I. INTRODUCTION TO THE HANDBOOK

This handbook is a compilation of useful information designed to help students as they progress through the M.A. Sustainable Communities Program. Please take time to familiarize yourself with this information and keep it for future reference. You will find this information useful as you advance through the program.

Note that policies and procedures change over time. This handbook is meant as a resource, but not as the final word on program and university policies. You will want to consult with the program director and/or your advisor on changes that may arise during the course of your time in the program. Be sure to check the Graduate College website (http://home.nau.edu/) for updates to their policies and the Registrar and Bursar sites for relevant registration and payment dates. In addition, you will want to become familiar with the Graduate Catalog under which you were admitted. The catalog is available on-line at: http://www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm.

II. INTRODUCTION TO THE SUS PROGRAM

The M.A. Sustainability Program (SUS) at NAU cuts across many areas of study, including anthropology, the arts, business, humanities, economics, education, environmental science, history, literature, philosophy, political science, psychology, religion, sociology, women’s studies, technology, and the performing and studio arts. Students gain both depth and breadth in understanding issues important to sustaining community life by choosing from among our own courses and those from across the university.

Mission

The mission of SUS is to provide interdisciplinary graduate education on the complex issues of sustainability, encouraging students to pursue important social and environmental issues concurrently. The program seeks to educate students for community leadership and to enable its graduates to contribute to the wellbeing of their communities. At the same time, the program aims to push students intellectually, looking to produce thoughtful and critical graduates who can think theoretically. The curriculum is student-centered; students bring their intellectual, ethical, and practical concerns to bear on their particular academic inquiry.

Program Principles

The Sustainable Communities program is built on six curricular principles. These principles will help you understand the overarching ethos of the program.

1. **It is interdisciplinary:** Sustainability implies interconnectedness and a systems understanding of knowledge. SUS students study the intersections
between human social structures and the natural world and give attention to the philosophical, ethical, and practical dimensions of such study.

2. **It intentionally links theory and practice:** One of the program’s goals is to educate people who have depth of understanding and the ability to engage directly in community work. The program pushes both students to think theoretically while working with communities. Learning is intended to be integrative, both in content and in application. Thesis work is required to have both a theoretical and applied aspect. “Skills-based” elective courses such as grant-writing, fund-raising, mediation, community assessment, and documentary film-making are offered through the SUS Summer Institute in order to provide SUS students with useful tools for social change.

3. **It is issue-based:** Rather than learn a discipline, SUS students focus on a particular issue or a nexus of issues. You gain depth in relation to the issue and breadth from courses taken across the disciplines. Recent students have focused on such topics as sustainable design, sustainable food systems, environmental education, wildlife preservation, and community planning, among others. The program also seeks to connect issues to larger ideas, mixing practice with theory to form praxis.

4. **It is learner-centered:** Your intellectual, ethical and practical concerns are the basis for the structure of your graduate education. In consultation with the program director or your advisor, you define a concentration that is related to the program focus on “good and sustainable communities” and then create your own course of study to explore the issue(s) you have chosen.

5. **It works closely with the community:** The program views the local and regional community as a partner in graduate education and develops collaborative networks that extend the classroom into the community. Since its inception, the SUS program has developed community partnerships on issues related to sustainability. It pioneered a lecture series on green development (the “Building for Community” series), helps SUS students to gain applied experience (when appropriate), offers workshops that are open to the public, champions community-based research, and helps to support local sustainability efforts.

6. **It uses a flexible pedagogy:** It maintains a curricular and pedagogical openness, recognizing that “sustainability” is an evolving topic and requires, in both content and practice, curricular and methodological flexibility.
III. THE SUS PROGRAM STRUCTURE

Overview of the Program

The M.A. in Sustainable Communities is a 36 hour program consisting of 30 hours of class-based coursework and 6 hours of a thesis project. All students are required to write a thesis to complete the program.

Overview of the Program Requirements:

1. Core Courses - 9 hours
2. Elective Courses - 21 hours
3. Thesis Credits - 6 hours

The first three sections below explain each of the program requirements in greater detail. Additional program information follows the program requirements.

1. Core Courses (9 hours)

The first core courses, SUS 601 and 602, provide an introduction to the study of sustainable communities and an intellectual framework for further exploration.

SUS 601: Visions of Good and Sustainable Communities
This course is required of all first semester SUS students. It is offered fall semester only.

It is designed to engage students in a dialogue about good and sustainable communities with a focus on worldviews, human nature, and the shaping of community life. It is intended as an overview of these themes, with primary attention given to the traditions of thought within western cultures as well as contemporary conversations within American society.

This course connects directly with the Action Research Team (ARTs, see below for a description). Students will be expected to work 3 hours per week in one of the ARTs.

SUS 602: Community, Technology and Values
This course is required of all second semester students. It is offered spring semester only.

This is the second core course required of all SUS students. Attention is focused on how economics, environment and technology apply to the larger issue of creating and maintaining sustainable communities that are healthy, just and creative.
This course connects directly with the Action Research Team (ARTs, see below for a description). Students will be expected to work 3 hours per week in one of the ARTs.

SUS 695: Elements of Community: Theory and Practice
This course is required as the capstone course and is taken after you have completed at least 18 hours of course work. It is offered spring semester only.
As the program’s capstone course, it serves as both a review and elaboration of several aspects of the theme of “Good and Sustainable Communities.” Attention is given to “strategies for reenchantment,” i.e., ways to engage in social change that are expressive of sustainability and social justice. Students have an opportunity to refine their philosophy of community and their approach to sustainable communities, test their ideas in conversation, and connect their individual work with the work and ideas of others.

Research Methods Curse
While not required, the SUS program strongly (and we mean strongly) encourages students to take a research methods course during their first semester of the first year. A research method course will help a student to design an inquiry-based thesis. Generally speaking, students who have a methodology background tend to have an easier time completing their thesis. Because the program is so diverse, we have provided a variety of different types of research methods courses offered at NAU. Note that some courses are only offered in the spring.

