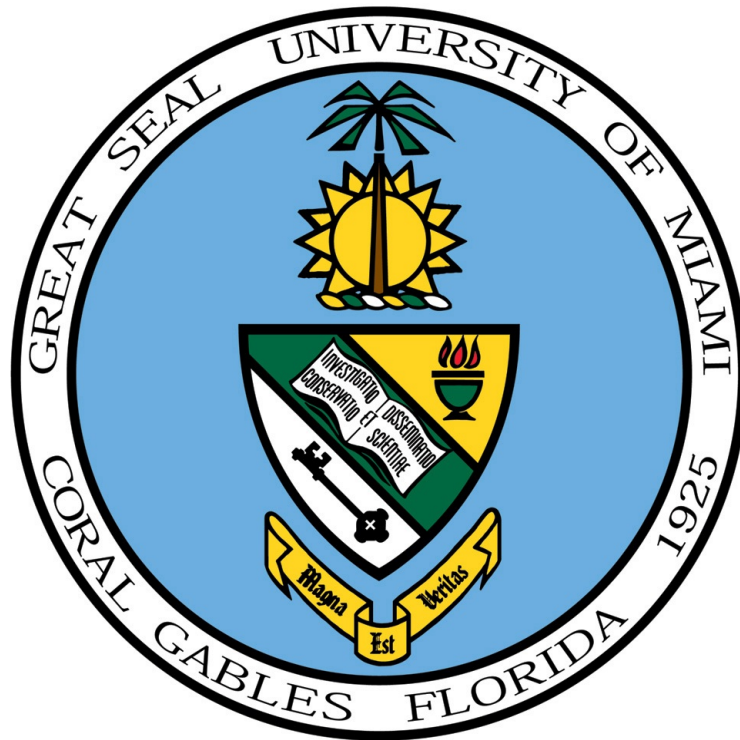


**GRADUATE MANUAL  
GEOGRAPHY AND REGIONAL STUDIES  
UNIVERSITY OF MIAMI**



UNIVERSITY OF  
**Miami**

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## PURPOSE OF THIS MANUAL

**T**his Manual introduces graduate students to the basic educational and administrative structures of the University of Miami's Department of Geography & Regional Studies. It is not designed to answer every question a student may have, but it should be helpful both during initial orientation and as a basic reference to the Department's Master's Program. We recommend that you keep a hard copy of this Manual for reference, although it will be modified on-line periodically and students should check that version when making important decisions.

It is the student's responsibility to continually check with the Graduate School web site to make certain that she or he is following all the guidelines for graduate students. ([www.miami.edu/grad](http://www.miami.edu/grad))

## MISSION OF THE GEOGRAPHY M.A. PROGRAM

**T**he University of Miami's Department of Geography and Regional Studies trains its graduate students to learn and to think independently and critically and to make professional contributions to the field of Geography. The Department seeks to prepare graduate students to be skilled teachers and researchers and is designed both for students who intend to enroll in a doctorate program (Option I below) as well as for students who may not wish to continue their studies beyond the MA program (Option II below).

The Department makes every effort to foster a close and open working relationship between faculty and students. This atmosphere is the key to a successful, stimulating, and pleasant intellectual environment. Maintaining such an environment requires the cooperation and participation of all members of the Department.

## THE UNIVERSITY OF MIAMI

**U**M opened in 1926 as the first private University in South Florida and is now ranked academically number 51 by *US News & World Report*, having risen from number 66 just six years ago. The total enrollment is about 14,200 full-time students, of whom about 2,500 (18%) are graduate students. UM has about 2,400 full time (90% of whom have terminal degrees in their field) and 500 part time faculty on five campuses. Geography is housed in the Ferre and Merrick Buildings on the largest of these campuses, the 230-acre campus with 125 buildings located in Coral Gables. UM's 2007 budget was \$1.8 billion with a \$741 million endowment. In FY 2006, UM was the 66<sup>th</sup> ranked school in Federal research grants. The total research dollars received from all sources in FY 2006 was \$274 million. UM is considered one of the top research universities in the Southeast US.

Since 2001, UM has been under the leadership of President Donna Shalala who was the Secretary of Health and Human Services in the Clinton Administration from 1993 to 2001.

