility to regulate the noise level in the computer labs. Typically, more discussion and a moderate noise level have been appropriate for the SCF, while a lower noise level has been expected in the GIS lab. This provides opportunities for students to work together and engage in discussion (SCF), while other students are able to concentrate more deeply and quietly on individual work (GIS lab). We recommend that students adhere to this unwritten, student-initiated policy for regulating noise. If noise becomes an issue and a student-initiated solution is not found, please communicate concerns to the Dean's Advisory Council (DAC) representatives.

Reading Room (BH 3312)
The Reading Room (BH 3312) is a quiet space, reserved for individual studying only. Students are not allowed to talk, hold meetings or study sessions, or store personal items in this room.

There are many relevant books available for student use in the Reading Room. The Academic Programs staff will place two copies of each required textbook or reader for **core courses** in the Reading Room. There also may be copies of books for elective courses though unfortunately Bren cannot guarantee the availability of texts for every elective course. Students are welcome to use these materials, but they MAY NOT BE REMOVED FROM THE READING ROOM. Please return all materials to the proper shelf when done.

If you would like to donate books, please contact the Academic Programs staff at scheduling@bren.ucsb.edu.

Kitchen/Patio (BH 3328)
There is a kitchen and patio for student use located on the 3rd floor of the lab wing. The patio is a common space that can be used for lunch, study sessions, etc. **Surfboards and wetsuits are NOT allowed on the patio**. Students should store these items in the surfboard and wetsuit storage area behind Bren Hall.

Lack of cleanliness in the kitchen can easily become a problem with so many students using one small space. Students are responsible for cleaning up after themselves, including spills in the microwave, refrigerator, or on the counter top. The refrigerator is available for use on a daily basis but is not intended for long-term food storage. Food should be labeled by owner and/or date.

It is the students' responsibility to keep the kitchen and patio clean and free of trash, dirty dishes, old food, clothes, etc. Please recycle cans, bottles, plastics, office paper, newspaper, and cardboard. There are a variety of cleaning supplies located under the sink in the kitchen.

If a recurring problem precludes cleanliness of student areas, please contact the building staff at brenhall@bren.ucsb.edu. We also recommend reporting the problem to the Dean's

9/11/2017

Advisory Council (DAC) student representatives.

MESM Student Lockers

The Bren School owns and maintains 120 lockers in the Bren Kitchen (BH 3328) for use by currently enrolled Bren MESM students. Resource Coordinator Dee White will distribute a request for applications for lockers at the beginning of each academic year. To apply for a locker, please complete and sign a locker request form and submit it to Dee White (dee@bren.ucsb.edu) by the date/time specified. Requests received after the deadline may not be accommodated due to limited space.

Deckers Deck

Many Bren events are held on Deckers Deck overlooking the ocean. Students are welcome to use Deckers Deck unless a private event is in progress as indicated by signs at both entrances to the deck or an announcement in TWAB. Please keep noise levels low on the deck to minimize disruption to ongoing work conducted in the Dean's Conference Room and the deans' and staff offices adjacent to the deck. Appropriate attire (shirts, shoes, shorts, etc.) must be worn at all times on the Deck and throughout Bren Hall.

Smoking

As of January 2014, the entire University of California system is smoke-free and tobacco-free. Smoking, the use of smokeless tobacco products, e-cigarettes, and unregulated products is not allowed on UC-owned or leased properties.

Alcohol Sale and Service

The Bren School strictly adheres to UCSB regulations related to sale and service of alcohol. Alcohol may not be served in Bren Hall except at Bren-sponsored events that have a purpose beyond the consumption of alcohol. It is not appropriate, for example, for students to bring alcohol to the University and serve and consume it to celebrate the end of a challenging class. All service of alcohol must be approved by the Bren School administration.

Bicycles and Bike Racks

Use of bicycles as a mode of transportation to and from school is encouraged. However, bikes cannot be stored in Bren Hall; they must be locked in designated bike rack areas. If bikes are locked around or in Bren Hall, they may receive a ticket from the University Police and/or be confiscated. Moreover, bringing bikes indoors degrades the carpeting. If students are concerned about bicycle security, Transportation & Parking Services provides bike locker rentals by lottery for students, faculty, and staff who commute by bicycle. More information can be found at http://www.tps.ucsb.edu/commuter-options/commute-bicycle.

The Bren School has six Bren bikes that were a gift from the Class of 2015. Bren bikes are specifically intended for student temporary use i.e. running an errand across campus. Bren bikes are located in the bike racks next to the Woodhouse (near Lot 1), which is at the North West corner of Bren Hall. They all have U-locks with identical combinations. Interested students should contact the Bren Building Manager (sage@bren.ucsb.edu) to sign a liability waiver and receive an orientation and lock combination.

Surfboard and Wetsuit Storage Area

The outdoor surfboard and wetsuit storage area was the class gift from the MESM Class of 2011. This area, located between Bren Hall and Parking Lot 1, has limited space for students, staff, and faculty to store their surfboards and wetsuits, and also a shower to rinse off sand and saltwater. **Surfboard and wetsuit storage is NOT allowed in Bren Hall** as the building and shower have been degraded by salt water and sand on the floors

and in the elevators. Please rinse well before entering Bren Hall and keep surfing gear in the storage area. The storage facility remains locked and can be accessed with a key kept in a lock-box by the door. Space in the locker is determined by a lottery. Bren Hall Building Manager Sage Davis sends information about the lottery periodically.

Shower
A shower for students, faculty and staff is available on the 3rd floor of the Bren Hall lab wing across from the restrooms. The shower is for a quick rinse after exercising, not for daily personal hygienic use or any other purposes. The custodial staff is responsible for cleaning the shower. Be sure to collect personal items after showering; personal items left in the shower area will be discarded. **Please do not track any sand into the shower;** it corrodes the pipes and will quickly ruin the shower. If sand is tracked into the shower, facilities will close the shower to further use. To remove sand after surfing, running, or other beach recreation, please rinse off thoroughly with the outdoor shower provided in the surfboard storage area. As noted previously, all wetsuits and surfboards must be stored in the surfboard storage area and NOT in the Bren Hall shower or kitchen balcony.

Building Maintenance
The Bren Hall Building Manager is Sage Davis. All issues related to the building (burned out lights, leaks, heating/cooling malfunctions, problems with locks, etc.) should be reported immediately to the Building Manager at brenhall@bren.ucsb.edu. Please do not assume that someone else has reported a problem. It is better for the Building Manager to receive too many reports about the same incident than to not get any.

Lost and Found
Lost and Found is managed by Resource Coordinator Dee White (dee@bren.ucsb.edu) in the Dean's Suite (BH 2400A).

Recycling
The Bren School has a strong commitment to maintaining an effective recycling program which requires that we recycle accurately.

What it is…	Which bin it goes in….	Where is that bin found?

High Grade paper
    Printer paper
    White envelopes
    Manila folders
    Bound books w/ high grade paper
	Office Pack - White	SCF
		GIS
		3L Kitchen
		Davidson Commons
		Mail Rooms
		Print Room
		Courtyard – Bertha
		Elevator Entrance 1 – 4 Office Side

Newsprint
    Nexus, Independent, etc…
Glossy Paper
    Magazines
    Catalogs
Pasteboard
    Cereal Boxes
    Frozen Food Boxes
    Notepad Backs
Corrugated Cardboard
	(Commingled)
	Recycling - Blue
		SCF
		GIS
		3L Kitchen
		Staff Kitchen
		Mail Rooms
		Print Room
		Admin Reception
		Courtyard – Bertha
		Elevator Entrance 1 – 4 Office Side

Shipping Boxes
    Pizza Boxes (only if very clean)
Tetra Pak
    Juice, Milk, & Soup Cartons
Any Plastic
    Bottles
    Tupperware
    Utensils
    Packaging
    Bags
Any Metal
Food Glass
		Bren Hall 1011 (Downstairs GP Room)

Electronics, CFLs (Compact Fluorescent Lights)	Techno Trash	3L Kitchen
Batteries	Techno Trash	3L Kitchen
CD's, DVD's, Diskettes	Techno Trash	3L Kitchen
Cell Phones	Cell Phone Bin	3L Kitchen

Compostable Waste
    Food Scraps including Meat
    UCSB Foodservice Ware (UCEN, etc)
    Bren Event Foodservice Ware
    Paper Towels, Tissues
    Pizza Boxes – Soiled
	Compost	3L Kitchen
		Staff Kitchen
		SCF
		GIS
		Courtyard - Bertha
		Elevator Entrance 1 – 4 Office Side
		Bren Hall 1011 (Downstairs GP Room)

Styrofoam (#6) – NOT RECYCLABLE	Landfill - Brown	Multiple Locations

9/11/2017

SECTION II: MESM PROGRAM GUIDELINES

The Master of Environmental Science and Management (MESM) program is a two-year professional degree program designed for individuals who plan to work in interdisciplinary science and management or policymaking in the private, public, or non-profit sectors. The program focuses on application and problem solving and has three parts: core courses, specialization electives, and the Group Project or Eco-Entrepreneurship (Eco-E) Project.

Required Units
Each student in the MESM program is required to complete a minimum of **82 units** as a partial requirement for the MESM degree. The units include core courses (32 units), Group Project OR Eco-E Project courses (14 units), and an approved set of elective courses (minimum of 36 units).

MESM students may take up to 8 units of their 36 required elective units as S/U (graduate courses) or P/NP (undergraduate courses) rather than for a grade if they choose. It is **NOT recommended** that students take primary courses for their specializations as S/U. Any units taken above and beyond the 82 units required to earn a MESM degree do not have to be taken for a letter grade.

A normal course load for MESM students is **16-18 units per quarter**. MESM students are strongly discouraged from taking more than 20 units. MESM students should try to limit their unit load in winter quarters; they will be actively engaged in internship exploration during winter quarter of their first year and preparing products for Master's Projects and their job search during the second year.

Core Courses
MESM students are required to take nine core courses. Typically, MESM students take all core courses in their first year. MESM core courses are:
- ESM 201: Ecology of Managed Ecosystems (4 units)
- ESM 202: Environmental Biogeochemistry (4 units)
- ESM 203: Earth System Science (4 units)
- ESM 204: Economics of Environmental Management (4 units)
- ESM 206: Statistics & Data Analysis (4 units)
- ESM 207: Environmental Law & Policy (4 units)
- ESM 210: Business and the Environment (4 units)
- ESM 241: Environmental Politics and Policy (2 units)
- ESM 251: Economics and Environmental Policy Analysis (2 units)

MESM students must earn a grade of **B or better in all core courses**. This is a Graduate Division requirement; there are no exceptions to this rule. No courses may be used as substitutes for these core requirements. If students earn less than a B in a core course, they will have to re-take the course and improve their grade in order to be eligible for graduation.

Deferring a Core Course
If a MESM student pursues the Eco-E focus or takes an elective that is offered every other year, he/she may want to discuss with the specialization advisor or course instructor the possibility of submitting a petition to defer a core course. Students must complete a Bren School Petition (available on the website at *Internal Services>Academic & Student Information*) to be eligible to defer a core course. On the petition, the student must explain the reasons for deferring the core course and confirm his/her commitment to earning a B or better in the course. The student also should explain any background he/she may have in

the topic that could indicate future success in the course and/or demonstrate a minimal risk in deferral. The student must submit the completed petition to the Student Affairs Manager and she will arrange for a review of the petition by the Assistant Dean for Academic Programs and course instructor. If the petition is approved, the student may defer the core course to the 2nd year. If students do not earn a B in the deferred core course, then the core course must be taken again in a 3rd year of study.

Some core courses are prerequisites for electives. Students should check the prerequisites guide on the website at *Academic Programs>Courses>Schedule of Classes* to confirm the prerequisites for elective courses.

The following courses may not be deferred (except under unusual circumstances): ESM 251 Economics and Environmental Policy Analysis (which is a prerequisite for ESM 204 Economics of Environmental Management), ESM 206 Statistics and Data Analysis, and ESM 401A Master's Group Project or ESM 402A Eco-E Project. Students who begin the program on a three-year plan should complete the Master's project beginning in spring of their second year and finish in their third year.

Waiving a Core Course

If a student already has a SUBSTANTIAL portion of the knowledge and skills that the core course provides, then he/she may discuss with the instructor the possibility of submitting a petition to waive a core course. First, the student should review the course syllabus on the website at *Academic Programs>Courses* to confirm that he/she possesses a substantial portion of the knowledge and skills provided by the course. If the student believes that a waiver is justified, then he/she must complete a Bren School Petition (available on the website at *Internal Services>Academic &Student Information*). On the petition, the student must list related courses taken and grades earned in those courses, attach the syllabi, and describe related work experience or other knowledge of the field. The student must submit the completed petition and supporting materials to the Student Affairs Manager who will arrange for a review of the petition by the Assistant Dean for Academic Programs and course instructor.

The Student Affairs staff will notify the student regarding whether or not he/she may proceed with an evaluation or examination to confirm his/her knowledge and skills. If so, the student must arrange with the course instructor a date and time to complete the evaluation or examination. Different instructors use different methods for evaluation; the instructor will explain his/her method. Following the evaluation or examination, the instructor will determine whether or not the student is qualified to waive the core course.

Ideally, the petition and evaluation process should be completed at least **two weeks before the start of the quarter** in which the course is offered. If the student has not received approval to waive a course he/she should enroll in the course and then drop the course later if the petition is approved. If the petition is approved, the student does not need to take the core course but must take another elective to meet the 82-unit minimum requirement for the MESM degree. A waived core course carries 0 units toward the 82-unit minimum.

If a waiver is not approved, then the student will be required to take the course.

All waivers for core courses must be approved during the 1st year in the MESM program. A petition for a waiver will not be considered after the end of the 1st year.

9/11/2017

Specializations

MESM students must complete one of seven specializations to develop depth of knowledge:

- Coastal Marine Resources Management (CMRM)
- Conservation Planning (CP)
- Corporate Environmental Management (CEM)
- Economics and Politics of the Environment (EPE)
- Energy and Climate (EC)
- Pollution Prevention and Remediation (PPR)
- Water Resources Management (WRM)

Specializations are NOT formal degree programs defined by the Graduate Division; they are areas of study shaped by Bren School faculty expertise. MESM students need to declare a specialization to complete a Program of Study (POS) form (see below) by the end of winter quarter of the 1st year. **The specialization will not be identified on a student's diploma**. The diploma will confirm the student's completion of the Master of Environmental Science and Management (MESM) degree.

Each area of specialization has a faculty advisor or co-advisors. Although students may consult any Bren faculty regarding elective courses, the student's specialization advisor and Graduate Advisor (Assistant Dean for Academic Programs) must review and approve the POS form. The Bren School website at *Internal Services>Committees* has a current list of faculty advisors for each specialization.

On the Bren website under *Academic Programs>Masters>Specializations*, there is a description for each specialization, recommended curriculum, educational objectives, and career opportunities. At the beginning of fall quarter, the Student Affairs Manager, along with specialization advisors, leads an information session about each specialization, which offers students the opportunity to learn more about each specialization and ask questions. Students may attend as many specialization information sessions as they like.

Each student is required to take at least **36 units of electives** to complete one specialization. Typically, specializations require a small set of primary electives that almost all students in that specialization will take. However, each specialization offers flexibility and students should work with specialization advisors to plan a Program of Study (POS) that best fits their interests. Typically, MESM students begin taking specialization electives in the spring quarter of their 1st year and finish in the 2nd year.

First year MESM students must declare a tentative specialization by the end of the 2nd week of winter quarter to guide the selection of Master's Group Projects. Specialization selection is collected by the Student Affairs staff during winter quarter specialization meetings that all students are required to attend. This informal statement of intent does not preclude students from changing specializations. However, students must choose a primary specialization (required for graduation with the MESM degree) by the end of winter quarter of the 1st year.

Some students may be interested in pursuing two specializations. If a student intends to pursue two specializations, then he/she will need to complete **36 units of electives** within each specialization in addition to the core courses and Master's Project. This does not necessarily mean that the student will take 72 units of specialization electives. A student must take the specialization elective courses (12-16 units) to complete a second specialization. Other electives (e.g., technical courses such as modeling or GIS) may be counted toward two specializations. If a student plans to pursue a secondary specialization, then he/she must indicate that on the POS form. The student also will need to attend the

9/11/2017

biannual specialization meetings for the primary and secondary specialization. Some students have experienced difficulty completing multiple specializations due to courses being offered at overlapping times; as previously noted, this is often unavoidable in order for the school to offer a variety of courses to meet student interests and needs.

Specialization Listservs
Every MESM student will be subscribed to a listserv corresponding to his/her specialization. These listservs provide a convenient way for specialization advisors to contact students with pertinent information. Students who have not yet chosen a specialization may request to be subscribed to more than one list. Please contact the Student Affairs Coordinator (gradasst@bren.ucsb.edu) regarding questions about specialization listservs.

Specialization listservs are:
cem-mesm@lists.bren.ucsb.edu
cmrm-mesm@lists.bren.ucsb.edu
cp-mesm@lists.bren.ucsb.edu
ec-mesm@lists.bren.ucsb.edu
epe-mesm@lists.bren.ucsb.edu
ppr-mesm@lists.bren.ucsb.edu
wrm-mesm@lists.bren.ucsb.edu

Foci
The Bren School offers a focus on **Strategic Environmental Communication and Media** (Communication focus) and **Eco-Entrepreneurship** (Eco-E focus). Any Bren graduate student may supplement his/her program of study with courses in a particular focus. The focus does not substitute for the core, specialization, or Master's project. Instead, the focus is complementary and supplemental to the required coursework, and provides students with the opportunity to learn important professional skills. Students who are enrolled in a focus will be added to the focus listserv.

Focus listservs are:
comm@lists.bren.ucsb.edu
eco-entrepreneurship@lists.bren.ucsb.edu

Strategic Environmental Communication & Media Focus
Students in the Communication focus pursue additional coursework to learn how to communicate effectively and strategically about environmental issues. This focus is a joint initiative between the Bren School and the Carsey-Wolf Center, launched in Spring 2013.

Some of the required classes for the Communication focus may serve as acceptable electives for a student's chosen specialization if they contribute to the goals and objectives of the specialization and build depth of knowledge and relevant skills. **Students are only allowed to count 4 units from 400-level courses (not including Group/Eco-E Project units) toward the MESM degree requirements.** Students who intend to pursue the Communication focus must include it in their POS planning, available on the *Internal Services>Academic and Student Information* website.

Communication Focus Coursework
The Communication focus consists of 12-units of required coursework: Two required courses (4 units each), plus a minimum of 4 elective units. Bren students pursuing the Communication focus must take the following courses:
- ESM 440: Strategic Environmental Communication (4 units)

- ESM 449: Environmental Communication Practicum (4 units)

Students must take at least 2 electives (4 units minimum) to supplement the primary coursework for the Communication focus.

Eco-Entrepreneurship (Eco-E) Focus

Any one of the seven specializations can be enhanced by adding a special focus in **Eco-Entrepreneurship (Eco-E),** a joint initiative between the Bren School and the Technology Management Program (TMP) of the College of Engineering, beginning in 2007. Eco-E students pursue additional coursework and activities that provide them with skills and support to launch new ventures, products, and technologies that address society's environmental and resource problems. To add an Eco-E focus students must take the required classes and participate in the required activities described on the Eco-E information webpage.

Some of the required classes for the Eco-E focus may serve as acceptable electives for a student's chosen specialization if they contribute to the goals and objectives of the specialization and build depth of knowledge and relevant skills. Electives for the Corporate Environmental Management (CEM) specialization have substantial overlap with courses for the Eco-E focus. Some Eco-E electives also may be relevant to other specializations. Students who intend to pursue the Eco-E focus must include it in their POS planning, available on the *Internal Services>Academic and Student Information* website.

Eco-E Focus Coursework

The Eco-E focus consists of a 10-unit series of primary Eco-E courses at the Bren School and at least 4 units of Eco-E electives at the Bren School and TMP. Bren students pursuing the Eco-Entrepreneurship focus must take the following courses:
- ESM 256A: Introduction to Entrepreneurship and New Venture Creation (2 units)
- ESM 256B: New Venture Opportunity Analysis (4 units)
- ESM 402A: New Venture Formation (4 units) or TMP 269: Creating a Market-Tested Business Model (4 units)

Students must take at least 4 units of Eco-E electives to supplement the primary coursework for the Eco-E focus.

Graduate Program in Management Practice Certificate

Several electives for the Eco-E focus also are part of the curriculum for the Graduate Program in Management Practice (GPMP), a UC-recognized certificate offered by the TMP. Students at the Bren School may take additional classes to earn the GPMP certificate. The GPMP requires **18 additional units** of coursework and also requires that students practice the concepts they have learned by participating in either an internship (160 hours in a management role) or the New Venture Competition. To earn the certificate, students also must fill out the GPMP Enrollment form as well as a Change of Degree Status Petition to officially add GPMP as an additional degree objective. Students will need to obtain the required signatures, including the Bren Graduate Advisor (Assistant Dean for Academic Programs) and the GPMP Certificate Program Advisor. To add the GPMP Certificate as a degree objective, students should submit the Change of Degree Status Petition at least one quarter before graduation. **Please note that courses used to satisfy the requirements of the GPMP Certificate <u>cannot</u> be applied toward MESM degree requirements.**

Master's Projects
One of the most important components of MESM program is the capstone Master's Project, which serves as the master's thesis. All MESM students are required to complete either a Group Project, and the associated courses ESM 401A, B, C, and D, or an Eco-E Project, and the associated courses ESM 402A, B, C, and D, and pass each with a grade of B or better. There are no exceptions.

Group Projects
Students in Group Projects work together in teams of four to five to solve an actual environmental problem for a real client.

Primary contacts for matters related to Group Projects are:
- Casey Hankey, Group Project/Academic Programs Coordinator (casey@bren.ucsb.edu).
- Naomi Tague, Professor, Chair of the Group Project Committee (ctague@bren.ucsb.edu)

The Group Project Guidelines are on the Bren School website under *Internal Services>Academic & Student Information*.

In mid-fall quarter, the Group Project Committee chair and staff will present a one-hour information session about Group Projects for 1st-year MESM students. The information session will be announced by email. The information session will focus on how to write a Group Project proposal and also provide an opportunity for students to ask questions about Group Projects.

In fall quarter, the Bren School solicits Group Project proposals. Proposals may be submitted by any person or organization. Group Project proposals must identify an environmental problem and propose to develop a solution based on scientific analysis. The solution should be applied in some capacity, for example, through recommendations, models, policy, legislation, business practices, etc. For information on submitting a Group Project proposal, please see the Group Project Request for Proposals posted to the website under *Research & Projects>Master's Projects>Group Projects*. To view examples of last year's successful proposals, please see our current Group Projects webpage. The deadline for submitting a Group Project proposal for the 2018-2019 academic year is **5:00 pm on Friday, January 26, 2018**. Proposals or questions about submitting a proposal should be directed to the Academic Programs Coordinator and the Assistant Dean for Academic Programs at projects@bren.ucsb.edu.

MESM student submission of a Group Project proposal is optional. However, there are a number of reasons why a student might want to propose a Group Project, including: 1) interest in a specific topic or research question; 2) desire to work with a particular firm, agency, or organization; 3) interest in gaining experience in proposal writing; 4) greater control over the assigned Group Project. Please note that if more than two students work on a proposal for an accepted project only two of them (identified by the group or, if necessary, randomly by the Group Project Committee) are guaranteed assignment on that project.

Project selection is a competitive process (like the real world), whereby a committee of faculty and students select the projects that best fit the Bren School criteria and student interests. If a student prepares and submits a proposal, there is a chance that **the**

proposed project may NOT be selected. The Bren School typically receives at least twice as many proposals as projects pursued, so the odds of selection can be less than 50%.

The primary factors in proposal selection are the quality of the proposal, its alignment with Bren educational objectives, and the value of the educational opportunity that it presents. While student-initiated proposals are valued, the Group Project Committee selects the best proposals regardless of the affiliation of the author(s).

In fall quarter, three 1st-year MESM students are elected by their peers to serve with faculty and staff on the **Group Project Committee**. The committee evaluates and selects proposals in February. Members of the Group Project Committee that have submitted proposals must recuse themselves from evaluation and voting on their proposed project. Students who are on the committee do not have a greater likelihood of getting their project selected.

Once the committee has completed the selection process, the students on the Group Project Committee conduct a project overview session about the selected projects for their peers. The complete text of the proposals is made available to students at this time for their review prior to voting.

Master's Project assignments (both Group Projects and Eco-E Projects) are made near the end of winter quarter. Students are assigned to projects by a computer-based optimization routine. Students must allocate 100 points across projects, with a maximum of 80 points for any one project and a minimum of 4 project options if they did not author a proposal. Up to two student co-authors may allocate all 100 points to the proposal they wrote. Students may allocate points to more than 4 projects. The optimization routine determines the optimal overall groupings based on students' revealed preferences determined by their point allocation. Groups are typically limited to 5 participants. Inevitably, not all students will be assigned to their first choice so it is important for students to identify several projects of interest. Most students get their first or second choice and, typically, only a few students get their third or fourth choice. Students should be prepared for this outcome.

Although projects on a specific subject may be of heightened interest, it is important to remember that the process of managing and completing a project is more important than the actual topic. As professionals, students will have to work on a range of different projects, and, in most cases, will not get to choose the specific projects they undertake. Additionally, many factors determine the students' overall project experience: team interactions, faculty advisor engagement, client responsiveness, data availability and quality, etc. such that the topic becomes less significant over time. For additional information and a timeline of project deliverables, please refer to the Group Project Guidelines posted to the website under *Internal Services>Academic and Student Information*. Past group project reports, posters and policy briefs are posted on the Bren website under *Research & Projects>Master's Projects>Group Projects>Past Master's Projects*.

Eco-E Projects
Students in Eco-E Projects work together in groups of two to five over the course of a year to develop a business model intended to bring a new environmentally oriented, commercially viable product or service to market.

The primary contact for Eco-E Projects is Emily Cotter, Eco-E Program Manager, ecotter@bren.ucsb.edu

The Eco-E Project Guidelines are on the Bren School website under *Internal Services>Academic & Student Information*.

The Eco-E Project prepares students for careers as solution-oriented environmental entrepreneurs who can identify opportunities where market demands overlap environmental solutions. Students who complete an Eco-E Project develop a business model, build a prototype concept, and create a go-to-market strategy for a new environmental business venture.

Eco-E Project goals are for students to 1) gain training and experience in developing a business model in preparation for launching a real enterprise; 2) develop agile thinking skills to serve market needs and solve complex environmental problems; and 3) learn leadership skills and build effective teams.

Bren MESM students who intend to submit a proposal for an Eco-E Project must enroll in **ESM 256B New Venture Opportunity Analysis** during the winter quarter of their first year.

Students engaged in an Eco-E Project are encouraged to supplement their Eco-E Project coursework with coursework offered by the Technology Management Program during the spring quarter of their first year and the fall quarter of their second year.

Students who complete Eco-E Projects are required to participate in two new venture competitions as part of the training. Participation in such competitions provides students with valuable experience giving investment pitches and potential opportunities to receive funding for their ventures. For additional information and a timeline of project deliverables, please refer to the Eco-E Project Guidelines posted to the website under *Internal Services>Academic and Student Information*.

Student Advising and Support
The Bren Student Affairs office is the ***primary staff contact*** for all Bren School MESM students. Students may contact the Student Affairs Manager Kristine Faloon in BH 2510 or at gradasst@bren.ucsb.edu for advice, information, assistance on any school-related matters, or just to talk. The Student Affairs Manager will assist or refer students to other individuals or resources as necessary and/or appropriate.

MESM students are advised by their Group Project or Eco-E Project advisor and their specialization advisor, and by any other Bren faculty and staff, as appropriate. MESM students should actively manage their education and be proactive in developing relationships with faculty and staff, and seeking academic and career development advice.

Program of Study (POS)
Each MESM student designs an individualized Program of Study (POS) that is appropriate for his/her chosen specialization, given the student's particular background, interests, and goals. The POS form includes the core courses (32 units), Group Project or Eco-E Project (14 units) and the student details his/her planned electives for a primary specialization (minimum 36 units). The POS form also includes a course workload plan for each quarter to ensure a reasonable workload. MESM students should plan to take approximately **16-18 units per quarter**. If a student would like to take more units, then he/she should discuss the proposed workload with the specialization advisor. The POS must be submitted through a web link from *Internal Services>Academic & Student Information* by the **last day of instruction of winter quarter** of the 1st year of study (March 16, 2018).

9/11/2017

The steps for developing a POS are as follows:

1. **Select a specialization**
   The objective of a specialization is to build depth of knowledge in a particular area. Each specialization has 12-16 units of required "key" courses that all students in that specialization are required to take (unless otherwise approved by specialization advisor). The specialization advisor will likely not approve a POS lacking key courses. Only one specialization is required for the MESM degree.

   Students who would like to pursue a second specialization (optional) must select the second specialization and complete the required "key" courses (12-16 units). MESM students may not declare three specializations unless they plan to extend their Program of Study over a period of three years. There is not sufficient time within two years of study to complete core courses, a Group Project or Eco-E Project, and more than two specializations.

2. **Select elective courses**
   The specialization website and POS form provide the minimum numbers of units within each general topic area required or recommended for a specialization (technical skills, environmental economics, policy and law, additional science, environmental management and advanced special topics). While some courses are strongly recommended for a particular specialization, the POS is quite flexible to accommodate the student's interests within the specialization area. Students must complete 36 units, including 12-16 units of key courses, the minimum numbers of units required in each general topic area, and other electives that are relevant to the specialization.

   For guidance on courses and schedules, please see the Bren Listing of Courses, Schedule of Classes, and Curriculum Plan as well as course listings in other UCSB departments. The POS form does not need not be limited to ESM courses. Students may and are encouraged to take courses from other departments. To add a course from another department, please input the department abbreviation (e.g., ESM) and course number and the name of the course. The specialization advisor will review and approve requests to add courses from other departments. In addition to specialization electives, students may take electives of interest, some of which may not apply to their specialization.

3. **Participate in POS advising meeting**
   The Student Affairs Manager will organize a POS advising meeting for 1st year MESM students in each specialization. The specialization advisor and staff will present the specialization requirements and highlight elective courses that will be offered in the specialization. Participation in the POS advising meeting is required; if a student is not able to attend due to a conflict with a course or job, then the student must contact the Student Affairs Manager (gradasst@bren.ucsb.edu) to schedule another time to receive the information.

4. **(Optional) Add a focus**
   A student may choose to add a focus to supplement his/her education. The focus is supplemental and does not substitute for core requirements, specialization electives, or Group Project or Eco-E Project. MESM students may add a focus in Eco-E or Communication. The Eco-E focus requires 14 units of coursework and the Communication focus requires 12 units of coursework. To add the focus, select the

focus and complete the "key" focus courses (8-10 units) and a minimum of 4 units of focus electives. For guidance regarding a focus, please contact Eco-E Program Manager Emily Cotter or Communication Program Manager Lisa Leombruni.

5. **Submit POS form by the end of winter quarter**
   Students must submit their POS form via a web link from *Internal Services>Academic & Student Information>MESM Programs of Study* by the last day of instruction of winter quarter of the 1st year of study (March 16, 2018). The Student Affairs Manager and Assistant Dean for Academic Programs will review the POS forms to confirm that all students meet the MESM degree requirements. If there are any concerns or issues with the POS form, the Student Affairs Manager will contact the student in spring or summer to resolve the issue.

6. **Making changes to the POS**
   It is likely that students will need or want to make changes to their POS. Keep in mind that the POS is like a contract with the Bren School; any changes to it require the approval of the specialization advisor and Graduate Advisor. Students should not take a course with the intent to count it toward their degree requirements if it is not on their POS. Rather, if a student would like to count a course that is not on the POS, he/she should update and submit his/her revised POS for review and approval. If a student follows the specialization guidelines and meets all requirements, then an automated degree check may be sufficient to approve the revised POS. If the student proposes a non-standard course substitution, then approval by the specialization advisor may be required. Specialization advisors and Student Affairs staff will review revised POS forms on a quarterly basis.

7. **Check-in meeting with primary specialization advisor**
   The Student Affairs Manager will organize a check-in meeting for 2nd-year MESM students in each specialization with their primary specialization advisor in fall quarter. The advisor and staff will present the annual curriculum plan and highlight courses required or recommended for the specialization. Participation in the fall quarter check-in meeting is required; if a student is not able to attend due to a conflict with a course or job, then the student must contact to the Student Affairs Manager (gradasst@bren.ucsb.edu) to schedule another time to receive the information.

Graduate (Grad) Check Form
The **Grad Check Form** is required by the Graduate Division in order to confirm that students have successfully completed their approved POS and are eligible for a MESM degree. All 2nd year MESM students must submit a Grad Check Form hard copy to the Student Affairs Manager (BH 2510) no later than **the 4th week of spring quarter (April 27, 2018).** The Grad Check Form is posted on the Bren School website under *Internal Services>Academic & Student Information>MESM Programs of Study*.

Students must report their coursework from the core curriculum, Master's Project, and **primary specialization only** on the Grad Check Form. Students should not list any courses that count toward a secondary specialization, Eco-E focus, or Communication focus UNLESS the primary specialization advisor has approved those courses to count toward the primary specialization. Students must include the correct course number, course name, quarter and year when the course was completed and the grades for all courses (except final quarter grades for courses in progress). The Student Affairs Manager will review the Grad Check Forms and the Graduate Advisor (Assistant Dean for Academic Programs) will approve and sign the forms. The Graduate Division will review and confirm that students

have met the MESM degree requirements and will issue the MESM degree (typically 3-6 months after the end of the academic year).

MESM Time to Degree
MESM students typically graduate after two years of study. The Bren School administration can accommodate students who have personal, family, or work situations that would make it difficult to complete their MESM degree in two years. Students who would like to pursue this option must submit a Bren School petition to the Student Affairs staff (gradasst@bren.ucsb.edu). In this case, students may take as few as 8 units per quarter to maintain good standing in the University. However, students still must pay full fees/GSHIP, and tuition (if applicable) EACH quarter no matter how many units are taken.

Transfer/Continuation to the PhD Program
Occasionally, MESM students decide to pursue a PhD degree at Bren upon completion of the MESM degree. The PhD program is **not** an extension of the MESM program. The MESM program provides a professionally focused set of coursework coupled with educational experience. The PhD is a research degree and requires a strong interest in and the ability to conduct research and provide an original contribution of knowledge. The PhD program at the Bren School is a mentoring program; each PhD student works closely with at least one Bren professor in his or her area of expertise.

If a MESM student is interested the Bren School's PhD program, he/she must submit a UCSB Graduate Division application by December 15. To be considered for the PhD program, a Bren faculty sponsor must support the student's application to the PhD program and agree to be the student's faculty advisor if the student is admitted.

If a MESM student is interested in attending a PhD program in another UCSB department, he/she must contact that department's Graduate Program Assistant for the guidelines on their admissions/transfer process.

9/11/2017

SECTION III: PHD PROGRAM GUIDELINES

The Bren School offers a research-oriented PhD degree, the cornerstone of which is an original work of research, presented as a dissertation, in an important area of environmental science and management. Bren PhD students develop the broad knowledge, analytical abilities, technical skills, and creative thinking required for leadership in environmental science and management.

PhD Timeline Checklist

Year 1

□ Establish a Grade Point Average (GPA) in the first quarter of study by taking at least one class for a grade.

□ Complete ESM 510 [2 units over two quarters], ESM 512 [2 units], and ESM 514 [4 units] by the end of spring quarter of the first year.

□ Create a PhD student webpage.

Year 2

□ Every year, beginning in year 2, PhD students must submit a Bren School PhD Annual Review Form by the end of fall quarter (first year PhD students are exempted).

□ Submit Graduate Division PhD Form I and Bren Justification of PhD Committee Form no later than the end of fall quarter of the second year.

□ Schedule and complete written examination by the end of spring quarter of the second year. Faculty advisor submits results of completed written examination to Student Affairs Manager.

Year 3

□ Work with PhD Committee to prepare dissertation proposal within 6 months of successful completion of written exam.

□ Submit final dissertation proposal to PhD Committee at least two weeks prior to oral examination.

□ Complete oral exam (recommended for fall quarter, required by spring of the third year).

□ File Graduate Division PhD Form II upon successful completion of oral examination.

□ Update PhD student webpage to include dissertation title and abstract.

Years 4 and 5

□ Complete research and dissertation.

□ Schedule dissertation defense. At least two weeks prior to defense, submit dissertation title, abstract, short biography and photo to the Senior Events Manager.

□ Defend dissertation.

□ Submit Graduate Division PhD Form III to Student Affairs Manager upon successful completion of defense.

□ eFile dissertation and submit signature page (with wet signatures) to the Graduate Division.

Required Units
The PhD degree is a research degree awarded upon demonstration of academic excellence and performance of original research. To this end, PhD students must pass doctoral qualifying examinations to demonstrate mastery of their chosen field and produce a dissertation acceptable to their PhD Committee.

PhD students typically must be enrolled in a minimum of **12 units** per quarter to maintain full time status and opportunities for financial support. Students must take 8 units of required core courses (see below) in their first year and no later than their second year. Students who pursue an emphasis, such as Economics and Environmental Science (EES), also take a series of required courses and associated exams. PhD students usually enroll in 12 units of ESM 596 Directed Reading and Research when they are not enrolled in any other courses. Students in their final quarter of dissertation preparation should enroll in ESM 599 Doctoral Dissertation Preparation.

ESM 596 Directed Readings and Research [1 - 12 units]
Independent study under the supervision of the Bren faculty advisor. To enroll in ESM 596, PhD students should send a message to scheduling@bren.ucsb.edu that states their advisor and requests an approval code. Academic Programs staff will provide the approval code for the PhD student to register on GOLD for the appropriate number of units. If a PhD student is not taking any other courses, he/she should enroll in 12 units of ESM 596. If the PhD student is taking other courses, then he/she may subtract the unit count of the other courses from 12 and register for the appropriate number of units of ESM 596.

Grade Point Average
All PhD students must establish a Grade Point Average (GPA) in the first quarter of study. This means that a PhD student **must take at least one course for a letter grade**. Other courses may be taken satisfactory/unsatisfactory (S/U).

Core Courses
Bren PhD students are required to enroll in at least 8 units of three core interdisciplinary seminar courses. Incoming PhD students are expected to take the following required courses, in addition to other courses their advisor recommends:
- **Fall**: ESM 510 Faculty Research Speaker Series [1 unit] and ESM 512 Conduct & Professional Skills for Interdisciplinary Research [2 units]
- **Winter**: ESM 514 Collaborative Interdisciplinary Research [4 units]
- **Spring**: ESM 510 Faculty Research Speaker Series [1 unit]

Students must complete all PhD core courses prior to scheduling their oral exams.

1. **ESM 510 Faculty Research Speaker Series** [1 unit in fall **and** 1 unit in spring] Students will learn about interdisciplinary and disciplinary research conducted by Bren School faculty and will be exposed to diverse perspectives about the process of conducting interdisciplinary research. In each of two quarters, students will attend research seminars given by four faculty members, read manuscripts or published papers on this research, and have discussions with the faculty members about their

approaches to interdisciplinary research. *ESM 510 is required for all 1st-year PhD students*, but all faculty and PhD students are strongly encouraged to attend every session. PhD students must complete 2 units over two quarters; the seminar is offered every fall and spring quarter. Grading is S/U.

2. **ESM 512 Research Ethics and Conduct** [2 units in fall]
   This course introduces the ethical principles that apply to scientists to incoming PhD students of the Bren School. We will discuss key concepts and cases in research conduct and research ethics including: (1) Brief history and basic terms and concepts in ethics; (2) Plagiarism and authorship; (3) Falsification and fabrication; (4) Peer-review process; (5) Human subjects & bioethics; (6) Conflict of interest; (7) Policies and protocols to prevent research misconduct; and (8) Miscellaneous ethical issues in the academic environment. We will also review historical cases of research misconduct, and we will analyze recent retraction cases. ESM 512 is required for all 1st-year PhD students and should be taken for a letter grade.

3. **ESM 514 Collaborative Interdisciplinary Research** [4 units in winter]
   Students will learn when and how to conduct interdisciplinary collaborative research by working on a multi-authored research paper that engages different disciplinary perspectives. The co-instructors will contribute their expertise in two or more disciplines (science, management, policy, economics, business, law, etc.) to explore a research question in the field of environmental science. Students will learn and practice techniques for comprehensive literature review, data synthesis and analyses, excellent group writing, oral presentation, peer review, and appropriate referencing. ESM 514 is required for 1st- or 2nd-year PhD students and must be taken for a letter grade.

PhD Time To Degree
The time to degree standards for the Bren School from the time a PhD student commences the doctoral program are:
- Advancement to candidacy: 3 years
- Degree completion: 5 years

Upon graduation, MESM students have already completed two years of graduate study at the Bren School. If MESMs are admitted to the PhD program, their academic clock will be reset to zero. Because the MESM is not a research degree, students continuing onto a PhD are not required to be ahead of schedule. PhD students who exceed five years will be placed on academic monitoring to ensure timely completion of the degree.

A Leave of Absence may be granted for medical, family emergency, or pregnancy/parenting reasons. Three quarters of Leave of Absence are permitted during which no time shall accrue toward the Graduate Division time-to-degree requirements. Students who exceed time-to-degree requirements by the Graduate Division are not eligible for Bren School or University fellowships.

Doctoral Levels
- P1 status: Student has not advanced to candidacy
- P2 status: Student has advanced to candidacy; students can maintain P2 status for up to nine quarters and remain in good standing
- P3 status: Student has exceeded maximum time allowed for P2 status (nine quarters); students who exceed 5 years will be placed on academic monitoring to ensure timely completion of the degree

Timeline*	Milestone	Required Form
Fall quarter, 1st year	Complete ESM 510 (1 unit) and ESM 512 (2 units)	N/A
Winter quarter, 1st year	ESM 514 (4 units)	N/A
Spring quarter, 1st year	Complete ESM 510 (1 unit)	N/A
Fall quarter, 2nd year	Declare PhD Committee	Graduate Division Form I
Spring quarter, 2nd year (recommended)	Complete written examination	
Fall quarter, 3rd year (recommended) Spring quarter, 3rd year (required)	Complete oral examination	Graduate Division Form II
Spring quarter, 5th year	Complete dissertation and defense	Graduate Division Form III

*PhD students are required to complete an annual review by the end of fall quarter. First–year students do not need to complete the annual review.

PhD Advisor
All PhD students must have a PhD Advisor. Typically, the faculty member who agreed to be the student's sponsor when he/she applied for the program will be the PhD Advisor unless the student switches advisors (with the new advisor's approval) after commencing the program. Students admitted under the Social Science Group (SSG) may not have a specific advisor until they declare their committee in their second year. Those students may wish to seek guidance from multiple members of the SSG. The PhD Advisor is the chair of the student's PhD Committee and an advocate for the student. The Advisor is responsible for mentoring the PhD student and assisting the student in identifying opportunities to secure financial support. The Advisor helps the student define a research topic, develop a study plan, and select PhD Committee members. The PhD student should meet with his/her Advisor on a regular basis. It is critical for students to choose a PhD Advisor with whom they can effectively communicate. The student is expected to be proactive in creating and maintaining open lines of communication with his/her PhD Advisor.

PhD Committee
The PhD Committee is comprised of at least three members of the University of California (UC) Academic Senate, including two Bren School faculty members (including the PhD Advisor) and a third UC faculty member. At least one of the two Bren faculty members must have an appointment greater than 0% time. The committee may include more than three members, including members outside the UC Academic Senate who are knowledgeable in the student's subject matter as long as they have a PhD degree or equivalent. The PhD Advisor is the committee chair. The PhD Committee should assist the student in preparing for written and oral exams and producing an excellent doctoral thesis. At a minimum, the student should meet with the entire PhD Committee at least once per year. More detailed information is available on the Graduate Division Committees website.

Annual Review
Every fall quarter (excluding the first year in the program), the PhD student's progress and performance will be reviewed by the Bren faculty on the PhD Program Committee. For the review, the student must prepare a progress report using the PhD Annual Review Form and submit it to the Student Affairs Manager.

Before submitting the Annual Review, the student must convene a meeting of the PhD Committee and present a progress report. All committee members must review, approve, and sign the report. Concurrent telephone or Skype participation in a committee meeting is acceptable; however, the report still must be signed by the committee member who participated remotely. Electronic signatures are acceptable.

The Bren School PhD Program Committee reads the annual reviews and confirms that PhD students are making satisfactory progress. At a Bren School faculty meeting, the committee chair presents any cases of PhD students who have not made satisfactory progress. The faculty discuss the cases and make recommendations for each student who has not made satisfactory progress.

STAGE 1: Forming the PhD Committee
By the fall quarter of the second year of study, students must formally confirm their PhD Advisor(s) and select members of their PhD Committee. To nominate a committee, students must complete Graduate Division's PhD Form I: Nomination of Qualifying Exam Committee for the Degree of Doctor of Philosophy. On the PhD Form I, students list the faculty members who have agreed to be on the committee. Students should not list any committee members that have not explicitly confirmed their participation. As part of the PhD Form I, all PhD students must complete the Graduate Student Conflict of Interest (COI) form. In addition to the PhD Form I, students must complete the Bren School's Form 1: Justification of Proposed PhD Committee Form.

The completed forms should be submitted to the Student Affairs Manager, who will facilitate a review by the Bren faculty at a faculty meeting. Students should inform their PhD Advisor when they have submitted the forms. The PhD Advisor (and PhD Program Committee chair) will present the proposed PhD Committee membership to the Bren School faculty for discussion and approval. If the Bren faculty approves the proposed committee (by a 2/3 vote), the Student Affairs Manager will inform the student and submit the Form 1 to the Graduate Division. If the proposed committee is not approved, the Student Affairs Manager will inform the student and provide relevant information to guide revision and resubmission of the form.

Under no circumstances may a PhD student take written or oral exams without an approved PhD Committee.

Conflict of Interest Policy
When a PhD Committee is proposed, the student will complete the Graduate Student Conflict of Interest (COI) form as part of the Graduate Division's PhD Form I: Nomination of Qualifying Exam Committee for the Degree of Doctor of Philosophy. If a conflict of interest arises independent of the nomination of the committee, the student must submit the stand-alone Graduate Student Conflict of Interest Form to the Graduate Division. The COI stand-alone form should be used if the student is employed by a private entity in which his/her PhD Advisor is a party to the agreement or arrangement and has a financial interest.

Changes in PhD Committee
If a student needs to make changes to his/her approved PhD Committee, the student must complete Graduate Division's Form IA – Changes in Thesis or Dissertation Committee. In addition, the student must complete Bren's Form 1A – Justification of Proposed Changes to PhD Committee form. Both completed forms should be submitted to the Student Affairs Manager, who will facilitate review by the Bren faculty at a faculty meeting. The student should inform his/her PhD Advisor that he/she has submitted the forms. The Student Affairs Manager will inform the student of the faculty's decision. If the proposed changes are

approved (by a 2/3 vote), the Student Affairs Manager will submit the Form 1A to the Graduate Division. The proposed changes to a PhD Committee are not valid unless approved by the Bren faculty.

Substantive Changes in Dissertation Research
Substantive changes in dissertation research are defined as major changes in the student's course of study and research (e.g., change of PhD Advisor, new dissertation topic, etc.). The PhD Committee will determine if a proposed change is minor or major. If the PhD Committee approves a major change in a student's dissertation research, then the Bren faculty will review the proposed change and may approve the proposed change by 2/3 vote.

If a new dissertation topic is chosen, and the change is considered major, the student may petition the PhD Program Committee to have his/her academic timeline reset to allow sufficient time to prepare for written and oral exams in the new field. If the student already has passed the written and/or oral exams, then he/she may be required to retake one or both.

STAGE 2: Written Examination
It is the student's responsibility to ensure that he/she is in compliance with the Bren School's timeline for PhD examinations and work closely with his/her PhD Committee to maintain an adequate schedule. The student is responsible for initiating the scheduling of examinations as appropriate.

Registration Requirements
PhD students must be registered during the quarters when they take their written and oral qualifying exams. Registration as a graduate student in the spring quarter maintains graduate student status until the beginning of the next fall quarter. If a student is registered in spring quarter, then he/she may take examinations or file a dissertation during summer without additional fees.

The Written Examination
Typically, each Bren PhD student must successfully complete a written examination by the end of the third year. The written examination is prepared by the student's PhD Committee and is intended to demonstrate the student's expertise in the chosen field of study. Please note that although students pursuing the Economics and Environmental Science (EES) Emphasis are required to take the Economics Department's written examinations, these DO NOT count as the written examination toward a PhD at the Bren School. EES students are required to take both.

The student should organize and schedule a meeting with the PhD Committee to prepare well in advance of the examination. The PhD committee will recommend a reading list as a guide for study and describe the nature of the exam. Members of the PhD Committee prepare questions for the written examination and the committee chair (PhD Advisor) coordinates the questions. Typically, students may work for up to five days on the written examination but the duration and format of the written examination varies. Within a month of the student's completion of the exam, the PhD committee prepares a written evaluation of the examination and the student receives one of the following possible grades:
1. Pass
2. Conditional Pass: The student must repeat a portion of the written exam or in some way satisfy deficiencies. The deficiencies must be corrected within six months of notification. If, for some reason, the deficiency cannot be corrected within six months (i.e. a class is necessary but only offered once a year), then the student may have up to 12 months to rectify the conditional pass.

9/11/2017

3. Fail: The student does not pass but is allowed to retake the written exam within six months of notification. If the student fails the written exam, he/she likely will be placed on academic probation with the condition that the written exam must be taken again and passed. If the student fails a second time (or fails the written exam after a conditional pass), the Bren School typically will recommend to the Graduate Division that the student be dismissed from the Bren PhD program.

PhD students must submit the Bren Report on PhD Written Exam Form **and** the written examination questions (not answers) to the Student Affairs Manager within 30 days of the examination.

STAGE 3: Dissertation Proposal and Oral Examination

To advance to candidacy, all Bren PhD students must develop and defend a comprehensive dissertation proposal and take an oral qualifying examination by the spring quarter of the third year of study. The Graduate Division requires **at least three consecutive quarters of residence** prior to taking the oral qualifying examinations.

The dissertation proposal is developed in close consultation with the PhD Committee. The student typically drafts a proposal of initial ideas and then works with the PhD Advisor to improve the proposal. Interaction with members of the committee and other experts is encouraged during preparation of the proposal.

The final draft of the dissertation proposal should be approximately 15 pages and must be submitted to the committee at least two weeks prior to the oral examination date. The committee may request a change in the page or time limits (for example, if an outside member needs more time).

The written dissertation proposal must:
- Describe the background and significance of the proposed dissertation research
- Present the theoretical and conceptual framework of the study, including how it builds on prior research on the topic, and
- Explain the methodological approach including selection of research sites and subjects/participants, description of data sources, or explanation of how the data will be collected and analyzed.

The dissertation proposal also should include a timeline and identify financial or other types of support essential for the proposed research. If relevant, the proposal must address the use of any human subjects in the research.

Oral Examination

All Bren PhD students must take their oral examination in person at the Bren School. All members of the PhD Committee must participate in the oral examination. The objective of the oral examination is to ensure that the student possesses the full knowledge and competence required to carry out the proposed dissertation research. The committee determines the best way to evaluate the student's knowledge. The oral examination typically consists of a brief presentation by the student to describe proposed research followed by an extended critical analysis of the proposal by the student and committee members. Immediately after the oral examination, the committee votes to either:
1. advance the student to PhD candidacy,
2. allow the student to take a second oral examination within six months and recommend the student on academic monitoring, or
3. recommend the student for academic probation.

If a second oral exam is recommended, the committee will vote for advancement, monitoring or probation following the second oral exam.

Advancement to PhD candidacy
Advancement to candidacy requires successful completion of the oral examination and submission of a Graduate Division's PhD Form II: Report on Qualifying Examinations for the Degree of Doctor of Philosophy, which must be signed by all members of the PhD Committee. A hard copy of the Form II should be brought to the oral examination so that, if the student passes, the necessary signatures can be obtained immediately.

Students must bring the completed PhD Form II to the Student Affairs Manager (BH 2510) to obtain the signature of the Graduate Advisor (Assistant Dean for Academic Programs) prior to submission to Graduate Division. Then, the student must take the completed PhD Form II to the Cashier's Office, pay the advancement-to-candidacy fee, and then file the form with Graduate Division.

Students have until the last business day before the next quarter officially begins (as indicated in the University's quarterly Schedule of Classes) to submit the Form II, which officially advances the student to PhD candidacy at the start of the next quarter.

If a student has any Incompletes or No Grades on his/her record, he/she is ineligible to advance to candidacy until these have been resolved. There are no exceptions to this Graduate Division policy.

Advancement Privileges
Once advanced, the quarterly non-resident supplemental tuition (NRST) is waived for nine quarters (normally three years) for doctoral students (including international students). Waiver eligibility begins with the first academic quarter following advancement to candidacy. Eligibility is not extended during unregistered quarters, although approved Leaves of Absence will not count towards the nine-quarter limit.

Upon advancement, the Graduate Division notifies the Davidson Library that the student is eligible for doctoral candidate borrowing privileges as long as the student is in "registered" status or on approved Leave of Absence. To learn more about these extended privileges, visit the Davidson Library website.

STAGE 4: The Dissertation and Defense
To receive a PhD degree, a student must perform original research that demonstrates his/her ability to contribute significant, independent, and original scholarship. The PhD Committee guides the student in this work and judges the merit of the completed research.

The dissertation must be presented in a form acceptable to the Davidson Library and meet the filing requirements of Graduate Division. For details, see the Graduate Division's Filing Tutorial. While it is not mandatory to give a bound copy of the dissertation to the PhD Advisor and PhD Committee members, it is customary. To obtain a bound copy or copies of the dissertation, students should follow instructions on the Library's Dissertation Binding website.

PhD students are expected to work with their PhD Advisor and PhD Committee to prepare the dissertation. Typically, this iterative process occurs for several months prior to submission of the dissertation. When the student has completed the written dissertation to the satisfaction of the advisor and committee, the student must give a public defense of the dissertation in person at the Bren School during business hours. Students must allow <u>at</u>

least two weeks between the time the final draft of the dissertation is submitted to the PhD Committee and the public defense.

The dissertation defense is intended to:
- Describe the significance of the dissertation research;
- Explain the methodological approach, including research sites, data collection techniques or sources, and analyses;
- Present key findings and conclusions from the research; and
- Describe the student's contribution to the field, and potential applications or innovations based on the research findings and explore potential future directions for the research.

When the PhD Committee has indicated that the student is ready to defend the dissertation, then the student should select a date and time when all of the PhD Committee members can participate in the defense. At least two weeks prior to that date, the student must contact scheduling@bren.ucsb.edu to request a room for the defense. Please provide scheduling with the date and time of the public defense plus the time anticipated for the closed session following the defense. Two weeks prior to the defense, students also must send the following information to the Senior Events Manager (avanwoert@bren.ucsb.edu) for the announcement of the public defense: dissertation title, student's name as it should be printed, advisor's name, abstract of dissertation, short bio of student, and a photo of student (2 x 2 inches).

After the public defense, the PhD Committee meets with the student in a closed-door session to evaluate the dissertation. Following this, the committee typically meets without the student to determine the outcome of the defense. The committee assigns one of three outcomes and notifies the student immediately of the result:
1. Pass
2. Conditional Pass: The student must modify the written dissertation as recommended by the committee.
3. Fail: The student must re-defend his/her dissertation after a delay of at least two but no more than six months. A student who fails the dissertation defense likely will be recommended for academic probation by the PhD Committee. A second failure of the defense will result in a recommendation of the student's dismissal to the Graduate Division.

If the student passes the dissertation defense, then he/she must complete Graduate Division's Doctoral Degree Form III, which must be signed by all members of the PhD Committee. A hard copy of the PhD Form III should be brought to the oral defense so that the necessary signatures can be obtained immediately if the student passes. The approved and signed PhD Form III should be submitted to the Student Affairs Manager (BH 2510), who will file the PhD Form III directly with Graduate Division. The student's dissertation must be eFiled and a hard copy of the dissertation signature page with wet signatures must be filed with the Graduate Division. Additional resources for the dissertation can be found on the Graduate Division's "Filing Your Thesis" website.

Filing Fee Quarter Leave of Absence
The Filing Fee Quarter Leave of Absence status may be used in lieu of registration to maintain the relationship between the student and University for the express purpose of completing one final requirement (e.g., filing the dissertation and/or defense). The Filing Fee Quarter Leave of Absence is to be used only if the student has completed all other requirements for the degree, and will not be holding a student appointment title or award, or extensively using University resources or faculty time. If, for any reason, the student

does not complete the degree requirements during the approved filing fee quarter, he/she will have to register and pay full fees for the subsequent quarter(s) in which the final degree requirements are met.

This use of the Filing Fee Quarter Leave of Absence requires that the student be enrolled in full-time status and paying all required fees for the quarter prior to the filing-fee quarter. The filing fee is half the amount of the registration fee (approximately $200). Students pay the filing fee on the day they actually file for their degree. Students may not carry forward a Filing Fee Quarter Leave of Absence from one quarter to the next.

To pursue a Filing Fee Quarter Leave of Absence, students must file a [Filing Fee Leave of Absence Petition](#). The PhD Advisor and the Bren School's PhD Graduate Advisor (Assistant Dean for Academic Programs) must approve the petition, verifying that the student is expected to finish during the proposed quarter. The petition serves as a contract that commits the student to file his/her dissertation that quarter in return for the privileges a Leave of Absence confers.

PhD Community
The Bren School supports multiple activities to promote a spirit of collaboration and interdisciplinary innovation between PhD students and faculty.

Coffee Hour
A weekly coffee hour is convened for PhD students, faculty, and visiting researchers during the academic year. Generally, two first-year PhD students share the responsibility of coordination and students take turns bringing snacks. This is an unstructured time for students to get together and share ideas.

PhD/Faculty Gatherings
Approximately quarterly during fall, winter and spring quarters, a PhD/faculty gathering is hosted by PhD students at Bren. There is typically a presentation with an academic or professional component e.g. fellowship information, tips and resources for writing, mixers with PhD students from other departments. Drinks and snacks are provided by the Bren School, though students take the lead on programming and coordination.

PhD Annual Symposium
In winter quarter, the PhD symposium is held at Bren to showcase the work of continuing PhD students. Organizing is done by the students with limited assistance from Bren staff. The symposium is comprised of both short (3-minute) talks, and long (12-minute) talks, concluding with a poster session and reception.

PhD Annual Retreat
The PhD Annual Retreat is held prior to the start of fall quarter. This is a trip off-site, usually over a weekend, to strengthen relationships and interpersonal communications within the PhD community. The location changes, but usually it is held at a destination within the UC Natural Reserve System. Daytime activities and meals are coordinated by students. Faculty and staff are encouraged to participate.

PhD Webpages
The Bren School provides the opportunity for students to create a page on its website describing their research. Students should communicate with the Bren School Webmaster (webmaster@bren.ucsb.edu) to ensure consistency of appearance and adherence to designated templates. Students are strongly encouraged to create their Bren webpage by their second year of study.

9/11/2017

<u>Bren School Commencement</u>
PhD candidates who have completed their dissertations and defenses are encouraged to participate in the Bren School commencement ceremony conducted at the end of spring quarter. If a student is interested in participating, please notify the Student Affairs Manager (gradasst@bren.ucsb.edu). The graduating student will need to submit the following information to the Student Affairs office for the commencement program: student's name as it should be printed and announced during the ceremony, PhD Advisor's name, and dissertation title. PhD students also will need to reserve a cap, gown, and PhD hood to wear during the ceremony. Please refer to the Bren School Commencement website for information regarding commencement.

9/11/2017