Table of Contents

INTRODUCTION .................................................................................................................................................. 3

ADMISSION PROCEDURES AND CRITERIA ................................................................................................. 3

FINANCIAL SUPPORT ...................................................................................................................................... 4

PROCEDURES PRIOR TO ARRIVING AT SDSU FOR THE FIRST SEMESTER ........................................... 5
  APPLYING TO UCSB ...................................................................................................................................... 5
  CONTRACT AND REGISTRATION AT SDSU ............................................................................................... 6
  Vaccinations .................................................................................................................................................. 6
  Housing ......................................................................................................................................................... 6

INITIAL PROCEDURES ONCE IN THE DEPARTMENT AT SDSU ............................................................ 7
  “SIGNING IN” ............................................................................................................................................... 7
  International Students .................................................................................................................................. 8
  Office, keys and parking ................................................................................................................................. 8
  Work assignment and orientation .................................................................................................................. 9
  Establishing California residency .................................................................................................................. 9

THE FIRST SEMESTER AT SDSU .................................................................................................................. 9
  MEETING STUDENTS AND FACULTY MEMBERS .................................................................................. 9
  ENROLLMENT AND FULL-TIME STATUS .................................................................................................. 10
  Registration deadlines .................................................................................................................................. 10
  ENTRANCE SURVEY AND PLANNING THE FIRST SEMESTER ............................................................ 10
    Interim adviser and interim advising committee ....................................................................................... 11
    Required courses ...................................................................................................................................... 11
    Program specializations ............................................................................................................................. 11
    Grants and fellowships .............................................................................................................................. 12

BEYOND THE FIRST SEMESTER .................................................................................................................. 12
  DISSERTATION CHAIR/MAJOR PROFESSOR ......................................................................................... 12
  YOUR DUTIES AS A TEACHING ASSOCIATE ....................................................................................... 12
    Teaching workshop .................................................................................................................................. 13
    Assigned time and timesheets ...................................................................................................................... 13
    Visiting UCSB ......................................................................................................................................... 13
    Colloquia attendance ................................................................................................................................. 13
    Annual Report ........................................................................................................................................... 14

PLANNING FOR THE YEAR AT UCSB ......................................................................................................... 14
  BASIC TIMELINE ....................................................................................................................................... 14
    Prior to arriving at UCSB ......................................................................................................................... 14
    Housing at UCSB ...................................................................................................................................... 15
  THE FIRST QUARTER AT UCSB ................................................................................................................... 15
    Exit interview at SDSU ............................................................................................................................... 15
    Financial aid while at UCSB ....................................................................................................................... 16
    Beginning procedures at UCSB .................................................................................................................. 16
    Registration at UCSB ............................................................................................................................... 17
Orientation at UCSB
Enrollment in courses at UCSB
Establishing a GPA at UCSB
Library privileges at UCSB

MAJOR MILEPOSTS IN THE JOINT DOCTORAL PROGRAM
Entrance Survey and Diagnostic Interview
Doctoral Committee
Qualifying Examinations
General Description
Written Qualifying Examinations
Procedures
Reading list
Administration of the written examination
Evaluation of the written examination
Oral Qualifying Examination
Dissertation proposal and the oral examination
General guidelines
Evaluation of the oral examination
Candidacy
Registration after candidacy
Dissertation
Final Examination (Dissertation Defense)
Format of the examination
Documents for final examination
Formatting and filing the dissertation at UCSB and SDSU
Last loose ends
Time to degree standards
Commencement Ceremony

Joint Doctoral Program Faculty
SDSU Faculty
UCSB Faculty
INTRODUCTION

Welcome to the San Diego State University/University of California, Santa Barbara joint doctoral program in Geography. This handbook provides information that doctoral students need during their time in the program. This document is organized in chronological order and addresses many questions regarding procedures and policies that govern the program. Any omissions or errors should be brought to the attention of the doctoral program adviser and the doctoral program coordinator at SDSU.

ADMISSION PROCEDURES AND CRITERIA

The selection criteria for this program are outlined in the application materials. The SDSU’s Doctoral Program Committee performed the initial evaluation. The committee reviewed applicants’ academic records and GRE performance and ranked them in relation to all other applicants. Simultaneously, the Committee evaluated referee letters and statements of purpose to ensure applicants’ academic interests fit those of faculty at SDSU and UCSB. The files of all of the applicants were then made available for review to the entire SDSU faculty. If a faculty member was interested in “sponsoring” an applicant, they let the Committee know. The Doctoral Program Committee then submitted its recommendations to the SDSU faculty who ranked the applicant pool from one to “n.” We then selected a group of candidates (normally five individuals) to send to UCSB for their consideration. UCSB faculty reviewed the applicants’ files and if a “sponsor” was secured, that individual could be moved to a list of applicants that could be offered admission to the joint program. The program receives from 25 to 45 completed applications per year, so the selection process is competitive.
FINANCIAL SUPPORT

Your financial support will come from SDSU, including while you are at UCSB (with the exception of financial aid which may be administered through UCSB during your year at UCSB). It has been the Department’s policy to support its doctoral students for at least four and no more than five years, assuming that you make normal progress towards your degree and discharge your associateship responsibilities adequately. Additionally, our Ph.D. students’ instructional fees/tuition are paid by SDSU. The miscellaneous fees (currently $752 in Fall 2015) must be paid by the student.

All of our doctoral students should apply for grants or fellowships (e.g., NSF Dissertation Improvement Grants, Fulbright Fellowships) to assist in supporting their studies, especially if foreign fieldwork or a fifth year is an element of your program. Obviously, grants and fellowships are financially beneficial for those who receive them. More importantly writing the proposals necessary for grants or fellowships’ competitions provides students with a valuable experience that will prove useful in future professional endeavors.

Over the 22 years of the program’s existence, 97% of our joint doctoral students have been given appointments as Teaching Associates and such appointments provide full health care, dental, and vision insurance as well as several other benefits. There are strict deadlines for signing up for benefits, please read your benefit materials carefully. When you sign in at SDSU Human Resources, you will receive information on the benefits orientation. Please plan on attending this. When you sign up for your various plans, talk to other students and check out the availability of the providers in, not only San Diego, but in Santa Barbara as well. UCSB requires that you have a health care provider within 25 miles. If not, you will be required to pay more than $800 per quarter for their health coverage. Since open enrollment is only once a year, check into your plan prior to signing up, as SDSU will not cover the UCSB health fee. These funding relationships will remain in place barring some type of financial calamity beyond our control or significant changes in University policy affecting benefits.
PROCEDURES PRIOR TO ARRIVING AT SDSU FOR THE FIRST SEMESTER

We advise you to contact your SDSU faculty sponsor at SDSU prior to arriving for your first semester, since they might have suggestions for readings that you could do during the summer to get up to speed or a head start in specific areas. Many new doctoral students find it helpful to visit San Diego in the spring or summer to see the Department, meet some faculty and other students, and scope-out the housing market. If you want to visit, just call or e-mail the Doctoral Adviser, Fernando Bosco (fbosco@mail.sdsu.edu; (619) 594-7187) and tell us when you’re coming so that we can arrange to make folks available to you.

Applying to UCSB
After you have received notification from the Department of Geography at SDSU but before you begin the JDP you will be instructed to fill out an online application for UCSB. This will officially make you a student at Santa Barbara, and you will then be eligible to enroll in courses at UCSB and enjoy full privileges as a UCSB student.

You can do this through the Graduate Division website, available at: http://www.graddiv.ucsb.edu/admissions/application. Please choose the Joint Degree Program participation of “Geography” (UCSB/SDSU) in the Special Populations section of the first page on the online application. Please note that you should choose the “Fee Waiver” payment option to complete the submission of the application; you do not need to pay the application-processing fee because you did so when you applied to SDSU. Upon submission of your application you should contact Haley Orton (gradadmissions@graddiv.ucsb.edu) at Graduate Division, to finalize submission. Haley will release the application to the Geography department for further processing. You will only need to fill out the following sections in the UCSB electronic application: Major and Degree Objective, Personal Information, Demographic Information, Citizenship, Address, Education History, Financial Information, and Application Survey. Once you have completed the application process please let the UCSB Geography Student Programs Manager know so s/he can send the proper forms/transcripts to Graduate Division so they can process your admission to the program. You will then submit your Statement of Intent to Register at UCSB and obtain a UCSB Net ID. You will receive a Perm# from UCSB. Please send your Perm # to our Graduate Programs Coordinator (Allison). From this moment you will be a student at UCSB, but you will be in Leave of Absence status until you go to UCSB for your year in residence there.

When completing the UCSB application, your residency status will be based on your answers to some questions on the application. You should follow up with UCSB (email – regresidency@sa.ucsb.edu) regarding your status if that is in question. A good contact in the Office of the Registrar is Michael Basile at basile_m@sa.ucsb.edu or (805) 893-3033.
You will then receive a **Notice of Admission**, signed by the Doctoral Program Coordinators and Graduate Deans of both SDSU and UCSB. Be sure to sign and return it as soon as possible.

**Contract and Registration at SDSU**
In August, you will receive an **official contract** (Statement of Terms and Conditions) from the Dean of the College of Arts and Letters at SDSU appointing you as a Teaching Associate (more information on this below). It will state your annual salary and appointment dates. You need to sign this document and return the original to the Dean’s Office and give a copy to Allison Bailund, our Graduate Programs Coordinator. This will officially make you, a Teaching Associate; without signing this document you cannot begin to receive your monthly salary. During the first week of each semester, you will receive your assignment, supervisor and list of duties. You should check in with your listed supervisor to clarify your responsibilities for the semester. Being titled a Teaching Associate does not mean that you will necessarily have teaching responsibilities all semesters, though you should expect teaching duties during your program (more on this below).

SDSU uses a web-based registration system. **Fall registration** begins in mid-July. No hard copies of the class schedule are available; they are only available online. Be sure to check with Dr. Bosco (SDSU Geography Program Advisor), or Allison Bailund before registering. First semester Ph.D. students usually take 6 units of credit. Your fees (for 6 units) will be paid by the University. If in any given semester you intend to enroll in more than 6 units, you should check well in advance with Dr. Bosco, Allison Bailund, or Patti O’Leary. Please be aware that it is difficult and costly for the department to support enrollment for more than 6 units a semester, so this option is not always possible. If you don’t register early, don’t worry too much--you can register when you arrive on campus. One of the courses you should take during the first semester is **Geography 701: Seminar in Development of Geographic Thought**, unless you already completed it as a MA/MS student at SDSU, or unless you completed a similar course during your master’s studies at a different university. Either way, you must receive permission from the Doctoral Adviser to waive Geography 701. Also, SDSU will only pay for units that are necessary for your doctoral program, so be sure to see your adviser prior to enrollment.

**Vaccinations**
You will need to prove that you have **had a measles/mumps/rubella (MMR) vaccination** prior to the end of your first semester at SDSU. Bring your inoculation records or show proof of immunity. Otherwise, you can get low-cost vaccinations at Student Health Services on campus.

**Housing**
The Geography graduate program at SDSU is pretty large. We normally support 25 or more doctoral teaching associates and another 25 - 35 master’s-level graduate assistants. Additionally, there are another 15 - 25 or so full-time graduate students here. As a result, our graduate students represent a wide range people at different stages of their lives and have
discovered an array of housing accommodations to meet their varied situations. In short, your new colleagues are a great source of information on housing and other matters of critical interest to you as a newcomer to the Department and, perhaps, the San Diego community. Moreover, many of our current graduate students would be glad to share their knowledge with you, having recently experienced just what you’ll be going through. A good idea would be to contact the doctoral student representative, whose contact information is available on the department’s website. There are two graduate student-oriented apartment complexes that are near campus and run by the university, but no family student housing. The following web sites are pertaining to housing:

- SDSU Housing Office http://housing.sdsu.edu/housing/
- SDSU International Students Office http://studentaffairs.sdsu.edu/ISC/
- San Diego Union Tribune newspaper ads for rental housing http://www.utsandiego.com/news/real-estate/
- San Diego Reader newspaper ads for rental housing http://www.sdreader.com/

INITIAL PROCEDURES ONCE IN THE DEPARTMENT AT SDSU.

“Signing In”
The first thing to do when you arrive on campus is to go to the Department of Geography which is located in Storm Hall on the west side of campus. There, you should find your way to Allison Bailund’s office (SH 314C). For most of our Ph.D. students, Allison Bailund and Patti O’Leary are the most important people on campus. They are extremely knowledgeable and a gold mine of information.

There’s quite a bit of paperwork involved in “signing in” to the University. First, Allison will give each of you a packet with several forms and a letter designating “sign-in” times. Once you complete these forms, you should go to the University’s Human Resources Office on the 4th Floor of the Extended Studies Building during the designated times to do so. You have to present Human Resources with a Social Security card and a government-issued picture identification (driver’s license, passport, etc.). If you don’t have a SS card, you’ll have to get one. There are only two social security offices in San Diego County that process applications for new and replacement social security cards. They are located in El Cajon at 810 Arnele Ave in El Cajon (close to the trolley stop) and in Downtown San Diego at 109 West Ash Street (also close to the trolley.) They will give you a receipt and you can take your SS card application receipt to Human Resources to get the process started. When your SS card arrives, you’ll need to take it to Human Resources immediately. You must complete all necessary payroll forms within by your contracted start date in order to ensure that the first pay warrant will not be delayed. And, you must supply Human Resources with your social security card prior to your pay warrant being issued. The University uses a “Red ID” number as your official ID number; that number will be listed on your student ID card (see below).
While at Personnel you will receive a benefits packet containing information on the various insurance programs for which you qualify. You will need to decide which programs you want and sign up for them with Personnel. Assuming you properly sign-in by the listed deadlines, your first paycheck will arrive on **October 1 per CSU policy**. You will continue to be paid once a month through September 1 of the following year. Also, your health insurance should be effective on October 1, if you signed up for benefits by mid-September. If you are an international student, and you do not have other health insurance, you will be required to purchase two months of the student health insurance through International Student Center. **Payday** is generally the last day of the month (you will receive a payday schedule) and Mary Najjar (Storm Hall 313D) normally has the checks ready for dispersal by about 4:00 PM. The University provides direct deposit of payroll checks if you wish it.

Without a **Red ID Card**, you can’t get much done on campus. As a Teaching Associate, you’ll be given paperwork to obtain your Red ID from Human Resources. You need to take this and head over to the Photo ID Center, which is currently located in Student Services West 2620. They will issue you a plastic photo ID with your Red ID number. This ID also is used as a swipe card for entrance to our labs and a library card that allows you faculty-borrowing privileges.

**International Students**

If you are an **international student**, you should check in with the International Student Office. It is located in the International Student Center on the far west side of campus (across the parking lot from Storm Hall at the corner of 55th and Aztec Circle Drive). They can help you with immigration questions and registration procedures. For visa information, you can email the center at isc.reception@sdsu.edu. You will need to provide them with proof of your acceptance into the Ph.D. program, along with evidence that your fees and health care are covered. Also, you may have to purchase two months of healthcare (currently about $272 for a single student with no dependents).

**Office, keys and parking**

You will be assigned an **office** when you meet with Allison Bailund. Departing graduate students usually are out of their offices by August 10, so if you arrive after that date you should be able to move right into your new office. There will be a computer in your office, which you will share will your office mate(s). There are two types of e-mail accounts. The Rohan e-mail account that you get via Web Portal (see the department computer policy guide for specific instructions) and the employee “mail” account. For the employee mail account, you must go to the ETS office (LL-200) with your Red ID. For more information, please see the website [http://ets.sdsu.edu/helpdesk/email.htm - email](http://ets.sdsu.edu/helpdesk/email.htm). After getting an office, you’ll need **keys**. Mary Najjar will give you a key authorization form. You should take this form and a copy of your contract to Public Safety’s Key Issue Office located next to Peterson Gym (across from the Aztec Recreation Center) along with your Red ID. If you lose your key or do not return it by the deadline, there will be a charge of at least $50 per key. Pay close attention to emails that you receive regarding key return. If you do not return keys or renew keys by the deadlines, you will be fined.
Those of you who plan on driving to campus are entitled to faculty parking privileges. To purchase a permit, you will need to use the Aztec Parking Portal: http://police.sdsu.edu/dps/parking.aspx. You will need to know your Red ID number and have your vehicle’s information (make, license number, etc.), readily available.

**Work assignment and orientation**

If you don’t know it already, you should check with Allison Bailund to determine your work assignment. You’ll be assigned a peer mentor and one or more faculty whom you’ll be assisting. Be sure to see these folks as soon as possible. It is imperative that you attend the beginning of year Doctoral Program Orientation Meeting held the week before classes start in the fall semester. The Doctoral Adviser and Coordinator will give you an orientation to the Department and answer any burning questions you might want to ask.

**Establishing California residency**

Because of the high cost of non-resident tuition, we require that our Ph.D. students who are U.S. citizens but not California residents become California residents during their first year here. You must do this immediately (deadline is mid-September of your first year. Although the Office of the Registrar looks at each petition individually, some steps that you should take to establish residency would be: (1) getting a California driver’s license; (2) registering to vote at your California address, (3) opening a bank account in California, (4) registering your vehicle in California, (5) signing a lease in California and (6) filing or paying state taxes (and using your California address for tax reporting purposes). You are encouraged to complete 1 through 5 above before the semester begins. Also, if you have an automobile you are required by law to register it within 30 days. You must also not be listed as a dependent on a tax return of any other state other than California. If you are listed as a dependent on an out-of-state tax return of a parent or family member, you will not be considered a resident, even if you follow the above steps. **If you fail to become a California resident, you will be required to pay the non-resident fees starting from Year 2**! For more information regarding residency requirements, please peruse the Office of the Registrar’s website: http://arweb.sdsu.edu/es/registrar/residency.html.

**THE FIRST SEMESTER AT SDSU**

**Meeting students and faculty members**

Once you’re signed in, have an office, registered for classes and know your way around, your primary focus in this Ph.D. program has to be your academic work. Ultimately, the graduate student experience is only as substantial as you and your fellow graduate students make it, so stretch yourself intellectually and challenge your classmates to do the same. If you’re like most doctoral students you’ll learn a lot more from your colleagues than you will from your professors. Work hard and excel academically.
You should make a real effort to **introduce yourself** to all of faculty in the Department. The week before classes is a good time to do this because almost everyone is around and there are a lot of unfamiliar faces lurking the hallways. All of the faculty have an open-door policy most of the time, so you can just wander from open office door to open office door letting people know who you are. If a door is closed, just knock. This will allow you and the faculty to attach faces to names and helps to create good feelings on all sides. You’ll probably be surprised at how interested most faculty will be to meet you.

As of Fall 2015, the department has several graduate student groups: the Geography Graduate Student Association (GGSA), a chapter of Supporting Women in Geography (SWIG), a chapter of the American Society for Photogrammetry and Remote Sensing (ASPRS), and the Volunteer Hazard Mapping Corps (VHMC). These groups complement the department’s formal activities. For example, the GGSA includes a funding peer who typically provides information on funding opportunities.

**Enrollment and full-time status**

For those of you with student loans from your previous encounters with institutions of higher education, remember that the Office of Financial Aid requires you to be a **full-time student**. If you have come here from another campus, be sure to update your enrollment information with your student loan providers (if you had student loans in the past). The Graduate Division considers “full time” for a graduate student to be at least 9 units of course units or any number of units of GEOG 897 or 899 (at least one unit of 897 or 899). Note that Graduate Affairs only pays fees for 6 units each semester (after the first semester of your first year and even then you need to request permission). This can and usually does cause confusion, but don’t panic. Check with Allison Bailund or Patti O’Leary and they can tell you how to get things straightened out. There are different definitions of full time depending on the purpose. Each scholarship or source of aid may have a different definition of full time, so please check this out carefully prior to registration to make sure you fulfill the requirements that you need based on your individual situation.

**Registration deadlines**

The deadline to add and drop courses at SDSU occurs just after the first two weeks of classes. You must complete your course registration by the deadline. If you fail to drop a course and receive an unofficial withdrawal grade, it will count the same as an F (no grade points) and deliver a fatal blow to your ability to maintain the required 3.0 GPA.

**Entrance survey and planning the first semester**

During the first week of classes you will be asked by the Doctoral Adviser to complete an entrance survey by providing brief responses about your: (1) academic strengths; (2) academic weaknesses; (3) general topic(s) you think might be involved in your dissertation research; (4) faculty members you are interested in working with; (5) goals and objectives for the program; and (6) career objectives following receipt of your doctorate. We’ll also ask you to indicate the areas where you feel a need for course work. You will also be given a **“4-Year Progress Calendar”** and asked to develop a timetable for completing your doctoral
program. On the calendar you will need to indicate what you expect to complete each year until receiving your degree. You should work through this exercise with your Interim Advisor. These items will serve as the basis for your Diagnostic Interview, which should take place before the end of September.

**Interim adviser and interim advising committee**

You and the Doctoral Adviser will select a temporary Advising Committee of two (or in some cases three) faculty members, hopefully with interests similar to yours: one of these individuals will be designated as your Interim Adviser. You will arrange for your Committee to meet with you to discuss your background and interests. They will make recommendations regarding additional preparation or remediation that you might require, and courses to meet your immediate needs as well as working with you to develop a broad outline of your doctoral program and timeline. The Interim Adviser and Advising Committee will continue to work with you until you designate a Major Professor/Dissertation Chair and put together your Doctoral Committee.

**Required courses**

There is no specified number of units in the doctoral program beyond the common core courses, Geog. 700 and Geog. 701, which you are required to take at SDSU. In addition to a broad understanding of modern geographic principles, you have to acquire the requisite theoretical, methodological, and, when appropriate, language skills needed to make you expert in your areas of specialization.

**Program specializations**

The program is centered on a limited number of specializations. Areas of concentration in Human Geography are Urban, Social and Political Geography. In Environmental Geography, you can focus on Society and Environment or Watershed/Ecosystems Analysis. Within the realm of Physical Geography you can choose Biogeography, Climatology, Hydrology, or Landscape Ecology. A specialization in Geographic Information Science can include any of the methods or technique emphases listed below. In addition to your specialization, you have to declare at least one research methods or techniques emphasis. These include Spatial, Quantitative, and/or Qualitative Methods, Cartography and Internet Mapping, Geocomputation and Spatial Modeling, Geographic Information Systems (GIS), Remote Sensing and Image Processing, Visualization and Visual Data Mining, Spatial Decision Support Systems and Participatory GIS.

By the end of the fall semester or, at worst, by early spring semester you should have decided on your systematic specialties and methodological emphasis, developed a comprehensive plan of course work and a rough time-table for completing your degree. You will need to work closely with your Interim Adviser during this process. This should help you to identify the specific foci of your program and whom you wish to invite to serve as your Major Professor/Dissertation Chair and the other members of your Joint Doctoral Committee, including those from UCSB. Once you’ve reached this point, you can officially form your Joint Doctoral Committee with the consent of the Doctoral Adviser.
Grants and fellowships
Very early on you should be thinking about extramural funding opportunities for your dissertation research. There are numerous grants and fellowships available to doctoral students to support their dissertation research. Among these are Fulbright-Hays Fellowships, National Science Foundation Dissertation Improvement Grants, NASA Earth Science Fellowships, and many, many other sources of funding both great and small. We strongly urge you to apply for dissertation funding, not only because of the monetary support it brings but also for the longer-term benefits that derive from feeling comfortable in the competitive application process and the professional prestige that comes from attaining such grants or fellowships. The general philosophy of the participating faculties is that extramural funding from grants, contracts and fellowships should help to augment and not replace the funding provided by SDSU.

BEYOND THE FIRST SEMESTER

Dissertation Chair/Major Professor
As a Ph.D. student, you have a very large part of the responsibility for assuring that you progress through your doctoral studies. Along with your Major Professor and committee members, you will determine the timing of virtually all of the elements of your program and the clearing of the various hurdles separating you from the doctorate. Therefore, it is critical that you establish and maintain frequent and regular contact with your Major Professor, UCSB sponsor and later on, other committee members. It would be a really good idea to establish a schedule of monthly meetings with your Major Professor to discuss your progress to date and up-coming activities related to your program. Periodically, you should revisit your “4-Year Progress Calendar” and revise it as needed. This is often completed as part of the Diagnostic Interview and it is described in the “Milestones” section below. Also, make contact by phone or e-mail now and then with the UCSB faculty on your committee in order to keep them abreast of your situation. In this way you will be able to keep communications open and information flowing. Further, this will enable you to avoid the situation where you would be talking to your committee members only when you “need something” from them.

Your duties as a Teaching Associate
During your time at both SDSU and at UCSB, you will be paid as a teaching associate. We often give doctoral students an opportunity to teach and in most cases, doctoral teaching associates will be required to perform teaching duties. We encourage all doctoral students to teach at least one course during their tenure in the program so as to gain valuable teaching experience. Such experience allows doctoral students to assess their interest and aptitude for college-level teaching. This experience is also necessary for attaining academic teaching positions after graduation.
Doctoral students will submit a teaching request form to the Department Chair every January to plan for the upcoming academic year. This will give the Chair information about the courses that a particular student is qualified / prepared to teach, and also allows the department to determine which students are available to teach. If you are given a teaching assignment for the Fall Semester, you can use part of the summer to review texts, develop a syllabus, and do the other things you need to do to get a class organized.

**Teaching workshop**
All doctoral students are required to complete the *Teaching College Geography workshop* that the Department offers before the start of the fall semester. You should take this course in the late summer before your first year teaching. The workshop is informal; no credits are assigned, but a certificate of completion is provided. The workshop meets for two days prior to the start of the fall semester. For questions about this workshop, please speak with Dr. John O’Leary (x45511).

**Assigned time and timesheets**
For any non-teaching activities (such as faculty or personal research) you are allocated “assigned time” for research. Each semester, you are required to submit a summary of the activities undertaken as part of your teaching associateship. About a month prior to the end of the semester at SDSU (even for those at UCSB), you will receive an e-mail requesting a summary of your “assigned time” activities. For this summary, you should include your semester activities: research, presentations, publications and other activities and explain which SDSU course will benefit. Please be sure to submit the form (to Patti O’Leary) in a timely manner so that your pay is not delayed.

All doctoral students are required to submit a timesheet as a monthly attendance summary. The timesheet should be submitted by the last day of each month.

**Visiting UCSB**
During your first year at SDSU it’s a good idea to visit UCSB. This will give you an opportunity to meet some of the graduate students and faculty there as well as see the surroundings and familiarize yourself with the campus. Such a sojourn would probably be most useful to you if it comes after you have selected a Major Professor and areas of specialization. You should try to meet with your UCSB sponsor and talk to anyone else you think might be appropriate for your Doctoral Committee. Be sure to phone and/or e-mail ahead and make appointments! Otherwise, you might strikeout during your visit.

**Colloquia attendance**
During your time at SDSU, *attendance to the Department of Geography colloquia presentations is expected (and implicitly mandatory)*, even though we do not take roll or give formal unit credit, as is done at UCSB for GEOG 201 (see below). During your first year, it is likely that attendance to colloquia and/or presentations will be mandatory, as it is typically a required component of GEOG 701 and GEOG 700. However,
even if you are not taking these courses or if you are not a first year student, you are still expected to attend the colloquia. We see the colloquia as part of your doctoral training; moreover attending presentations and colloquia is part of regular academic life.

**Annual Report**

At the end of each academic year you are **required to provide an annual progress report of your academic and teaching associateship activities, irrespective of your funding status.** The annual report should provide your Major Professor and the Doctoral Adviser with a brief summary of your activities, accomplishments and/or plans within the following categories:

1. course work and other formal academic activities (e.g., special studies, independent research, directed readings);
2. proposal development, written and oral exam preparation/completion, dissertation research/writing;
3. Teaching Associateship duties (text could be extracted from your assigned time reports to Patti); and
4. academic activities during the coming summer and start of the coming academic year.

After reviewing your Annual Report, your Major Professor will provide you and your Committee members with an annual review of your accomplishments and plans. Students who will file the dissertation in summer or early fall can be exempted from completing an annual report if their advisor is in agreement.

**PLANNING FOR THE YEAR AT UCSB**

**Basic timeline**

As part of the joint doctoral program you are required to spend at least one academic year in **full-time residence at UCSB**, defined as three consecutive quarters of full-time enrollment, not including the summer. In order to maximize the utility of that experience, you’ll be ready to go once you’ve decided on a Major Professor, have selected your specializations, and have a firm grasp of your dissertation topic. Precisely when this occurs will vary from individual to individual but will generally be the second year in the program. We recommend that you enroll at UCSB during a continuous academic year, following the Fall/Winter/Spring quarter sequence. Other sequence, such as Winter/Spring/Fall, could be considered, but this is a less desirable and less practical option.

**Prior to arriving at UCSB**

In addition, there is some groundwork you should do before going to UCSB. About six months prior to your first quarter in Santa Barbara, you should contact your UCSB sponsor (or sponsors if you have more than one) to let them know that you’re coming and to find out if they are going to be available to work with you during your time at UCSB. This alerts them to your intentions and allows you a chance to get them recommitted to your efforts. A
good entree for this discussion would be to e-mail an abstract of your potential dissertation topic for comment. Also make a visit to the UCSB campus so that you can try to meet with your sponsor(s) and to talk to other faculty that might be potential committee members. You should be able to get tentative class schedules for your time there that can be used in determining your course work possibilities. You’ll be able to scope-out housing options in Isla Vista, Goleta, Ellwood Beach, downtown, or Montecito, too. Also be sure to talk with your joint program colleagues currently at UCSB for the current scoop on what’s going on. During your stay at UCSB, you are encouraged to: (1) further develop your dissertation topic and reading list for your written examination, (2) meet regularly with your UCSB committee members – taking pertinent courses that they offer is an excellent way to establish greater rapport with them, and (3) plan and even take your written examination.

**Housing at UCSB**

Housing possibilities can be explored from a distance if one of the joint students at UCSB posts a notice on the Geography Department’s email listserv (gradb). Indicate the accommodations you need, how much you’re willing to pay, and when you’d like to move in. UCSB’s Housing and Residential Services Office maintains an extensive listing of rooms, apartments, and houses for rent that you can check out upon arriving. Remember that if you’re starting at UCSB in the Fall Quarter (late September), you should have your housing situation sorted out before the end of August because after that it becomes more difficult. Some of your classmates will be going through the same process as you, so pooling resources might be helpful.

Graduate housing is available at UCSB. Single graduate students typically apply for housing between April 1 and May 15 each year and the results are announced by mid-June. Recently, new graduate students have been guaranteed housing if they apply on time. More information for single graduate students is available at:

http://www.housing.ucsb.edu/graduate-students/general-information

For family housing you can apply anytime on the UCSB family housing website (http://www.housing.ucsb.edu/hchoicessh-general-info.htm), which means getting on a list (not applying to a lottery). The wait can be long, up to two years for couples with no children and about a year or less for families with children. **This generally means getting on the list as soon as you enter the program.** The application process involves creating a login name and password. If you create a login name and password for family housing very early (like September of the previous year), you may have to keep renewing it about every three months to ensure that you are still on the waiting list for family housing. A good contact in Housing is Daniel Laub at (805) 893-3640.

**The first quarter at UCSB**

**Exit interview at SDSU**

For all students attending UCSB and accepting financial aid, you must complete an exit interview at SDSU. The web site to initiate an exit interview is:

http://bfa.sdsu.edu/fm/co/sfs/exitinterview.html
Financial aid while at UCSB

Your financial aid will be administered through UCSB during your residency there. If you are unsure if the change in schools has been recognized, upon enrolling at UCSB you may want to contact the lenders of any student loans that you may have to notify them that you will be attending UCSB and are requesting a deferment based upon full time enrollment at another institution. The lenders will send a form to UCSB for verification after you have initiated the deferment request. If you have any problems, please see Patti O’Leary, SH 314B. And, when you leave UCSB to return to SDSU, please notify Financial Aid at UCSB as well.

For students attending UCSB for the first time during the Winter or Spring Quarters, effective Fall 2006, the SDSU Office of Financial Aid and Scholarships may send you a message saying that they will only process financial aid for those JD students enrolled at SDSU in the fall semester. According to SDSU Financial Aid office, you can participate in an exit interview with one of their officers (even though you aren't technically exiting), at which time you could receive the appropriate contact information for the lenders of any loan that you have received while attending SDSU.

Beginning procedures at UCSB

The Fall Quarter at UCSB normally begins in late September, but you need to give yourself time to get everything sorted out. You won’t have much time when classes start because quarters move very quickly. You might want to arrive by mid-September. There are some people in the Geography Department office that you must meet. The UCSB’s Student Programs Manager (in the Department of Geography) will handle all of your paperwork. Introduce yourself to this person as soon as possible; given the joint nature of the program, there will invariably times where you will need the assistance of the person in this position. SDSU will continue to pay your registration fees while you’re at UCSB and the Student Programs Manager will help you handle the paperwork between the Department and the Graduate Division at UCSB. They will also show you where your mail can be found, how to get photocopies, access to phones, fax services, and keys (if you have a room). You may receive bills for registration fees. The SDSU Graduate Division will pay these fees in late September, so there is no need to make any payments. If any benefits are held up due to nonpayment of fees, please contact Patti O’Leary in Geography at SDSU immediately to clear up things.

Once at UCSB, you should make an appointment with the SDSU Joint Program Advisor. However, the first source of information for what courses to take should be your UCSB sponsor (the person who acts as your advisor while at UCSB). Talk with your sponsor(s) to go over your intended course of study, qualifying exam subjects, and dissertation work. This is best done early in your stay, ideally prior to registering.

At the beginning of each quarter and particularly the first, make an appointment to see your UCSB faculty sponsor. In addition to finalizing your classes and independent research credits, you should make sure that the two of you are on the same page for your graduate assistant duties and any resource requirements that you may have (e.g., office space, computer or laboratory access, etc.). Office space is assigned automatically, and it will be in
your UCSB sponsor’s space. Lauren Brous, in the Geography office, is the person to go to if you need to inquire about space and keys.

Registration at UCSB
Registration materials will be mailed to your address or e-mailed to your e-mail on file about a month before classes if you’re a domestic student. Registration is done through the GOLD web site (https://my.sa.ucsb.edu/gold/login.aspx). Make sure to do it as early as possible. International students need to pick-up registration information at the Office of International Students and Scholars (OISS) on campus. Each quarter you’ll have to fill out a form indicating the classes you’ve selected and have it signed by your sponsor and then the SDSU Joint Program Advisor.

Orientation at UCSB
Prior to the start of the fall quarter, the Student Programs Manager from the UCSB Geography Department will schedule a daylong orientation for new graduate students. During this orientation, they will cover the following topics, among others: Registration, health services, access card, library borrowing privileges/card, and the Doctoral Candidate Fee Offset (DCFO). Make sure you go to this because faculty and students will introduce themselves, you’ll find out important course requirements, and be given information on access to all the department’s labs and how to get an e-mail account. Be there or be left out! You will have a mailbox in the Department office.

While at UCSB, your salary continues to be paid by SDSU, but we do “assign” your time to the UCSB faculty. Normally, but not always, you should be assigned as a research assistant to your sponsor. They do have the right to utilize your services as they like, including TA activities or other duties. In the past, some joint program students have been given no assignment, which sounds great but really limits your interaction with the department. It is your responsibility to check with the Graduate Advisor to make sure that he/she is aware of your availability.

Enrollment in courses at UCSB
You should make every effort to enroll in at least 12 units every quarter at UCSB. The UC System takes a head count at the end of the 3rd week of the quarter and we get credit for full-time Ph.D. students only if they are enrolled in 12 or more units. The one required course each quarter at UCSB is: Geography 201 - Colloquium. Many joint doctoral students fill their schedules with tutorial or independent studies type courses. Chief among these are:
- Geog 596 - Directed Reading and Research (2-8 units, contact Student Programs Manager)
- Geog 597 - Individual Study for Ph.D. Examinations (1-12 units)
- Geog 599 - Ph.D. Dissertation Research and Preparation (1-12 units)

All of these courses require that you enroll with an instructor # or code so that the Registrar knows who is giving you the grade. Instructor codes can be found at the UCSB Geography
departmental website. Click on “Academics”, then use the pull-down menu to go to “Courses” and then "Instructor Codes."

Other courses the department recommends that you take during your year at UCSB include:

Geog 200A: Introduction to Geographic Research (2 units). Offered in Fall quarter, it includes presentation and discussion by department faculty of research areas in the department. This course can help you select your committee members from the UCSB Geography department. This course is **HIGHLY recommended** for JDP students.

Geog 210A: Analytical Methods in Geography I (4 units). Offered in Fall quarter, it is an introduction to analytical methods for geography research. It is a great class if you need to brush up your math. Emphasis is placed on solving geographically relevant problems and their documentation.

Geog 210B: Analytical Methods in Geography II (4 units). Offered in Winter quarter, it covers statistical principles and practice of analyzing geographical data. Emphasis is placed on exploratory data analysis and graphical techniques.

Geog 210C: Analytical Methods in Geography III (4 units). Offered in Spring quarter, it is an overview of key concepts in spatial statistics, including measures of spatial association and models for spatial regression, point processes and random fields. Geostatistical methods for analysis and interpolating continuous and area (lattice) data.

**Establishing a GPA at UCSB**

**You must establish a GPA while you are enrolled at UCSB.** Because Geog 201 is an S/U graded course, and because many joint program students take 597 and/or 599, which also are S/U graded courses, it’s easy to wind up with a 0.00 GPA at the end of your first quarter if you are not taking any other courses for a letter grade. The "big brother" computer over at the UCSB Grad Division will see this and automatically spit out a "subject to academic probation" notice because your GPA has fallen below a 3.0. So, **make sure you take at least one course in the first quarter for a letter grade (of B or better).**

Please remember that quarters move fast. Finally, keep in contact with your sponsor(s) and run ideas by them. Remember, directed readings and special studies are great ways to keep actively involved with your sponsors and, in many cases, a good way to prepare yourself for your qualifying exams.

**Library privileges at UCSB**

Joint doctoral students have full library privileges at UCSB. The following is an excerpt from a memo that was sent to the Library by former UCSB Geography administrative staff. Hopefully none of you will encounter problems, but if you do, you can either have the UCSB library person give the Student Program Manager a call, or refer them to this note:

"The Geography Department at UCSB has had a Joint PhD Program with the Geography Department at San Diego State University since 1991. Once students are
officially admitted to the Joint Program and enroll here for at least one quarter, they are considered students pursuing graduate degrees at UCSB. Thereafter, they are considered students in good standing pursuing graduate degrees at UCSB as long as they are deemed to be making timely progress toward completion of the Ph.D. and are registered at either San Diego State or UCSB. We do not require simultaneous enrollment at both campuses. Students in the Joint Program must register at UCSB for a minimum of three quarters (normally during their second or third year) and advance to candidacy here. Once advanced, they become doctoral candidates at UCSB as opposed to merely doctoral students, and are entitled to faculty privilege cards."

In addition to its normal collection, UCSB has an excellent Map and Imagery Laboratory which houses some 4.5 million maps and images and state of the art workstations. It’s a great resource that you should be aware of. The UC’s MELVYL electronic data base allows you to access all of the UC holdings and some outstanding on-line data base resources for library searches available only at UCSB, so exploit them while you are there.

**MAJOR MILEPOSTS IN THE JOINT DOCTORAL PROGRAM**

As you know from the previous section, you’ll be “treading water” to some degree until you make several significant decisions. First, you need to select systematic specialties and methodological emphases. Hopefully you’ll have a good grasp of these interests upon entering the program, but people do change their mind. If you haven’t made these decisions by the end of your first semester or very early into your second semester, you’re behind the curve.

**Entrance Survey and Diagnostic Interview**

All first-year students are required to complete an Entrance Survey during their first semester. The survey is provided by SDSU’s program adviser (Dr. Bosco). The survey serves as the basis of the Diagnostic Interview that is also held during your first semester with your SDSU interim advisor, and at least one other SDSU faculty member. The UCSB sponsor may participate by telephone or Skype, and at least should be notified about the outcome of the Diagnostic. During the Diagnostic you will discuss your proposed program of study, including potential courses (listed in the Entrance Survey) and timing of your residency at UCSB. Upon completing the Diagnostic Interview you should revise the Entrance Survey based on any feedback and send an electronic copy to Dr. Bosco.

**Doctoral Committee**

Second, you will need to identify the person who will be your major professor and the members of your Doctoral Committee. Your Doctoral Committee supervises your program. They approve your course work selection, evaluate the dissertation proposal, administer and evaluate the Qualifying Exams, judge the merit of the dissertation, and administer and evaluate the dissertation defense. The Major Professor chairs the Doctoral Committee.
Normally your Major Professor will come from the SDSU faculty. That individual probably will be your Interim Advisor, although there are a number of legitimate reasons for you to select someone else. Remember that you need to ask your potential Major Professor to be your Major Professor. Don’t take it for granted that someone “knows” what you want if you haven’t asked. As a courtesy, if the person you select to be your Major Professor is not your Interim Advisor, let them know you’ve selected someone else; this can eliminate possible confusion in the future. Should there be cause to change Major Professor, follow the same process. It is permissible to have co-Major Professors who co-chair the Doctoral Committee.

You need to select a second member of your Doctoral Committee from our faculty and two additional members from the UCSB Geography faculty. One of those members may be an approved adjunct Geography faculty member. Just as in the case of the Major Professor, be sure to invite the other members to be a part of your committee. Because you’ll have earlier contact with the SDSU faculty, choosing the Second Member will probably be easier for you than determining who at UCSB fits your requirements. If needed, your Major Professor should be able to help you in making those decisions by providing information about or talking with UCSB faculty on your behalf. You already have at least one “sponsor” on the UCSB campus, but you will need to determine that you want them on your committee as well as selecting your fourth member. If you wanted to, you could have additional members to your Doctoral Committee from either Department, from other departments on either campus, or from another university (when authorized).

Once you have put together the Committee, you will need to meet with the Dr. Bosco. He will initiate the Nomination of Doctoral Committees for the Joint Doctorate and Conflict of Interest Disclosure form which requires the approval of the Doctoral Adviser and Graduate Dean at SDSU and the Department Chair, Department Graduate Advisor, and Graduate Dean at UCSB. Once signed, you have an official committee. All of the official forms required of you will be filed on your behalf by the Department, however you are responsible for initiating the forms and you should double-check to track the forms’ progress.

Qualifying Examinations

General Description
The process of qualifying to write a Ph.D. dissertation has three steps. First, the student must take a written qualifying examination that normally consists of three portions devoted to: 1) the student’s substantive area, 2) her or his technical or methodological field(s) of interest, and 3) general geographic thought and inquiry. Second, the student prepares a dissertation proposal that describes the dissertation topic and associated research questions and/or objectives, summarizes the relevant background literature, and presents a comprehensive research plan for the dissertation. Third, the student’s doctoral committee conducts an oral qualifying examination to ensure that the student possesses the full knowledge and competence required to carry out her or his dissertation research. Students should sign up for at least one unit of Geography 890: Independent Study for Doctoral Exams, when preparing for both Qualifying Examinations. SDSU does not consider 890 to count towards full-time status for the purposes of scholarships and financial aid.
The doctoral committee will assign a PASS, CONDITIONAL PASS, or FAIL grade for each examination. Passing the written examination allows the student to proceed to the oral qualifying examination. However, the doctoral committee must conditionally approve the dissertation proposal before the student takes the oral qualifying examination. Passing the oral examination signifies that the doctoral dissertation proposal is approved and enables the student to advance to candidacy. A student may repeat each examination once. Failure to pass either examination after the second attempt leads to termination from the JDP.

**Written Qualifying Examinations**

**Procedures**
The next hurdle to clear after your Doctoral Committee is formed is the Written Qualifying Examination. While it will vary from person to person, normally you should be ready to attempt the written examination sometime near the end of the second year of your program. The written examination will cover material from three areas: (1) your substantive areas; (2) your methodological/technique emphases; and (3) general geographic theory and inquiry. In essence, you will need to demonstrate a broad understanding of modern geographic principles in addition to a specialist’s competencies in your sub-field(s) of the discipline.

**Reading list**
To get ready for the Written Qualifying Examination, you should discuss with each of your Doctoral Committee members their expectations of you. At least four months before the target date for your exam prepare a draft reading list, with input from your dissertation chair. You may wish to consult the reading list available at the UCSB Geography website for reference: [http://www.geoq.ucsb.edu/graduates/student-handbook/appendix.html#b](http://www.geoq.ucsb.edu/graduates/student-handbook/appendix.html#b)

The reading list should be structured according to the three general areas of the examination: (1) Theory of Geography and Spatial Science, (2) Methods of Research and (3) your dissertation specialization. Forward the draft reading list as an e-mail attachment to your other committee members. Request that they review your list and suggest any other key readings. You may also want to ask them if they require receipt of your draft dissertation proposal prior to the Written Qualifying Examination and if so, what stage of completeness it needs to be. Finalize the dates that you will take the exam, once you have committee concurrence with the reading list.

**Administration of the written examination**
The student’s doctoral committee will administer the written qualifying examination. The Chair of the doctoral committee will make arrangements with the other committee members to obtain questions. Written qualifying examinations will conform to the following guidelines:

- In consultation with the Chair of the doctoral committee, the student will draft a list of readings within the realm of the three examination sections. The draft list is to be circulated
to the other committee members and modified according to their input. This list of readings provides the basis for the examination questions.

- The exam will be administered on three consecutive days (e.g. MTW) or three alternating days (e.g. MWF) for eight hours each day, following the three-portion format described above (see A: General Summary).
- During the exam, a student is expected to work 8 hours per day. A student might choose to write for longer than 8 hours per day, with prior consent from the Chair of the doctoral committee. The student will send answers to the questions back to the Chair of the doctoral committee or SDSU’s joint doctoral program coordinator as arranged earlier, at the end of each writing day.
- The questions should be coordinated and reviewed by the Chair of the doctoral committee before being given to the student. The Chair will ensure that there is a balanced and reasonable allocation of questions that can be answered in the allotted time. The Chair might choose to consolidate and re-arrange questions given by other committee members prior to giving them to the student to balance the contents and length of the examination. It is expected that all committee members will ask the student to answer at least one question, though exceptions can be made if the Chair and the rest of the doctoral committee come to a different agreement.
- The entire exam will not be given to the student in advance; rather the Chair of the doctoral committee or SDSU’s JDP coordinator will provide the student with a specific set of questions at the beginning of each day of the examination. This arrangement should be clarified prior to the beginning of the examination.
- The examination is “open book” and “closed internet” unless doctoral committee members specifically request a modification of the policy based on well-justified circumstances.
- Written examinations will typically take place in a private office in the Department of Geography at SDSU designated specifically for this purpose (currently Storm Hall 301D), though special arrangements can be made and assistance provided if a student has proven health, disability or other concerns that prevent him or her from writing the exams in the designated departmental office.

**Evaluation of the written examination**

Following administration of the examination, the doctoral committee will evaluate the student’s performance in each section and in the overall exam. Except in unusual circumstances, the Chair of the student’s doctoral committee will provide the student with a written evaluation of the examination within 2 weeks and, in all cases, no longer than 6 weeks of finishing the exam:

- It is expected that all doctoral committee members will read all questions, although a member may skip questions well outside his/her expertise.
- The author of a question must assign one of the following grades to such question: EXCELLENT, SATISFACTORY OR UNSATISFACTORY. Other committee members may choose to grade questions that they did not author, but they are not required to do so.
- Committee members are required to provide written feedback in cases of questions graded UNSATISFACTORY.
• After all questions have been read and graded, each committee member assigns a grade to the overall exam: PASS, CONDITIONAL PASS or FAIL. The committee then deliberates on the final grade for the written examination so that the student can be informed.

• After committee deliberation, the Chair of the doctoral committee provides a final evaluation of the written examination to the student, including a grade of PASS, CONDITIONAL PASS or FAIL.

• In cases of a CONDITIONAL PASS, a student could be asked to revise or re-write questions or sections of the exam. Any re-written portion of the examination must follow the procedures outlined above, which should have been followed during the original exam.

• In the case of a FAIL, a student must rewrite the entire exam, which may involve new questions.

• After a FAIL, the exam may be taken a second time, either in the same semester or in the semester immediately following the receipt of the written evaluation. Failure to comply with the timeframe for taking the second examination will result in another FAIL grade, which means termination from the JDP.

• A student must pass the written qualifying examination prior to sitting for the oral qualifying examination.

Oral Qualifying Examination

Dissertation proposal and the oral examination
Having successfully completed the written qualifying examination, the student’s doctoral committee will conduct an oral qualifying examination, based on a draft dissertation proposal for doctoral research. The doctoral committee must have provisionally approved the dissertation proposal before the student takes the oral qualifying examination. The proposal describes your dissertation topic, summarizes the relevant background literature, and presents a comprehensive methodology or study plan for the dissertation. The Dissertation Proposal is often built from, or provides the basis of grant, fellowship, or scholarship proposals that are submitted to funding organizations.

Doctoral dissertation research that involves human or animal subjects, including use of data that have the potential to be linked to specific human individuals, must be approved by the SDSU Institutional Review Board (IRB). JDP students no longer have to submit documents to both SDSU and UCSB IRBs. Documents should be submitted to the IRB of the university with which the major adviser (dissertation chair) is associated (normally SDSU IRB) and the other university’s IRB will receive notice of the outcome to the human/animal subjects request.

During the oral examination, questioning is focused on the dissertation proposal, although specific questions may be asked on material from the written examination, which may require clarification. The goal of the oral examination is to demonstrate that you possess the knowledge and competence required to carry out your dissertation research.
**General guidelines**

Oral qualifying examinations will conform to the following guidelines:

- It is expected that the oral examination will take place soon after the written qualifying examination, normally within the same semester or the semester immediately after the successful completion of the written exam. The general objective of the oral examination is to ensure that the student has a satisfactory proposal for dissertation research, and that the student possesses the full knowledge and competence required to carry out his or her dissertation research.
- The proposal describes the dissertation topic, summarizes the relevant background literature, and presents a comprehensive methodology or study plan for the dissertation. The dissertation proposal is often built from, or provides the basis for, grant, fellowship, or scholarship proposals that are submitted to funding organizations.
- The SDSU Institutional Review Board (IRB) must approve doctoral dissertation research that involves human or animal subjects, including the use of data that has the potential to be linked to specific human individuals. JDP students do not have to submit documents to both SDSU and UCSB IRBs. Documents should be submitted to the IRB of the university with which the Dissertation Chair is associated (normally SDSU IRB) and the other university's IRB will receive notice of the outcome to the human/animal subjects’ request. Ideally, IRB approval should be granted prior to oral qualifying examination or immediately after.
- The oral examination is open only to voting committee members. All committee members must participate in the oral examination, either physically present or through some other form of communication technology that allows for real time listening and questioning.
- During the oral qualifying examination, questioning is focused on the dissertation proposal, although specific questions may be asked on material from the written qualifying examination, which may require clarification, or from the relevant body of theory and knowledge associated with the proposed research.

**Evaluation of the oral examination**

- Following the examination, all committee members shall vote and agree on a PASS, CONDITIONAL PASS, or FAIL on the student’s level of preparation. A unanimous PASS vote is required for advancement to candidacy. Passing the oral examination signifies that the dissertation committee has accepted the dissertation proposal.
- A CONDITIONAL PASS might be assigned if the student gives a satisfactory performance during the oral examination but the dissertation proposal still requires further refinement and/or modification.
- If a student FAILS the oral qualifying examination on the first try, she or he will be allowed one additional attempt.
- Upon satisfactory completion of the oral examination and prescribed coursework, the student must apply to the graduate dean at UCSB for advancement to candidacy. Upon payment of the candidacy fee to UCSB, and after approval by the graduate deans of both campuses, students will be notified of their advancement to candidacy by the UCSB graduate dean.
Candidacy

Upon passing the Qualifying Examinations, you will be **Advanced to Candidacy**. This is done by the filing of the Report on Qualifying Examinations for the Joint Doctorate form. This form contains the signatures of your Committee members indicating their individual evaluations of your performance on the Qualifying Exams and the Committee’s recommendation of advancement to candidacy as well as those of the SDSU Doctoral Adviser and the UCSB Graduate Advisor. You request advancement to candidacy by signing the form and indicating the date by which you intend to complete the dissertation. In addition, you must pay a fee of $50.00 to the **UC Regents**. After getting the SDSU Committee signatures, give the form and the check to Allison, who will handle the rest of the process.

Registration after candidacy

Once you have advanced to candidacy the expectation is that you will register for a total of 6 units per semester, to be selected from either GEOG 897 (Doctoral Research), or GEOG 899 (Doctoral Dissertation). However, if you and your Major Professor determine that formal coursework is necessary for preparing you for your dissertation research, you should request permission from the Doctoral Adviser to take courses other than 897 or 899. (The reason for this pertains to the source and amounts of allocated funding for JD student fee coverage.) During the semester you will earn your doctorate, you need to be enrolled in at least three units of GEOG 899. If you have registered in at least 3 units of 899, you can register in only 1 unit in the summer. Further, you will need to **apply for graduation** prior to the deadline for that semester.

Dissertation

Following the successful completion of all prescribed coursework and qualifying examinations, the major remaining requirement for the Ph.D. degree will be the satisfactory completion and defense of a dissertation consisting of original research of publishable quality carried out under the guidance of the Chair of the doctoral committee. Approval of the completed dissertation by the entire doctoral committee implies that an organized investigation yielding substantial conclusions of interest that expand the frontiers of knowledge and understanding in the discipline has been carried out. Results must be reported in a manner demonstrating the ability of the candidate to effectively execute and report independent investigation. The requirement for completing and filing the dissertation, including the number of copies required, will be decided jointly by the graduate deans and in accordance with regulations of the Divisions of Graduate Affairs.

Final examination (dissertation defense)

**Format of the examination**
- The final examination, organized and administered by the doctoral committee, shall consist of a dissertation defense before the doctoral committee and open to the public.
• The final examination is normally conducted at SDSU or UCSB, with all doctoral committee members in attendance. Special arrangements can be made for doctoral committee members to participate by teleconference or videoconference.
• At the final examination, the student gives a 30-minute overview presentation of dissertation's results and findings. The presentation is followed by questions and comments from doctoral committee members and others in attendance. The Chair of the doctoral committee moderates the questions and comments. The purpose of this portion of the dissertation defense is to further clarify segments of the dissertation and to acquaint the candidate with the nature of any further work that needs to be undertaken prior to the final approval of the dissertation.
• The outcome of the dissertation defense is a PASS or FAIL grade, decided by all doctoral committee members. The final examination may be retaken once.
• Revisions to the dissertation may be required following the final examination, even if a PASS grade is awarded.
• After all requirements for the doctoral degree have been fulfilled, students are encouraged to give a public lecture (colloquium) to present the results of the overall doctoral research to the entire university community.

Documents for final examination
There are a couple things you should remember to bring to your final examination (besides your presentation materials). The first is the Report on Final Defense for Joint Doctorate form that can be found online at: http://www.graddiv.ucsb.edu/pubs/ or, you can get it from the Geography Department at either campus. Most of the time, your advisor will take care of this for you, but be sure to ask. This is the form that you and your committee will sign at the end of your defense. Your major professor/dissertation chair will take this form and begin the (lengthy) process of obtaining signatures of the SDSU doctoral advisor, the UCSB doctoral advisor, the SDSU graduate dean, and the UCSB graduate dean. You should also bring four copies of your dissertation signature page. This is a page that is actually part of the hard copy printed text of your dissertation. It comes after the title page. Bring four copies of this page printed and formatted according to the UCSB formatting requirements (http://www.graddiv.ucsb.edu/academic/filingprocess/formattingrequirements.htm). Have your committee sign each page (in blue or black ink!) at this time. You will have to submit one copy to UCSB when you file your dissertation, and two copies to SDSU when filing there.

Formatting and filing the dissertation at UCSB and SDSU
Following passage of the final examination, you may have some required revisions or formatting of the dissertation to take care of. Because the Ph.D. degree is awarded by both UCSB and SDSU, you need to make sure that you format your dissertation in the style that is prescribed by the UCSB Graduate Division and Library. Make sure you refer to the "UCSB Guide to Formatting and Filing Theses and Dissertations", which is a Graduate Division publication in cooperation with The Davidson Library. You can access it at the Grad Division website: http://www.graddiv.ucsb.edu/academic/preparing-filing.aspx
There also is a copy in the Graduate Student Handbook, and you can get one at the Graduate
Division or Special Collections Dept. of the Library. The most important things to remember are:

- 1.5" margin on the left (or binding edge), and
- 1.25" margin on all other sides.

Before submitting the dissertation, get formatting feedback from one of the academic
advisors at UCSB Graduate Division. S/he will check if the dissertation has any previously
published material, which would require permission letters. You will also need to footnote
previously published sections in your dissertation.

Students are supposed to be in a "fee relationship" with the University when they complete
the requirements for the degree. Joint program students are rarely if ever going to be
registered at UCSB the quarter they file, but they probably will be registered at SDSU. If you
are registered at SDSU when you file, you do NOT have to pay the filing fee when you file
your dissertation at SDSU. You are considered a student pursuing graduate degrees at UCSB
as long as you are registered at either San Diego State or UCSB. If you are not registered at
SDSU or UCSB when you file, such as during summer session, you’ll need to register at
SDSU for GEOG 899 (Dissertation) and apply for graduation by the deadline early that
semester (or summer session). You will be responsible for covering the costs of registration
and filing fees, as well as dissertation printing.

Once the dissertation is ready to be filed, you will first need to file it at UCSB. To file at
UCSB you will need: your dissertation approved by your committee, in a PDF following the
format specified by UCSB’s Graduate Division. The "Filing Chart" in the Formatting Guide
mentioned above is especially helpful. Filing at UCSB has two parts: the first part is
completed online (http://www.etdadmin.com/cgi-bin/school?siteId=67) and consists of the
electronic submission of your dissertation, including a formatted but unsigned signature page
and completing the required online surveys: the Survey of Earned Doctorates (SED):
(https://sed.norc.org/doctorate/showRegister.do) and the UCSB Doctoral Exit Survey
complete the surveys, email a copy of both the SED and Exit Survey certificates to Rita
Baumann and the academic advisor at UCSB Graduate Division (probably the person who
provided you with formatting feedback).

The second part can be completed in person at UCSB or in coordination with the Student
Programs Manager. You must send or give Graduate Division: one original signature page,
signed by all committee members in black or blue ink, one copy of the title page on plain
white paper, and copyright permission letters (if applicable). You also need to submit one
PDF). Note: the Filing Chart in the Formatting Guide states that you (the student) will have
and submit the Report of Final Defense for Joint Doctorate with the rest of the dissertation
materials listed above. This is not the case for JDP students, since it will take time for the
form to get the required signatures and get to them.

If you fill all the forms out ahead of time, and have the requisite number of properly
formatted copies of your dissertation, signatures pages, etc., the filing process shouldn't take
longer than an hour. If you are registered at SDSU in the quarter that you file, there is no need to pay anything when filing at UCSB.

Once you are all clear at UCSB, you can file at SDSU. As mentioned above, make sure you have paid your registration fees for the semester (or summer) in which you plan to file. You also need to be enrolled in 899 for at least 1 unit in the summer and 3 units during the semester. Next, call Rita Baumann again at SDSU's Grad Division (619-594-1504). Let her know you've filed at UCSB and that you are now ready to file at SDSU. She will make sure you are registered in 899 and have paid all your fees. And she'll ask you to send another copy of your dissertation to her, plus a scanned copy of the completed “Report of Final Defense” form, two original and signed copies of the signature page (one for her and an extra one for Montezuma Publishing), and a copy of the title page. You will also need to turn in the copy of the SED survey (the one that you turned in at UCSB) if you did not already email it to her. If you don't have a copy of the SED survey with you, Rita Baumann can give you one that you can fill out on the spot. Once Rita Baumann gets all the paperwork, she will fill out a clearance sheet that verifies that you are enrolled in GEOG 899. Next, take your dissertation to Montezuma Publishing located in Suite 104 of the Industrial Technology building on campus (thesis@montezumapublishing.com or 619 594-7551). You can also send them a PDF of the dissertation. Tell them that you need your dissertation bound for filing. Make sure to order copies (your choice of binding) for your committee members. Give them the Clearance Sheet you received from Rita Baumann, the extra signature page, and your dissertation (if you didn’t submit it via email). Pay the copying fee and make sure that Montezuma Publishing sends a copy of the receipt back to Rita in the SDSU Graduate Division. Once she has that receipt, Rita Baumann will get our Deans’ signature on the Report of Final Defense form, mail it back to UCSB, and you are officially Dr. [your last name here] and almost done!

Last loose ends
Once Rita sends the Report of Final Defense form to UCSB Graduate Division, the Academic Advisor there will process the degree conferral. If you need a degree verification letter after the degree has been conferred but before actually receiving the diploma that is sent by the Registrar (which can take up to a couple of months), you can request it by emailing gradacademics@graddiv.ucsb.edu. Also, there is a $19.00 (Domestic) to $24.00 (Certified or International) diploma mailing fee that UCSB will assess to your BARC account before they will mail the diploma. Finally, in the final semester of your appointment at SDSU, you are required to complete an exit survey prior to the last day of your contract. Contact Patti for more details.

Time to degree standards
Time to degree standards (TTDS) are strictly monitored by UCSB Graduate Division. For Geography, TTDS are 4 years to advance to candidacy and 6 years to graduate. You’ll be closely monitored when you go beyond TTDS, and potentially be put on probation. Most likely, you and your advisor will have to file UCSB’s Academic Progress Plan form to
explain why you are beyond the allowed TTDS, and offer a plan of action that will satisfy UCSB’s graduate division.

Commencement Ceremony

We very strongly encourage you to participate in the SDSU College of Arts & Letters (CAL) Commencement Ceremony celebrating your graduation. It is both an opportunity for you to receive the recognition that you deserve for your many years of effort and an opportunity for you to bask in the pride that your loved ones, friends, fellow students, and faculty take in your accomplishment. In addition to the individual hooding ceremony at the CAL main graduation, there will be a departmental recognition ceremony to honor you.

To participate in the CAL Commencement Ceremony you must have either graduated, or your Major Professor must communicate to the Doctoral Program Advisor that you will file your dissertation by the end of the summer session at the latest. In the latter case, you should apply for spring graduation so that your name will be included in the Commencement Bulletin and be on the list for tickets. After the spring term has ended, if Dr. Bosco or your Major Professor emails Rita that you will defend and are on track to finish in time for summer graduation at the UC campus, she will "roll" the spring application over to summer and waive the $55.00 fee. You will still have to be registered in 899 when you submit your dissertation.
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