## **GEOGRAPHY AT THE UNIVERSITY OF MIAMI**

**G**eography was founded at UM in 1946. It offers both B.A. and M.A. degrees within Geography. Also, a student may design a course of study that significantly emphasizes Geography at the graduate level in the Department of International Studies. International Studies offers cutting-edge interdisciplinary programs at the undergraduate, M.A., and Ph.D. levels.

The relevance and prestige of Geography as a discipline was helped enormously during the past 20 years by four key developments:

- ❶ the emergence of “globalization” as a phenomenon requiring analysis and explanation;
- ❷ the increasing recognition of space and place in cognate social and physical sciences;
- ❸ deepening concern for nature-society interactions and issues of environmental sustainability and development; and,
- ❹ the development of geographic information systems (GIS and GIScience) and remote sensing technologies and their widespread adoption by organizations in both the public and private sectors.

In recognition of the importance of these developments, UM Geography emphasizes three major orientations in its M.A. program:

- ❶ environmental analysis,
- ❷ globalization and urban change, and
- ❸ developmental studies

This program provides students with an understanding of the main streams of geographical thought and familiarizes them with research design issues, including quantitative and qualitative research methodologies, survey research, remote sensing, and computer mapping and GIScience. Students also are provided with a range of Geography courses at the 500 and 600 levels, and are able to take two courses, if they so choose, in cognate disciplines outside Geography.

## **GEOGRAPHY DEPARTMENT FACILITIES**

**R**esearch and teaching facilities within Geography include a GIS Lab that is fully accessible to students. This installation is equipped with state-of-the-art computers, plotters, digitizers, scanners, and laser printers that offer GIS, remote sensing, statistical analysis, and graphics capabilities, as well as word processing, spreadsheet, and presentation software. The Department also maintains a second computer laboratory that is used primarily for word processing, desktop publishing, and e-mail purposes. Both labs provide easy access to computing and information resources elsewhere in the University and around the world. UM also has a campus-wide wireless network available to faculty and students. The 3.1-million-volume holdings of UM’s libraries may be computer searched both from within the Department and off campus.

The University has a site license for Microsoft Windows and Microsoft Office and students can download these programs at no cost to their desktops and laptops. In addition, Geography provides private desks, storage space, and mailboxes for GAs. When space is available, graduate students not receiving GAs will also be provided space. Graduate student offices are located on the fifth floor of the Merrick Building.

Graduate students also have access to the Department's work utility room during normal operating hours (from 9 a.m. to 5 p.m., Monday through Friday), and to the GIS Lab when it is open (normally 9 a.m. until 5 p.m., Monday through Friday, although the Lab is often open at nights and weekends).

GAs can freely use the Department's telephones for local calls, but not for long-distance calls, unless these calls are being made for a Geography faculty member for business purposes. The Department's fax machine also is freely available to Graduate Assistants (GAs). Graduate students, with their Cane Card, can make up to 2,000 copies per year on the copy machine in the GIS Lab as well as on many other copy machines around campus. GAs can do photocopying on the Geography copier (or have an undergraduate work study student do so) if needed for a class they teach or assist if it is authorized by the course instructor. Students are responsible for their own postage, unless other arrangements have been made with the Chair.

### **RELEVANT WEB SITES**

Graduate admissions for U.S. citizens: go to [www.miami.edu/grad/](http://www.miami.edu/grad/), click on Admission in the upper left and then on apply.

Graduate admissions for international students: go to [www.miami.edu/grad/](http://www.miami.edu/grad/), click on Admission in the upper left and then on International Students.

For information about on-campus and off-campus housing go to: [www.miami.edu/grad](http://www.miami.edu/grad) and click on "New Students," and then click on either "Housing Info."

For information on health benefits go to: [www.miami.edu/grad](http://www.miami.edu/grad) and click on "New Students," and then click on "Health Insurance."

For information on financial aid go to: [www.miami.edu/grad](http://www.miami.edu/grad) and click on "New Students," and then click on "Costs and Financial Aid."

For information about careers in Geography go to: [www.aag.org](http://www.aag.org).