2. Elective Courses (21 hours)

Electives are drawn from across the university and are chosen in consultation with the Program Director and/or your academic advisor to ensure program coherence. Your elective should be structured around a particular issue or complex of issues. So that your master’s work is interdisciplinary in nature, elective coursework must span at least two different disciplines. We highly encourage you to take at least one research method course within a selected field. This course will help greatly when you get ready to write your thesis.

SUS 699 (Thesis) cannot be counted as part of your elective credit.
Not all courses are available every semester. Some courses are offered on a two-year rotation, but special topics courses—499 or 599—courses are just that: special. They are not offered on a regular basis and you can’t assume that they will come around again during the time when you are taking classes. So if you see one that is of interest to you, you may want to make an extra effort to take it.
You may take any graduate level courses, relevant to your program focus, that are offered at NAU, providing you fulfill all stated prerequisites. Most graduate courses do not have prerequisites; if they do, this is indicated on the course schedule. In that case, you may need to seek faculty permission in order to enroll.

For most courses in the Humanities and the Social Sciences, your undergraduate degree will be considered adequate preparation for graduate work. However, if you are unsure of your background, you may want to contact the professor beforehand, asking for a syllabus and any preparatory reading. For example, several SUS students have taken Ecological Restoration courses and Watershed Management classes without having had any background in Forestry or the Natural Sciences. They have sometimes prepared for the course by previewing an undergraduate text in the area or by following faculty suggestions for preparation. Typically, SUS students have done very well in classes throughout the university, regardless of their undergraduate majors.

**SUS Special Topics Classes:** Your elective work can also include special topics courses – SUS 599—offered through the SUS program. These classes are designed to address topics not offered elsewhere in the university at the graduate level. During the fall and spring semesters, we often offer one or two special topics classes, including a creative non-fiction essay class in the spring. During the summer, under our Summer Institute for Sustainable Communities, we offer a wide range of courses that you can take as part of your elective work. These courses are generally given in an intensive format (often weekends).

**400-Level Coursework:** If you wish, you may take up to two 400-level courses as part of your graduate work. 400-level courses are upper-level undergraduate courses. When you search the LOUIE system for courses each semester, be sure to search for “greater than or equal to 400” courses so that you will be aware of these classes.

In order for a 400-level course to count toward your graduate work, you must fill out an “Override Authorization -Audit/Class Links/Out-of-Career” form, available on the Registrar's webside at http://home.nau.edu/registrar/forms.asp.

**Independent Study, Graduate Research, and Fieldwork Experience**
You may include up to six hours of independent study work (SUS 697), graduate research (SUS 685) and/or fieldwork experience (SUS 608) as part of your electives. In general, you may take up to six hours, in any combination, of these courses. Independent study lines enable you to further tailor your program of study. You can use them to undertake in-depth study in an area not currently addressed in a graduate seminar or to do research
that correlates with your program of study. You can register for 1-6 hours of independent work; you need not register in 3-unit increments. For example, perhaps you wish to read all of Aldo Leopold’s work on land management or perhaps you wish to study and analyze court rulings on water use in the Southwest. The former proposal may work well as a 1-unit independent study; the latter might better be undertaken as a 3-unit project. You’ll need to consult with the program director and your faculty supervisor to determine the appropriate unit allocation as well as the requirements for the overall project.

Before you can register for independent study, graduate research or fieldwork experience, you must:

1. Download the complete the Independent Study form for the SUS program, located on the SUS website at:

2. Arrange for a faculty member to serve as mentor/supervisor of your independent work. Develop the details of your project with this faculty member. It is your responsibility to recruit a supervising faculty member to oversee your intended study.

3. Get final approval of the proposed independent work from the SUS Program Director. The Director will want to be sure that the project is in line with your program of study and that it meets the requirements of master’s level work. Once the director has approved the proposal, you will be given a permission number to register for the course.

   Be sure to allow yourself sufficient time to move through this approval process and meet registration deadlines.

3. Thesis Work (6 hours)

A minimum of 6 hours of SUS 699 thesis work is required for graduation. Generally, you enroll for thesis credit in the final semester of your program or after you have formally defended your thesis proposal. You’ll need department permission to enroll for thesis credit. After a total of 18 thesis credit hours (which is an unusual circumstance), a student is required to submit a thesis completion plan. This plan should be written in conjunction with the chair of the committee and should outline the steps towards finishing the thesis, including a timeline of expected work. The plan needs to be submitted to the program director for approval.

The Graduate College requires that students remain continuously enrolled throughout their programs. Once you have completed all course work, you still must register for at least one unit of credit each fall and spring semester.
while you are working on your thesis. Most students maintain continuous enrollment by enrolling for thesis credit.

You must be enrolled in thesis hours the semester that you graduate. During the term you complete and defend your thesis, you must enroll for at least one thesis credit hour (SUS 699).

**Thesis Proposal Defense**
Before a student may enroll for thesis credit hours, a thesis proposal defense must be held, during which the thesis proposal is discussed and accepted by all committee members. This will provide the opportunity to develop a shared understanding and consensus around the thesis. It is often a very constructive working session. A Thesis Proposal Defense Acceptance form must be signed by all committee members and forwarded to the Director to be placed in the student’s permanent file. The proposal should be completed by the end of the third semester of regular graduate coursework.

**Recommended Prospectus Development Class**
In addition to the above required courses, it is strongly recommended that all students take SUS 588, the 1-unit Prospectus Development course offered each May term. In this course, you will develop a complete thesis prospectus. The prospectus serves as a road map for your thesis work. SUS 588 guides you through the initial thesis planning process that includes articulating a research question, clarifying method, identifying theoretical underpinnings, and developing a working bibliography.

Whether or not you take this course, you must complete a Thesis Prospectus and have it approved by your thesis committee. Students who take SUS 588 generally have a much easier time constructing a successful thesis prospectus. That is why you are strongly encouraged to take this course.

**Transfer of Credit**
Up to 9 graduate hours from an accredited college or university may be transferred into the Sustainable Communities program. Transferring credits to a graduate degree program is not done routinely. Before you enroll in one or more courses at another institution with plans to transfer the credits to the Sustainable Communities program at NAU, you must obtain the program director’s approval. Again, this is to ensure that your transfer work is relevant to, and coheres with, your overall program of study. This also applies to graduate work you may have done prior to being admitted to the SUS program. It must be relevant to your current program of study as determined by the program director.

In addition, to be considered for transfer credit, your courses must:
- have been earned at a regionally accredited institution
• earned with a grade of A or B (pass-fail grade courses are not transferable.)
• have been earned within the six-year period required for completing your degree at NAU
• be applicable to a graduate degree at the institution where the credit was earned
• meet the Arizona Board of Regents’ requirement for credit: A minimum of 45 hours of work is required for each unit of credit. (Note: An hour of work is equivalent to 50 minutes of class time, often called a “contact hour,” or 60 minutes of independent study work. We require at least 45 contact hours for each 3-credit course, and we assume at least 90 hours of student homework for that course.) Ordinarily, a course must cover a one-week period for every unit of credit given.

Master’s students must complete the Petition for Transfer Credit form. The Graduate College will finalize the transfer credit at the time of admission to candidacy.

**Action Research Teams (ARTs)**
SUS is committed to providing an engaged pedagogical experience for each of our students. To that end, SUS graduate students are required to work with an Action Research Team during their first year. The ARTs aim to connect theory and practice by putting students in direct connection with community projects. The mission is to cultivate knowledge, dispositions, values, skills, and habits that promote civic engagement and grassroots democracy. The ARTs also try to cultivate a vibrant relationships and collaborations among diverse constituencies in Northern Arizona (and beyond) that generate important knowledge, attentive solidarity around issues of common concern, engaged respect across differences, as well as creative action and public work that advances just, sustainable, good, and aesthetically rich communities. To that end, the program requires that each of our graduate students work 3 hours per week with one of the ARTs. It has been our experience that the ARTs are transformative, often leading to the discovery of new passions. The ARTs also provide students with direct experience that can help build skills that employers are looking for in the hiring process.

**General Policies on Course Selection**
• To earn a master’s degree at NAU, you must complete at least 24 hours of formal coursework—that is, courses other than such individualized studies as independent studies, directed readings, and research.
• Courses taken without director or advisor approval may not be applicable for graduation requirements.
• Your selection of courses must be approved by the SUS director in order to ensure that the overall program of study meets the curricular goals of the program, results in a coherent program, and prepares you for thesis work.
• The SUS director usually serves as advisor for the first three semesters of your program before a thesis committee is established. For most students, a thesis committee is not established until after the completion of at least two semesters of full-time course work and the Prospectus Development class. Once you have a well-defined thesis project and a tenable thesis prospectus, you can form your committee. The program director will help you think about faculty who would be a good fit with your project. Your thesis chair oversees your thesis work.
• If you plan to complete the program in two years, you must take the required courses in the sequence indicated (see APPENDIX A). If you plan to work on your M.A. on a part-time basis, it is important to note that certain courses are only offered during certain semesters, so you will want to plan your program accordingly.

IV. PLANNING A COURSE OF STUDY

You will find an SUS Program of Study worksheet on the SUS website under Forms: http://www.cal.nau.edu/mls/forms.asp. This form will be useful to you in developing a comprehensive and cohesive program of study. As you plan your course of study, you will want to ask yourself:

• What do I want to know?
• What do I need to know to understand the issue or problem that drives my inquiry?
• What do I need to know in order to write a successful thesis? (Do I need more content courses? Do I need a research methods course? A writing course? An internship or fieldwork?)
• What do I need to know in order to do the work I want to do in the world? (Do I need a research method course to understand how to research my area?)
• Remember that the Sustainable Communities master’s degree is characterized by four curricular principles: it is interdisciplinary, issue-based, learner-centered, and links theory with practice, preparing students to contribute to the wellbeing of their communities. Your program of study must be constructed with these characteristics in mind.

You want to select courses that are related to the issue or problem that defines your studies. You are seeking both breadth of knowledge and depth of understanding. You also need to be sure that you take appropriate courses in method that will help you conduct your thesis research. (Most SUS theses involve some qualitative research; if this is the direction you intend to pursue with your thesis work, be sure that you have a good grasp on qualitative methods.)

Because the SUS program is a distributive program, drawing on courses across the university, there is little advance notice as to which courses will be offered each
semester through the different departments. So, although we encourage you to map out a program of study by perusing the Graduate Catalogue, keep in mind that the process of creating your program will be more akin to meteorology than cartography. Each semester, you’ll want to explore all the constellations offered by each relevant department before deciding on your classes. But when you step back and review your overall program, you’ll want to be sure that a sound, intelligible pattern appears and that there is shape and vitality to your work as a whole. To help you map out this constellation, APPENDIX B contains a list of courses that students have found useful in the past. Note that these courses may or may not be offered the semester you need them. But the list should provide you with a good place to start mapping what you need.

Your selection of courses must be approved by the SUS director in order to insure that the overall program of study meets the curricular goals of the program, results in a coherent program, and helps to prepare you for thesis work.

A fulltime course load is nine (9) hours per semester. Students spend, on average, 3-4 hours of study for each hour spent in class.

V. IMPORTANT GRADUATE COLLEGE POLICIES

The Graduate College details policies that apply to all graduate students. For all policies, please see their website at www.nau.edu/gradcol.

Grades: You must maintain a 3.0 grade point average for all courses taken and for all courses required in your plan. No more than 6 units of with a “C” grade can be counted on a master’s degree. A grade below “C” does not earn graduate credit.

Graduate students do not normally repeat courses. If you receive a grade of D or F in a graduate course, you may repeat the course. If you repeat a course, both grades are used to compute your overall grade point average; however, you can only use credits earned for repeated courses once to fulfill graduation requirements. If you wish to repeat a course, you must submit the Graduate Course Repeat Enrollment Form, available on the Registrar’s office website.

A graduate student with a grade point average below 3.0 is placed on probation. Admission to a program may be revoked for any graduate student who receives unsatisfactory grades. If you have more than 6 units of graduate work with a grade of “C” or below, you cannot continue in your master’s plan, regardless of your grade point average.

Graduate Academic Recognition: At the time of graduation, if you have earned a cumulative grade point average of 3.90 or higher for all courses taken at NAU on your plan of study, we recognize you with the notation “with distinction” on your transcript.
**In-Progress Grade:** Normally, a grade of IP is used only for graduate courses. We use the IP grade for courses that, by their content and requirements, normally require more time than the term or session for which you have enrolled. We recognize the following courses as appropriate for the IP grade: professional paper (689), thesis (699), dissertation (799), independent study (697), directed reading, fieldwork experience, and internship. You must also be making satisfactory progress in the course to receive a grade of IP. Graduate students may complete IP grades until the time limit on your academic plan expires.

**Incomplete Grade**
If you are unable to complete coursework in a scheduled course within the term in which you are enrolled, you may petition your instructor to receive a grade of "I".

If your instructor agrees to give you an incomplete, you and the instructor must complete a written agreement, a copy of which is held in your departmental file, indicating the exact work you need to do to finish the course. This written agreement must also indicate the date by which you must complete the work, and that date cannot be longer than one calendar year from the end of the term in which you were enrolled in the course. For graduate students, any grade of “I” becomes a permanent incomplete after one calendar year.

After the time for making up the incomplete has elapsed, you must re-enroll in the course to receive credit. We do not use incomplete grades in calculating your grade point average.

When you become eligible for graduation, if you have a grade of “I” in any courses that aren’t required for graduation, you may elect to graduate with these “I” grades as a part of your permanent academic record. In such cases, these grades cannot be changed after graduation by completing the course requirements nor will they revert to F grades.

**Time Limit Policy**
You must complete all requirements for your master’s degree within a six-year period. If you take courses from other institutions and transfer them to your program at NAU, they must also be taken within the six-year period. We may grant one extension of up to one year to complete your degree requirements, if there are compelling extenuating circumstances. The reasons for which we may grant an extension include, but aren’t limited to, job relocation, military duty, pregnancy, illness, a serious accident, divorce, or other personal tragedies within your immediate household.

To request an extension of the six-year limit, you must submit a petition to the Graduate College. This form, available from the Graduate College, must be endorsed by your adviser and department director. The final decision is made by the dean or associate dean of the Graduate College.
Continuous Enrollment Policy
You are expected to pursue your graduate degree with a minimum of interruption and maintain continuous enrollment. If you are in a master’s degree program and do not enroll for three consecutive semesters (not including summer), you will be considered withdrawn from the university and must reapply for readmission to resume your degree program.

Even if you have completed all course requirements for a degree, you may need to use lab or other university facilities to carry out a required independent study or research project. For the protection of both you and the university, you must enroll for units of credit during any terms, including summers, that you use university facilities or require the professional time of faculty members. When you begin working on a master's final project (689), or thesis (699), we expect you to enroll each semester from the time you begin this work until completion of degree. You must register for a minimum of one credit each fall and spring semester. If you are using research or other university facilities, and/or the professional time of faculty members, you should enroll for at least three units. During the term you complete and defend your thesis (699), you must enroll for at least three units to reflect the increased demands on faculty time.

If you do not maintain continuous enrollment after your work has begun on your thesis/master’s final project, and you do not have an approved leave of absence on file with the Graduate College, and wish to resume work, you must submit a new application for admission and register for additional credits of Master’s Final Project (689), or Thesis (699) in an amount, equal to the number of such credits missed while not maintaining continuous enrollment.

Leave of Absence
In extenuating circumstances, you may petition for an exception to the continuous enrollment policy. The petition form which is available on the graduate college website, home.nau.edu/gradcol/publications.asp, must be approved by your advisor, graduate coordinator and/or department chair and sent to the Associate Dean of the Graduate College for final approval. Your request must be filed and approved before the anticipated absence.

Grievance Policy
Students with significant complaints on any aspect of their academic experience in the department should directly address the person causing the grievance in order to negotiate a settlement. If such an approach fails, the Program Director and/or student’s Faculty Advisor should be consulted and should attempt an agreeable settlement. Grade appeals will be treated as described in the University Student Handbook.

Academic Appeal Process
There is an appeal process for graduate students who wish to appeal an academic matter other than a grade appeal. See http://home.nau.edu/gradcol/GradPolicies.asp under “Academic Appeal Process” for details. Academic Integrity

NAU regards acts of academic dishonesty—including, but not limited to, plagiarism, cheating, fabrication, forging an instructor’s signature, stealing tests, copying themes or tests from other students, or using “crib notes”—as very serious offenses.

If you are charged with academic dishonesty, you are subject to the Arizona Board of Regents’ Student Code of Conduct and procedures established by NAU, specifically the Academic Dishonesty policy, that are outlined in the on-line Student Handbook.

**Withdrawing from NAU**

Withdrawing from a given term (fall, winter, spring, or summer) at NAU means reducing your course load to zero credit units for that particular term. It does not necessarily involve withdrawing entirely from NAU. In most cases, if you withdraw from one term, you are still eligible to enroll for the next term.

Please be aware that you are not considered to have withdrawn if you drop courses during a term or session in which you also receive credit for other courses. If you are currently enrolled at NAU and wish to withdraw from a specific term or from NAU entirely, please refer to the Graduate College website at http://home.nau.edu/gradcol/GradPolicies.asp for details on the withdrawal process.

**V. FINANCIAL ASSISTANCE**

A very helpful resource for information on financial support is the Graduate College website: http://home.nau.edu/gradcol/financialresources.asp. The SUS program awards both tuition waivers and graduate assistantships in support of our students. New and continuing students are eligible to apply for these awards. Preference is given to SUS students who are in their first two years of graduate studies. The award process is competitive and not all students will be recipients of financial support. Academic merit, your ability to perform specific services, and financial need are all taken into consideration in the awarding of graduate assistantships and tuition.

In order to qualify for either, you must:

- be admitted to the SUS program;
- enroll as a full-time graduate student (taking a minimum of 9 hours per semester); and
- maintain a 3.0 GPA (with no grades below B and no grades of “incomplete”)
• submit an application to the SUS office prior to the announced deadline. The application is
• available on the SUS website at http://www.cal.nau.edu/mls/forms.asp.

Tuition Waivers
Each year, the SUS program is awarded a limited number of tuition waivers by the Graduate College. Arizona residents should apply for waivers of resident tuition; these waivers cover the cost of in-state tuition for fall and/or spring semester. Students who are not Arizona residents should apply for nonresident waivers; these waivers cover the out-of-state portion of NAU tuition for fall and/or spring semester. If you are awarded a non-resident waiver, you will still be responsible for paying the in-state portion of tuition.

Graduate Assistantships
Graduate assistantships are offered as part of an employment contract. Graduate assistants normally work 10-20 hours per week, and must be enrolled in at least nine, but not more than twelve credit hours per semester. All assistantships require at least ten hours of work per week and include a waiver of the nonresident portion of tuition. Graduate assistants who work 20 hours per week receive a waiver of 100% of resident tuition and a waiver of the student health insurance premium. Graduate assistants who work 10-19 hours per week receive a waiver of 50% of resident tuition. All graduate assistants are expected to pay other applicable fees.

In addition to Graduate Assistantships awarded through the SUS program, you may be interested in applying for Graduate Assistantships that are not attached to an academic department. These opportunities are announced on the Graduate College website at http://home.nau.edu/gradcol/assistantships.asp. You are encouraged to check that site on a regular basis. In the past, SUS students have been successful in securing GA-hips with such offices as Distance Learning, The Commission on the Status of Women, the Office of Assessment, and a variety of other programs.

For further information on Employment Programs, Loans, and Scholarships see the Graduate College website on financial aid.

Student Heath Care
The Fronske Health Center is open to all registered NAU students. Fronske Health Center offers several plan options, including major medical insurance. A mandatory health fee is required of all students and is in addition to the optional programs. See their website at http://www4.nau.edu/fronske/ for details.

The NAU Dental Hygiene Clinic can provide students with a variety of oral health services. For more information see their website at http://jan.ucc.nau.edu/~dhp/clinic.php.

Graduate Student Organization
The mission of the Graduate Student Organization (GSO) of Northern Arizona University (NAU) is “to represent the interests of graduate students at NAU, and to communicate between the graduate student body and the NAU administration.” Their website contains many valuable items of interest to graduate students. See: http://gso.org.nau.edu/index.htm.

Several items from the GSO website

**Child Care Vouchers**
This program is run through Student Life and provides a limited amount of financial assistance for costs accrued while children are attending registered childcare providers. There are eligibility requirements and you are responsible for turning in paperwork on a regular basis over the semester to receive funds you have been awarded. Apply as soon as possible to ensure you are eligible for consideration for reimbursement of some of your daycare costs.

**Housing**
We now have a graduate student listserve for housing. To subscribe, send an email to: listserv@lists.nau.edu with subscribe GRADUATE HOUSING firstname lastname in the body of the message. For example: subscribe GRADUATE HOUSING Jane Smith. If you are interested in on campus opportunities visit the Residence Life website.

**Travel Awards**
The GSO has a travel award program to assist students with expenses related to attending conferences. See their website for information on deadlines and application forms. You may also be able to secure support for travel funding from the Vice President of Research: http://www.research.nau.edu/student_resources/grants_funding.html#student. The SUS program also tries to provide a modicum of support to SUS students for research-related work, conference attendance, and thesis-related expenses. Contact the Program Director.

**VII. WORDS OF WISDOM/ADVICE FROM SUS ALUMS**
The final words of this handbook come from advise from SUS alumni who have kindly put forth the following points.

**Plan Carefully:** Be aware that graduate courses are considerably more demanding than undergraduate courses. This explains why a full load of graduate school is nine (9) hours. Most of your courses will require intensive reading and writing. Plan your schedule with this in mind.

**Register Early:** After your first semester, the registrar will email you with the date and time you may register. Students are advised to register as soon as possible for
courses. Registering early ensures that the classes you wish to take will be offered since classes with low enrollment may be cancelled.

Choose instructors and courses carefully: Talk with other students, instructors, and the SUS Program Director regarding course recommendations. Avoid Incompletes. Although extenuating circumstances cannot always be avoided, students should make every attempt to complete courses within each semester.

Take Summer Institute Offerings and Special Courses: Courses on special topics are offered each semester. These courses usually are assigned the university course number 599. SUS uses this number for innovative courses designed to address specific student interests. Generally, these elective courses are offered on a one-time basis. Check the SUS website for information on the Summer Institute.

Find Study Partners: Consider working with a partner when studying for courses. Engaging in dialogue with another student often increases the quality of a learning experience.

Use the SUS Web list: SUS maintains a listserv which all SUS students, former students and other community members receive. This list is a great way to inform all SUS-interested people about events and other items of interest. Check your email daily to keep up with the latest SUS community activities and announcements. Use the list serv to announce your own events or to inform people about important ideas, articles, etc.

Network with students and community: Seek out opportunities to meet and work with people in fields of interest to you. Include an internship experience as part of your graduate work. Do volunteer work, whether short or long-term. Join an NAU student club. Keep in mind that an important part of your education is in and with community.

Take Advantage of University Events: Throughout the year, NAU offers a tremendous variety of lectures, films, theatre productions, musical events, etc. The SUS program is a sponsor of many events that are pertinent to our program. Attendance at such events will enrich your graduate experience.

Join with other SUS students in social activities: Students sometimes organize weekly gatherings or other social events. You will find good conversation, support, and advice at these gatherings. Watch the listserv for announcements.
APPENDIX A:  
SUS Master Checklist by Semester

This checklist serves only as a general guide to the ideal path through the SUS Program, designed for those students looking to graduate in two years.

End of Semester 1 (9 credits)

Completed SUS 601

Completion of 6 Elective Credits

Complete Program of Study Form in consultation with an advisor

End of Semester 2 (18 credits)

Complete SUS 602

Completion of 6 Elective Credits

Select Chair and Thesis Committee

End of Semester 3 (27 credits)

Complete SUS 599 (Thesis Development, Optional)

Completion of 6 Elective Credits

Write and Defend Thesis Proposal

End of Semester 4 (36 credits)

Complete SUS 695

Take 6 Thesis Credits

Write and Defend Thesis

Do the Public Presentation
APPENDIX B:
SUS – STUDENT RECOMMENDED LIST OF COURSES
(Compiled May 2011)

Please Note: Below is the compilation of courses students in the last 4-5 years found useful to their SUS graduate work. Course offerings vary from semester to semester as do faculty teaching them. Please consult the course offerings through LOUIE to see what is available for the current semester. Finally, while this is a great list, it by no means exhausts relevant courses at NAU. We encourage you to poke around. If you take courses you find useful and are not listed here, please let us know.

**Anthropology**
- **ANT 569 - Ethnographic Research Methods** with Miguel Vasquez. An excellent overview of qualitative and quantitative data collection, human interaction, and the IRB process. Useful for anyone who may come in contact with humans during their thesis process.
- **ANT 548 Anthropology of Development** with Miguel Vasquez. Anthropological perspectives on development, underdevelopment, and the introduction of socioeconomic change in non-industrial and newly industrializing societies.
- **ANT 501 Food and Culture** - Introduced food issues raising awareness about food processes from seed to table. Readings covered food growing and processing, food traditions, and involvement in an applied project.

**Biology**
- **BIO 599 Applied Botany** with Peggy Pollock. Will offers this graduate level section when students ask. A very hands-on and in-depth course on sustainable agriculture, plant biology, and Flagstaff appropriate gardening.

**Criminology**
- **CCJ 610 Criminological Theories** with Bob Schehr.
- **CCJ 617 Global Justice and Human Rights** with Cyndi Banks.
- **CCJ Environmental Crime** with Ray Michalowski

**Construction Management**
- **CM 499 Contemporary Developments**. This course has a real rubber-hits-the-road feel. We got to tour the most "high performance" buildings on-campus and in-town, and learned about making our community buildings more efficient has got to be integral given they eat up something like 30% of all energy in the U.S. It has also given me a high respect for this campus (although some buildings are questionable).

**Disability Studies**
- **DIS 503 Contexts of Disability in Society**. Examines personal, cultural, social, political and economic experiences of persons with disabilities in global and national contexts.
Economics

- **ECO 480 Political Economy.** Examines and assesses classical liberal, modern liberal, and socialist systems of political economy.

Education

- **EDF 610 Introduction to Research.** Learn how to develop meaningful and pertinent questions to research, define and establish issues around topic, learn qualitative and quantitative research methods and apply to research, identify key terms and practice use of various search engines, lastly tips on literature reviews.
- **EDF 695: Educational Sociology** with Frances Riemer. Identified research and ethnography studies of students, how to create a classroom integrating cultural celebration and equity. What is and how to work within the study of multicultural education.

Engineering

- **EGR 501 Topics in Sustainable Systems.** Introduction to sustainability in the natural environment, energy and the built environment, and their relationship to engineering, plus ecoinformatics.

English

- **ENG 644 Counter Traditions in American Literature** with Steve Rosendale. The course topic was Environmental Literature and it was a very rigorous (and satisfying) class.

Environmental Studies

- **ENV 540 Conservation Biology.** A cross-disciplinary survey with policy and social aspects, that are good food for thought (and action).
- **ENV 698/ENV 599 Collaboration in Environmental Management** with Erik Nielsen. Covered how to facilitate productive meetings of all sizes. Very useful. Simulations of interactions common to stakeholders. Final project involves running a meeting for a local non-profit (for example, Diablo Trust) to apply learning. (*note: topic and instructor for ENV 698 vary from semester to semester.*)
- **ENV 698 Ecological Monitoring** with Ron Hiebert, Christine Vojta, Lisa Thomas. This course brought in numerous speakers who talked about the physical work and planning of ecological monitoring projects. Each professor provides personal advice from having experienced these types of projects. Final project involves each person in the class putting together an ecological monitoring plan. (*note: topic and instructor for ENV 698 vary from semester to semester.*)
- **ENV 555 The Environmental Science/Policy Interface** with Tom Sisk. This course began with developing your "elevator speech" or what you might say in 3 minutes to a potential funding source if you met them on the street (or in an elevator) - a concise synopsis of your project or work. We then
planned, organized, and facilitated a seminar to attempt to help the Flagstaff community to understand the need to take responsibility for public issues and encourage them to do so.

- **ENV 595 Global Environmental and Climate Change** with Darrell Kaufman. Classroom lecture and discussion style course. Spend time addressing powerpoints, listening to speakers, and absorbing latest news surrounding climate change. The course is great to build your knowledge on a truly “hot” topic that requires a much better educated public to encourage policymakers to start addressing climate issues.

**Forestry**
- **Ethnobotany** with Thom Alcoze. A great introduction to the plants in this area. Class format is somewhat non-traditional though you are required to do several plant presentations. We took walks around campus and a field trip to look at plants. Great information from native traditions about how to learn from plants. This is one class that impacted me the most personally/that I still use the knowledge I gained in my daily life.
- **FOR 580 Ecological Restoration Principles.** A good survey of recent past and current ecosystem management strategies related to restoration ecology.
- **FOR 500 Ecosystem Management** with Dr. Ching-Hsun Huang. This course covers adaptive management and how ecosystem management has transformed from its early beginnings. The class includes an experiential project that challenges the students to create their own ecosystem management plan.
- **FOR 599 International Developments in Forestry** with Dr. Wagner. This class concentrated on the efforts abroad in forestry. We investigated the perceptions of American involvement in these situations and the history of partnerships between local groups and outside entities managing a significant environmental area.
- **FOR 633 Ecological Economics with Yeon Su Kim in.** Theory of ecological economics, which is the union of ecology and economics, and its application to natural resource management. Addresses both micro and macro aspects of ecological economics.

**History**
- **HIS Environmental History** This course provides a historical look at the numerous environmental movements and great environmentalists throughout history. It gave a grounded look at environmentalism and a basis from which to engage further literature and themes.
- **HIS 550 Comparative History of Environmentalism.** This course examines human interaction with the nonhuman environment, both flora and fauna, throughout history. Key areas of study include ancient China, Soviet Russia, Nazi Germany, 19th/20th century Mexico, and a couple others. Requires a grad level historical perspective in order to participate in the seminar.
• **HIS 568 Readings in Environment and Economy.** Readings in environmental and economic history that cuts across more than one region. Possible themes are nature and society, climate, water rights, ecofeminism, resource preservation, ecotourism, capitalist development, modernization, and globalization.

• **HIS 650 Research in Comparative History.** Specific topics in comparative historical methods, regions, and themes, such as comparative methodologies, colonization, modernization, gender systems, nationalism, ethnogenesis among indigenous peoples, environment, and identity and class formation. Co-convenes with HIS 550.

**Planning**

• **PL 514 Planning for Sustainable Communities.** This course takes a scaled approach to living a sustainable lifestyle, leading up to the idea of what could go into planning a sustainable community. Special emphasis is devoted to the examination of various aspects of sustainability, such as energy and water conservation, waste reduction, green building, food production, transportation, as they relate to overall community planning.

**Politics and International Affairs**

• **POS 659 Environmental Policy** with Zachary Smith. This course covers all the topics around environmental policy, both past and present. The students lead the discussion taking turns as facilitators. Topics included: Business and Environmental Policy, Role of Science in Policy, Water Issues, Land Issues, and a special section on the issues in the West.

• **POS 607 Seminar in Political Theory** with Joel Olson. Learn how to think about the most difficult questions of human governance, about the fundamental dynamics underlying the world and self within it.

• **POS 600 Approaches to Political Inquiry** with Carol Thompson. Qualitative, quantitative, mixed methods, critical theory, feminist approaches, post-marxist, etc. Rigorous and useful background.

**Psychology**

• **PSY Conservation Psychology**

**Quaternary Science**

• **QS 671 Quaternary Paleoecology.** Theories and methods in reconstructing terrestrial and aquatic biotic communities affected by climate and anthropogenic change. Techniques include palynology, paleobotany, lake levels, charcoal particles, sediments, packrat middens, and special topics. 3 hrs. lecture, field trips.

**Sociology**

• **SOC 633 Environmental Sociology** with Janine Schipper. Looks at key aspects of culture related to environmentalism, and various social forces shaping the way we interact with the nonhuman world. The course explores
meditation as a method to connect to the non-human world. We spent most of our classes outside and used the backdrop of campus to ask questions of the natural world. The big question was: What is nature? We read The World We Have, Krishnamurti to Himself, Voice of the Infinite in the Small, The Re-enchantment of the World, Thoreau, Shiva and Abram.

- **SOC653 Applied Research Methods** with Rich Fernandez. Good to get immersed in the research mind frame - what constitutes valid research. This class obviously has a sociological leaning. Lots of interesting ideas. Lots of readings and journaling and presentations to the class on material.

**Sustainable Communities**
- **SUS 599 Place in the Personal Essay** with Ann Walka. Get creative in a small, intimate group and learn the techniques necessary to write a well thought out, meaningful essay.

**Women and Gender Studies**
- **WGS 601 Topics in Feminist Studies: Queer Theories** with Arianne Burford. Discussed more than human nature in context of social/environmental justice. Makes visible entanglements between social and environmental justice.
- **WGS 499/697 Queering Schools** with Joe Wegert.
APPENDIX C:
HOW TO PICK A COMMITTEE AND CHAIR FOR YOUR THESIS

Selecting a committee and chair for your thesis is one of the most important things you will do in route to completing the SUS program. To that end, you will want to think carefully about your selection. While there is no one way to make this decision, the points below provide some guidelines. Please keep these ideas in mind:

1. Before selecting a committee, think carefully about what you want to do after graduation. Then try to select a committee that will help you enter that world.

2. If possible, choose committee members who know your work and whose feedback has benefited you in the past. This may not always be possible in the SUS program, since we don’t have full time faculty.

3. If you are unable to select faculty who know your work, then look for faculty who have similar research interest as yours. This will require some independent inquiries, perhaps starting with conversation with other students. Also, remember to use the SUS affiliated faculty as advisors in this process.

4. Take special care when choosing the chair of your committee. Some chairs will set regular deadlines for you while others will encourage you to work independently. Additionally, some chairs will serve as the "final word" when committee members offer conflicting comments. Others will expect the writer to resolve these differences. Think about what you need, how you work, and how your style compares to the style of your chair.

5. Make sure the chair of the committee is a full time, tenure track faculty who can guide your work.

6. If possible, speak to other students who have worked with your potential committee members to get an idea of expectations and work styles.

7. Establish the role each person on the committee will play. Some committee members may want to see every chapter, while others only want to see a completed draft and others will want to respond informally to your work-in-progress. Ask committee members what their expectations are and tell them what you would find helpful.
APPENDIX D:
LIST OF RESEARCH METHODS COURSES AT NAU
(Compiled August 2011)

ADMINISTRATION

ADM 530 PRINCIPLES AND STRATEGIES OF PROGRAM EVALUATION (3) This course serves as an introduction to contemporary program evaluation theory, methodology and issues applied to leadership and program administration. As a comprehensive review, the course will also focus upon issues in the application of program evaluation in settings that correspond to the areas of emphasis in the Master of Administration degree. Letter grade only. Prerequisite: Admission to Administration (MAdmin) and 6 units of ADM coursework.

ANTHROPOLOGY

ANT 568 QUANTITATIVE RESEARCH METHODS (3)
Emphasizes quantitative ethnological theory and method. Explores a variety of techniques and their rationale for designing and evaluating anthropological research with a problem-oriented focus. Prerequisite: statistics. Letter grade only. Course fee required.

ANT 569 ETHNOGRAPHIC RESEARCH METHODS (3)
Intensive, in-depth, direct naturalistic observation for the discovery and description of culture. Letter grade only. Course fee required.

ANT 603 APPLIED ANTHROPOLOGY (3)
Anthropological methods and principles applied to problems of cross-cultural communication and sociocultural change; directed sociocultural change, community development, medical anthropology, and other topics. Letter grade only. Course fee required.

CAREER IN TECHNICAL EDUCATION

CTE 691 RESEARCH IN CAREER AND TECHNICAL EDUCATION (3)
Understanding research in education and using research techniques. Problem identification, methodology, data collection, analysis, and reporting. Emphasizes research in career and technical education. Letter grade only. Course fee required.

COMMUNICATION

COM 601 RESEARCH METHOD IN COMMUNICATION (3)
Focuses on role and development of research in communication studies, including history and status of contemporary scholarship. Letter grade only. Prerequisite: Graduate Status

CRIMINOLOGY AND CRIMINAL JUSTICE
CCJ 606 RESEARCH METHODS FOR CRIMINOLOGY (3)
Explores the role of the quantitative paradigm in criminal justice; examines modes of inquiry and proposal development in criminal justice. Letter grade only. Course fee required. Prerequisite: undergraduate research methods course
Prerequisite: Admission to Graduate College

CCJ 610 QUALITATIVE RESEARCH (3)
Characteristics, applications, and implications of qualitative research methods in criminal justice; comparison of positivist and interpretive forms of qualitative research. Cross-listed with SOC 654. Letter grade only. Prerequisite: CCJ 606

CCJ 614 RESEARCH STATISTICS (3)
Quantitative research methodology techniques for survey data management and analysis. Emphasizes linear multivariate statistical techniques. Cross-listed with SOC 655. Letter grade only. Prerequisite: CCJ 606

EDUCATION CURRICULUM AND INSTRUCTION
ECI 574 INTEGRATED ELEMENTARY SCIENCE/SOCIAL STUDIES METHODS (4)
Course offers future educators a practical understanding of an integrated curricular approach by infusing inquiry-based science methods with social studies methods using a thematic approach. This course contains an assessment that must be passed to be eligible to register for student teaching. Letter grade only. Prerequisite: Admission to Elem Ed-Certification (MEd)

EPS 767 RESEARCH PARADIGMS (3)
The first purpose of this course is to develop understanding in the application of research designs and methods for planning and conducting research in the fields of Counseling Psychology, School Psychology, and Learning & Instruction. A second purpose of the course is to assist students in developing the major components of their dissertation proposals. A third purpose is to enhance skills in analyzing and interpreting research articles. Letter grade only. Prerequisite: EDR 610, EPS 525, EPS 625 and admission to a doctoral program in Educational Psychology

EDUCATION
EDR 720 RESEARCH DESIGN (3)
In-depth discussion of research designs for planning and conducting research in the field of education. Letter grade only. Prerequisite: Admission to NAU doctoral program and Corequisite: EDR 610

EDR 725 QUALITATIVE RESEARCH (3)
Theoretical and methodological issues related to qualitative research in education; tools for analysis. Letter grade only. Prerequisite: EDR 610

EDR 726 ADVANCED QUALITATIVE DATA ANALYSIS (3)
Theory and methods for analyzing qualitative data. Emphasis is placed on working with data, thinking critically about data analysis and interpretation, and developing a decision-making framework. The course conveys a working knowledge of analytic induction, grounded theorizing, narrative and discourse analysis, and a reflexive analysis of the politics of interpretation and representation - including postmodern challenges to researcher authority. Letter grade only. Prerequisite: One of the following research design courses: EDR 610, 611, 612, 720, 725, EPS 525 or permission of instructor

EDR 730 EVALUATION RESEARCH (3)
Develops skills to conduct field-based evaluation: produce, plan, and carry out a pilot study including data collection, analysis, and reporting. Letter grade only. Prerequisite: EDR 610

EDR 736 SURVEY DEVELOPMENT TECHNIQUES (3)
Data collecting and processing, projections, evaluations, and reporting procedures for immediate and long-term planning of facilities, finances, curriculum, pupil services, and administrative structure of educational institutions. Letter grade only.

EDR 611 ACTION RESEARCH (3)
Theory and methods for conducting action research in teaching-learning environments. Emphasizes self-reflection, qualitative data collection and interpretation, and role in individual and institutional change. Letter grade only.

EDR 612 ETHNOGRAPHIC RESEARCH IN EDUCATION (3)
Focus on the use of ethnographic research in the study of learning and teaching. Letter grade only. Prerequisite: EDR 610

ENGLISH

ENG 668 RESEARCH METHODS IN APPLIED LINGUISTICS (3)
Elements of research design and statistics in the applied linguistics context. Letter grade only. Prerequisite: ENG 504

FORESTRY

FOR 690 RESEARCH METHODS (3)
Scientific method; investigative procedures; formulation of hypotheses; problem selection and analysis; preparation of a research working plan. Pass-fail only.

GEOGRAPHIC SCIENCES AND COMMUNITY PLANNING

GSP 681 GEOGRAPHIC THOUGHT AND METHOD (3)
History and philosophical evolution of the discipline of geography, including paradigms, approaches, and research methods. Letter grade only.

HISTORY

HIS 600 HISTORIOGRAPHY AND METHODOLOGIES (3)
Introduces historiography from the nineteenth century to the present. Provides an overview of theoretical and methodological approaches to the study of history. Letter grade only.

**POLITICAL SCIENCE**

**POS 501 RESEARCH METHODS AND ANALYSIS (3)**
This course is an introduction to the practice of social research, including the design of scientific research and the analysis of information. Not available for students in the M.A. in Political Science, M.P.A., or Ph.D. in Political Science programs. Letter grade only.

**PSYCHOLOGY**

**PSY 673 TECHNIQUES OF PSYCHOLOGICAL RESEARCH (3)**
Examines current methods of data collection, with attention to observational, correlational, experimental, quasi-experimental, and single-subject research designs. Undergraduate course in statistics and an undergraduate research methods course are required before taking PSY 673. Letter grade only. Prerequisite: Admission to Psychology (MA)

**SOCIODELOGY**

**SOC 653 APPLIED RESEARCH METHODS (3)**
Research methodology in applied sociology. Particular emphasis on fundamentals of research design; survey research design; sampling; and survey and interview instrument construction. Letter grade only.

**SOC 654 QUALITATIVE METHODS AND ANALYSIS (3)**
Characteristics, applications, and implications of qualitative research methods; comparison of positivist and interpretive forms of qualitative research. Letter grade only. Prerequisite: SOC 653

**SOC 655 QUANTITATIVE ANALYSIS (3)**
Quantitative research methodology techniques for survey data management and analysis. Emphasizes linear multivariate statistical techniques. Cross-listed with CCJ 614. Letter grade only. Course fee required. Prerequisite: SOC 653 or CCJ 606

**SOC 656 PROGRAM EVALUATION (3)**
Applies social research methods and theory to the evaluation of social and public health programs; particular emphasis upon types of evaluations conducted and various research designs used in evaluating programs. Letter grade only.