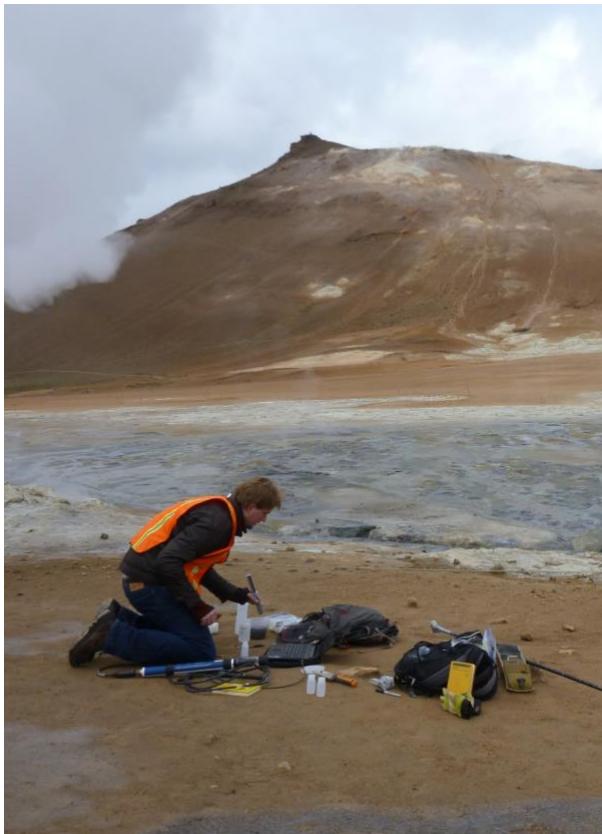




Department of Geosciences
Graduate Student Handbook
updated August 2024



First, some inspiration....

We decipher the earth's diary that has been left us as a legacy. We read with trained senses and interpret with the tools of disciplined thinking. We translate the earth's language into our own, and enrich the already bright and colorful surface of the present with the knowledge of the inexhaustible abundance of the past.

– [Hans Cloos](#)

Sciences provide an understanding of a universal experience. Arts are a universal understanding of a personal experience... they are both a part of us and a manifestation of the same thing... the arts and sciences are avatars of human creativity.

– [Mae Jemison](#)

Second, some motivation...

I was taught that the way of progress was neither swift nor easy.

– [Marie Curie](#)

The three great essentials to achieve anything worthwhile are, first, hard work; second, stick-to-itiveness; third, common sense.

- [Thomas A. Edison](#)



Disclaimer

This document does not alter or supersede the university-wide requirements for the M.S. or Ph.D. degrees set forth by the UWM Graduate School. While many of the Graduate School requirements are contained in this document for handy reference, some topics (admissions and thesis format, for example) are not discussed here and others (graduate assistant stipends) are given in abbreviated detail. Students should familiarize themselves with the Graduate School requirements (see Graduate School websites):

- [Graduate school home page](#)
- [Graduate School Academic Policies and Procedures](#)
- [Graduate Assistant Handbook](#) (for TAs and RAs)
- [Master's Resources](#)
- [Doctoral Resources](#)

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1. Overview and Goals of the Graduate Program

The Department of Geosciences offers two graduate programs: the Master of Science (MS) and Doctor of Philosophy (PhD). The MS degree program trains students for professional practice and/or continued graduate study. With the MS program of study, you will develop into a professional that is not just a technical worker, but a leader that can manage and carry out complex projects that include development, analysis, interpretation, and communication of results. The typical course of study takes two years to complete. The PhD degree program is designed to produce scholars capable of independent research that deepens humanity's understanding of science, as well as practitioners capable of applying their training to achieve sound and pragmatic solutions to real problems. As a PhD student, you will become an expert and scholar in your field who is starting to generate an international reputation as an independent scientist that can devise and conduct creative research, mentor and teach, and contribute to the advancement of your field. Students in the doctoral program will normally spend four years completing their degree.

The Geosciences MS and PhD programs provide our students with a strong scientific background and intensive research experience, culminating in a formal thesis (MS) or dissertation (PhD). The graduate degrees require both coursework and research. These help the student build observation, critical thinking, quantification, and presentation skills. Our goal is for students to gain deep knowledge in a subfield of geosciences and a broad understanding of the overall discipline. We strive to prepare students for scientific careers in academia, government, or industry.

2. General Student Expectations

2.1 Satisfactory Progress

There are two main components to satisfactory progress in the graduate programs: academic progress and research progress. Additionally, students who are funded as Teaching Assistants or Research Assistants are expected to maintain satisfactory performance in those roles in order to retain funding.

2.1.1 Academic Progress

Academic progress is measured through the completion of coursework and earned grades. The required number of course credit for each degree program can be found in the subsequent sections in this document specific to those degrees. For both degrees, graduate students are required to maintain a cumulative GPA above 3.0. The Graduate School will place any student who falls below a 3.0 graduate GPA on Academic Probation¹. Grades below a C- in letter-graded

¹ See Graduate School [Academic Policies and Procedures – “Continuation”](#)

courses will not count towards graduation². Satisfactory/Unsatisfactory (S/U) graded courses may not count towards the degree.

2.1.2 Deficiencies

As our students come from a variety of academic backgrounds, many will be admitted with academic deficiencies. Common deficiencies include geosciences core subjects including field courses, mathematics, and supporting sciences. Deficiencies will be identified in your letter of admission to the department. Courses taken to fulfill deficiencies are taken in addition to your graduate coursework and may not be used towards your graduate degree. It is your responsibility to make up these deficiencies as soon as possible, typically within the first year of graduate study. If there is a reason why you cannot make up the deficiency within this timeframe, you must discuss that with your research advisor and the Graduate Director. You will likely be asked to write a letter explaining your reason and intent to finish. Once you have cleared the deficiency, you need to let the Graduate Director know that the deficiency has been fulfilled.

2.1.3 Research Progress

Research progress includes defining and proposing a project, collecting data, analyzing data, interpreting the results, preparing professional presentations and publications, and completing the formal thesis or dissertation. In each degree program, certain milestones marking some of these steps are required (see specific requirements in subsequent sections). Research progress is primarily evaluated by a student's research advisor, with whom the student works closely throughout her or his graduate studies. Each advisor and student will have a different working relationship, and successful models come in many forms. It is good practice to discuss this working relationship with your advisor near the beginning of your graduate studies. Some advisors have formal weekly meetings with their students whereas others expect the student to solicit research meetings and still others have an informal "drop-in" discussion style. In all cases, the student is primarily responsible for pushing the research agenda forward and meeting milestones towards their degree in a timely fashion. One of the biggest mistakes that graduate students make is meeting the short term deadlines of classes and teaching assignments without making continuous progress on the long term deadline of completing their graduate research. A good approach is to make sure that you budget time each week towards research so that you can see continual progress. Breaks between semesters should be used to really make big strides on your project. All of our faculty want you to succeed and will do our best to assist you, but you have to want to succeed and budget your time accordingly!

2.1.4 Evaluating and Tracking Progress

Student progress will be monitored and evaluated as outlined below. These protocols are not intended to be high-stakes or punitive, but are meant to assist the student in making progress and removing barriers to success. (See also Fig. 1 below)

² See [Graduate School Academic Policies – “Grade Definitions and Requirements”](#)

1. **Annual meeting with the Graduate Director.** The Graduate Director will request an annual meeting with each student (typically during October) to review their overall progress towards the degree. Students are encouraged to meet with their research advisor and/ or the Graduate Director at any time to further discuss their progress.
2. **Annual formal presentation of results.** All students in their second or later year are required to present a progress report annually to the Department. Typically, this is in the form of a presentation at the spring Student Research Symposium (in March). If a student is unable to present at the symposium, they should work with their advisor and Graduate Director to find an alternative option.
3. **Semester-end evaluation on academic, research, and teaching progress** (Jan 15 and May 31). To ensure problems or barriers are identified in a timely manner, satisfactory performance will be monitored in the following ways.
 - a. **Coursework.** As outlined in Sec. 2.1.1, students must maintain a GPA of 3.0 or higher and must take an adequate number of credits to be on track to finish their degree in a timely fashion. Students must be on track to fulfill course deficiencies within the first year as outlined in Sec 2.1.2.
 - b. **Research progress.** After the end of each semester (**Jan. 15 and May 31**), each student active in the graduate program will write a brief self-reflection documenting progress over the course of the semester, identifying barriers to progress, and proposing goals for the following semester. **This document must be e-mailed to the Graduate Director and the research advisor.** Failure to submit the self-reflection document by the deadline may result in loss of funding for future semesters. The student's research advisor will evaluate the document as "satisfactory" or "unsatisfactory". This evaluation will take into account the student's teaching load and any factors that were beyond the student's control. If it is deemed "unsatisfactory", the student, research advisor, and Graduate Director will work together to develop an improvement plan. Two successive semesters of "unsatisfactory" performance may result in consequences up to and including loss of funding³ or dismissal from the program. Particularly egregious performance problems may result in loss of funding after only 1 semester.
 - c. **Teaching performance (TAs only).** After the end of each semester, the TA's teaching performance will be evaluated by the TA Supervisor based on student evaluations and classroom observations. If the performance is deemed "unsatisfactory", the TA will work with the TA supervisor to develop an improvement plan. Two successive semesters of "unsatisfactory" performance may result in consequences up to and including loss of funding³ or dismissal from the program. Particularly egregious performance problems may result in loss of funding after only 1 semester.

³ Loss of TA or RA support due to unsatisfactory performance will also result in the loss of any Chancellor's Award funding.

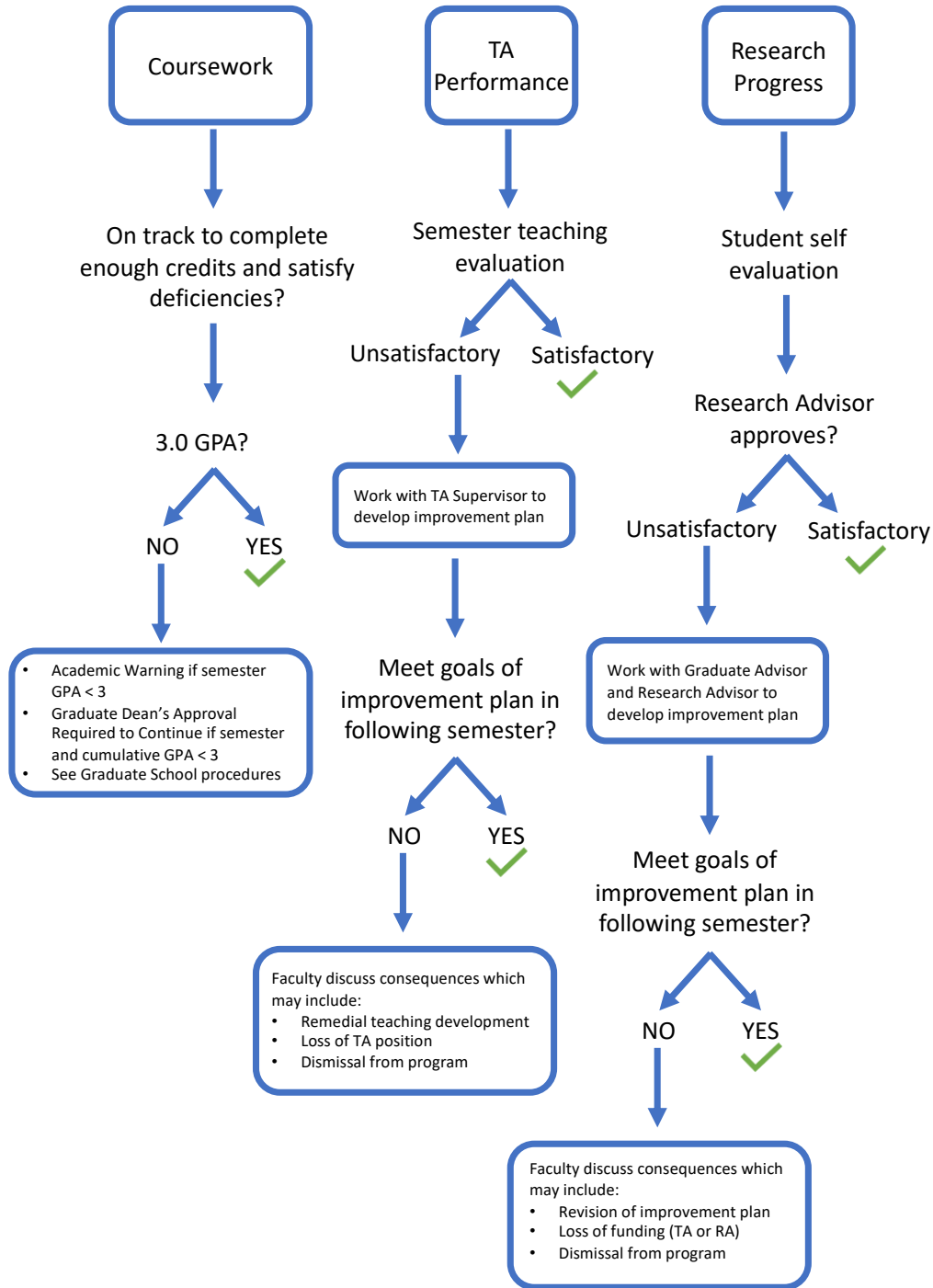


Figure 1. Flow-chart for evaluating student progress. See section 2.1.4.

2.2 Leave of Absence

If a student wishes to request a leave of absence from the graduate program, they must notify the research advisor and Graduate Director in writing. Although leaves of absence are generally approved, there is no guarantee that financial resources will remain available; financial support

will be pending the availability of resources at the time of return. An approved leave of absence does not guarantee readmission and may result in a new application fee⁴.

PhD dissertators must maintain continuous enrollment, registering for three dissertation or research credits each semester. See Graduate School Website for more information⁵.

2.3 Professional Development

Throughout your graduate studies, we encourage you to seize opportunities inside and outside of UWM to further your professional development. In the second year onward, most of our graduate students present at least one talk or poster annually at professional meetings. These presentations are essential towards your goal of becoming a Geosciences professional and your research analysis, organization, presentation, and communication skills will substantially benefit. These meetings are also great places to network within the scientific community: to seek out colleagues in research, future collaborators, and maybe even employers!

2.3.1 Professional Expectations

As a graduate student, we consider you to be a junior colleague to the faculty, training to be a professional geoscientist, with integral responsibilities regarding professional behavior. We expect a high level of performance and effort. We expect all our students to act with integrity, being mindful of academic and scientific ethics. Academic ethics include, but are not limited to: only submitting your own work, attributing prior work to its proper authors, and following the guidelines set out for coursework. Scientific ethics include, but are not limited to: giving appropriate credit to all members of the scientific team, responsibly reporting the data and limitations of your work, and maintaining equipment owned by the department and only using it for your scientific work. Early in the research project, students and faculty advisors should discuss issues associated with academic freedom, intellectual property, authorship, and publication. See also the Graduate School's Academic Misconduct policy⁶, and Section 2.4 below.

Additional professional expectations include responsible and courteous behavior to all members of the Department. This includes responding to emails from faculty and staff in a prompt fashion, using appropriate professional language in your written and verbal interactions with members of the Department, apologizing if you make a mistake, and striving to maintain a positive collegial atmosphere. When representing the department, for example as a TA or attending a professional meeting, please wear appropriate attire that does not include clothing that is too revealing or with potentially offensive language.

Our graduate students act as great ambassadors for our department! When you present your research at professional conferences and in publications, you represent our department. When you conduct research around the world or participate in fieldtrips, you represent our

⁴ See Graduate School [Academic Policies – “Re-entering the Graduate School”](#)

⁵ See Graduate School [Doctoral Requirements – “Doctoral Dissertator Enrollment”](#)

⁶ Graduate School [Academic Misconduct Policy](#)

department. When you teach undergraduates, you represent our department. UWM Department of Geosciences has a great reputation, and we accepted you into this program because we think you can help us sustain that!

2.3.2 Participation

In addition to working hard and being motivated, students are strongly encouraged to be as active as possible in department activities. These activities are meant to expand your educational and professional horizons. Graduate student attendance is expected at department colloquia, and these talks give you an opportunity to learn about a wide range of topics from experts in their fields. All graduate students are expected to participate in the spring Student Research Symposium, and students beyond their first year are required to present their research. We also ask that you help with events to showcase the department (booth at GSA, graduate student recruiting events, etc.).

2.3.3 Professional Development Resources

There are a variety of resources available to assist with your development as a scholar, a teacher, and a professional. The following are some places to start. Also discuss discipline-specific resources with your advisor.

- [Graduate School Preparing Future Faculty & Professionals Workshop Series](#)
- UWM [Center for Excellence in Teaching and Learning](#)
- [American Geophysical Union \(AGU\) Career Resources](#)
- [Geological Society of America \(GSA\) Education and Career Resources](#)
- [American Geosciences Institute \(AGI\) Geosciences Online Learning Initiative](#) -- includes lots of great career-focused webinars
- [Science Education Resource Center \(SERC\)](#) – teaching resources and career development tools

2.4 Ethical Behavior

The best science is produced in an atmosphere of honest and respectful discourse. The best place to learn and work is one where all people are respected and are free to express their ideas. We expect all UWM Geosciences members to be respectful of each other, the broader UWM community, and to the communities and environment in which you work. This includes how we treat each other in personal interactions; how we give proper credit to others' work; and how we work in the field. We are a close-knit community, and your efforts at maintaining this are very much appreciated. In the Department of Geosciences, we pride ourselves on treating each other (faculty, staff, and students) with respect and fairness.

2.4.1 UWM Geosciences Policy on Scientific Integrity and Professional Ethics

The following is largely taken from the *Preamble to the AGU Scientific Code of Conduct and Professional Ethics*⁷ and is lightly modified:

We affirm the international principle that the free, open, and responsible practice of science is fundamental to scientific advancement and human and environmental well-being. As a member of the scientific community and enterprise, we also affirm our desire to foster and support a safe and professional environment in order to learn, conduct research, and communicate science with integrity, respect, fairness, trustworthiness, and transparency at all organizational levels and in all scientific endeavors. This includes all educational and professional interactions within the scientific community and with members of the public. We recognize that failure to uphold these principles harms our profession, our scientific credibility, and the well-being of individuals and the broader community. The culture of science differs internationally, yet integrity must remain inviolate. It is the responsibility of all individuals covered under this Policy to ensure the integrity of our scientific practice and to work to prevent actions contrary to the spirit of the above principles.

2.4.2 Code of Conduct

The following is modified from the *AGU Scientific Code of Conduct*³. Note that you are also bound by the UWM Faculty/Staff Code of Conduct in section 11.4.

A. Principles

- *Excellence, integrity, and honesty* in all aspects of research
- *Personal accountability* in the conduct of research and the dissemination of the results
- *Professional courtesy, equity, and fairness* in working with others
- *Freedom to responsibly pursue science* without interference or coercion
- *Unselfish cooperation* in research
- *Good stewardship* of research and data on behalf of others
- *Legal compliance* in all aspects of research, including intellectual property
- *Humane approach* in evaluating the implications of research on humans and animals

B. Responsibilities

1. *Integrity*: We will act with honesty in the interest of the advancement of science, take full responsibility for the trustworthiness of our research and its dissemination, and treat others with courtesy, equity, and fairness.

2. *Adherence to Law and Regulations*: We will be aware of and adhere to laws and regulations related to the professional conduct of research; and to professional ethics, law and policy related to discrimination, harassment, and bullying.

⁷ *AGU Scientific Integrity and Professional Ethics* (2017), found at https://www.agu.org/-/media/Files/Learn-About-AGU/AGU_Scientific_Integrity_and_Professional_Ethics_Policy_document.pdf See also <https://www.agu.org/Learn-About-AGU/About-AGU/Ethics>

3. *Research Methods*: We will employ research methods to the best of our understanding and ability, base conclusions on critical analysis of the evidence, and report findings and interpretations fully, accurately, and objectively, including characterization of uncertainties.
4. *Research Records*: We will maintain clear, accurate records of research in ways that will allow verification and replication of our work by others.
5. *Research Findings*: We will share data and findings openly and promptly, as soon as we have had an opportunity to establish intellectual property rights, if appropriate. We will respect the intellectual property rights of others, following best practices for data management, accessibility, and preservation.
6. *Responsibility*: We will take responsibility for the integrity of our contributions to all publications, funding applications, reports, and other representations of our research. Author credit should be given only to those who have made meaningful contributions to publications.
7. *Acknowledgement*: We will acknowledge the names and roles of those who made significant contributions (such as ideas and scientific discussion) to the research.
10. *Public Communication*: When representing UWM Geosciences, we will limit professional comments to our areas of scholarly expertise when engaged in public discussions about the application and importance of research findings and will clearly distinguish professional comments from our opinions based on personal views.
11. *Reporting Irresponsible Research Practices*: We will take responsibility to act or intercede where possible to prevent misconduct, including fabrication, falsification, plagiarism, discrimination, harassment, bullying, or other irresponsible research practices that undermine the trustworthiness of research and a professional environment for the conduct of research. For guidance on where and how to report, please see section 10 of this document.
12. *Environment*: We are responsible for creating and upholding a safe, open, and professional environment for learning, conducting, and communicating science with integrity, respect, fairness, trustworthiness, and transparency in all scientific endeavors.
13. *Misconduct*: We will not engage in discrimination, harassment, bullying, dishonesty, fraud, misrepresentation, coercive manipulation, censorship, or other misconduct that alters the content, veracity, or meaning of research findings or that may affect the planning, conduct, reporting, or application of science. This applies to all professional, research, and learning environments. An expanded discussion of this topic appears below.
14. *Societal Considerations*: We have an ethical obligation to weigh the societal benefits of our research against the costs and risks to human and animal welfare, heritage sites, or other potential impacts on the environment and society. We need to be aware of legal requirements in this area.
15. *Stewardship of the Earth*: We have an ethical obligation to responsibly, accurately, and clearly inform the public about natural resources, hazards, and other geoscience phenomena of importance to the well-being of Earth and society.

C. Harassment, Bullying, and Discrimination

We work to maintain an environment that allows science and scientific careers to flourish through respectful, inclusive, and equitable treatment of others. As a statement of principle, we reject discrimination and harassment by any means, based on factors such as ethnic or national origin, race, religion, citizenship, language, political or other opinion, sex, gender identity, sexual orientation, disability, physical appearance, age, or economic class. In addition, we oppose all forms of bullying including threatening, humiliating, coercive, or intimidating conduct that causes harm to, interferes with, or sabotages scientific activity and careers. Discrimination, harassment (in any form), and bullying create a hostile environment that reduces the quality, integrity, and pace of the advancement of science by marginalizing individuals and communities. It also damages productivity and career advancement and prevents the healthy exchange of ideas. We affirm that discrimination, harassment (including sexual harassment), or bullying in any scientific or learning environment is unacceptable and constitutes scientific misconduct.

Discrimination means unequal or unfair treatment in professional opportunities, education, benefits, evaluation, and employment (such as hiring, termination, promotion, compensation) as well as retaliation and various types of harassment. Discriminatory practices can be explicit or implicit, intentional, or unconscious. **Harassment** is a type of discrimination that consists of a single intense and severe act, or of multiple persistent or pervasive acts, which are unwanted, unwelcome, demeaning, abusive, or offensive. Offensive conduct constitutes harassment when 1) it becomes a condition of an opportunity, education, benefit, evaluation, or employment or 2) the conduct is severe or pervasive enough to create a work or educational environment that most people would consider intimidating, hostile, or abusive. These acts may include epithets, slurs, or negative stereotyping based on gender, race, sexual identity, or other categories, as protected by U.S. federal law. Also included are threatening, intimidating, or hostile acts; denigrating jokes and displays; or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or a group. **Sexual harassment** includes any unwanted and/or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. **Bullying** is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others in the professional environment that involves a real or perceived power imbalance. These actions can include abusive criticism, humiliation, the spreading of rumors, physical and verbal attacks, isolation, undermining, and professional exclusion of individuals through any means.

2.4.3. Ethical Writing and Plagiarism

Plagiarism is considered serious academic and professional misconduct. Presenting someone else's words or ideas as your own – whether you intended to or not – can seriously damage your career, as well as that of your advisor. Self-plagiarism is also frowned upon. Self-plagiarism is when (for example) you reuse your own writing in homework assignments for more than one class or in two different journal publications without permission to do so.

There are a variety of resources to help you write ethically and avoid plagiarism and self-plagiarism. You are strongly encouraged to study these resources.

- ["Avoiding plagiarism, self-plagiarism, and other questionable writing practices: A guide to ethical writing" by Miguel Roig](#) . See Appendix 3 for his "Guidelines at a Glance".
- [UWM Libraries guidance on "Writing without Plagiarism"](#)

2.4.4. Respect for Environment/Ethical Sampling

Using the best practices in sampling is necessary to maintain trust of the public, provide positive representation of UW-Milwaukee and to reduce sampling-induced damage and environmental degradation. In planning field work, consideration should be given to the scientific, environmental, social, and legal implications of sampling. In many cases, formal permits and/or land use permission must be obtained prior to conducting work.

- Be sure to ask for landowner permission to gain proper access to the field location and to collect samples. Sampling on government or tribal lands often requires a formal permit, which may take months to process, so plan ahead.
- Leave the outcrop as you found it. Be mindful of future visitors to the site.
- If it is necessary to create a fresh surface, use discretion as to the location and the visual impact it has on visitors to the site.
- Choose temporary markings as opposed to permanent markings.
- Sample in a way that preserves the site and the outcrop/materials for future study.

2.4.5. Sample and Material Ownership

Ownership of samples gathered for thesis-related research belongs to the Geosciences department and/or the advisor and/or the PI to whom the funding is made available.

2.4.6 Intellectual Property

Research projects are generally considered the property of the advisor with whom the student is working. "Principal investigators of sponsored projects must be cognizant of various federal, state, and campus regulations that govern intellectual property. As an institution that receives federal funds and as a publicly-controlled institution of higher education, all individuals engaged in the research and development enterprise must understand their role in the intellectual property process."⁸ (UWM Office of Research Intellectual Property)

The student is considered to be the sole author of their thesis or dissertation and may retain the copyright to that document. Authorship of manuscripts published in the scientific literature that are based in whole or in part on student work will be determined in consultation with your advisor or other faculty member overseeing the work in question.

⁸ [UWM Office of Research Intellectual Property: http://uwm.edu/officeofresearch/intellectual-property/](http://uwm.edu/officeofresearch/intellectual-property/)

2.4.7 Care for Facilities and Equipment

All members of the department should care for facilities and equipment found in research and teaching labs. Only use equipment when you have received proper permission. Use department equipment only for authorized activities. Notify the correct person if something is broken or missing.

3. MS Student Requirements

Below we summarize the UWM requirements for a MS degree, as well as lay out the Geoscience-specific expectations and requirements. Please also refer to UWM [Graduate School Master's Requirements](#).

3.1 Major Professor as Advisor

The student must have a major professor to advise and supervise the student's studies and research. Based on specialized research interests, the student is assigned an advisor at the time of initial enrollment. Advisors may be changed at any time with the approval of the Graduate Director and the new advisor. An advisor may cease to direct a student at any time with the approval of the Department Chair and the Graduate Director. (This typically only occurs if the student is not making satisfactory progress towards their degree or the advisor is no longer available to oversee a student's research due to extenuating circumstances.) In this rare case, the Department Chair and Graduate Director will advise the student on the best future course of action to obtain a new advisor.

3.2 Credits and Courses

A minimum of 30 graduate credits is required. At least 24 credits must be earned in formal course credits. Up to 6 of the 30 credits may be earned through an acceptable thesis (through registered thesis credits - GEO SCI 990).

3.3 Proposal for Thesis

Prior to the formal undertaking of thesis research, the student must prepare a written proposal for the thesis problem including a timeline and estimate of costs to be incurred. The proposal must be approved by the faculty research advisor and subsequently submitted to the Geosciences Office for distribution to the Department faculty for comment and criticism. Students are encouraged to seek detailed input from their Thesis Committee members (to be determined by their research advisor).

The proposal should be completed no later than the start of the student's third semester.

Once the proposal is approved by the research advisor, [it may be submitted here](#).

3.4 Thesis and Thesis Committee

The student must write an acceptable thesis embodying the results of original research completed under the direction of the advisor. The student must defend the thesis and receive approval by the Thesis Committee. The Thesis Committee consists of the faculty advisor and at least two other PhD-holding scientists (usually two other UWM faculty members, but one may be a faculty member from another institution). The research advisor must approve the members of the thesis committee.

The student will present their research results in a **public thesis presentation**⁹ that must be advertised within the department at least one week in advance. The student is responsible for scheduling the thesis presentation and defense. Immediately after the presentation, the thesis must be orally defended before the entire Thesis Committee in a closed session. The defense may include questions related to the conducted research and any of the student's fields of study. If the thesis is defended and the oral examination is passed to the satisfaction of a majority of the Thesis Committee, the candidate is passed and recommended for the degree.

Although the format of a thesis varies, we generally expect to see the same quality and quantity of new scientific knowledge in the MS thesis that would be accepted in one peer-reviewed publication. We encourage, but do not require, students to consider writing their work to be submitted to a peer-reviewed academic journal. They should work with their advisor on this goal

3.5 Typical Timeline

The typical timeline for completion of a MS degree is 4 semesters for funded, full-time students, but all students must complete all degree requirements within five years of initial enrollment. The following is a general approach to the 4 semesters:

Semester 1:

- Start coursework. Enroll in 3 formal courses (9-12 credits). Enroll in MS Thesis credits (GEO SCI 990) to bring total credits to 12.
- Define thesis project with advisor
- Begin working on thesis proposal (Large portions of your proposal can likely be used as the introduction to your thesis. No concerns about self-plagiarism.)
- Consider submitting early grant proposals (See Sec 9 – Funding Sources)
- Consider applying for summer internship opportunities (many application deadlines are in September & October)

Semester 2:

⁹ If a public presentation is not possible due to intellectual property or other issues, a formal request must be made to hold a closed defense. The written request should be submitted to the Graduate Advisor who will put the request forward for a faculty vote.

- Continue coursework. Enroll in 3 formal courses (9-12 credits). Enroll in MS Thesis credits (GEO SCI 990) to bring total credits to 12.
- Finalize faculty committee members
- Complete thesis proposal; submit to department and request detailed reading by committee members
- Prepare for summer field or laboratory research and/or summer internship opportunities
- Consider submitting grant proposals (See Sec 9)

Semester 3 & 4:

- Complete coursework:
 - Semester 3: remaining coursework credits + 3 thesis (990) credits
 - Semester 4: 0 coursework credits + 6 thesis (990) credits
- Collect/analyze data
- Write thesis
- Present research at national conference
- Provide written, formatted thesis to committee 4 weeks before defense
- Oral defense of thesis (public talk followed by private examination by committee)
- Complete thesis revisions requested by your committee and submit final version to the Graduate School.
- Look for jobs

Semester 5 and beyond:

- No guarantee of TA or RA support
- Can be difficult to finish once you have left and are employed.
- But don't give up! We're here to help you finish.

3.6 Important Deadlines for Graduation

The following are important general procedures and deadlines that must be followed in the semester in which you plan to graduate. You should closely read the details and semester-specific deadlines at:

- [Master's Graduation](#)
- [Graduation Dates and Deadlines](#)
- [Thesis and Dissertation Formatting](#)

1. Enroll for a minimum of 1 graduate credit at UWM in your graduating term.
2. Apply for graduation by the posted deadline (see link above) for the semester in which you intend to graduate. (Typically mid-September for Fall graduation and early February for Spring graduation).
3. Schedule your defense with your committee and provide them with the written thesis.

- a. No formal scheduling deadline, but do this as soon as possible, in consultation with your advisor.
 - b. Written thesis should be provided to committee 4 weeks prior to defense, unless you are given an alternative deadline.
4. Meet the thesis formatting deadline
 - a. Typically late November for Fall graduation and mid-April for Spring.
 - b. Email gs-graduationprocessing@uwm.edu for a format check of your thesis draft.
5. Defend your thesis
 - a. Deadline is typically early December for Fall graduation and late April for Spring.
6. Submit final revised thesis
 - a. Deadline is typically early December for Fall graduation and early May for Spring for submission to the Graduate School.
 - b. An additional hard copy must be provided to the Geosciences Department.

In addition to the standard deadlines for graduation, there are also “window” periods after each semester, which give students an opportunity to finish up if they don’t quite make the deadlines. During these window periods, students can submit work and qualify for graduation the following semester. For example, if you don’t quite make the deadline for Spring graduation, you could defend and submit your thesis prior to the end of the window period and become a Summer graduate without paying Summer tuition. If you are interested in taking advantage of the “window” period, discuss your plans with the Graduate Student Director as soon as possible.

3.7 Seeking Exceptions to Policies

If a student cannot fulfill one of the Graduate School policies (for example, finishing the MS degree within 5 years or asking to be readmitted after an absence), they should discuss with their Research Advisor and the Graduate Director and submit a [Request for Exception form](#) as soon as possible. In this request, the student must clearly explain the exception they seek and provide supporting documentation where needed (for example document of a medical leave or supporting letter from faculty advisor). [More information...](#)

4. PhD Student Requirements

Below we summarize the UWM requirements for a PhD degree, as well as lay out the Geoscience-specific expectations and requirements. Please also refer to

- [Doctoral Resources](#)
- [Doctoral Requirements](#)
- [Doctoral Milestones](#)

4.1 Major Professor as Advisor

The student must have a major professor to advise and supervise the student's studies and research. Based on specialized research interests, the student is assigned an advisor at the time of initial enrollment. The student may request a change of advisor if another faculty member is available, willing, and able to assume that role. If this change involves a significant modification of the area of specialization or research, the student's record will be reexamined to determine whether the student's background is sufficient for the new specialty. If it is not, it may be necessary for the student to withdraw from the program and reapply in the new specialty. Normally such a change of direction will not be allowed once the dissertation proposal has been defended. An advisor may cease to direct a student at any time with the approval of the Department Chair and the Graduate Director. This typically only occurs if the student is not making satisfactory progress towards their degree or the advisor is no longer available to oversee a student's research due to extenuating circumstances. In this rare case, the Department Chair and Graduate Director will advise the student on the best future course of action to obtain a new advisor.

4.2 Doctoral Committee

The **membership of the Doctoral Committee will be established in the student's first semester.** The Committee must consist of the following: the doctoral student's advisor as chair (or co-advisors as co-chairs) and at least three additional graduate faculty members. One of these members may be graduate faculty external to UWM.

The student is required to arrange a meeting with the Doctoral Committee at least once each year. An annual meeting is required even if the student is part time.

4.3 Credits, Courses, and Program of Study

Doctoral students must earn 54 credits beyond the bachelor's degree, of which 24 credits may be taken from formal course work completed as part of the master's study. At least 18 graduate credits beyond the master's degree must be earned in formal coursework.

A Program of Study must be developed and approved by the student's Doctoral Committee in the first semester. The Program of Study specifies all coursework, completed and proposed, that will be offered in fulfillment of degree requirements. It also specifies any technical, research, or quantitative skills (Sec. 4.4) that should be developed to perform your research and meet degree requirements. The student should draft a plan in consultation with the Research Advisor and present the plan to the Doctoral Committee who may suggest changes or additions.

4.4 Quantitative Skill

A working knowledge of computer programming, statistics, numerical methods, or GIS appropriate to the student's field of study is required. Standards for this requirement will be

established by the student's Doctoral Committee. Undergraduate courses taken to meet this requirement do not apply to the course requirements for the PhD.

4.5 Residence Requirement

Before dissertator status may be achieved, the students must satisfy the following residence requirements:

- *Continuous-year requirement:* The student must complete 8 to 12 graduate credits in each of two consecutive semesters, or 6 or more graduate credits in each of three consecutive semesters, including summer sessions.
- *50% of credits requirement:* At least half of the graduate credits required for the Ph.D. must be completed at UWM in doctoral status.

Residence requirements cannot be met at the master's level.

4.6 Dissertation Proposal and Preliminary Examination

Advancement to dissertator status requires that students must submit a dissertation proposal to their committee and pass a doctoral preliminary examination.

4.6.1 Dissertation Proposal:

The dissertation proposal needs to be submitted prior to the preliminary exam (at least one month prior to exam unless the Doctoral Committee agrees to a shorter time frame). It should be written as a typical length and format of an NSF proposal. At a minimum, it should provide an overview of and approach to the problem being addressed, a budget, and appropriate bibliographic references.

4.6.2 Doctoral Preliminary Exam:

The doctoral preliminary examination consists of a set of written exams from the Doctoral Committee and a follow-up oral examination. The structure of the written examination will be established by the student's Doctoral Committee. The student must demonstrate knowledge in the fields of geology and related sciences, as defined by the Doctoral Committee. Topics of the examination are generally related to the dissertation proposal.

As part of the oral examination, the student must successfully defend their dissertation proposal. The dissertation proposal must be approved by your doctoral committee via the oral examination process. Committee approval of the dissertation proposal establishes agreement on your chosen research and indicates that you have adequate preparation to complete the research. Please note that the Geosciences Department requires the Dissertation Proposal Defense and the Oral Preliminary Exam to be conducted simultaneously.

4.6.3 Scheduling Doctoral Preliminary Exams:

The student is responsible for scheduling the preliminary exams including the Preliminary Written Exam and the Preliminary Oral Exam/Dissertation Proposal hearing. The

Dissertation Proposal should be submitted to the Doctoral Committee one month prior to the Preliminary Written Exam (unless the Doctoral Committee agrees to a shorter time frame). Under no circumstance should the Doctoral Committee members receive the dissertation proposal with less than one week prior to the Preliminary Written Exam. The Preliminary Oral Exam should take place within 1-2 weeks after the Preliminary Written Exam.

For full-time students, the preliminary examination must be passed:

1. prior to the start of the 5th semester; AND
2. after the residency requirement is fulfilled.

Prior to the beginning of the semester that a student is eligible to take the preliminary examination, the student must complete the electronic Application for the Doctoral Preliminary Examination located in the online [Doctoral Milestones System](#).

The Graduate School requires that students pass preliminary exams within five years of initial enrollment in the doctoral program (including part time students).

4.6.4 Outcome of Preliminary Exams:

If the student passes the preliminary exams including the proposal defense and all other Graduate School requirements, they may apply to become a dissertator. At this time, the student should complete the Doctoral Dissertation Proposal Hearing Form, including uploading a copy of the proposal, in the online [Doctoral Milestones System](#).

If the student fails the preliminary examination including the proposal hearing, the Doctoral Committee must provide the student a written plan regarding continuation. If the student misses any component of the scheduled preliminary examination within the proper timeframe, the student must request an extension from their Doctoral Committee and file a new application for the next semester if approved by the Doctoral Committee. In cases where a student misses Graduate School deadlines or requirements for any of these milestones, the student must petition the graduate school for extensions or exceptions.

4.7 Dissertator Status

Students are eligible to become a dissertator when they have achieved all of the following:

- Completed all course requirements.
- Submitted the Proposal to the Doctoral Committee.
- Passed the doctoral preliminary examination including the written and oral components (including proposal defense).
- Submitted an online Preliminary Exam form in the online [Doctoral Milestones System](#).
- Submitted an online Proposal Hearing form in the online [Doctoral Milestones System](#).
- Met residence requirements.

- Cleared incomplete and “progress” grades/reports in non-research courses.
- Achieved a 3.0 or higher cumulative GPA.

Students must submit an online Application for Doctoral Dissertator Status, located in the online [Doctoral Milestones System](#), for this information to be verified and approved by the Graduate School and Geosciences Department. This application should be submitted before the semester begins in which dissertator status is sought.

Note that the Geosciences Department requires the proposal to be completed and defended prior to the student obtaining dissertator status. This is a departmental requirement beyond the minimum requirements of the Graduate School.

4.8 Dissertation and Dissertation Defense

The candidate must present a written dissertation reporting the results of independent, original research carried out under the direction of the major professor. Prior to a defense, the dissertation must be read by the Doctoral Committee. The student is responsible for providing the Doctoral Committee a copy of the entire dissertation one month prior to the defense, unless the committee agrees to review the dissertation in a shorter time frame. Under no circumstance should the Doctoral Committee members receive the dissertation with less than one week prior to the defense. Information regarding dissertation deadlines, preparation, and review of the dissertation is available from the Graduate School. See also Sec. 4.9.

The student is responsible for scheduling the dissertation presentation and defense. The student will present their research results in a public dissertation presentation that must be advertised within the department at least one week in advance. Immediately after the presentation, the dissertation must be orally defended before the entire Doctoral Committee. The defense may include questions related to the conducted research and any of the dissertator’s fields of study. If the dissertation is defended and the oral examination is passed to the satisfaction of a majority of the Doctoral Committee, the candidate is passed and recommended for the degree.

Although the format of a dissertation varies, we generally expect to see the same quality and quantity of new scientific knowledge in the PhD dissertation that would be accepted in three peer-reviewed publications. We encourage, but do not require, students to consider writing their work to be submitted to peer-reviewed academic journals. They should work with their advisor on this goal.

4.9 Annual Presentation of Results and Meeting with Committee

Each student is required to present the current status of their research at the Geosciences Student Research Symposium each spring. If students are unable to present at the Symposium, they may request to present as part of the Department Colloquia instead. This request should be made to the faculty member organizing Colloquia as soon as possible.

The student is required to arrange a meeting with the Doctoral Committee at least once each year. An annual meeting is required even if the student is part time.

4.10 Typical Timeline

The typical timeline for completion of a PhD is 8 semesters for funded, full-time students; all students must complete all degree requirements within 10 years of initial enrollment (including part time students). The doctoral preliminary exam must be passed within 5 years of initial enrollment. The following is a general approach to the 8 semesters:

Semester 1:

- Create Doctoral Committee and hold your first committee meeting. The topic of this meeting should be Committee approval of your Program of Study.
- Start coursework, selecting courses in consultation with advisor and Doctoral Committee. Students are strongly advised to take courses from each of their committee members prior to taking the doctoral preliminary examination.
- Consider submitting early grant proposals (See Sec 9 – Funding Sources)
- Consider applying for summer internship opportunities (many application deadlines are in September & October)

Semester 2:

- Continue coursework.
- Develop research project.
- Prepare for first summer field season (if applicable)
- Consider applying for summer internship opportunities (many application deadlines are in September & October)
- Consider submitting grant proposals (See Sec 9 – Funding Sources)

Semesters 3 & 4:

- Finish coursework.
- Conduct preliminary research and field work.
- Fully develop and submit dissertation proposal.
- Take and pass qualifying exams, including proposal defense, to become dissertator.
- Present research at national conference
- Consider submitting grant proposals (See Sec 9 – Funding Sources)
- Consider applying for summer internship opportunities (many application deadlines are in September & October)

Semesters 5 – 8:

- Continue conducting research.
- Present research at national conference
- Consider submitting grant proposals (See Sec 9 – Funding Sources)
- Consider applying for summer internship opportunities (many application deadlines are in September & October)

- Apply for jobs
- Write and publish chapters of your dissertation as journal articles (in consultation with your advisor).
- Write and defend dissertation.
- Revise dissertation and submit final approved version.

4.11 Important Deadlines for Graduation

The following are important general procedures and deadlines that must be followed in the semester in which you plan to graduate. You should closely read the details and semester-specific deadlines at:

- [Doctoral Graduation](#)
 - [Graduation Dates and Deadlines](#)
 - [Thesis and Dissertation Formatting](#)
1. Maintain continuous registration by registering for three dissertation credits (must be done each semester after obtaining dissertator status).
 2. Apply for graduation by the posted deadline (see link above) for the semester in which you intend to graduate. (Typically mid-September for Fall graduation and early February for Spring graduation.)
 3. Schedule your defense with your committee and provide them with the written dissertation.
 - a. No formal scheduling deadline, but do this as soon as possible, in consultation with your advisor.
 - b. Written thesis should be provided to committee 4 weeks prior to defense, unless you are given an alternative deadline. In no circumstances should the committee receive the dissertation with less than one week prior to the defense.
 4. Meet the thesis formatting deadline
 - a. Typically late November for Fall graduation and mid-April for Spring.
 - a. Email a draft of your properly formatted dissertation to gs-graduationprocessing@uwm.edu for a format check. Defend your dissertation
 - a. Deadline is typically early December for Fall graduation and late April for Spring.
 5. Submit final revised dissertation
 - a. Deadline for submission to Graduate School is typically early December for Fall graduation and early May for Spring.
 - b. An additional copy must be provided to the Geosciences Department.

In addition to the standard deadlines for graduation, there are also “window” periods after each semester, which give students an opportunity to finish up if they don’t quite make the deadlines. During these window periods, students can submit work and qualify for graduation the following semester. For example, if you don’t quite make the deadline for Spring graduation, you could defend and submit your dissertation prior to the end of the window period and become a Summer graduate without paying Summer tuition. If you are interested

in taking advantage of the “window” period, discuss your plans with the Graduate Student Director as soon as possible.

4.12 Appealing Doctoral Committee Decisions

If the student wishes to appeal a decision made by their Doctoral Committee, they must do so in writing to the Chair of the Department. The student may appeal decisions regarding Preliminary Exam, Proposal, or Defense within one month of each of those decisions. The Chair will forward the petition to a subset of the Department’s Executive Committee consisting of all Executive Committee faculty who are not serving on the student’s Doctoral Committee. This subset of the Executive Committee will make a decision regarding the petition.

4.13 Seeking Exceptions to Policies

If a student cannot fulfill one of the Graduate School policies (for example, requesting an extension for time to take preliminary exam, finishing PhD degree within 10 years, or asking to be readmitted after an absence), they should discuss with their Research Advisor and the Graduate Director and submit a [Request for Exception form](#) as soon as possible. In this request, the student must clearly explain the exception they seek and provide supporting documentation where needed (for example document of a medical leave or supporting letter from faculty advisor). [More information...](#)

5. International Students

The [Center for International Education \(CIE\)](#) can provide you with important information about the visa application process; moving to the United States; making sure you have proper health and accident insurance; complying with tax laws; and much more. Please see their website for details. Once you are formally admitted to UWM, CIE will begin e-mailing you important information. These emails will come from the email address: uwmiss@useast.hobsonsradius.com. Make sure your email spam filter will accept emails from useast.hobsonsradius.com.

6. Graduate Assistantships

6.1 Types

Most Geosciences graduate students receive financial support in the form of a Teaching Assistantship (TA) or a Research Assistantship (RA). Brief descriptions of these roles are given below, taken from the UWM Grad School. Note that the Project Assistantship is rarely used in Geosciences.

- **Teaching Assistantship:** Teaching Assistants play an important role in the learning experience of undergraduate students. A Teaching Assistant in an enrolled graduate student who is regularly assigned teaching and related responsibilities under the supervision of a faculty member.
- **Research Assistantship:** Research Assistants conduct research that is primarily for the benefit of the individual's course of study and research and directly applicable to the individual's thesis or dissertation.
- **Project Assistantship:** Project Assistants are assigned to conduct research, training, administrative responsibilities or other academic or academic support projects or programs – except regular preparation of instructional materials for courses, or manual or clerical assignments – under the supervision of a member of the faculty or academic staff.

Questions about your assistantship may be directed to the Geosciences Graduate Director and/or gs-assistantships@uwm.edu.

See also the UWM [Graduate Assistant Handbook](#).

6.2 Course Load Requirements

Abbreviated from the [Graduate School Website](#) (see for additional details):

Graduate Assistants employed at 33% or more must enroll for and complete at least 6 graduate credits during fall and spring semesters (see exceptions below); the graduate program may require a higher credit minimum. Graduate Assistants with total appointments of less than 33% must enroll for at least 3 graduate credits during fall and spring semesters.

Students holding UWM fellowships (AOP, Distinguished Graduate Student, Doctoral Dissertation Fellowship) must register for the minimum credit load outlined in their fellowship acceptance letter (usually 8-12 credits).

Doctoral students who are studying for the preliminary exam may enroll for one credit. This reduced credit load is applicable for one semester only, and the Graduate Assistant MUST have an approved application for the preliminary exam on file with the Graduate School in order to qualify. If this application is not on file, the Bursar's Office will remove the student's tuition remission based on an insufficient credit load.

Doctoral students who have achieved dissertator status must enroll each semester for 3 graduate credits of research at the current per-credit dissertator rate.

Courses taken on an audit basis do not count toward the minimum enrollment requirements. Failure to enroll for the required minimum number of graduate credits will result in removal of a tuition remission and the loss of health and other benefits and may make the student ineligible for another assistantship.

6.3 Stipends and Benefits

The following is modified from the Graduate Assistant Handbook. Please visit the Handbook sections on [Stipends](#) and [Benefits](#) for more details.

Stipend levels for graduate assistants are set annually by the University. Rate changes based on the student's status are effective at the beginning of a semester. The student must meet the qualifications for the new rate by the first contractual date of the semester. (*Exception:* Graduate Assistants who attain Dissertator status between the contractual date as defined by the published academic year calendar and the Registrar's add deadline will be paid the dissertator rate starting with the first payroll period after the add deadline.)

Students must have an appointment of 33% or greater for at least one term (Academic "C" basis) or six months (Annual "A" basis) to meet eligibility requirements for benefits. (*Note:* Most Geosciences students are on an Academic "C" basis.) Payroll deductions for health insurance and other benefits are made monthly. If your Graduate Assistant appointment will be continued during Summer Session or the next academic year, you will receive summer benefit coverage. An additional month's deductions will be taken from payrolls in March, April, and May (paid on April, May and June 1, respectively) at the end of the academic year.

6.4 Student Fees

Students who are supported by Assistantship or Fellowship typically receive a tuition waiver. However, UWM also charges segregated fees that are the responsibility of the student. Additionally, some courses may have special fees attached (e.g., field trip fees). Graduate Assistants can arrange to pay these fees through payroll deduction.

[Information on current Segregated Fees](#)

[Information on tuition remission](#)

6.5 Criteria for Continued Assistantship Support

Geosciences graduate students currently on a Teaching Assistantship or Research Assistantship contract may have the contract renewed so long as they remain in good academic standing.

This is taken to mean (*see Sec. 2.1 for more details*):

- Suitable academic performance (minimum GPA is 3.0)
- Suitable performance as a teaching or research assistant
- Adequate research progress (as ascertained by the student's Major Professor)
- Successful and timely completion of program requirements.

For students admitted to the program with funding (either in the form of a Teaching Assistant, Research Assistant, or UWM fellowship position), we anticipate providing funding for a total of 4 semesters (MS) and 8 semesters (PhD), if these requirements are met. The number of available positions varies each year within the department and is determined by the availability of research funds from individual faculty members and the departmental

teaching budget for each academic year. Students may be funded by a combination of TA, RA, and fellowship positions. For MS students in their 5th or subsequent semesters and PhD students in their 9th or subsequent semesters, funded positions will be offered, when available, on a competitive basis with decisions made by the faculty.

7. Logistics

7.1 Registration and Classes

Each semester, students will receive an email with their registration appointment (date/time). We ask that they register for classes as soon as possible so that courses are not cancelled due to insufficient enrollment. Each semester, students should register for at least the minimum number of credits required by the appointment or status (TA, RA, fellowship, dissertator, etc.; see Section 6.2). If you are unsure about the required number of credits, talk to the Graduate Student Director prior to registration. If possible, students should register for thesis credits (MS students, GEO SCI 990) or dissertation credits (PhD students, GEO SCI 998), using the section listed under the research advisor's name. If students are taking Geosci 999, Advanced Independent Reading, they must submit the [form found on the Geosciences webpage](#) with the approval of the instructor overseeing the course.

7.2 Offices and Keys

Shared office space is made available for current graduate students.

Keys for teaching areas, graduate offices and research specific labs are loaned to graduate students while at UWM. A key card that allows access to the Geosciences computer lab and building access is provided with a deposit. Questions about keys can be addressed to Brett Ketter, Lapham 350. Students should return keys and key cards upon graduation, departure from the graduate program, or request of faculty and staff.

7.3 Security

Because graduate students commonly work in the evenings and on weekends, it is especially important that the building remain locked for safety as well as security. Graduate students are given keys/ key cards so that they can perform research in an unencumbered environment. With the privilege of 24-hour access comes your responsibility to ensure that the building remains secure.

For students who may be coming or going at odd hours, students may arrange for virtual or in-person escorts:

- [B.O.S.S. \(Be On the Safe Side\)](#) provides free, scheduled rides within a ~2 mile radius of campus. It operates between the hours of 6PM and 2AM during Fall and Spring semesters. Call 414-229-6503 or visit their website for more hours and details.

- [Virtual Safewalks](#) let friends or family watch over you virtually as you walk to or from campus.
- **UWM Campus police emergency number:**
 - From a campus phone: 9-911
 - From your cell phone or off-campus phone: 414-229-9911
- UWM Campus police non-emergency number: 414-229-4627

7.4 Department Computers

Computers are made available for current graduate students to use in coursework, teaching, and research. Although incidental personal use of computers is allowed, be sure to follow [UWM guidelines on acceptable use of technology](#). For example, you should not be using university computers or e-mail to run a business or engage in political activism.

7.5 Photocopies and Printing

Use of the photocopier/printer is reserved for department-related work. TAs will be provided with a code for use in teaching. Use for course work, personal use, or thesis preparation is prohibited. Photocopiers and printers for these purposes are available in the Union, the Library, and elsewhere on campus.

7.6 Projectors

Projectors and laptops are available for teaching purposes and are located in most classrooms. Additional portable projectors are located in the Media Storage Room. For irregular use of the projectors, outside of scheduled class time, please sign out the equipment being used and initial upon its return.

7.7 Rock Cutting/ Drilling/ Thin section equipment

Rock saws, thin sectioning equipment, and a drill press are available in the basement of Lapham Hall. Before using any of this equipment, safety instruction and permission must be granted by Rob Graziano, Instructional Laboratory Manager. Proper safety precautions and practices must be used.

7.8 Travel

Students on assistantships and any student expecting travel reimbursement must submit a Travel and Miscellaneous Expense Authorization (TMEA) document. *The TMEA must be submitted and approved prior to travel to ensure preapproval for reimbursement. Before completing a TEMA for the first time, please seek guidance from your research advisor and [Charles Rojas](#), Undergraduate Program Coordinator.* For Teaching Assistants, any travel (to conferences, fieldwork, external labs, etc.) that conflicts with teaching duties must be approved by the faculty or staff member in charge of the course. Graduate students must make prior arrangements with faculty if they are to miss class for approved travel. Travel arrangements for

university, department, or most grant funded travel must be made through [UW Travelwise](#). **Do not under any circumstances purchase airfare on your own or pre-pay hotel expenses if you expect to be reimbursed.** Travel and reimbursement rules are constantly changing, so please double-check with Charles before making any travel arrangements.

If you are expecting to be reimbursed for travel expenses and do not want to pay from your own funds, please talk to [Charles Rojas](#) about placing expenses on the Department credit card.

[Additional helpful Geosciences travel information can be found on Teams](#) or the [department Sharepoint](#).

Questions about travel can be addressed to [Charles Rojas](#) or [Lauren Wieczorek](#), Geosciences Academic Department Specialist.

7.9 Building Problems

In case of building problems or needed maintenance, please contact Rob Graziano, graziano@uwm.edu, 414-229-3648, Lapham Room 343.

8. Department Events

8.1 Colloquia

Colloquia is a weekly event during the fall and spring semesters. Graduate student attendance is mandatory. This event gives you the opportunity to interact with scientists outside of UWM involved in a wide range of Geosciences research and with people working in a variety of non-academic careers.

8.2 Student Research Symposium

This event is typically held in March and provides an opportunity for graduate and undergraduate students to showcase the results of all their hard work from the past year. All graduate students are expected to attend, and students beyond their first year of study are expected to present a 10-15 minute talk or poster on their current research. For all PhD students, this satisfies the requirement to provide an annual public update of your research.

8.3 Career Events

A series of events and opportunities are held throughout the year to provide graduate and undergraduate students with information on career paths in the geosciences outside of academia. UWM alumni and other industry and government representatives volunteer their time to give formal talks, panel discussions, and informal advice to students interested in pursuing careers in fields such as environmental consulting, environmental engineering, oil and

gas, mining, and government service. Additional opportunities include close mentoring with career geologists; resume-building workshops; short courses relevant to careers in industry or government; and preparation for professional certification. Most students find these experiences to be highly beneficial.

8.4 Sub-Discipline Weekly Meetings

Hard Rock Lunch is an informal gathering of anyone interested in solid earth aspects of geosciences (mineralogy, petrology, structural geology, geophysics, tectonics), sharing ongoing research, photos from field trips or field work, or just chat about shared interests. Hard Rock-affiliated students are expected to attend.

The Hydrology and Sed/Surface groups at times have their own informal gatherings, depending on student and faculty availability and interest.

Some individual lab groups will also have weekly meetings.

9. Funding Sources

Aside from Graduate Assistantships, there are a variety of grants, fellowships, scholarships and other awards to which students may apply. A list of these is generally distributed via e-mail each semester. See also links below.

9.1 [Department of Geosciences Scholarships and Awards](#)

9.2 [UWM and External Scholarships and Awards](#)

- [UWM Graduate Fellowships](#)
- [UWM Graduate Travel Awards](#)
- [Other Scholarships \(including external\)](#)

10. On-Campus Resources for Students

Graduate school can be equally exciting and stressful. Scientists produce their best work when we also take care of our mental, emotional, and physical health.

The [UWM Student Health and Wellness Center \(SHWC\)](#) provides on-campus physical and mental health services for students.

If you are concerned about mental health for yourself or someone else, a great first place to go is [Counseling Services at the SHWC](#).

Below is a list of some of the other on-campus resources available to help navigate life while in graduate school. See also the much more extensive [list of Campus and Community Resources for students](#).

Program	Type of Support Offered	Contact Information
Accessibility Resource Center	Provides equal access to students with disabilities to all campus activities.	Mitchell Hall 112 Phone: 414-229-6287, Email: archelp@uwm.edu https://uwm.edu/arc/
B.O.S.S.	Transportation service for students travelling alone to or from campus.	Union WG25 Phone: 414-229-6503 https://uwm.edu/boss/
Center for Student Experience and Talent	Walk-in career advising, resume review, and free professional clothing rental. Job searching platform <i>Handshake</i> .	Main: https://uwm.edu/set/ Handshake: https://uwm.joinhandshake.com/login
Center for International Education	Assistance for international students attending UWM and all UWM students conducting international research or study.	Garland Hall, Room 138 Phone: 414-229-4846; Email: cie@uwm.edu https://uwm.edu/cie/
Children's Learning Center	On-campus child care and development programs for UWM students and faculty.	Northwest Quadrant Building C, Room 1606 Phone: 414-229-5384 https://uwm.edu/children/
Counselling Services	Provides short term mental health services. <i>Let's Talk</i> program also available for brief, walk-in conversations with UWM counselors.	Northwest Quadrant, 5th Floor Phone: 414-229-4716, Email: wellness-info@uwm.edu https://uwm.edu/wellness/counseling/
Equal Opportunity & Civil Rights	Promotes diversity and equal opportunity at UWM. Resources for investigating discrimination on campus.	Mitchell Hall 359 Phone: 414-229-5923, Email: diverse@uwm.edu https://uwm.edu/equal-opportunity-civil-rights/
Fostering Success at UWM	Guidance and support to foster students. Also has resources for those who have been homeless or orphaned.	Vogal Hall Visitor Center Phone: 414-229-4624, Email: tawney@uwm.edu https://uwm.edu/undergrad-admission/fostering-success-at-uwm/
First-Generation + Resource Center	Support organizations for first-gen, LGBTQ+, military/veterans, and woman students	https://uwm.edu/firstgen/
LGBTQ+ Resource Center	Support and safe space for students in the LGBTQI+ community.	Union WG89 Phone: 414-229-4116, Email: peerout@uwm.edu https://uwm.edu/lgbtrc/
Library	Media resources	UWM Golda Meir Library Phone: 414-229-4785, Email: https://uwm.edu/libraries/
Student Parent Success Program	Support for UWM student parents	https://uwm.edu/studentparentsucces/
Mental Health Resources	Links to on and off-campus support for mental health resources.	https://uwm.edu/wellness/counseling/
Military and Veterans Resource Center	Assistance for current or former military personal.	Union WG99 Phone: 414-229-7211, Email: mavrc@uwm.edu https://uwm.edu/mavrc/

<p><u>Office of Community Empowerment and Institutional Inclusivity</u></p>	<p>Several student centers are available on campus to address the needs of specific student cultural communities, including those for African-Americans, American Indians, Latinx, and Asian students.</p>	<p>African Diaspora Council https://uwm.edu/adc/ American Indian Student Center Bolton 195, 414-229-5880, https://uwm.edu/aisc/ Asian Faculty and Staff Association https://uwm.edu/afsa/ Black Student Cultural Center Bolton 176, 414-229-3704, https://uwm.edu/bcc/ Roberto Hernandez Center Bolton 183, 414-229-6156, http://rhc.uwm.edu/ Southeast Asian-American Student Services Bolton 160, 414-229-5282, https://uwm.edu/seaasc/</p>
<p>Student Health and Wellness Center</p>	<p>Medical appointments and consultation for services including routine checks ups, counseling and mental health care, alcoholism and sexual health.</p>	<p>Phone: 414-229-7429, Email: wellness-info@uwm.edu https://uwm.edu/wellness/</p>
<p>Student Success Center</p>	<p>Connects students to peers, faculty, staff, and resources throughout the campus community to support the personal and academic success.</p>	<p>Bolton Hall 120 Phone: 414-229-5385, Email: ssc@uwm.edu https://uwm.edu/studentsuccess/</p>
<p>Title IX Coordinator</p>	<p>To report sex discrimination, gender-based violence, or retaliation.</p>	<p>Phone: 414-229-7012, Email: titleix@uwm.edu https://uwm.edu/titleix/</p>
<p>University Legal Clinic</p>	<p>Assistance with personal legal issues and advice from an on-staff attorney.</p>	<p>Union WG81 Phone: 414-229-4140, Email: ulc@uwm.edu https://uwm.edu/university-legal-clinic/</p>
<p>Women’s Resource Center</p>	<p>Provides support and advocacy to all students as well as hygiene products and lactation rooms.</p>	<p>Union WG93 Phone: 414-229-2852 https://uwm.edu/womensresourcecenter/</p>
<p>Writing Center</p>	<p>Tutoring and assistance for academic writing.</p>	<p>Curtin Hall 127 Phone: 414-229-4339 https://uwm.edu/writing-center/</p>
<p>General Inquiry</p>		
<p>Dean of Students Office</p>	<p>Union 345 Phone: 414-229-4632, Email: dos@uwm.edu https://uwm.edu/deanofstudents/</p>	
<p>UWM Police</p>	<p>Phone: 414-229-4627, Email: uwm-police@uwm.edu https://uwm.edu/police/ <p style="text-align: center;">EMERGENCY: 414-229-9911</p> </p>	

11. Student Grievances and Reporting Procedures

If you face a situation in which you feel you have been treated unfairly or have experienced or witnessed academic or scientific misconduct, discrimination, or harassment, the following people may be consulted for assistance. We suggest you start with your advisor or the faculty

member most directly involved (if comfortable with this) and then escalate roughly in the order indicated, as needed. See also details below for more specific situations. If you are unsure what procedure to follow, consult with the Geosciences Graduate Director or with the Office of the Dean of the Graduate School (#6 below)

1. Your Advisor or faculty member involved
2. Your thesis or dissertation Committee members
3. Graduate Student Director
4. Department Chair
5. Send a formal letter of complaint to the Graduate Advisor and Department Chair
6. Office of the Dean of the Graduate School
7. See also the [Office of the Dean of Students Comment/Complaint/Suggestion form](#).

11.1 Appealing Academic Decisions (Grades, Degree Milestones)

A graduate student's work is primarily supervised by the Advisor. The Thesis or Dissertation Committee is charged with providing both advice and support of the student's efforts toward the degree and also with judging and approving those efforts and the progress they represent. Committee members besides the Advisor are charged with, among other duties, ensuring that the student's best interests are protected. In the event that a student feels there is a potential disagreement with his or her Advisor about expectations, proper academic roles, or progress towards the degree, then the other members of the Committee are the first level of consultation for the student. The Graduate Student Director may also be consulted for assistance.

To appeal grades and other formal decisions associated with your academic progress (outcomes of thesis or dissertation defense, qualifying exam, etc.) you are encouraged to start a discussion first by contacting the people listed above. If this proves dissatisfactory or you are uncomfortable discussing the issue within the Department of Geosciences, the Office of the Dean may also be consulted and/or a formal appeal may be filed within 30 days of the action that prompted the appeal

Further information: [Appealing Academic Decisions](#)

11.2 Graduate Assistant Employment Grievance Procedure

Any issues related to status as a paid Teaching Assistant or Research Assistant (but unrelated to academic progress) should follow procedures outlined in [UWM Graduate Assistant Employment Grievance Procedure](#).

General questions about Graduate Assistantships can be directed to the Geosciences Graduate Director and/or to gs-assistantships@uwm.edu.

11.3 Reporting Harassment, Bullying, or Discrimination

UWM and the Department of Geosciences do not tolerate harassment, bullying or discrimination of any kind. See Sections 2.4.1 and 2.4.2 above. If you experience or witness any of these behaviors and are uncomfortable reporting it within the faculty of the Geosciences department, you may consult with the [UWM Office of Equal Opportunity and Civil Rights](#) and/or use the [UWM Hate/Bias reporting form](#).

If you experience sexual violence or sexual harassment, there are many options for reporting ranging from completely confidential to filing a police report:

- [Title IX Get Help](#) - Information on reporting options. Plus health, advocacy, legal, and other resources.
- [Title IX Reporting of Sexual Misconduct](#) – Information and resources for reporting sexual violence or misconduct provided by the Title IX office.
- **Confidential resources** for assistance and support can be accessed through the UWM Victim/Survivor Advocate (victimadvocacy@uwm.edu; 414-229-4582)

If you are a UWM employee (all Graduate Assistants are employees) and you *witness* an incident of sexual assault or receive a first-hand report of sexual assault from an enrolled student, you are required to [report it to the Office of the Dean of Students](#)¹⁰.

Additional details - [UWM Discriminatory Conduct and Sexual Violence Policies](#):

- SAAP 5-1 [Discriminatory Conduct and Consensual Relationships Policy](#)
- SAAP 5-2 [Sexual Violence and Sexual Harassment Policy](#)
- SAAP 5-4 [Policy on Investigation and Resolution of Formal Title IX Complaints](#)

12. UWM Policies and Resources

12.1 Human Resources

Many questions about your benefits and paychecks can be answered by [Human Resources](#), hr-contact@uwm.edu, 414-229-4463. You may want to start first with the Geosciences Academic Department Specialist, Lauren Wieczorek.

For information on Graduate Assistant Benefits, see this [Benefit Summary](#).

12.2 Academic Integrity

*From the Graduate School Academic Integrity Website*¹¹:

¹⁰ <https://uwm.edu/deanofstudents/report-it/>

¹¹ <http://uwm.edu/graduateschool/academic-integrity/>

“In the broader academic context, integrity is a concept rich with connotations that encompass understanding the minimal standards of compliance in research, the personal ethical decision-making processes of individuals, and ultimately the ways in which our institutions reflect the highest aspirations and broadest commitment on the part of the academic profession to the principles of truth, scholarship, and the responsible education of future scholars.”

— From *The Project for Scholarly Integrity in Graduate Education: A Framework for Collaborative Action*, Council of Graduate Schools, 2008

Ethics are fundamental to all university activities. Ethical behavior is crucial to maintaining the credibility and perceived value of our scholarship in the minds of our colleagues and the general public. To this end it is important that all scholars, from undergraduates to senior faculty, incorporate ethical standards, defensible behavior, and sound decision making in all of their academic endeavors.

Academic Integrity means honesty concerning all aspects of academic work. Students are encouraged to consult with faculty to develop:

- Correct procedures for citing sources of information, words and ideas.
- Ways to properly credit collaborative work with project team or study group members.
- Strategies for planning and preparing for exams, papers, projects and presentations.
- Alternative procedures for quiz/exam conditions in classroom environment where cheating has been observed.

12.3 Research Integrity

From the Graduate School Academic Integrity Website¹²:

“Research misconduct includes fabrications, falsification, plagiarism, and violations of requirements for the protection of human or animal subjects. It does not include unintentional error or honest differences in interpretations of or judgments about data.”

— Excerpt from [University of Wisconsin–Milwaukee Research Misconduct Policy](#)

It is the intent of the University of Wisconsin–Milwaukee to foster a research environment that promotes integrity in all research and that deals forthrightly with allegations of research misconduct. The policies and procedures established for the investigation of research misconduct are designed to protect both the accused and the accuser from detrimental effects, including loss of reputation, until the investigation is completed and the findings made public. This policy does not annul or replace any existing policy or set of procedures outlined in the UWM Policies and Procedures.

Campus research misconduct policies mirror those of its Cognizant Audit Agency, the U.S. Department of Health & Human Services. According to the DHHS’ [Office of Research Integrity](#):

- **Fabrication** is making up data or results and recording or reporting them.

¹² <http://uwm.edu/graduateschool/academic-integrity/>

- **Falsification** is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- **Plagiarism** is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
- Research misconduct does not include honest error or differences of opinion.

Protection of Human or Animal Subjects: Institutional review of human subject and animal research is housed in the [Department of University Safety and Assurances](#), whose purview also includes environmental protection, health and safety, and risk management. Any research that involves human subjects (including surveys, tasting of beverages, etc.) requires review by the UWM Institutional Review Board.

12.4 [UWM Faculty/Staff Code of Conduct](#)

Introduction

This Code of Conduct establishes guidelines for professional conduct by those acting on behalf of the University including executive officers, faculty, staff, and other individuals employed by the University using University resources or facilities, and volunteers and representatives acting as agents of the University.

This document communicates the University's expectations of proper conduct and the professional conduct the University values. It consists of two sections; a code of conduct with behavioral standards and expectations, and the UWM Respectful Campus Standards which prohibits all forms of bullying.

It is the intention of this Code of Conduct that nothing herein is intended to interfere with other applicable laws, policies or regulations that cover or inform personal and professional conduct at the University. This Code should be interpreted as being in concert with rather than in conflict with other law, policy and regulation whenever possible.

Conduct

Those acting on behalf of the University have a general duty to conduct themselves in a manner that will maintain and strengthen the public's trust and confidence in the integrity of the University and take no actions incompatible with their obligations to the University.

With regard to professional conduct, those acting on behalf of the University should practice:

- *Integrity* by maintaining an ongoing dedication to honesty and personal responsibility;
- *Trustworthiness* by acting in a reliable and dependable manner;
- *Equity* by treating others with fairness and impartiality;
- *Respect* by treating others with civility and decency, not engaging in bullying, intentional physical harm or intimidation.

- *Stewardship* by exercising custodial responsibility for University property and resources;
- *Compliance* by following State and Federal laws and regulations, University policies and contractual obligations related to their duties and responsibilities;
- *Confidentiality* by protecting the integrity and security of university information such as student records, employee files, patient records, and contract negotiation documents.
- *Personal Responsibility* by complying with the UWM Behavioral Standards and Expectations (see Appendix 1) and the UWM Respectful Campus Standards (see Appendix 2).

Those acting on behalf of the University shall seek appropriate guidance when faced with ethical dilemmas. For additional information related to ethical dilemmas, please contact the Office of Internal Audit at (414) 229-5586 or the Office of Legal Affairs at (414) 229-4278 Other resource and contact information for various campus units is available in the Contact Information section of the University Web site.

Any alleged violations of this policy should first be reported to the employee's direct supervisor, department chair or department head as appropriate. It is expected that the recipient of the information regarding the alleged policy violation will investigate and take appropriate action.

Related Documents

1. [UWM Discriminatory Conduct and Sexual Violence Policies](#)
2. [UWM Equal Employment Opportunity Policy](#)
3. [UWM Faculty Document No. 2229, AAUP Statement on Professional Ethics](#)
4. [UW System Workplace Conduct Expectations](#) (Policy 1292)
5. [UW System Code of Ethics \(Policy 1290\)](#)
6. [Wis. Administrative Code Chapter UWS 18, Conduct on University Lands](#)

Appendix 1. UWM Behavioral Standards and Expectations

UWM believes in integrity, trustworthiness, equity, respect, stewardship, personal rights and personal responsibility. The following are UWM's expectations for acceptable personal conduct. These standards are very basic and are established to advise the campus community of our standards.

1. Employees are expected to carry out their instructions, duties and responsibilities as set forth in the descriptions of their positions with care and competency and as directed by those with authority to assign the work.
2. Employees are expected to conduct personal business unrelated to their positions at UWM and solicitation (including political solicitation) for personal reasons on their own time.
3. Employees are expected to maintain the confidentiality and integrity of confidential records and information.
4. Employees are expected to be truthful, accurate and complete when providing information to anyone responsible for gathering information on behalf of UWM or another State agency.
5. Employees are expected to abide by the policies and regulations for health, safety and sanitation.
6. Employees are expected to conduct themselves with a degree of reasonable and proper care so as not to damage or injure others.
7. Employees are expected to come to work as scheduled, and to abide by the requirements of their work schedules. Employees are expected to take the responsibility for reporting to work as required and be available according to the expectations of their positions.
8. Employees are expected to respect university property and equipment, to use it only for appropriate university purposes and not to convert it for inappropriate or personal use.
9. Employees are expected to respect the private property belonging to other individuals and not to remove or take possession of it without permission.
10. Employees are expected to use care in guarding university keys and not to lend, borrow, duplicate or use them for an inappropriate purpose.
11. Employees are expected to use care in guarding university passwords and not to share, borrow, steal or use them for an inappropriate purpose.
12. Employees are expected to respect the use and security of university buildings and property and are expected not to enter restricted areas without authorization.
13. Employees must respect the rights of others to be free of bullying, harassment, intentional physical harm or intimidation in the workplace.

14. Employees must respect the rights of others to be free from intentional or personally-directed abusive or offensive language in the workplace.

15. Employees must abide by University policies regarding the possession of weapons or firearms on University property.

16. Employees are expected to perform their duties without impairment or the influence of alcohol or illegal drugs.

17. Employees are expected to dress appropriately for the University workplace and to maintain standards for personal hygiene that do not affect the health or safety of themselves or others.

18. Employees are expected to use badges, uniforms, campus IDs and permits (including parking permits) for the official uses intended.

19. Employees are expected to display courteousness and use good judgment in dealing with the public and others in the University community.

Appendix 2. UWM Respectful Campus Standards

1. General

The University of Wisconsin-Milwaukee (UWM) promotes a working, learning, and social environment where all members of the UWM community, including but not limited to administrators, faculty, staff, students, and volunteers work together in a mutually respectful, psychologically-healthy environment. UWM strives to foster an environment that reflects courtesy, civility, and respectful communication because such an environment promotes learning, research, and productivity through relationships. Because a respectful campus environment is a necessary condition for success in aspects of the University's mission and values, the University is committed to providing a respectful campus, free of bullying in all of its forms. Bullying is unacceptable in all working, learning, and service interactions. This Policy describes the values, cornerstones, and behaviors that delineate a respectful campus and applies to all members of the UWM community, including, but not limited to students, faculty, and staff.

2. Values

A respectful campus exhibits and promotes the following values:

- Displaying personal integrity and professionalism;
- Practicing fairness and understanding;
- Exhibiting respect for individual rights and differences;
- Demonstrating harmony in the working and educational environment;
- Respecting diversity and difference;
- Being accountable for one's actions;
- Emphasizing communication and collaborative resolution of problems and conflicts;
- Developing and maintaining confidentiality and trust;
- Achieving accountability at all levels.

3. Cornerstones of a Respectful Campus

The commitment to a respectful campus calls for promotion of an environment where the following are upheld:

- All individuals have important contributions to make toward the overall success of the university's mission.
- UWM's mission is best carried out in an atmosphere where individuals at all levels and in all units value each other and treat each other with respect.
- Individuals in positions of authority serve as role models in the promotion of a respectful campus. Promoting courtesy, civility, and respectful communication is consistent with the responsibility of leadership.
- Individuals at all levels are allowed to discuss issues of concern in an open and honest manner, without fear of reprisal or retaliation from individuals above or below them in the university's hierarchy. At the same time, the right to address issues of concern does not grant individuals license to make untrue allegations, unduly inflammatory

statements or unduly personal attacks, or to harass others, to violate confidentiality requirements, or engage in other conduct that violates the law or University policy.

4. Definition of Bullying

Bullying is unwanted offensive and malicious behavior which undermines an individual or group through persistently negative verbal or psychological abuse. There is typically an element of vindictiveness and the behavior is calculated to threaten, undermine, patronize, humiliate, intimidate, or demean the recipient.

Bullying is not about occasional differences of opinion, conflicts and problems in workplace relationships as these may be part of working life. Bullying can adversely affect dignity, health, and productivity and may be grounds for corrective disciplinary action, up to and including dismissal. Examples of behaviors that meet the definition of bullying above include, but are not limited to:

4.1 Cyberbullying

Cyberbullying is defined as the use of electronic devices to convey a message in any format (i.e. text, image, audio, video) that defames, intimidates, harasses, frightens, stalks or is otherwise intended to harm, offend or humiliate another individual or group of individuals in a deliberate, repeated, hostile or unwanted manner under the perpetrator's true or a false identity.

4.2 Physical Bullying

Physical bullying is pushing, shoving, kicking, poking, and/or tripping; assault or threat of physical assault; damage to a person's work area or property; damage to or destruction of a person's work product or personal property.

4.3. Verbal Bullying

Verbal bullying is repeated slandering, ridiculing, or maligning of a person or persons, addressing abusive and offensive remarks to a person or persons in a sustained or repeated manner; or shouting at others in public and/or in private where such conduct is so severe or pervasive as to cause or create a hostile or offensive educational or working environment or unreasonably interfere with the person's work or school performance or participation.

4.3. Nonverbal Bullying

Nonverbal bullying can consist of directing threatening gestures toward a person or persons or invading personal space after being asked to move or step away.

4.4. Anonymous Bullying

Anonymous bullying can consist of withholding or disguising identity while treating a person in a malicious manner, sending insulting or threatening anonymous messages, placing objectionable objects among a person's belongings, leaving degrading written or pictorial material about a person where others can see.

4.5. Threatening Behavior Toward a Person's Job or Well-Being

Making threats, either explicit or implicit to the security of a person's job, position, or personal

well-being can be bullying. It is not bullying behavior for a supervisor to note an employee's poor job performance and potential consequences within the framework of University policies and procedures, or for a professor or academic program director to advise a student of unsatisfactory academic work and the potential for course failure or dismissal from the program if uncorrected.

5. Reporting Bullying Actions

Bullying behavior should be reported as follows:

5.1. Students

A student who believes he or she has been the subject of bullying, or an individual who believes a student has engaged in bullying behavior should report the behavior to his or her advisor or a faculty member, the Chair of the Department, the Dean of the School or College or to the Office of the Provost. Students may also report acts of bullying to the Office of the Dean of Students, or to an Ombuds. The individual should select the reporting method he or she is most comfortable with and that is most appropriate to the situation.

If the bullying is based on protected class status as defined in the University of Wisconsin-Milwaukee Equal Employment Opportunity policy http://www4.uwm.edu/eds/policies_forms/ , it should be reported to the Office of Equity/Diversity Services.

5.2. Staff

An individual who believes he or she has been the subject of bullying, or an individual who believes a staff member has engaged in bullying behavior should report the behavior to his or her supervisor or manager, the Department Director or Dean of the School or College or to the appropriate Vice Chancellor or Provost. Individuals may also report acts of bullying to the Academic Staff Committee or the Classified Staff Council (as Appropriate), or to an Ombuds. The individual should select the reporting method he or she is most comfortable with and that is most appropriate to the situation.

If the bullying is based on protected class status as defined in the University of Wisconsin-Milwaukee Equal Employment Opportunity policy http://www4.uwm.edu/eds/policies_forms/ , it should be reported to the Office of Equity/Diversity Services.

5.3. Faculty

A faculty member who believes he or she has been the subject of bullying, or an individual who believes a faculty member has engaged in bullying behavior should report the behavior to the Department Chair, the Dean of the School or College or to the Provost. Individuals may also report acts of bullying to the University Committee or to an Ombuds. The individual should select the reporting method he or she is most comfortable with and that is most appropriate to the situation.

If the bullying is based on protected class status as defined in the University of Wisconsin-Milwaukee Equal Employment Opportunity policy http://www4.uwm.edu/eds/policies_forms/ , it should be reported to the Office of Equity/Diversity Services.

6. Measurement

The campus will track the number of reported incidents from all sources.

7. Action

Bullying behavior will be investigated and handled in the same manner as misconduct, and may result in a variety of possible sanctions up to and including termination.

Appendix 3. Guidelines on Ethical Writing and Avoiding Plagiarism

The following is excerpted from ["Avoiding plagiarism, self-plagiarism, and other questionable writing practices: A guide to ethical writing"](#) by Miguel Roig.

- **Guideline 1:** An ethical writer ALWAYS acknowledges the contributions of others to his/her work.
- **Guideline 2:** Any verbatim text taken from another source must be enclosed in quotation marks and be accompanied by a citation to indicate its origin.
- **Guideline 3:** When we summarize others' work, we use our own words to condense and convey others' contributions in a shorter version of the original.
- **Guideline 4:** When paraphrasing others' work, not only must we use our own words, but we must also use our own syntactical structure.
- **Guideline 5:** Whether we are paraphrasing or summarizing we must always identify the source of our information.
- **Guideline 6:** When paraphrasing and/or summarizing others' work we must ensure that we are reproducing the exact meaning of the other author's ideas or facts and that we are doing so using our own words and sentence structure.
- **Guideline 7:** In order to be able to make the types of substantial modifications to the original text that result in a proper paraphrase, one must have a thorough command of the language and a good understanding of the ideas and terminology being used.
- **Guideline 8:** When in doubt as to whether a concept or fact is common knowledge, provide a citation.
- **Guideline 9:** Authors of complex studies should heed the advice previously put forth by Angell & Relman (1989). If the results of a single complex study are best presented as a 'cohesive' single whole, they should not be partitioned into individual papers. Furthermore, if there is any doubt as to whether a paper submitted for publication represents fragmented data, authors should enclose other papers (published or unpublished) that might be part of the paper under consideration (Kassirer & Angell, 1995).
- **Guideline 10:** Authors who submit a manuscript for publication containing previously disseminated data, reviews, conclusions, etc., must clearly indicate to the editors and readers the nature of the previous dissemination. The provenance of data must never be in doubt.
- **Guideline 11:** While there are some situations where text recycling is an acceptable practice, it may not be so in other situations. Authors are urged to adhere to the spirit of ethical writing and avoid reusing their own previously published text, unless it is done

in a manner that alerts readers about the reuse or one that is consistent with standard scholarly conventions (e.g., by using of quotations and proper paraphrasing).

- **Guideline 12:** In the domain of conferences and similar audio-visual presentations of their work, authors should practice the same principles of transparency with their audiences.
- **Guideline 13:** In addition to standard practices of ethical scholarship, authors must be mindful of readers' expectations, applicable issues related to intellectual content rights (i.e., copyright), and, especially, the need to always be transparent in our work when reusing material across the various dissemination domains.
- **Guideline 14:** Because some instances of plagiarism, self-plagiarism, and even some writing practices that might otherwise be acceptable (e.g., extensive paraphrasing or quoting of key elements of a book) can constitute copyright infringement, authors are strongly encouraged to become familiar with basic elements of copyright law.
- **Guideline 15:** Authors are strongly urged to double-check their citations. Specifically, authors should always ensure that each reference notation appearing in the body of the manuscript corresponds to the correct citation listed in the reference section and vice versa and that each source listed in the reference section has been cited at some point in the manuscript. In addition, authors should also ensure that all elements of a citation (e.g., spelling of authors' names, volume number of journal, pagination) are derived directly from the original paper, rather than from a citation that appears on a secondary source. Finally, when appropriate, authors should ensure that credit is given to those authors who first reported the phenomenon being studied.
- **Guideline 16:** The references used in a paper should only be those that are directly related to its contents. The intentional inclusion of references of questionable relevance for purposes such as manipulating a journal's or a paper's impact factor or a paper's chances of acceptance, is an unacceptable practice.
- **Guideline 17:** Always cite the actual work that is consulted. When the published paper cannot be obtained, cite the specific version of the material being used whether it is conference presentation, abstract, or an unpublished manuscript. Ensure that the cited work has not been subsequently corrected or retracted.
- **Guideline 18:** Generally, when describing others' work, do not cite an original paper if you are only relying on a secondary summary of that paper. Doing so is a deceptive practice, reflects poor scholarly standards, and can lead to a flawed description of the work described.
- **Guideline 19:** If an author must rely on a secondary source (e.g., textbook) to describe the contents of a primary source (e.g., an empirical journal article), s/he should consult writing manuals used in her discipline to follow the proper convention to do so. Above all, always indicate to the reader the actual source of the information being reported.

- **Guideline 20:** When borrowing heavily from a source, authors should always craft their writing in a way that makes clear to readers which ideas/data are their own and which are derived from sources being consulted.
- **Guideline 21:** When appropriate, authors have an ethical responsibility to report evidence that runs contrary to their point of view. In addition, evidence that we use in support of our position must be methodologically sound. When citing supporting studies that suffer from methodological, statistical, or other types of shortcomings, such flaws must be pointed out to the reader.
- **Guideline 22:** Authors have an ethical obligation to report all aspects of the study that may impact the replicability of their research by independent observers.
- **Guideline 23:** Researchers have an ethical responsibility to report the results of their studies according to their a priori plans. Any post hoc manipulations that may alter the results initially obtained, such as the elimination of outliers or the use of alternative statistical techniques, must be clearly described along with an acceptable rationale for using such techniques.
- **Guideline 24:** Authorship determination should be discussed prior to commencing research collaboration and should be based on established guidelines, such as those of the International Committee of Medical Journal Editors.
- **Guideline 25:** Only those individuals who have made substantive contributions to a project merit authorship in a paper.
- **Guideline 26:** Faculty-student collaborations should follow the same criteria to establish authorship. Mentors must exercise great care to neither award authorship to students whose contributions do not merit it, nor to deny authorship and due credit to the work of students.
- **Guideline 27:** Academic or professional ghost authorship in the sciences is ethically unacceptable
- **Guideline 28:** Authors must become aware of possible conflicts of interest in their own research and to make every effort to disclose those situations (e.g., stock ownership, consulting agreements to the sponsoring organization) that may pose actual or potential conflicts of interest.