### **FINANCIAL AID**

#### **Graduate Assistants (GAs)**

**M**uch of the training of graduate students occurs while students serve as GAs. Most students are supported as GAs, which are allocated primarily on the basis of academic merit. Most students will be assigned some combination of teaching and research duties. GA work assignments are determined each semester by the Graduate Program Director (GPD) in consultation with the Chair.

A Graduate Assistantship normally provides financial support through a tuition waiver and a monetary stipend for two semesters each year over two years. Each student will meet during the last two weeks of each semester with his or her Faculty Advisor and/or the Graduate Program Director and submit a Semester Student Progress Report at the end of each Semester (except for a student's final Semester, when the Report is due just after Spring Break or during the eighth week of the Fall semester if Fall is a student's last semester). Funding for the second year is contingent upon competent performance in GA duties the first year and upon satisfactory academic progress toward completion of the M.A. degree. Satisfactory progress is measured by:

- ❶ satisfying the Basic Introductory Courses
- ❷ the completion of graduate core courses (with grades of B or better)
- ❸ the completion of at least 9 credits per semester of appropriate level course work
- ❹ the absence of incomplete grades
- ❺ maintaining a GPA of at least 3.0

University of Miami fellowships are available, on a highly competitive basis, only to students pursuing a Ph.D. degree.

In rare instances, a negative evaluation could result in a decision not to continue aid to a student and/or to suspend a student from the graduate program. In such cases, the student involved has the right to (and is encouraged to) jointly meet with the GPD, Faculty Advisor, and Chair to discuss and evaluate the negative decision.

### **Summer Support**

**N**ormally, summer stipends and summer tuition waivers are *not* available. Occasionally faculty will hire students during the summer to assist with research. A graduate student seeking summer support may wish to contact individual Geography faculty members. Students interested in summer tuition waivers must present a written request, with compelling justification, to the Chair, by March 15. International students should check with International Students Services before engaging in work beyond their GA appointments, because their immigration status may affect their ability to work beyond the GA.

### **Travel Financial Assistance**

**A** student may find she or he has a need for financial support for travel to conduct research or attend professional meetings.

Modest travel support is potentially available from the:

- ❶ University's Office of Research Administration (up to \$400) call 305-284-4541.
- ❷ Graduate Student Association's Graduate Activity Fee Allocation Committee (GAFAC) (up to \$300)
- ❸ College of Arts & Sciences' Kriloff Travel Award (up to \$200) call 305-284-4033
- ❹ Geography also may offer limited travel support, primarily for attendance at the annual Association of American Geographers (AAG) meeting. Geography Department support is contingent upon a student presenting research results at the meeting.

Students are also encouraged to attend the Southeastern Division of the AAG and the Florida Society of Geographers (FSG) meetings, which are held annually.

Any student who is presenting a paper or a poster at any professional meeting, whether receiving funding from the University or not, is required to present their paper or poster at a specially held session in a Geography Department classroom about two weeks prior to the meeting. The purpose of this session is to provide advice to students and improve their performance at the professional meeting.

### **ADMINISTRATION AND ADVISING STRUCTURE**

**T**he Geography Department is administered by a Chair who meets regularly with the Faculty to set policy. The Graduate Program is administered by the Graduate Program Director. Once a Faculty Advisor is selected by a student, however, that person becomes the student's first source of advice. It is also the student's responsibility to check all issues with the Graduate School.

#### **Chair of the Department**

In most cases, a student should seek clarification from their Faculty Advisor (once selected) or Graduate Program Director, but the Chair of the Department is always available to deal with issues and concerns.

#### **Graduate Program Director (GPD)**

The GPD provides graduate students with advising and explanations of the rules and regulations, both for their GA responsibilities and for their academic course of study. Students are required to obtain the advice and the signature of the GPD each semester when they register for courses and to complete the Semester Student Progress Report each Semester as well as providing a copy of this Report to the GPD.

#### **Faculty Advisor**

Each Geography graduate student should identify a Geography faculty member to serve as his or her Faculty Advisor by the end of the second semester at the latest. The responsibility of a Faculty Advisor is to mentor a student through the remainder of his or her graduate career at UM and to supervise the student's thesis or one of the two papers in the Two-Paper Option. Until a student selects a Faculty Advisor, the GPD serves as the student's default Faculty Advisor.

#### **Graduate Student Representative (GSR)**

Graduate students are represented by a Graduate Student Representative (GSR), who is elected by his or her peers and is charged with coordinating and communicating student concerns and wishes to the faculty. The GSR also serves as a conduit for information concerning University, College, and Departmental policies between the graduate students and the faculty. The GSR is invited to attend faculty meetings, although he or she does not have voting rights and may not be invited to participate in certain parts of faculty meetings if the agenda warrants.

## REQUIREMENTS FOR THE M.A. DEGREE

**A**lthough not a requirement for admission, new graduate students with a strong undergraduate background in geography have an advantage. All students are expected to have completed the following “Basic Introductory Courses”:

- ❶ world regional geography or human geography
- ❷ physical geography
- ❸ Introduction to GIS

Some of these requirements may be waived depending on the student’s declared specialty within geography. The student must consult with his or her Faculty Advisor and the Graduate Program Director about making up any deficiencies. These requirements are generally met by auditing classes, by becoming a GA for the class and attending the class, or by taking a Graduate Level independent study for which auditing an undergraduate class is part of the requirement.

Students without a BA degree in Geography are strongly encouraged to complete all three areas. Students can complete up to 6 credits toward the 30-credit requirement using courses in other departments. If a student completes more than 30 credits before graduation, then more than 6 credits may be taken outside the department.

### REQUIREMENTS FOR THE M.A. DEGREE IN GEOGRAPHY AND REGIONAL STUDIES (30 CREDITS)

- ❶ Required: GEG 501 (Place, Region, and Nature)
- ❷ Required: GEG 580 (Introductory Quantitative Methods for Graduate Students)
- ❸ Required: GEG 603 (Advanced Research Design in Geography)

- ❹ Must take one of the following three courses:
  - ✓ GEG 637 (Developmental Studies)
  - ✓ GEG 661 (Globalization and Urban Change)
  - ✓ GEG 671 (Environmental Analysis).

- ❺ Must take at least one of the following courses:
  - ✓ GEG 510 (Survey Research for Geographers)
  - ✓ GEG 582 (Advanced Quantitative Methods)
  - ✓ GEG 591 (Introduction to GIS)
  - ✓ GEG 592 (Introduction to Environmental Remote Sensing)

Must take either:

- ❻ Option I (Thesis Option):
  - ✓ GEG 710 (Masters Thesis) and GEG 720 (Research in Residence),
- ❼ or Option II (Two-Paper Option courses)
  - ✓ GEG 625 (Independent Study) and GEG 645 (Independent Study).

- ❽ Students must complete a minimum of 12 credits at the 600 or 700 level.

## THE TWO OPTIONS

**T**he Thesis Option (Option I) is designed for students who wish to pursue a Ph.D. for an academic career, whereas the Two-Paper Option (Option II) is designed for students who may not wish to continue their studies beyond the MA program. Examples of Geography Department Theses are available on the Richter Library web site. Hard and electronic examples of Papers completed under Option II are available in the Geography Department computer lab.

### OPTION I: THE THESIS OPTION

**S**tudents exercising the Thesis Option should identify a Faculty Committee to supervise his or her thesis no later than their third semester. The Faculty Committee consists of at least two Geography faculty (The Faculty Advisor and a Co-Advisor) and one faculty from another department. The Faculty Committee must approve both the thesis proposal and thesis, the latter of which is required to be reviewed through a formal defense. Each student has the responsibility, in consultation with his or her Faculty Advisor, to organize the date of the defense. Paperwork for the thesis defense date normally is due in the Graduate School office by the third week in November for Fall Semester graduation or April for Spring Semester graduation, or by the third week in July for the summer session. The thesis should be defended and approved by the Faculty Committee no later than November 15, April 15, or July 15, whichever date is appropriate, depending on the semester or summer session of graduation. The student must provide a copy of his or her thesis to each Faculty Committee member at least one week before the scheduled defense. No exceptions to this rule are allowed. More information on the thesis requirement and the guidelines for writing a thesis may be obtained from the following UM Graduate School web site: [www.miami.edu/grad/](http://www.miami.edu/grad/) and it is the responsibility of the student to make certain that all Graduate School deadlines are met.

Theses must be submitted electronically. Electronic Theses and Dissertations (ETD) is program that allows graduate students to disseminate their ideas. An ETD stores theses and dissertations in a format that is suitable for machine archives, allowing for worldwide retrieval. All information pertaining to the formatting and electronic guidelines for electronic thesis and dissertation submission can be found here.

The Graduate School also encourages students to contact the Dissertation Editor early in the semester at [grad.dissertation@miami.edu](mailto:grad.dissertation@miami.edu) if they have any questions regarding any aspect of the ETD process. Revised instructions and guidelines for ETD submission will be available in mid-August.

Students should not depend upon their Faculty Advisors to be coauthors or copy editors of their theses. Although a Faculty Advisor may offer suggestions on wording, flow, and overall organization, each thesis candidate should present a carefully written, spell-checked, and copyedited manuscript requiring minimal editorial commentary. Scholarly writing demands careful use of language, and good writing takes time—lots of time—some of which involves rewriting, and then rewriting again. Logical organization, lucid writing, and coherent, professionally-acceptable graphics are the responsibility of each thesis candidate.

## OPTION II: THE TWO-PAPER OPTION

**T**his option is considered most appropriate for students who may not wish to continue their studies beyond the MA program. The Two-Paper Option is, however, considered equivalent to the Thesis Option in terms of level of effort and commitment. This option entails six credits of independent study guided by their Faculty Advisor and a second member of the Department (the Co-Advisor). Students who pursue this option are required to complete two research papers (typically 15-30 pages in length) in consultation with their Faculty Advisor and their Co-Advisor. In some circumstances, the Co-Advisor may be different for each paper. These papers must be completed by the end of the student's fourth semester in residence. Papers completed as assignments in other courses at the University, either inside or outside Geography (e.g., term papers) may not be substituted for these outputs. The papers will be evaluated by the student's Faculty Advisor and Co-Advisor. Once approved by the faculty, one copy of the student's two papers must be submitted to the Department as evidence of completion of the Two-Paper Option requirements. A copy of the student's papers must be accompanied by a letter from the student's Faculty Advisor confirming that the student has satisfied this essential requirement.

Students should not depend upon their Faculty Advisor or Co-Advisor(s) to be a coauthor or a copy editor of their two papers. Although a Faculty Advisor or Co-Advisor may offer suggestions on wording, flow, and overall organization, each thesis candidate should present a carefully written, spell-checked, and copyedited manuscript requiring minimal editorial commentary. Scholarly writing demands careful use of language, and good writing takes time—lots of time—some of which involves rewriting, and then rewriting again. Logical organization, lucid writing, and coherent, professionally acceptable graphics is the responsibility of each candidate.

Electronic copies of both papers must be submitted to the Graduate Program Director prior to graduation. These papers will then be available on a computer in the lab as examples to future students.

## GRADUATE STUDENT RIGHTS AND RESPONSIBILITIES

**A**ll graduate students have certain rights and responsibilities. (See [www.miami.edu/dean-students](http://www.miami.edu/dean-students)). These include:

- ❶ Maintaining the security of Departmental and University facilities and space
- ❷ Participation in the University's and the Department's orientation programs, including the University's Teaching Assistant Training Program.
- ❸ Each GA provides service (teaching, research, and/or administrative assistance) to one or more faculty members in the Department, and in return is remunerated with a stipend and tuition waiver. The faculty-GA relationship should be one of mutual respect and collective effort, with a positive rapport maintained between supervisor and student.

The appointment term of a GA is for the academic year and GAs are expected to be on-campus from August 15 to December 20 and from January 10 to May 15. A GA, with permission of the Graduate Program Director or Chair and all faculty to whom he/she is currently assigned, may ask for a variance of these dates.

GAs generally are not required to work on holidays when UM offices are closed (New Year's Day and the last weekday before, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and Christmas Day and the weekdays before and after). In cases where the nature of the agreed-upon responsibilities requires a GA to work when the University is closed, compensatory time is to be provided. They are also not expected to work on religious holidays, as appropriate to that student.

The expected work load is not to exceed an average of 20 hours per week. The academic year contains roughly 188 work days, or approximately 757 hours of work time for GAs. These hours include time spent preparing materials (e.g., photocopying), assigned class attendance by GAs, and training (e.g., orientation for teaching assistants). GAs may wish to keep a record of actual hours worked and tasks performed. A combination of service, study, and research performed by GAs constitutes a full-time assignment during the academic year. Faculty employment of graduate students, either full or part time, during the summer months should involve commensurate levels of work and compensation.

④ Graduate students are expected to take part Departmental activities outside of formal classes and seminars. The Department hosts a colloquium series each academic year that seeks to bring eminent scholars to campus to speak and interact with faculty and graduate students. Occasionally these colloquia may be cosponsored with other units on campus, and/or with other local Geography departments. Graduate students should understand that the letters of recommendation they receive at the end of the program may be more important than grades and that the extent to which they are "good citizens" of the Department is important.

⑤ Graduate students are encouraged to participate in University activities by serving on committees, attending receptions, conferences, colloquia, student seminars, and other such events. Taking advantage of these opportunities is designed to benefit all concerned.

⑥ The Association of American Geographers (AAG) is a professional organization that offers special student membership rates. The Department strongly urges all graduate students to join the AAG. The AAG needs student support, and students receive many benefits (e.g., a monthly newsletter, access to "Jobs in Geography," the *Annals* of the AAG, and *The Professional Geographer*). [www.aag.org](http://www.aag.org)

UM is in the Southeast Division of the AAG. A divisional meeting is held every November, while national AAG meetings are held annually, usually in March or April. Students are urged to attend professional conferences, for which some travel funding is available (see above).

The Florida Society of Geographers (FSG) meets annually during January or February. Several faculty usually attend. Students are reminded that the FSG provides an excellent "small and friendly" place to present a paper.

⑦ UM and the Department operate according to a well-defined schedule. Certain dates are rigidly adhered to (e.g., application for degree candidacy, application for graduation, last day to receive a passing withdrawal for a course, examination dates, thesis deadline dates). Each student has a responsibility to become familiar with these dates, as they pertain to either his or her program of study or the classes in which s/he serves as a GA, because exceptions are not possible. Important dates can be accessed through the most recent edition of the Graduate Bulletin ( <http://www.miami.edu/grad> ), the Graduate Program Director, and the Chair.

### **GRIEVANCE PROCEDURES**

**A** student who may wish to formally complain about some aspect of his or her graduate experience (e.g., course grades, inability to work with a Faculty Advisor or supervisor, GA assignment) should follow an established grievance procedure. In these situations, the normal grievance hierarchy is: the faculty member with whom a conflict exists, the student's Faculty Advisor, the GPD, and the Chair. If a student feels uncomfortable with a particular person, or senses a conflict of interest, at any level in this chain, she or he may wish to skip to the next level. Nevertheless, the Department should have an opportunity to address grievances before they are taken to outside units. See also the Graduate Student Grievance Procedure

### **HONORS**

**A**s members of the academy, graduate students should contribute to the creation of knowledge and the vitality of the academy. With this thought in mind, Geography encourages its graduate students to pursue co-writing projects either with their advisors, with other faculty, or with fellow students. Each year, the Faculty considers honoring two of the Department's graduate students for exceptional meritorious contributions for "Excellence in Service" to the Department and/or to the profession of geography or for "Excellence in Research."

### **WHAT IS UPRINT?**

UPrint is the wireless and networked student printing solution for UM students at the Coral Gables and RSMAS campuses. With UPrint you have access to:

- Wireless printing on campus (after you download the UPrint drivers)
- Black & White and Color Printing
- Black & White and Color Copying
- Scanning with Global Scan (This service is free and allows you to scan any document and send it to yourself via email.)

These services are available using the computers at any of the libraries or computer labs on Coral Gables and RSMAS campuses. They are also available from your laptops if you download the proper UPrint drivers . It is available for Windows and Mac Platforms. It is not available for Linux or 64 bit processors. An upgrade will available next year. For more information visit: UPrint Home Page

## DEPARTMENT FACULTY AND STAFF

**Thomas D. