



Graduate Student Handbook

2008-2009

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Section 1

Application Procedures and Processes

This part of the document is also available online at:
<http://www.geography.wisc.edu/admissions/gradApplication.htm>

1.1 Application Deadlines

December 15: For Fall admission

Please note that there are **no Spring or Summer admissions.**

1.2 Application Materials

Materials to be submitted to the Graduate School:

Address for Graduate School Materials:

Office of Graduate Admissions
University of Wisconsin-Madison
228 Bascom Hall
500 Lincoln Drive
Madison, WI 53706-1380

- Graduate School online application (www.gradsch.wisc.edu/eapp/eapp.pl)
- \$56 application fee paid to the Graduate School
- Three letters of recommendation from recent employers or faculty submitted electronically through the application process
- GRE and TOEFL (if necessary) scores sent to the Graduate School
- Upon admission, international students must fill out a Financial Statement with the Graduate School.
- For more information on this visit <http://info.gradsch.wisc.edu/education/admissions/faq.html>

Materials to be submitted in one package to the Geography Department

Address for Geography Department Materials:

Committee on Graduate Appointments
Department of Geography
University of Wisconsin-Madison
144 Science Hall
550 N. Park Street
Madison, WI 53706-1491

- Supplemental department application form (<http://www.geography.wisc.edu/forms/supplement.pdf>). It is important to identify our faculty members whose work seems most relevant to your interests.
- Two official sets of transcripts from all previously attended universities. These transcripts must come in a sealed envelope bearing the registrar's signature. ***Transcripts that have not been sealed by a registrar will be considered UNOFFICIAL.***
- A one or two page "statement of purpose" or "reasons for graduate study" which clearly identifies ***your topical or methodological interest*** within the field of geography. (Note: this may be submitted within the online application if you wish.) If you have a research project in mind, describe that as well. If possible, also identify our faculty members whose work seems most relevant to your interests.

About Letters of Recommendation

Letters of Recommendation are submitted online by your reference instead of sending them directly to the Department of Geography. The new process is faster, more secure, and allows for online letter review by the admitting committees.

During your application to the UW Graduate School, you will be asked for your three references' names and email addresses. The UW Graduate School, **not the student**, will send the reference an invitation to submit their letter online. The email sent to the reference will include the applicant's name, the department to which the applicant is applying, and a link to the appropriate submittal form.

The Department of Geography website will not have a link to the recommendation form, and neither will the UW Graduate School's admissions website. In order to ensure that your references receive the recommendation form, *you must include their names and email addresses in the relevant portion of the online application.*

After you have submitted your application to the Graduate School, you will be able to see which Letters of Recommendation have been submitted by going back to the online application and looking at the letters of recommendation section. Only the UW Graduate School and the Department of Geography admissions committee will be able to view the actual text of the letter online.

For guidelines on recommendation letters by the Graduate School, please visit:

<http://info.gradsch.wisc.edu/admin/admissions/elorinstructions.html>

1.3 Admission Requirements

The University of Wisconsin—Madison is widely regarded as one of the best public universities in the country, and the Geography Department is one of the university's flagship departments. The minimum grade point average (GPA) for admission required by the Graduate School is 3.00 (4.00 scale). Because of strong competition within the Geography Department, our standards are somewhat higher. Applicants with less than a 3.25 GPA should have particularly impressive letters of recommendation and/or scores on the Graduate Record Examination (GRE). Other types of excellence may also help a student who lacks a high GPA.

Proficiency with the English language is vital to functioning in the University classroom. Students whose native tongue is other than English need to submit the TOEFL scores along with the application. The TOEFL score for students admitted into this department is much higher than that required by the Graduate School, typically over 615 (paper based test), 260 (computer-based test), or 105 (iTOEFL). An international student, whose native language is not English but wish to be considered for teaching assistantships, need to have taken the speaking part of the TOEFL test and have the score reported on the application. See Frequently Asked Questions in the next section for exceptions.

The Master of Science programs (one in Geography and one in Cartography/GIS) requires 22 to 24 credits of course work within the department, although most students complete more than the minimum, including courses in other fields. In addition, a thesis of original research is also required. The Department expects that the Master's degree will be completed within two years after entrance.

Doctor of Philosophy (Ph.D.) students should have already earned a Master's Degree. To receive the Ph.D. degree in Geography, students are required to earn a minimum of 32 graduate credits at UW-Madison, which may include previous Master's degree work if taken at UW-Madison. Formal requirements include: completion of departmental course requirements, a skills package, and a minor. Students must also pass two qualifying exams (a general and a specific), defend a dissertation proposal, and write and defend a dissertation. The dissertation should make a significant and original contribution to geographic research.

Prospective graduate students who have thought about the details of their graduate study, such as the names of individual faculty members with whom they might want to work, courses they might take, and research that they might pursue are often at an advantage over students who have not given these matters any thought.

The University has special funds for fellowships for U.S. students from minority groups and we encourage such individuals to apply to our program. Applications from international students are also welcome.

We appreciate your interest in the discipline and the Department. Madison is an exciting and stimulating place, and we hope that you will consider being a part of this academic community.

1.4 Frequently Asked Questions

Questions on the Application Process

1. Can my materials arrive past December 15 for financial aid consideration?

No. We participate in a campus-wide fellowship competition in January; therefore we need to compile materials as soon as possible after the deadline.

2. Can I visit the department?

Yes, we encourage visits from applicants but it would so much effective the applicants have done some homework on the department and the faculty before coming to visit. We strongly urge you to do the followings before you make any arrangements to visit:

- Read the Department Overview (www.geography.wisc.edu/admissions/index.htm), so that you know if this is the right program for you.
- Review the Faculty directory grouped by specialty (www.geography.wisc.edu/faculty/specialty.htm), find the faculty members whose research interests closely match yours and study some of papers they have written.
- Browse the current graduate student interests (www.geography.wisc.edu/students/grads.html), find out what the current graduate students working under the faculty members are doing on research.

We want to urge applicants to plan their visits way ahead (preferably three weeks ahead) so that we can make the visits efficient and effective. Contact our Graduate Student Coordinator to arrange a visit at gradschool@geography.wisc.edu, (608) 262-3861. The Coordinator can help you set up appointments with faculty and students with similar interests to your own. Last minute visits or passing-by-visits with little time or no time of notice are not advised because it does not give us much time to prepare for your visits. The quality of these visits may not truly reflect the quality of the program.

We normally do not encourage students to visit us during off season (such as summer and winter breaks) because most of the faculty and graduate students are either off in the fields doing research or on break.

3. Do you require a minimum score for the GRE?

No, there is no minimum GRE score for admission. However, GRE scores are one of the factors that the faculty consider when making admissions decisions.

4. What are the institutional and departmental codes for the GRE?

UW-Madison Institution code: R1846

Geography Department code: 2203

4. How does the online Letters of Recommendation process work?

Letters of recommendation are now submitted electronically so that the process is faster; more secure, and allows the admitting committees to review letters online.

Here's how it works:

- A. When completing the online application (www.gradsch.wisc.edu/eapp/eapp.pl) for admission to the Grad School, list email addresses for three references that are either recent employers or faculty members.
- B. The UW Grad School will send a recommendation request by email to each of your references. The email will include your name, the department or program to which you are applying, and a link to an online letter submittal form.
- C. The Letter of Recommendation request can be sent at any time providing the reference can submit it online before the Geography admission deadline of December 15.
- D. You can change references or send a reminder through your application.
- E. After you have submitted your application, you and your department can view a receipt of your Letters of Recommendation through the online status system.
- F. Always contact the Grad Student Coordinator with any questions about the application process.

For more information about letters of recommendation, read the UW Grad School instructions (info.gradsch.wisc.edu/admin/admissions/elorinstructions.html).

5. I do not have enough money for the application fee. Can it be waived for me?

The Board of Regents and the State Legislature do not permit the application fee to be waived, and the Geography Department has no funds to cover the fee, it is suggested to find a friend or sponsor to pay (or loan) the fee for you.

6. Who do I contact at the Graduate School regarding my application?

After you apply online, you are sent an email with a link to the Online Admission Status Information System (OASIS) that can provide you with information about your application. OASIS is updated daily. If no status is available on OASIS, contact the Office of Graduate Admissions at (608) 262-2433 or gradadmiss@bascom.wisc.edu.

7. My friend is paying my application fee. Can you contact them to make sure it gets there?

No. It is your responsibility to arrange for payment and follow-up on that arrangement. Please contact the Geography Graduate Student Coordinator or the Graduate School Admissions Office for the status of your fee receipt.

8. Can I submit an application without scores, letters, etc?

Yes, but until all materials have been received, your application will be considered incomplete. Incomplete applications are not considered for university funding.

9. Can I send my International Financial Aid Statement separately?

Yes. You may fill it out after you have received notification about funding in the spring. See Question 19.

10. Do I need to have a degree in Geography to be considered for admission?

No. We regularly admit students who have an undergraduate degree in a discipline other than geography. (See 'Breadth Requirements' under the MS programs)

11. When are decisions made about admissions?

The Graduate Admissions Committee has a deadline of December 15 for graduate applications. The decision to admit is made by February 1. If you do not hear from us after that time, please feel free to contact the Graduate Student Coordinator at gradschool@geography.wisc.edu, (608) 262-3861.

12. How will I know when my application is complete?

We will send you an email when your application is complete and has been submitted to the Graduate Admissions Committee.

13. What should go into my statement of purpose and can I send my statement of purpose with my online application?

There is no required or standard content for this statement. However, in your statement, you should describe the specific area of interests. If you can, describe the specific research questions you would like to pursue during your graduate studies here. The more specific you are in this statement the better it is for us to assess your application. Description of how a long history of family interest in geography impacts you to pursue research in geography IS NOT useful at all. You should have your statement reviewed by peers and/or professors.

Yes, you can submit your statement online. To guarantee professional presentation, we recommend submitting your statement with your entire application package by post to the Geography Department. We can also accept online documents as an attachment in an email to the Graduate Student Coordinator.

14. Can I send articles, papers, resumes, etc. with my application?

Yes. Submitting extra material will give the admissions committee a better picture of who you are and can clear up any questions that they may have. However, please be selective with your choices, as we have limited time during the busy admissions process.

15. Can you email me when different parts of my application arrive?

No. Unfortunately, we receive so many applications each week that it is impossible to track who has requested a reply upon receipt. We will send you an email when your completed application has reached the committee, and if you have other questions, please take the initiative to contact the Graduate Student Coordinator (gradschool@geography.wisc.edu).

16. Who should I use as references?

Professors and current or recent past employers make the best referees. It is important that you use at least one person who can testify to your present situation, especially if you have been out of school for some time. You want to choose people who can best attest to your capacity for graduate-level work, and, if possible, your facility within the discipline of geography. If you are not sure of the suitability of a potential reference, please contact the Graduate Student Coordinator (gradschool@geography.wisc.edu).

References will receive a request by email from the Grad School to submit a Letter of Recommendation online. You and the department will receive a receipt when the Letter is submitted online. (See #4 above.)

17. If I don't have a Master's degree, can I apply to the Ph.D. program?

No. We only admit students as Master's students, even if their end goal is a Ph.D. If you hold a Master's degree (geography or other), you can apply for the Ph.D. program.

Questions Related to Money, Fees, and Financial Aid

18. Can you tell me my chances of acceptance or financial aid?

No. Due to the fact that graduate admissions competition, and thus, standards vary from year to year, it is impossible to give applicants an accurate estimation of admission or financial aid chances. To give yourself the best chance for consideration, submit your application with fee as soon as possible.

19. When will I hear about financial aid?

You can expect to hear from us by the end of March. If you do not hear from us after that time, please feel free to contact the Graduate Student Coordinator at gradschool@geography.wisc.edu, (608) 262-3861.

We adhere to the Council of Graduate Schools' Resolution regarding graduate scholars, fellows, trainees and assistants that dictates we cannot ask for a reply to a financial aid offer before April 15. For more information, see their website: www.cgsnet.org.

20. Where can I find current tuition and fee information?

From the Registrar's Office: (608) 262-2367 or at registrar.wisc.edu/students/fees_tuition/tuition.php#1034

21. What are the dollar amounts for fellowship, RA, TA, and PA positions?

See the Graduate School web site for this year's stipends: info.gradsch.wisc.edu/admin/admissions/fees.html

22. If I am fully dependent on UW funding, how do I fill out my International Financial Statement?

You have two options. 1) You can either mark "No" in response to the question about UW-Madison Assistantship on page 2 of the Supplemental [Department Application form](#) and write 'Applying for UW Funding' across the dollar amount boxes, or 2) you can wait until you are notified of your financial aid status from the department before filling out the form.

23. Is there an application for TA or PA funding?

No. To be considered for fellowships, teaching, project and research assistantships, simply check the appropriate box on your UW Graduate School Application.

24. Where can I find out about other funding sources?

See the funding newsletter at: info.gradsch.wisc.edu/admin/fellowships/newsletadv.html or see the [list of other funding sources](#) and the [Student Resources](#) sections of our website.

Questions from International Students

25. Can I send my International Financial Aid Statement separately?

Yes. You may fill it out after you have received notification about funding in the spring. See Question 19.

26. Are all international students required to take the TOEFL exam?

No. There are some exceptions. Applicants are exempt if: their official language of instruction at the undergraduate level is English; they have completed two full-time semesters of work (not including ESL courses) in a U.S. college/university or American college/university; or if they have degrees from an accredited U.S. college/university or American college/university.

27. As an international student, what are my chances of full financial support from the department?

See the current [estimated cost of attending Graduate School at UW-Madison](http://info.gradsch.wisc.edu/education/admissions/financialinfo.html) (<http://info.gradsch.wisc.edu/education/admissions/financialinfo.html>). The University requires that each international student show they have that much financial support for the next year. The range of a TA stipend depending on experience and appointment level (from 2007–2008) was \$8,595 to \$16,450 per year which also includes Tuition Remission. TA's are entitled to receive full health benefits upon signing up for them. For alternate funding sources, view the [ISS page](#) (www.iss.wisc.edu/scholarship/index/htm) with information about scholarships and grants.

Questions on Majoring and Courses

28. Where can I see a list of all the Geography courses in the catalog?

You can view the [Graduate Catalog Geography section](http://www.wisc.edu/grad/catalog/lets/geo/geographyC.html) online (www.wisc.edu/grad/catalog/lets/geo/geographyC.html). Be aware that some courses are taught on an irregular basis, or the seminar topic may vary each semester. See the Department "[Current Courses](#)" and "[Next Semester Courses](#)" for more help.

29. What is the difference between the various programs in GIS?

See [GIS vs. MS chart](#) (.pdf)

30. I am currently a UW-Madison graduate student in a different department. How do I add or change to a Geography major?

Your first step is to fill out an Application for Change of Major/Addition of Major for Currently Enrolled Graduate Students form, available from the Graduate Admissions Office, 228 Bascom Hall. The Graduate School will send us a copy of this form. You are responsible for the following:

- writing a new statement of purpose for Geography,
- providing us with an advisory UW-Madison transcript (Window 17, Peterson Building),
- completing our [Supplemental Department application](#), and
- requesting that your current department sends us copies of your original letters of reference. If you do not feel these letters will adequately address your prospects as a student in the field of geography, please have three additional letters sent to us. Contact the Grad Student Coordinator to get a recommendation letter form.

If your question were not answered here, you can check the Graduate School Admissions FAQ (at info.gradsch.wisc.edu/admin/admissions/appfaq.html)

Or email the Department of Geography Graduate Student Coordinator (gradschool@geography.wisc.edu).

See also our list of Student Resources (www.geography.wisc.edu/students/resources.htm).

Section 2 *Academic Procedures*

2.1 Graduate School Academic Procedures

Graduate School Academic Guidelines

<http://www.wisc.edu/grad/education/acadpolicy/introduction.html>

Registration and Enrollment

Can be accessed through the My UW Madison portal at www.wisc.edu/

Grad School Welcome and Information

<http://info.gradsch.wisc.edu/education/gradstdntlife/welcome.html>

For more information, contact the Graduate School Office of Admissions and Academic Services:

217 Bascom Hall, (608) 262-2433, gsacserv@bascom.wisc.edu

Additionally, you may also consult the Graduate School's Frequently Asked Questions, www.grad.wisc.edu/admin/admissions/faq.html .

2.2 Department Academic Procedures

General Information

Graduate Studies Committees

There are three Graduate Studies Committees:

The Graduate Affairs and Research Committee (A-Xing Zhu, Chair);

The Graduate Admissions, Recruitment and Awards Committee (Robert Kaiser, Chair);

The Graduate Budget Committee (Joseph Mason, Chair)

Geography Program Plans

All students should update or complete their individual Degree Plan in consultation with their Academic Counselor or Thesis Advisor once a semester. Degree plan forms can be downloaded from the Geography website. Tips on thesis defense and other related issues are on the back of the degree plan form. *It is strongly advised that students should take a close look at these tips and follow the advice provided.*

MS Geography Degree Plan

www.geography.wisc.edu/forms/DegreePlan_MS_Geog_2007-09-10.pdf

MS Cart/GIS Degree Plan

www.geography.wisc.edu/forms/DegreePlan_MS_CartGIS_2007-09-10.pdf

PhD Geography Degree Plan

www.geography.wisc.edu/forms/DegreePlan_PhD_Geog_2007-09-10.pdf

Satisfactory Progress

Satisfactory progress is achieved when a student maintains a minimum grade point average of 3.0 and their progress is in line with the Normal Progress Timeline as specified on the sidebar of the degree plan. Failure to maintain satisfactory progress could lead to being placed on probation and could jeopardize their eligibility for financial aid from the university.

Procedures for Monitoring Student Progresses

- 1) At the beginning of each Fall the Chair of the Graduate Affairs and Studies Committee will hold an orientation meeting with the new grads to layout the program guidelines and program requirements. In this meeting, the Chair will ask students to work with their respective thesis supervisors, or the respective subfield academic counselors if the students do not yet have his/her thesis advisor picked, to work out a plan to meet the degree requirements (M.A. in Geography, M.Sc. in Cart/GIS, and Ph.D. in Geography) using the Degree Plan form.
- 2) The plans should be signed by the thesis advisor and their respective subfield academic counselors and deposited with the Graduate Coordinator. These plans should be updated by students in consultation with their respective thesis advisors or subfield academic counselors every semester for MS students and every year for PhD students. After PhD students' coursework is complete their degree plan must be signed by their sub area counselor. After this point the PhD students are not required to submit further updated degree plans.
- 3) The Graduate Studies Committee will use these plans to monitor the progress of students in the programs. The specific things the committee will be looking at are: the Degree Plan; the progress made in meeting these requirements; the quality of the student's work.

Sub Area Academic Counselors

GIScience	Mark Harrower
Human	Bob Ostergren
Physical	Jim Knox
People-Environment	Leila Harris

Academic Procedures for Master's Students:

Breadth Requirements

You should be notified at the time of admission if you are required to complete the breadth requirements. However, it is always good to check with the Graduate Student Coordinator to determine whether you will have to take courses to meet the breadth requirements. If you do, please talk with your sub area academic counselor to draw up a plan to meet these requirements. Typically, seminars should not be used to fulfill the breadth requirements

Degree Plan

You should work with your thesis advisor or your sub area academic counselor to draw up a plan to

meet the requirements for the degree. The plan can be changed over time. However, it has been shown that students who drew up a plan earlier and follow the plan finish their requirements much earlier than those who do not or keep changing the plan. The normal progress timeline should be observed to insure that you complete your degree requirements in a timely fashion.

Thesis Committee:

The Thesis Committee for MS students normally consists of a minimum of three Graduate Faculty members. One of those three members can be an individual with a MS Degree or above with expertise related to the work of the MS research. The inclusion of such a committee member must be approved by the student's Thesis Advisor. If the third member does not have a MS Degree or above but has extensive expertise in the area of research the student may obtain approval from the Executive Committee of the Department in order to grant that person voting rights on the Thesis Committee.

Thesis Defense

Set a defense date and time in consultation with your advisor. Notify your committee and the Graduate Student Coordinator. You should plan ahead for the defense. This will give committee members ample time to read your thesis. You must check with the Graduate Student Coordinator at least three weeks before your scheduled defense to be sure that you have all of the official paperwork done (such as requesting the warrant for the defense and obtaining the thesis defense form).

Most students defend their thesis in the Geography Library's Hartshorne Room. Contact the librarian in the Geography Library to reserve the room as soon as you have a date. Contact the main office (Room 160) to reserve audio/visual equipment.

Warrant

Request a warrant from the Graduate Student Coordinator (Room 144) *at least three weeks ahead of time*. The Graduate School will generate a warrant if you have completed all requirements and have no "incompletes" on your transcript. The thesis committee following a successful defense must sign the warrant.

Note: During the semester the thesis is defended, you must be registered for 2 graduate credits.

Check the Graduate School website for warrant and degree deadlines:
<http://www.grad.wisc.edu/education/completedegree/mdegree.html>

Master's Degree Final Oral Exam Form:

Prior to the defense, you must obtain a copy of this form from the Departmental Graduate Student Coordinator, and complete the appropriate section. The Graduate Student Coordinator will keep the warrant and exam form until your defense.

Thesis formatting Requirements

See the Graduate School website for information regarding formatting:
<http://www.grad.wisc.edu/education/completedegree/mguide.html>. When "department style requirements" are referred to, consult with your advisor or use the AAG format.

You must include an “Advisor’s Approval Page” in your final copy. The Geography Department does not have a standard form for this page. Please use a single sheet with the word “APPROVED,” followed by your advisor’s signature, title, and the date signed. This page is not counted in pagination.

Library Copies of Your Thesis

You are required to deposit your thesis in the Memorial Library as well as the Geography Library. The Geography Library will require a printed copy as well as a PDF file of your Thesis. The PDF copy will be available online. You have an option to decide the mode of dissemination – public or local. Public is available to anyone online, local is available only to people in the Geography Department.

Deposit in Geography Library: When depositing a thesis with the Geography Library, the student must obtain a Geography Library Deposit Certificate from the Graduate Coordinator. This certificate must be filled out by the student and signed by the Geography Librarian to certify that the student’s thesis has been deposited. After this has been done, it must be returned to the Graduate Coordinator. *The Graduate Coordinator will not submit a warrant unless this certificate has been returned.*

Deposit in Memorial Library: You must submit your unbound thesis in person to the Memorial Library, room B137. You cannot submit by mail. The Memorial Library will notify the Graduate School of deposit, and the Graduate School will notify the Registrar’s Office. You must deposit your thesis by the degree deadline in order to get the degree for that semester.

Applying to the Ph.D. Program

Students wishing to go on to the Ph.D. program must apply by January 15 in the second year of their master’s in order to request or continue funding. See the Chair of the Graduate Affairs Committee or the Graduate Coordinator for details.

<http://www.geography.wisc.edu/forms/>

Exit Interview:

All graduating MS students are required to have an exit interview with the department Graduate Coordinator. The interview is for us to get some feedbacks from you on the effectiveness of our graduate program. We certainly like to hear what we are doing right and what we need to improve on. This interview is mandatory and takes about 30 minutes. *The Graduate Coordinator will not provide PhD students their warrant to take to the Graduate School unless this interview has been conducted.*

Academic Procedures for Ph.D. Students:

Breadth Requirements

You should be notified at the time of admission if you are required to complete the breadth requirements. However, it is always good to check with the Graduate Student Coordinator to determine whether you will have to take courses to meet the breadth requirements. If you do, please talk with your sub area academic counselor to draw up a plan to meet these requirements. Typically, seminars should not be used to fulfill the breadth requirements.

Degree Plan

You should work with your thesis advisor or your sub area academic counselor to draw up a plan to meet the requirements for the degree. The plan can be changed over time. However, it has been shown that students who drew up a plan earlier and follow the plan finish their requirements much earlier than those who do not or keep changing the plan. The normal progress timeline should be observed to insure that you complete your degree requirements in a timely fashion. The Ph.D. program has a very different sets of requirements. Students should consult the Program Requirements section for detailed information on the requirements for the Ph.D. program. The Degree Plan form also contains these requirements.

Qualifying Examinations

Qualifying examination is the first part of the two part preliminary examinations. There are two qualifying examinations a Ph.D. student must take: general and specific. Each subfield (Human, Physical, People-Environment, and Cartography/GIS) conducts these exams differently. It is the student's responsibility to talk with her/his thesis adviser to gain a complete understanding of the nature of these exams and the way they are administered. The general exam tests the candidate's broad knowledge in the subfield. Its scope and depth are motivated by the faculty's belief that any student earning a Ph.D. should be able to teach an introductory course in the subfield. It follows, therefore, that students should be able to demonstrate knowledge at the intermediate level in all areas of that subfield. The general is typically administered and graded by a group of faculty in the student's subfield. Some subfields may require the student to meet the group of faculty in the subfield to verbally clarify the written answers. The specific exam evaluates a candidate's preparation in his or her own research areas. This exam is different from the thesis defense in that the exam is centered around how well the candidate understand the theories, techniques and issues in his/her own research areas and is administered and graded by the student's thesis advisor.

Thesis Committee:

The Thesis Committee for PhD students normally consists of a minimum of five Graduate Faculty members; of which at least one but no more than two of which must be from outside of this department. One of those three members can be an individual with a PhD Degree with expertise related to the work of the PhD research. The inclusion of such a committee member must be approved by the student's Thesis Advisor. If the third member does not have a PhD Degree but has extensive expertise in the area of research the student may obtain approval from the Executive Committee of the Department in order to grant that person voting rights on the Thesis Committee.

Minor Agreement Form:

All students must fill out this form, which is available from the Graduate Student Coordinator. The minor (and the Skills Package) must be completed before students can be granted "dissertator" status.

Proposal Defense

Ph.D. thesis proposal defense is the second part of the preliminary examination. Ph.D. thesis proposal is defended in front of the thesis committee. This committee is not the same group of faculty who graded the general qualifying exam although some members may serve on both. Students should contact the Graduate Student Coordinator well in advance to make sure proper documents are requested (such as preliminary examination warrant, minor completion form).

Preliminary Warrant: Request the warrant from the Graduate Student Coordinator **at least three weeks**

ahead of time. The Graduate School will generate a warrant if you have completed all requirements and have no “incompletes” on your transcript. The thesis committee following a successful defense must sign the warrant.

Proposal Defense Date: Set a defense date and time in consultation with your advisor. Notify your committee and the Graduate Student Coordinator.

Room for Proposal Defense: Most students defend their proposal and dissertation in the Geography Library’s Hartshorne Room. Contact the librarian in the Library to reserve the room as soon as you have a date. Contact the main office (Room 160) to reserve audio/visual equipment.

Dissertator Status (Ph.D. Candidacy)

A Ph.D. student reaches dissertator status (or advances to candidacy) once he/she successfully completes preliminary examinations (qualifying exams and thesis proposal defense). Once the student reaches dissertator status, he/she has **five years** to complete and defend the dissertation. The student will pay a much lower tuition fee during this period and is not allowed to take any regular courses besides the three dissertator credits (Geography 990) each semester (Fall and Spring).

Thesis Defense

You should plan ahead for the defense to give committee members ample time to read your thesis. You must check with the Graduate Student Coordinator at least three weeks before your scheduled defense to be sure that you have all of the official paperwork done (such as requesting the warrant for the defense and obtaining the thesis defense form). See the back of the degree plan form for details.

Final Defense Warrant: Request the warrant from the Graduate Student Coordinator **at least three weeks ahead of time.** Check the Graduate School website for warrant and degree deadlines:
<http://www.grad.wisc.edu/education/completedegree/index.html>

Defense Date/Room: (See Proposal Defense Section above)

Thesis formatting Requirements

See the Graduate School website for information regarding formatting:
<http://www.grad.wisc.edu/education/completedegree/mguide.html>. When “department style requirements” are referred to, consult with your advisor or use the AAG format.

You must include an “Advisor’s Approval Page” in your final copy. The Geography Department does not have a standard form for this page. Please use a single sheet with the word “APPROVED,” followed by your advisor’s signature, title, and the date signed. This page is not counted in pagination.

Library Copies of Your Thesis

You are required to deposit your thesis in the Memorial Library as well as the Geography Library. The Geography Library will require a printed copy as well as a PDF file of your Thesis. The PDF copy will be available online. You have an option to decide the mode of dissemination – public or local. Public is available to anyone online, local is available only to people in the Geography Department.

Deposit in Geography Library: When depositing a thesis with the Geography Library, the student must obtain a Geography Library Deposit Certificate from the Graduate Coordinator. This certificate must be filled out by the student and signed by the Geography Librarian to certify that the student's thesis has been deposited. After this has been done, it must be returned to the Graduate Coordinator. *The Graduate Coordinator will not submit a warrant for MS students to the Graduate School unless this certificate has been returned.*

Deposit in Memorial Library: You must submit your unbound thesis in person to the Memorial Library, room B137. You cannot submit by mail. The Memorial Library will notify the Graduate School of deposit, and the Graduate School will notify the Registrar's Office. You must deposit your thesis by the degree deadline in order to get the degree for that semester.

Graduate School Final Review:

You must make an appointment with the Graduate School Degree Coordinator for a final check of your dissertation. You should make your appointment as soon as you have a defense date, as the timeslots fill quickly at the end of the semester. For more information, see:
<http://www.grad.wisc.edu/education/completedegree/ddd.html>, Step #3.

Bindery Fee:

You are required to pay for microfilming and binding through the Bursar's Office. See <http://www.grad.wisc.edu/education/completedegree/ddd.html>, Step 5. You must pay the fee by the degree deadline in order to get the degree for that semester.

Exit Interview:

All graduating Ph.D. students are required to have an exit interview with the department Graduate Coordinator. The interview is for us to get some feedbacks from you on the effectiveness of our graduate program. We certainly like to hear what we are doing right and what we need to improve on. This interview is mandatory and takes about 30 minutes. *The Graduate Coordinator will not submit a warrant unless this interview has been conducted.*

Section 3 ***Program Requirements***

3.1 Master of Science in Geography

The master's degree in Geography is a two-year program with thesis. Students are required to complete a minimum of 22 graduate credits in geography courses approved by the department's Graduate Affairs and Research Committee. These courses may include up to six research and thesis credits (Geography 990). Students must earn at least 16 graduate credits at UW-Madison, and maintain a minimum GPA of 3.0.

Breadth Requirements

Incoming master's students are expected to have taken a course in each of the following areas: Physical Geography, Human (Regional) Geography, People-Environment Geography, GIScience, and Statistical Methods. Students who have not taken courses in all or some of these areas may still be admitted to the program since these breadth requirements can be fulfilled during their residence here. Courses taken to satisfy the breadth requirements may be "double-counted," fulfilling both breadth and degree requirements. Typically, seminars should not be used to fulfill the breadth requirements.

Degree Requirements

1. Geography 765 & 766 should be taken at the earliest opportunity, normally during the fall and spring semesters of the initial year of graduate study. These courses introduce graduate students to research in the field of geography. The 765 course stresses conceptual contexts, while the 766 course emphasizes research design.
2. Four graduate level courses (*300-level courses or above*), three of which must be in the Geography Department. Additionally, only one course in a given area may be "double counted" toward the fulfillment of the breadth requirement.
3. Two three-credit seminars (with research papers) in the Geography Department, involving at least two different faculty members. These seminars may also be counted toward the four graduate level courses requirement (see #2 above).
4. A Master's thesis of modest length (usually no more than 50 pages of text). The thesis proposal is normally written during the second semester of graduate study as a requirement for Geography 766. The scope of the thesis should be sufficiently limited so that research and data analysis can be completed in the summer and third semester, followed by the submission of the final draft and defense in the fourth semester. The thesis must be defended orally before a thesis committee. See Academic Procedures of Thesis Committee makeup.

MS Geography Degree Plan

www.geography.wisc.edu/forms/DegreePlan_MS_Geog_2007-09-10.pdf

Please also see the important guidelines on the back of the degree plan.

3.2 Master of Science in Cartography and Geographic Information Systems

The master's degree in Cartography and GIS is a two year program with thesis. Students are required to complete a minimum of 24 to 26 graduate credits in geography courses approved by the department's Graduate Affairs and Research Committee. These courses may include up to six research and thesis credits (Geography 990). Students must earn at least 16 graduate credits at UW-Madison and maintain a minimum grade point average of 3.0.

Breadth Requirements

Incoming master's candidates are expected to have taken a course in quantitative methods, two courses in mathematics, and at least two intermediate or advanced courses in geography. Students who have not taken courses in these areas may still be admitted to the program because these breadth requirements can be fulfilled during their residence here. Courses taken to satisfy the breadth requirements may be "double-counted," fulfilling both breadth and degree requirements. Typically, seminars should not be used to fulfill the breadth requirements

Degree Requirements

1. Geography 765 & 766 (4)
2. 370, 375, 377 (11)

3. Two courses (6-8 credits) from 371, 570, 572, 575, 577, 578, 579
4. 970 (3)
5. A master's thesis of modest length (usually no more than 50 pages of text). The thesis proposal is normally written during the second semester of graduate study as a requirement for Geography 766. The scope of the thesis should be sufficiently limited so that research and data analysis can be completed in the summer and third semester, followed by the final draft and defense in the fourth semester. The thesis must be defended orally before a thesis committee. See Academic Procedures of Thesis Committee makeup.

MS in Cartography/GIS Degree Plan

www.geography.wisc.edu/forms/DegreePlan_MS_CartGIS_2007-09-10.pdf

Please also see the important guidelines on the back of the degree plan.

3.3 Doctor of Philosophy in Geography

To receive the Doctor of Philosophy (Ph.D.) degree in Geography, students are required to earn a minimum of 32 graduate credits at UW-Madison, which may include previous master's degree work. Formal requirements include: completion of departmental course requirements, a skills package, and a minor. Students must also pass two qualifying exams, defend a dissertation proposal, and write and defend a dissertation. Ph.D. students, like other Geography Department graduate students, must maintain a minimum grade point average of 3.0. The dissertation should make a significant and original contribution to geographic research.

Breadth Requirements

Incoming students are expected to have taken a course in each of the following areas: Physical Geography, Human (Regional) Geography, People-Environment Geography, GIScience, and Statistical Methods. Students, who have not taken courses in these areas may still be admitted to the program because they can fulfill these breadth requirements during their residence here. Courses taken to satisfy our breadth requirements may be "double-counted," fulfilling both breadth and degree requirements. Typically, seminars or the like should not be used to fulfill the breadth requirements

Degree Requirements for the Ph.D. Program

Doctoral students are officially advanced to Ph.D. candidacy when they have completed the first five requirements:

1. Course Requirements. These requirements include Geography 765 and two research seminars (with research papers) offered by different faculty members. Seminars previously taken as part of the Master's program at UW-Madison cannot be counted.

2. Minor. Students choose either the "regular minor" (Option A) consisting of at least 10 credits in one department outside geography, or the "distributed minor" (Option B) consisting of at least 10 credits in two or more departments outside geography. The distributed minor coursework must be approved in advance by the Ph.D. advisor.

3. Skills. The skills requirement can be satisfied in a number of ways, including any one of the following: (a) competence in a language other than English and relevant to the Ph.D. research; (b) a quantitative skills package of courses; (c) a qualitative skills package of courses; or (d) a combination of quantitative and qualitative skills courses. To satisfy the skills requirement with a language, the student

must provide an evaluation letter of oral and/or reading proficiency from the appropriate language department. Based on this letter, the Graduate Affairs and Research Committee will determine whether or not the skills requirement has been fulfilled. Courses proposed to satisfy the quantitative and/or qualitative skills package must emphasize methodology with broad applicability. Students must complete a minimum of six credits with a grade of "C" or better in courses at the intermediate or advanced levels. Geography 360 does not count as part of the quantitative and/or qualitative skills package (e.g., b, c, or d above). Skills coursework should be approved in advance by the Ph.D. thesis advisor. These courses may be "double-counted", fulfilling both the minor and skills requirements.

4. Qualifying Examinations. Students are required to take two written qualifying examinations. The eight-hour general examination covers the breadth of one of the five areas of concentration recognized by the department: Physical Geography, Human Geography, People/Environment interaction, Regional Geography, Cartography/GIS. The general exam is devised and graded by the faculty specializing in this area. The specific examination covers one or two subfields within the five areas, and can be taken as one eight-hour examination or two four-hour examinations. The definition of the subfields is subject to approval by the Graduate Affairs and Research Committee. The definition and scope intended by the subfields are illustrated by, but are not confined to, the titles of research seminars. The specific exam is devised and graded by the individual's thesis advisor.

5. Dissertation Proposal. Students must successfully complete an oral defense of their dissertation proposal before a thesis committee. See Academic Procedures of Thesis Committee makeup. The Ph.D. student advances to Ph.D. candidacy (dissertator status) once she/he successfully defended her/his dissertation proposal.

6. Completion of the Dissertation. Once admitted to Ph.D. candidacy, most students devote full-time study to the dissertation. The dissertation is a major piece of scholarly work which demonstrates independent, original research. The dissertation must be completed and successfully defended before the same committee that approved the topic. Departmental policy requires that the final oral examination take place no earlier than one year after the student has been admitted to candidacy, and the graduate school requires that it take place no later than five years thereafter.

Ph.D. Geography Degree Plan

www.geography.wisc.edu/forms/DegreePlan_PhD_Geog_2007-09-10.pdf

Please also see the important guidelines on the back of the degree plan.

Graduate Certificate in Geographic Information Systems

www.geography.wisc.edu/GISCertificate

The Department offers a one year professional GIS Certificate. This graduate-level capstone program is intended to serve (1) recent graduates who wish to acquire technical expertise to support the domain knowledge gained in their undergraduate major and (2) returning students who wish to acquire specialized training to meet current (or future) job requirements calling for GIS skills. It is intended to provide a mix of GIS theory, practical knowledge and hands-on experience for application in a wide array of fields. This is a stand-alone program. Certificates cannot be acquired in conjunction with any other UW program.

Certificate Requirement

Students in the program earn their certificate by satisfactorily completing the following coursework: Geography 370, 377, 560, 578 and 1 elective (572, 575, or CEE 301-303). In addition, a two credit internship project must be completed. As with graduate degree programs, a minimum GPA

of 3.0 must be maintained.

Coursework is supplemented with topical workshops, group travel to professional conferences, seminars, and other peripheral learning opportunities to prepare students for the job market. For more information, contact: Karen Tuerk, GIS Certificate Program Manager
Room 464, 265-9975, kstuerk@wisc.edu

Minor in Geography

Ten credits are required by the graduate school. Students must find a minor advisor within the department. For more information, please consult the Academic Counselors or specific faculty members working within your area of interest.

Section 4 ***Financial Aid Information***

Links to information regarding financial aid at the UW may be found under the “Student Resources” tab of the “Resouces” section of the Geography Department Website.

4.1 Financial aid policy

General Rules

Master’s students with a financial aid contract (also known as a ‘Commitment of Support’): A master’s student who enters our graduate program with a financial commitment from the Department and who intends to continue on to the Ph.D. program is initially offered a financial aid commitment for five years (two years for working on the Master’s degree and three years for working on the Ph.D. degree after successful completion of the master’s **and** being admitted to the Ph.D. program). **It is important to note that university policy states that ANY funding coming from or through the university will be counted towards the Department’s financial commitment.**

A master’s student who wants to continue with our Ph.D. program must apply to the Graduate Admissions Committee by January 15 in the second year of their master’s program (use the “**Internal Application to the Ph.D. Program Form**,” which can be found at <http://www.geography.wisc.edu/forms/index.htm>). The Graduate Admissions Committee will evaluate these internal applications in Spring (typically in February) along with all other applications to decide which of these internal applicants will be admitted to the Ph.D. program.

A student who entered the graduate program with a long-term commitment of financial aid and who is admitted to the Ph.D. program will be eligible to receive the remaining three years of support in her/his contract. **This eligibility is conditional on successful completion of M.S. requirements (including defense of thesis) by the following summer dissertation deadline** (this deadline is generally in late August). If the student fails to complete M.S. requirements by the deadline, the student’s guaranteed support from the department will lapse. The student’s guaranteed support will resume by the second academic-year semester following successful completion of M.S. requirements. If circumstances beyond the control of the student prevent the student from meeting the deadline, an appeal may be made to the Graduate Affairs and Studies Committee to use one semester of the financial aid allotment from the Ph.D. program to complete the master’s requirements (see the section on **Appeals** for more details).

A student who is not admitted to the Ph.D. program will only be guaranteed the financial aid allotted for the master's degree.

Master's students who entered the program without a financial aid commitment and who want to be admitted to our Ph.D. program should apply to the Graduate Admissions Committee by January 15 in the second year of the master's program (use the "**Internal Application to Ph.D. Program Form**", which can be found at <http://www.geography.wisc.edu/forms/index.htm>) for admission and financial aid. Should a student be admitted to the Ph.D. program and offered a three-year financial aid commitment from the Department, **this commitment is conditional on successful completion of M.S. requirements (including defense of thesis) before the following summer dissertation deadline.** The support from the department will start by the next academic-year semester following successful completion of M.S. requirements. If, however, the student fails to complete M.S. requirements by the deadline, the student's guaranteed support from the department will not start.

Appeal for financial aid eligibility in the fifth semester of a master's program

The Department recognizes that a limited number of students may not be able to meet this deadline because of circumstances beyond their control. Students who believe this to be the case may appeal to the Graduate Affairs and Studies Committee to request permission to use one semester of the three-year financial aid allotment for the Ph.D. toward completing their M.S. requirements. In their appeal, the student must clearly explain the circumstances that prevented completion in two years. The Graduate Affairs and Studies Committee will make a recommendation to the full faculty who will make a final decision by majority vote.

4.2 Departmental Assistantships

All graduate students who want financial aid must apply for departmental aid. Decisions about aid for the coming academic year are usually made during the Spring semester, although applicants should be forewarned that the filling of some positions often extends well into the summer months due to budget uncertainties, enrollment increases, resignations and the unexpected need to replace people who suddenly receive alternate support. Students should feel free at any time to ask the chair of the Graduate Budget Committee for the number and kind of anticipated positions and individual chances for receiving departmental aid.

Departmental teaching assistantships (TA) are awarded at a variety of appointment levels (though they will be at least 33% of a full time appointment). All departmental assistantships (at level 33% or above) carry tuition remission, a salary and health insurance benefits.

Teaching Assistantships

The Department employs just over 20 TAs in the Fall and Spring and one year long Project Assistant to maintain the Department's website. These positions are administered by the Graduate Budget Committee, which represents the various sub-disciplinary areas of the Department.

International students outside of Madison, Wisconsin who are not native English speakers should take the TSE or TOEFL (www.ets.org). Upon arrival in Madison, these students must take the SPEAK if they wish to be considered for TAs. See <http://www.wisc.edu/english/esl/speak.htm> for details on the test. The department adopts the following guidelines for evaluating the spoken English proficiency:

1) Students with a SPEAK test score greater than or equal to 50 may teach with no further English language testing requirements.

2) Students with a SPEAK test score of 45 can perform instructional duties that require spoken English only if also enrolled in a program to improve English skills, as indicated by the Program in English as a Second Language (<http://mendota.english.wisc.edu/~ESL/ESLindex.htm>).

3) Students with a SPEAK test score lower than 45 cannot perform instructional duties that require spoken English.

Project and Research Assistantships

Many faculty members have research grants that carry graduate assistantships. Applications for project assistantships (PAships) and research assistantships (RAships) are made directly to the faculty member holding the grant. They are not governed by the Graduate Budget Committee, although they qualify as alternate support and count towards the Department's commitment of support. Announcements of anticipated PA or RA positions in the Geography Department are posted on the Graduate Bulletin Board. Students may also apply for PAships and RAships outside the Department. Check with individual departments or the UW Student Job Center (262-5627 or <http://www.jobcenter.wisc.edu/>). PAships and RAships carry tuition remission and health insurance benefits.

The Cartography Lab, the State Cartographer's Office, and the History of Cartography Project are additional units in Science Hall that employ graduate students as project assistants. Qualified students may apply directly to the respective directors.

4.3 University Fellowships

Graduate School Fellowships

The Graduate School holds an annual university-wide fellowship competition. The University Fellowships are offered to new graduate students. It is the responsibility of the Graduate Budget Committee to nominate the Department's best graduate applicants for these highly competitive awards. Nomination decisions are made in early January. Both types of University fellowships include a stipend, tuition remission, health insurance benefits and a commitment of support from the Department.

Foreign Language Area Studies (FLAS) Fellowship

FLAS Fellowships are awarded each year to students interested in the study of specific languages and the regions in which they are spoken. Interested students should contact the appropriate Area Studies Program in the Fall about application procedures. See <http://www.international.wisc.edu/news/newsitems/detail.asp?idEventsNews=898> for more information.

Advanced Opportunity Fellowships (AOF)

AOF fellowships are available for qualifying minority and educationally disadvantaged students through the Graduate School. These fellowships are available for both new and continuing students. The Graduate Budget Committee nominates graduate applicants on behalf of the department. Continuing students are nominated in October. Students who believe that they may qualify should contact the chair of the Budget Committee. These fellowships include tuition remission, health insurance benefits, a stipend and a commitment of support from the department.

4.4 Extramural Grants & Fellowships

A large number of foundations and organizations (e.g. the National Science Foundation) offer graduate fellowships. Announcements concerning extramural fellowship opportunities are posted on the Bulletin

Board and/or disseminated by email. Application for these extramural grants or fellowships are the responsibilities of graduate students and the application *must be processed through the Department first*. (see the Graduate Coordinator for assistance with this process). The grant application will be routed through the College of L&S and then through Research and Sponsored Programs — see <http://www.rsp.wisc.edu/> for more information.

4.5 Other Aids

Lecturers

The Department routinely receives permission to hire lecturers to teach summer courses and replace faculty members who are on leave. Lecturer appointments are at 33.33% of full-time and carry health insurance benefits and a salary. Applications for lecturer appointments are made to the Chair of the Department.

Reader/Graders

Each semester the Department employs 8-10 graduate students to assist grading in large enrollment courses. “Reader/Graders” are paid for the hours they work. The number of hours awarded varies with the size and workload of individual courses. Students may apply for these positions through the Graduate Coordinator. See <http://www.ls.wisc.edu/handbook/ChapterFive/chV-13.htm> for more information.

Hourly Help and Work Study

Hourly employment is available from several sources. The Cartography Lab employs a limited number of students with cartographic skills. The History of Cartography Project employs one hourly office worker. Faculty also employ students at hourly rates from time to time. The Geography Library, Map Library and Main Office employ hourly employees and students who are in the Work Study program.

Students interested in hourly employment should contact the appropriate director or librarian.

Section 5

Awards

5.1. Departmental Awards

5.1.1 Research Support Awards

Trewartha Conference Travel Awards (Deadline--One week after the AAG annual meeting abstract submission deadline):

Principle:

Currently up to \$4,000 is allocated for graduate student conference travel. Students participating in AAG are automatically qualified for this travel grant as governed by eligibility below. The travel grant may be used for participation in major conferences in any of the subfields of geography.

However, not all conferences are qualified. The Graduate Studies Committee will decide on the qualification of conferences for this travel fund.

Eligibility:

A Master's student may receive conference travel support once during his/her tenure here as Master's student in the department. Ph.D. students may receive conference travel support up to 5 times during his/her tenure as Ph.D. student in the department. Activities that qualify for this travel support are: presentation of paper or poster, serving as a judge at paper competition or a panelist/discussant or as chair of a session at the qualified conferences.

Amount and Application Procedure:

Graduate students who plan to participate in a conference must apply (in the form of an email) to the Graduate Coordinator for this travel support in **one week** after the AAG annual meeting abstract submission deadline, whether or not you are attending AAG or other conferences. In the email, the student should provide the title of paper, poster, or session and an abstract as appropriate. The Graduate Admissions, Recruitment, and Awards Committee will decide the amount to be awarded per request depending on the costs of attending the conference and the number of people who have applied. *Application after the deadline will not be considered.*

Reimbursement Procedure:

Reimbursement is through travel expense report set by the University. In order to receive reimbursement you must follow the Travel Policy as set forth by the University. If you have additional funding to cover conference expenses inform the Financial Specialist when processing the TER. If you are unsure as to whether or not you may have additional funding, it is your responsibility to keep record of all expenses that may be reimbursed.

Acknowledgement:

Recipients should acknowledge the Trewartha fund for this support in their publications.

Trewartha Graduate Research Awards (Deadline--April 1):

Principle:

A total of up to \$7,000 is allocated for graduate research support. It covers research travel to study site, purchases of research experiments and materials, and other costs related to thesis research.

Eligibility:

A Master's student may receive this support once during his/her tenure here as a Master's student. Master's students should apply during their first year so that the fund can be used for the summer. Ph.D. students may receive this support once during his/her tenure here as a Ph.D. student.

Amount and Application Procedure:

Typically, the award amount is up to \$400 for Master's students and \$600 for Ph.D. students. Application must be submitted to the Graduate Coordinator by April 1. The application should state the name of this award, activities to be performed, budget and other pending funding sources that could be used towards this travel. The application should not exceed one page or 500 words. These awards are competitive. Master's students should make a good use of their thesis proposals prepared for Geography 766.

Distribution:

As an award in lump sum

Acknowledgement:

Recipients should acknowledge the Trewartha fund for this support in their publications.

The Leopold Geomorphology Graduate Research Award (Deadline--January 20):**Principle:**

A total of up to \$6,000 is allocated for supporting Ph.D. research work in the area of geomorphology.

Eligibility:

Ph.D. students whose Ph.D. work substantially engages with the field of geomorphology are entitled to this support. A Ph.D. student may receive the Whitbeck Dissertator Award (see below) or the Leopold Geomorphology Graduate research support once during his/her tenure in the department.

Amount and Application Procedure:

An award(s) will be made with the amount up to \$6,000. The Graduate Admissions, Recruitment, and Awards Committee will review and make a recommendation of awardees to be approved by the full Faculty. A student wishing to apply for this fellowship should submit the following to the Graduate Coordinator by January 20th of the previous academic year:

- A. Curriculum vitae
- B. Description of research (not to exceed two pages or approximately 1000 words)
- C. Plan as to how this award will directly facilitate the research activities and the completion of the Ph.D. degree
- D. A supporting letter from the major advisor

Distribution:

As an award in lump sum

Acknowledgement:

Recipients should acknowledge the Leopold fund for this support in their publications.

Whitbeck Graduate Dissertator Awards (Deadline--January 20):**Principle:**

A total of \$12,000 is allocated for supporting Ph.D. dissertation write-up.

Eligibility:

Ph.D. candidates (ABD) in their final year are entitled to this support. A Ph.D. student may receive Whitbeck dissertator award once during his/her tenure in the department.

Amount and Application Procedure:

Each academic year, a maximum of 2 awards of equal amounts (\$6,000 each) will be awarded. The Graduate Admissions, Recruitment, and Awards Committee will review and make recommendations of awardees which will be approved by the full Faculty. A dissertator wishing to apply for these awards should submit the following to the Graduate Coordinator by January 20th of the previous academic year:

- A. Curriculum vitae
- B. Description of dissertation (not to exceed two pages or approximately 1000 words)
- C. Plan as to how this award will directly facilitate the final write up of the dissertation and completion of the Ph.D. degree
- D. A supporting letter from the major advisor

Distribution:

As an award in lump sum

Acknowledgement:

Recipients should acknowledge the Whitbeck fund for this support in their publications.

5.1.2 Achievement Awards

GIS Certificate Student Achievement Award (Deadline--April 1):

Description:

Recognizes outstanding academics, application and service in GIS

Application Procedure:

By nomination of the faculty/staff in GIScience.

Outstanding Publication by a Graduate Student (Deadline--April 1):

Description:

Given to a student who has written an outstanding publication, as judged by the Geography faculty

Application Procedure:

Papers published or accepted in the prior calendar year. Submit the paper and the proof of acceptance (for the paper accepted) to Graduate Coordinator.

Outstanding Teaching Assistant (Deadline--April 1):

Description:

This award is given to teaching assistants who are nominated by a faculty member and then judged according to their student evaluations and length of service as a TA.

Application Procedure:

By nomination of the faculty

Outstanding Symposium Paper by a Graduate Student (Deadline--April 1):

Description:

Given in recognition of an outstanding paper and presentation at the annual Geography Student Symposium

Application Procedure:

Voted by the audience at the Departmental Symposium

**Barbara Bartz Petchenik Memorial Graduate Award in Cartographic Design
(Deadline—April 1*):**

Description:

Given to students for excellence in cartography and map design, including artistic and technical skills. Prizes awarded at both the graduate and undergraduate level (often both 1st and 2nd place cash awards)

Application Procedure:

Open to any geography student who made a map in the past year. Submit map(s) to Prof. Mark Harrower.

* Pending the schedule of the Trewartha Lecture.

5.2 University Awards:

UW-Madison Early Excellence in Teaching Award:

Description:

This award recognizes outstanding and inspirational achievement on the part of TAs with fewer than four semesters of teaching experience at UW or any other institution. Previous award was \$500.

Application Procedure:

By nomination of the faculty

UW-Madison Exceptional Service Award:

Description:

The Service Award recognizes outstanding TAs who, in addition to their regular duties, perform exceptional service related to the education mission of their departments in the form of volunteerism, committee work, mentoring, etc. Previous award was \$500.

Application Procedure:

By nomination of the faculty

UW-Madison Innovation in Teaching Award:

Description:

The Innovation in Teaching Award recognizes TAs who brought exceptional creativity to their work and developed or adapted new teaching methods or techniques. Previous award was \$500.

Application Procedure:

By nomination of the faculty

UW-Madison Capstone Ph.D. Teaching Award:

Description:

This award recognizes Ph.D. students who have performed as outstanding teaching assistants throughout their UW-Madison tenure. Previous award was \$500.

Application Procedure:

By nomination of the faculty

L & S Teaching Fellow:

Description:

The Teaching Fellow Award is granted to TAs from the College of Letters and Sciences, the College of Ag. And Life Sciences and the School of Human Ecology who have achieved outstanding success as students and teachers. Winners of this award are named L&S Fellows and serve as instructors at the L&S TA training session at the start of the fall semester. Previous award was \$1000.

Application Procedure:

By nomination of the faculty

Section 6

Teaching Assistant Responsibilities

6.1 General Responsibilities

The University has TA training sessions and the department often hosts TA orientation meetings. All teaching assistants (TAs) (new or continuing) must see the Graduate Coordinator during the week prior to class starts for details on TA training.

TAs are expected to meet with your classes at the scheduled times. If you are ill, please email your students and call Main Office, 262-2138 OR the Graduate Coordinator, 262-3861 and leave a message that you will be out ill and will not be meeting your class or advise us of who will be filling in for you. We can post a notice in the building for you. If you are out for several days contact a colleague to see if someone can cover for you.

OFFICE HOURS:

All TAs are expected to hold office hours on a weekly basis. Please inform your students and **post your office hours on your office door.**

EVALUATIONS:

At the end of the semester please have your students fill out teaching assistant evaluations. They are available from Room 160; please have your students return the evaluations there as well. TAs may not look at these until after grades have been turned in. Check in the Main Office for the tabulated scores and comments that are typed up each semester.

CONTRACT: Agreement between the State of Wisconsin and the Teaching Assistant's Association (TAA) is online — www.taa-madison.org/

6.2 Course Planning and Preparation

Continuing and new TAs need to consult during Welcome Week with faculty and fellow TAs about assignments and preparations for the first week of classes. Please take steps to find out when TA staff meetings are scheduled for your assigned course (usually, Geography 101, 129, 127 and 339) or when your faculty supervisor would like to meet with you about course matters.

See the Geography Librarian about putting items on reserve.

Course instructors (faculty members) who have TA assigned are responsible for explaining the duties and expectation of TA for their respective courses. Instructors must meet with his/her TAs at the beginning of the semester, preferably during the week prior to class starts, to explain in details of TA duties and expectation. It is the responsibility of the course instructor to provide the TA(s) or to arrange the necessary training needed for the course.

6.3 Useful Links

L&S Teaching Assistant training (required for new TAs). Check with the Graduate Coordinator to find out when these are being held.

“My Professional Development at WISC EDU” (www.myprofdev.wisc.edu/) connects you to learning opportunities on campus...

Graduate Student Professional Development Resources (www.wisc.edu/grad/) on career services, conflict resolution, etc.

Teaching and Learning Excellence at UW Madison (www.provost.wisc.edu/tle/)

Delta Program: Integrating Research, Teaching and Learning (www.delta.wisc.edu/) offers roundtables, training programs, and discussion dinners for grads. It offers a “teaching and learning certificate” as well.

Writing Center (www.wisc.edu/writing/index.html) offers classes including, “writing graduate research proposals, writing statements of teaching philosophy, etc.”...

Letters & Science/Human Ecology Career Services (www.lssaa.wisc.edu/careers/)

Center for Biology Education (www.wisc.edu/cbe/) is mostly for K-12, but many resources available for teaching biological-related sciences.

6.4 Audio Visual Equipment

Room 180 Science Hall: Two projector screens and two slide projectors are permanently installed. The video projector is connected to a VCR, a computer, and a document camera which are stored and locked in the cabinet in the front of the room. **You must have a personal passcode to access the audio and**

video equipment in the room. Contact Michael Wood at mwood@fpm.wisc.edu or Media Support at www.fpm.wisc.edu/support for passcode.

Rooms 201, 230, 350 and 360: These rooms are equipped with both a slide projector and an overhead projector. Room 350 has a permanently installed video projector. A cart has been set up in Room 344 with a document camera, a boombox and VCR. (this equipment is to be used in 350). **PLEASE DO NOT REMOVE THIS FROM THIS AREA.** Please contact Main Office to request use of these rooms.

Rooms 444 and 450: These rooms are equipped with an overhead and slide projector. Please consult with the Computer Techs (2-8111) if you need help with this equipment.

Maps for classroom use are available from Jaime Stoltenberg, the Map Librarian, in Room 310. Wall maps are in storerooms. If any maps in the classrooms are broken, please report damage to Main Office (2-2138) immediately.

6.5 Lounge and Kitchen

388—LOUNGE—All faculty and graduate student mailboxes are here. **Please do not use this public room for private consultations with students.** This room is open from 7:45 am — 4:30 pm with the exception of a few days when classes may be held there. Please check postings outside the lounge for current class usage.

386—KITCHEN—The refrigerator, microwave and sink are for all faculty, staff and students to use. **Please clean up after yourself to help keep this space clean.**

6.6 TA Mentoring and Evaluation Procedures

Faculty visits

Course instructors are responsible in mentoring their TAs. In addition to outside classroom meetings, the course instructor will visit at least one discussion section/lab for each of their TAs before or during week 12 of each semester. Instructors are required to notify the TA at least 24 hours in advance of the visit.

For *first-time TAs*, the course instructor is expected to visit at least *two* discussion sections/labs for each of their TAs (with the first visit occurring before week 8).

After each visit, the instructor must meet with the TA to discuss the observation during the visit. It is recommended that the instructor provide constructive comments to help the TA to improve his/her teaching performance. If major issues were observed during the visit, the faculty is required to make another visit to see if the TA has addressed these issues after receiving the comments from the first visit. The instructor should meet with the TA after each subsequent visit to provide constructive comments.

All course instructors will provide each TA with a written evaluation of TA performance no later than week 12 of the semester. A copy of the evaluation letter will be placed in each TA's personal file. These letters are an important source of official feedback on teaching performance and also provide an

opportunity for positive feedback and development. They may also be used for subsequent employment purposes.

Portfolios

Each TA is strongly encouraged to develop a portfolio of teaching materials used for each class, including midterm student evaluation results (if available) and any other relevant material that may be useful in evaluating their teaching performance. Portfolios should be handed to faculty supervisors not later than week 12 of the semester.

Section 7 ***Department Offices***

The main office is in Room 160 of Science Hall and is open 8:00 am to 4:30 pm Monday through Friday.

Chair	Matthew Turner Room 155 / 262-4438 turner@geography.wisc.edu
Associate Chair	Robert Ostergren Room 343 / 262-6302 rcosterg@wisc.edu
Department Administrator	Trina Messer Room 170 / 262-2139 tmmesser@wisc.edu
Building Manager & Cartography Lab Director	Onno Brouwer Room M390 / 262-1366 obrouwer@wisc.edu
Graduate Student Coordinator	Crystal Reynolds (Temp.) Room 144 / 262-3861 gradschool@geography.wisc.edu
GIS Certificate Program Manager	Karen Tuerk Room 464 / 265-9975 kstuerk@wisc.edu
Administrative Assistant & Undergraduate Coordinator	Sunshine Jansen Room 160 / 262-2138 shjansen@wisc.edu
Payroll & Benefits Coordinator	Amber Reiersen Room 143 / 262-6408 areierson@wisc.edu

Section 8

Faculty

Burnicki, Amy C.

375 Science Hall
(608) 263-3213
burnicki@geography.wisc.edu
Interests: GIScience, Spatial Data Analysis,
Remote Sensing

Burt, James (Jim)

425 Science Hall
(608) 263-4460
jeburt@wisc.edu
Interests: Climatology, Quantitative Analysis,
GIScience

Cadwallader, Martin

334 Science Hall
333 Bascom Hall
(608) 262-5986 / 262-1044
mtcadwal@facstaff.wisc.edu
Interests: Urban and Economic Geography,
Quantitative Analysis
*Currently Dean of the Graduate School

Cronon, William (Bill)

443 Science Hall
5103 Humanities
(608) 265-6023/(608) 263-1800
wcronon@facstaff.wisc.edu
Interests: Environmental History,
Environmental Studies, North America

Downey, Gregory (Greg)

Affiliated Appointment
5016 Vilas Hall
4259 Helen C White Hall
(608) 225-3809
gdowney@wisc.edu
Interests: History and Geography of
Information/ Communication Technology and

Labor.

Website:

<http://www.journalism.wisc.edu/~gdowney/index.php>

Harris, Leila

223 Science Hall
(608) 265-0531
lharris@geography.wisc.edu
Interests: Nature-society relations, Gender,
Ethnicity, Nationalism, Turkey, Water
resources, Water and conflict

Harrower, Mark

343 Science Hall
(608) 265—0012
maharrower@wisc.edu
Interests: Cartography, GIScience,
Geovisualization
Website:
<http://www.geography.wisc.edu/~harrower/>

Kaiser, Robert (Bob)

430 Science Hall
(608) 262-1904
rikaiser1@facstaff.wisc.edu
Interests: Place, power, identity, Nationalism,
Border Studies, Eurasia

Knox, James (Jim)

234 Science Hall
(608) 262-1804
knox@geography.wisc.edu
Interests: Geomorphology, Paleohydrology,
Water Resources

Marin-Spiotta, Erika

marinspiotta@geography.wisc.edu
Interests: Biogeochemistry, Land-use change,
Soils, Ecosystem Ecology, Biogeography

Mason, Joseph (Joe)

207 Science Hall
(608) 262-6316

mason@geography.wisc.edu

Interests: Soils, geomorphology, quaternary paleoenvironments, GIScience applications in geomorphology

Naughton, Lisa

355 Science Hall
(608) 262-4846

naughton@geography.wisc.edu

Interests: Wildlife Ecology, Protected Areas, Africa, Latin America

Olds, Kristopher (Kris)

346 Science Hall
(608) 262-5685

olds@geography.wisc.edu

Interests: Urban Geography, Urban Planning, Economic Geography, Cultural Geography, Global Cities, Pacific Rim, Canada, Singapore

Ostergren, Robert (Bob)

243 Science Hall
(608) 262-6302

rcosterg@facstaff.wisc.edu

Interests: Historical and Cultural Geography, Europe, North America

Ozdogan, Mutlu

Affiliated Appointment
285 Enzyme Institute
(608) 890-0336

ozdogan@wisc.edu

Interests: Land-use/land-cover Conversion, Climate Change

Schnider, Annemarie

Affiliated Appointment
202 Enzyme Institute
(608) 890-0557

aschneider4@wisc.edu

Interests: Urban Environments, Biophysical Impacts of Urban Expansion

Turner, Matt

340 Science Hall
(608) 262-2465

turner@geography.wisc.edu

Interests: Environmental Resources, Cultural Ecology, Africa

Williams, John W. (Jack)

208 Science Hall
(608) 265-5537

jww@geography.wisc.edu

Interests: Vegetation dynamics, paleoclimatology, global environments

Zhu, A-Xing

255 Science Hall
(608) 262-2072

azhu@wisc.edu

Interests: GIScience, environmental modeling and natural resource management.

Section 9

Departmental Committees

Department Affairs

Faculty Recruitment

Budget

Faculty Development

Advisory Committee

External Relations

Departmental Services

Geocomputing

Future Directions Committee

Faculty Senators

Graduate & Research

Graduate Affairs & Research

Admissions & Recruitment

Graduate Budget

Speakers Committee (Co-Chairs)

Sub-Area Grad Academic Counselors

Cart/GIScience

Human

Physical

People/Environment

Undergraduate Affairs

Affairs and Curriculum Development

Academic Counselors GIScience

Physical

Human

People/Environment

Section 10

Graduate Student Committees Representatives

Each year, two students are elected to represent the graduate student body at faculty and staff meetings. These representatives are the formal line of communication between faculty and students, although all students are encouraged to share their concerns and ideas with the Chair of the department or with individual faculty members anytime they feel the need to do so.

Check out your graduate student committee representatives here:

www.geography.wisc.edu/students/representatives.htm

Section 11

Lecture Series

Yi-Fu Tuan Lecture Series

Room 180, Fridays, 3:30 pm

The Department has a Friday afternoon lecture series named in honor of Emeritus Professor Yi-Fu Tuan. Cookies, coffee and juice are served at 3:15, with the lecture following at 3:30.

Check the “Upcoming Events” section of the Graduate Bulletin Board, the website (www.geography.wisc.edu/News/yi-fu%20tuan%20schedule.htm) or watch for flyers around the building for notices announcing upcoming lectures.

Two special lectures are given every year. The Glen Trewartha Lecture is in honor of one of this Department’s distinguished emeritus professors. A visiting speaker, usually from outside the university, is invited to speak and offer a seminar with graduate students.

The second is the John Treacy Memorial Lecture, named in honor of John Treacy, an outstanding and well-liked graduate student who died suddenly shortly after completing his dissertation and becoming an Assistant Professor at George Washington University. The annual Treacy Memorial Lecturer is chosen by the graduate students.

See other lecture series of interest: www.geography.wisc.edu/department/groups.htm

Graduate students are strongly encouraged to attend these lectures because they are an important part of academic life of this department.

Section 12 ***Science Hall Computing***

Drop-in lab, Room M376

Hours of operation for the Drop-in Lab change semester to semester (please see the Science Hall Computing website sciencehall.wisc.edu/). If you need access to this room outside of the normal hours of operation, you must obtain a key from the Graduate Coordinator. Color and black and white printing is available with a UW copy/print card. These can be purchased at any UW Library. You may also add money to your account wherever copy/print cards can be purchased.

Drop-in computing areas in Science Hall:

Geography Library (NW corner of Library),
Map Library (straight ahead as you enter the library)
IES Library, Room 21 (to your left as you walk in).
Room 15

These are available during the respective libraries’ normal hours of operation.



Classroom Labs: Room 380 & Room 115

These classroom labs are only available for classes and are not usually available for general use.

All computers are equipped with DVD/CD-RW's and USB ports, word processing, web browsers, and other necessary software for students in Geography.

The machines are reset upon rebooting, so all data not stored on either the X: drive, a network drive, or another external storage device (such as a USB keychain drive) will be lost. All changes made to the system (wallpapers, shortcuts, etc.) are also reset to the system’s original settings.

Wireless access is available throughout the building for users with a laptop and wireless hardware. Additionally, we provide LAN access in M376 for those with wired network cards in their laptops.

If you require assistance or have a request about the computers in the labs, please contact the **Science Hall Helpdesk** at:

web: sciencehall.wisc.edu/ ■ *email:* help@geography.wisc.edu ■ *phone:* 262-8111

Section 13 ***Department Resources***

Photocopies (Room 160)

Graduate lecturers and teaching assistants are permitted to use the departmental photocopy/print machine for teaching materials only. A personal number from the Administrative Assistant is required to use the machine.

Personal copying can be done in the Geography Library, which has a copy machine operated by copy/debit cards (see the UW Library website, <http://www.library.wisc.edu/research-tips/videos/copying-printing-basics.htm>, for more information). Cards may be purchased in the library, and are also used to print copies from any printers in the library or computer lab.

All graduate students may make overhead transparencies for class presentations. See the Administrative Assistant in Room 160 to obtain the transparencies.

Fax Machine (Room 160)

The Department has a fax machine in the main office. You may send a fax from 7:45 am to 4:15 pm. Graduate students may send faxes for professional activities only. Fax machines for personal use can be found at StudentPrint in Room B114 of the Memorial Union.

Office Space

We are fortunate to be able to provide office space for all of our Master's and Ph.D. students. The order of priority is: lecturers, teaching assistants, dissertators, holders of fellowships, project assistants, Whitbeck fellows, other M.S. and Ph.D. students (by seniority). Office assignments are distributed by email at the beginning of the semester and posted on the 3rd floor bulletin board. Assignments change every year and sometimes at semester break if one's status changes. Never leave your office door unlocked and be careful not to leave your wallet or anything of value lying around.

See the Graduate Coordinator about office space.

Keys and Building Passes

Students, TA's and Lecturers are issued a key to their office, a key to the outside door and a key to the computer lab if needed. These keys are obtained from the Main Office. Keys to the Geomorphology Labs are obtained from Professors Knox, Mason or Williams. If you lose your key, you will be charged \$75.00 and a block may be placed on your registration until you have paid the fee.

Every graduate student is issued a building pass which is needed for after-hours work in Science Hall. Security personnel may ask for the pass, especially if you have been locked out of your office and need to be let in. The pass should be renewed each year. See the Main Office for a pass.

Mailboxes

Each graduate student is assigned a mailbox. The boxes are located inside the State Cartography Office on the third floor in the Geography Lounge, Room 388 (go through SCO). If you will be away or are leaving, please have your mail forwarded. You can sign up for that service at the US Postal Service website (<https://moversguide.usps.com/>). Also, leave the forwarding information and address with the Main Office in Room 160.

GIS Certificate Student mailboxes are outside the Science Hall 464 GIS Certificate Main Office.

Telephones

There are telephones for graduate student use in all of the TA offices, and in rooms 550 and 480. These are for campus and local calls only. Dial '9' to get an outside line; dial the last five digits of any campus number. No long distance calls are allowed. From a campus phone, dial 9-911 for emergency. Campus police can be reached at 2-2957.

Overhead Projectors and Laptop

Overhead projectors and a laptop are available for check-out in the Main Office, Room 160. See the Administrative Assistant in the Main Office for help in reserving a projector and retrieving them from the cabinet. Please return items promptly as others may be waiting for them.

If there is a problem with a projector, please report it to Main Office. If you replace a bulb, let the Administrative Assistant know.

Section 14 ***Campus Resources***

Campus Identification

Union South, 262-3258, Hours: 8am—4pm

A campus ID card is necessary for access to everything on campus from the libraries to the recreational facilities. In order to get your campus ID card, you must go to the Photo ID Office in Union South (Room B109) and present a photo ID, such as a passport or driver's license. Please note that you must be enrolled before you can obtain your campus ID. See www.union.wisc.edu/photoid/index.html for more information.

International Student Services (ISS)

The Red Gym, 716 Langdon Street, 262-2044

All international students must check in with ISS upon arrival on campus. They are a resource for anything from visa issues to working permits to temporary housing. For more information, see their website: <http://iss.wisc.edu/>

Parking

Parking permits are available to students on a very limited basis. See the Transportation Services website (www2.fpm.wisc.edu/trans/Parking/Student.htm) for information. Short-term parking is available in various ramps around campus, including one across the street below Helen C. White.

Also, the Community Car Program allows individuals to rent a car by the hour. See www.communitycar.com/ for more information.

Bus Passes

All UW students and staff are eligible for a free Madison Metro bus pass. Bring your campus ID to pick up your pass at the start of each semester. Passes may be picked up at Memorial Union; call 263-3950 to check for location. Information regarding the bus pass program may be found here:

www.asm.wisc.edu/cms/content/view/87/158/

Business Cards—UW Logo

The department does not pay for students or TAs to have business cards. Please go to the StudentPrint office (Room B114, Memorial Union) if you want official UW cards. Their phone number is: 262-6216 and their website is studentprint.rso.wisc.edu/

Section 15 ***Organizations***

Specific information about student organizations (including details about meetings and contact information) may be found on the Department's website:

www.geography.wisc.edu/department/groups.htm

THUGS (Theoretical, Human and Urban Geography Scholarship)

THUGS is a discussion group consisting of grad students and professors. Each session is organized by a different grad student and the topics range from presentations of current research projects to analyses of cutting edge theoretical and methodological issues in human geography. Anyone is welcome to attend.

HERD (Human Environment Research and Debate-Discussion-Dialog)

HERD is a group that holds lunch meetings to discuss readings and presentations on all things Human-Environmental.

MACDAD (Madison Area Cartographic Design and Debate)

MACDAD is a discussion group that meets regularly during the semester.

Each session is organized by a different grad student and covers most any topic on cartography, digital mapping, geovisualization, or theory.

PGIG (Physical Geography Interest Group)

PGIG meets weekly to discuss current research in Physical Geography, with an emphasis on Quaternary environmental history.

WIG (Women in Geography)

WIG is a group consisting of women faculty and students of the department to discuss issues of professional development and the challenges facing women in the field of Geography and in academia in general. We combine these discussions with occasional social activities as well. Meetings are held throughout the year and all WIG members are invited to suggest discussion topics.

Beer 'n Loafing

Look out for deep, philosophical discourse on all things geographic as students showcase their research in UW's relaxing union.

Section 16 ***Science Hall Information***

Basement

- Vending machines
- Men's restroom

First Floor

- Faculty offices
- Main Office, Undergraduate Coordinator, Room 160
- Department Chair, Room 155
- Department Administrator, Room 170
- Graduate Student Coordinator, Room 144
- Department Payroll & Benefits, Room 143
- Women's restroom

Second Floor

- Faculty offices
- Men's restroom
- Geography Library, Room 280
- Geomorphology Laboratories, Rooms 212 and 217
- Paleovegetation Lab 201

Third Floor

- Faculty offices
- State Cartographer's Office, Room 384
- Map Library, Room 310
- Computer classroom, Room 380
- Geography Department lounge, room 388 (mailboxes & kitchen)
- Information Bulletin Boards

M-Floor (*Mezzanine: access opposite State Cartographer's Office entrance*)

- Emeriti professors' offices
- Building manager's office

Cartographic Laboratory, Room M383
Computer Laboratory, Room M376

Fourth Floor

Faculty offices
GIS Certificate Program, Room 464
History of Cartography, Room 470
TA and graduate student offices
Women's/Men's restrooms

Fifth Floor

Graduate student offices, Seminar room

State Cartographer's Office (SCO)

www.sco.wisc.edu

Room 384, 262-3065, HOURS: M-F 8am—4:30pm
Ted Koch, State Cartographer, tkoch@wisc.edu
Jim Lacy, Asst. State Cartographer, lacy@wisc.edu

The SCO serves as Wisconsin's clearinghouse for information on all aspects of mapping and land information. As an outreach function of UW-Madison, the SCO develops and publishes educational and technical materials, leads and participates in statewide and national initiatives and responds to a wide variety of inquiries. The office is not a map production facility nor a library, but does maintain working copies of numerous indexes, guides, reports and commercial literature.

Department Lounge, Kitchen & Mailboxes

Room 388 (inside SCO)

This gathering place for faculty, staff and graduate students also houses the departmental mailboxes. Feel free to use this room for meeting, studying or informal conversation. Faculty, staff and students often gather here for lunch. Everyone is welcome!

A refrigerator, a microwave and a sink are located in the kitchen and are available during SCO office hours (8 am—4:30 pm)

Map Library

www.geography.wisc.edu/maplib/

Room 310, Hours: M—Th 9am—5pm, F 9am—4pm
Jaime Stoltenberg, Map & GIS Librarian, jstoltenberg@wisc.edu

The Arthur H. Robinson Map Library, a sub-unit of the Department of Geography at the University of Wisconsin-Madison, serves a wide range of users from both the university and non-university communities. The primary materials in the Map Library are maps (approximately 276,000 sheets) and historical aerial photographs of Wisconsin dating from the 1930s, (approximately 230,000 contact prints). A growing collection of digital geospatial data now consists of 14 local GIS data sets for various counties in the state of Wisconsin.

There are five public workstations available with relevant GIS, cartography and remote sensing software. Three scanning workstations are available to patrons for duplication of library materials. A

photocopier is also on site for those who wish to photocopy materials. Most library materials circulate for a period of four weeks.

UW Cartography Lab

www.geography.wisc.edu/cartography/

Room M390, Hours: M-F 8am—4:30pm

Onno Brouwer, Director, obrouwer@wisc.edu

The University of Wisconsin-Madison Cartography Lab is a map production facility located on the third floor mezzanine of Science Hall. The Lab provides assistance to undergraduate and graduate student needing maps and illustrations for their academic work (dissertations, theses, papers), consultation services, and can create posters and graphics for professional meetings and classroom presentations. The lab also provides employment opportunities to enrolled university students.



History of Cartography Project

www.geography.wisc.edu/histcart

Matthew Edney, Director, Room 455, edney@wisc.edu

Beth Freundlich, Project Administrator, Room 470, eafreund@wisc.edu

The History of Cartography Project is a research, editorial and publishing venture that brings together scholars from the arts, humanities, social sciences and natural sciences. The aim of the project is to draw international attention to the history of maps and mapping. It produces the multi-volume *History of Cartography* series, which examines an unprecedented range of artifacts from local maps to maps of the cosmos.

GIS and Environmental Modeling Research Lab (Room 440)

The GIS and Environmental Modeling and Research Lab (Room 440) provides facilities to students for spatially detailed, GIS-based quantitative modeling. Computers are equipped with state-of-the-art GIS tools including ESRI's ArcGIS software as well as locally developed advanced GIS and modeling packages. Research conducted in the lab includes fuzzy logic-based soil survey using GIS and artificial intelligence (SoLIM); landslide mapping using GIS, remote sensing and fuzzy logic; quantification of detailed spatial variation of geographical phenomena using GIS and fuzzy logic; and environmental modeling as a scenario analysis tool for land use planning and natural resource management.

Permission and keys to use the lab are obtained from Professors Burt or Zhu.

Physical Geography Labs

Rooms 201, 212, and 217

Three physical geography labs are available to geography graduate students specializing in fluvial geomorphology (Knox), soils and Eolian geomorphology (Mason) and paleovegetation and paleoclimate (Williams). Mechanical and chemical analyses of sediments can be conducted in the labs providing students have the required background and are trained in the use of the equipment. Much of this training is provided in Geography 325: Analysis of the Physical Environment.

Major lab equipment includes: spectrophotometer, laser particle size analyzer, Millipore water purifier, organic/inorganic carbon coulometer, muffle furnaces, balances, sonic sifter, Chittick apparatus, centrifuges and microscopes for macrofossil, charcoal, and pollen analysis. All labs have hoods for chemical handling and the hood in the Paleovegetation Lab (Room 201) has the capability for pollen processing using HF digestion. A walk-in cooler and chest freezer are available for sediment storage.

The geomorphology program also maintains stream gaging and strsurveying equipment, including levels, transits, theodolites and total stations in the Geomorphology Labs (Rooms 222 and 217). Prior training on the equipment is required for use. The program also maintains two truck-mounted drill rigs and a trailer-mounted drill rig for extracting sediment cores. Use of these rigs normally requires faculty member participation or extensive prior experience with drilling.

Permission and keys to use the labs (Rooms 201, 212, 213, 216, 217, and 218) are obtained from Professors Knox, Mason, and Williams.

Geography Library

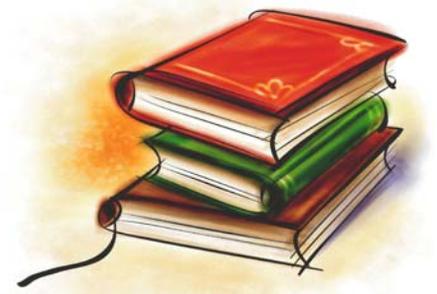
<http://geography.library.wisc.edu/>

Room 280; 262-1706

Hours:

Fall & Spring: Monday–Thursday 9am - 9pm, Friday 9am - 4:30pm,
Sunday 3pm - 9pm

Summer & Breaks: Monday-Friday 9am to 4:30pm



Tom Tews, Geography Librarian, ttews@library.wisc.edu

Paddy Rourke, Assistant Librarian, prouke@library.wisc.edu

The Geography Library occupies the south half of the second floor of Science Hall. Included inside the library is the Hartshorne Conference Room (280C) where department meetings, seminars, reading groups and thesis and dissertation defenses occur. See Tom or Paddy about reserving the conference room. Many library computers are available for research use. Printing (7¢/page) and word processing capabilities are available on these machines. Also available in the library are Department of Geography Computer Lab computers (specialized software and printing capabilities are available in the lab). All machines connect to the Internet. Wireless access is also available. A photocopier/scanner is available. Photocopies are 10¢/page. Scanning is free. A Debit Card machine can sell cards or add money to your campus copy/print card.

The library's collection contains approximately 75,000 physical items including books, journals, DVDs, videos, CD-ROMs, serials, atlases, documents, globes, microfiche and microfilm. All items are searchable in MadCat, the campus catalog. You may request items from other campus libraries and other UW campuses for pick up at the Geography Library Desk. Items requested from other campus libraries may also be returned to the Geography Library.

Section 17 ***Important Deadlines for Graduate Students***

January 15:

Deadline for internal second year Master's students to apply for admission to the Ph.D. program

January 20:

Deadline for Graduate Dissertator Awards, including the University Dissertator Fellowship, the Whitbeck Dissertator Awards, the Leopold Geomorphology Graduate Research Award

February 1:

Deadline for current students, who *are not on contract*, to apply for assistantships

Deadline for current students, who *are on contract*, to indicate if they will serve as a TA or not
(All requests should be sent to the Graduate Coordinator)

April 1:

Trewartha Graduate Research Awards

GIS Certificate Student Achievement Award (by faculty nomination only)

Outstanding Publication by a Graduate Student

Outstanding Teaching Assistant (by faculty nomination only)

Outstanding Symposium Paper by a Graduate Student

Barbara Bartz Petchenik Memorial Graduate Award in Cartographic Design

One week after the AAG annual meeting abstract submission deadline:

Trewartha Conference Travel Awards

The Summer Thesis Deadline (this deadline is generally in late August):

Second year Master's students who are on contract and have been admitted into the Ph.D. program needs to finish their Master's thesis by this deadline their financial aid contract for Ph.D. program can commence.

Start of Each Semester:

Masters Students should turn in a degree plan to the Graduate Coordinator.

Start of Fall Semester:

PhD Students should in their degree plan to the Graduate Coordinator.

Dissertator Degree Deadlines*:

Fall: Mid December

Spring: Early-Mid May

Summer: Mid-Late August

*Check with Graduate Coordinator for specific dates for current year.

Deadline for Requests for Warrants

Requests to be sent to the Graduate school no later than 3 weeks before Exam/Defense

Section 18

Miscellaneous Information

Commencement

Commencement is held in December and May. More information can be found at: www.secfac.wisc.edu/commence/.

Tuition Payment

Bursar's Office —Hrs: M-F 8am—4pm — 21 N. Park St., Suite 7223

Contact the Bursar's Office at 262-3611 — registrar.wisc.edu/

Wisconsin Residency

For information, consult the Residence Counselor's Office at 21 N. Park St., or go to: registrar.wisc.edu/students/residence/.

Student Resource Center and Additional Funding Sources

Additional information about funding may be found on the Department's website:

www.geography.wisc.edu/students/resources.htm.

State Car/Van Rental Policies and Procedures

If for any reason you need to rent a car or van from the state for research purposes, you must be registered with the UW Risk Management Database. For more information, see https://fpm-www3.fpm.wisc.edu/FPM_Portal/OurServices/tabid/64/Default.aspx and <https://physicalplant.wisc.edu/>.

Policy on Reimbursing Fellowship Candidates for Visiting the Campus

This policy applies to perspective graduate students who have been recommended by the Graduate Admission and Recruitment Committee for University Fellowship or for Advanced Opportunity Fellowships (AOF), and those admitted with contracts by the department (including those holding fellowships) who will come to visit the department as part of their deliberation process. Below is the policy on the amount such a student will be entitled to claim for covering the travel expenses related to this visit. For University Fellowship candidates, typically the following amounts will apply (these numbers may vary from year to year):

For University Fellowship candidates:

\$300.00 for students who live 500 miles or more away from Madison

\$100.00 for students who live within 500 miles from Madison

For Advanced Opportunity Fellowship candidates:
Use the appropriate allotment set aside by AOF.

All students need to provide appropriate receipts to claiming the allotted amounts.

Who do you ask?

Graduate Coordinator:

Graduate handbook
Graduate admissions
Appointment letters (TAs and Reader/Graders)
Faculty visit evaluations for TAs
Warrant requests (Masters, Prelims, Final Oral Defense)
Mailboxes
Graduate office assignments
Financial aid awards

Payroll and Benefits Coordinator:

Benefits/Insurance
Payroll
Timesheets
Tuition remission
Appointment letters (Lecturers, RAs and Pas)

Financial Specialist:

Travel
Reimbursements

Administrative Assistant:

Science Hall classroom usage requests
Copier
Student evaluations
Geography t-shirts
Supplies
Undergraduate studies

Department Administrator:

Timetable
Classroom assignments

Building Manager:

Building problems

History of the Geography Department and Science Hall



The histories of the Department of Geography and Science Hall have long been intertwined.

The current Science Hall was completed in 1887 as a replacement for the original Science Hall which burned down in 1884. It is a fine example of Richardsonian Romanesque architecture. The building was first occupied by various natural science departments, including Chemistry, Anatomy, Physics, Engineering and Geology. Over the years each of these departments moved to their own facilities, leaving geography as the principal tenant of the building. Currently, Science Hall is occupied by the Department of Geography, the Institute for Environmental Studies, the State Cartographer's Office, the History of Cartography Office, the Map Library and the Geography Library.

At the University of Wisconsin-Madison, the Geography Department evolved out of the Department of Geology, being first recognized in 1920 when the Geology Department changed its name to the Department of Geology and Geography. In 1928, geography became a separate department. The Department has a long and proud tradition. It has always ranked among the top departments in the country. In the most recent survey published by the National Academy of Sciences, the UW-Madison department was ranked second nationally in both the quality and the effectiveness of its graduate program.

There are many stories about Science Hall and it even featured prominently in a comic strip. Bones have been found tucked away in the attics of the fourth floor—a legacy of the Anatomy Department's time here. Additional information about the history of the Department and Science Hall can be found in the following publications, available in the Geography Library:

Olmstead, C.W. 1987. *Science Hall: The First Century*. Department of Geography: University of Wisconsin-Madison.

Trewartha, G.T. 1982. *Geography at the University of Wisconsin-Madison*. Department of Geography: University of Wisconsin-Madison.

More—<http://www.geography.wisc.edu/history/building.htm>

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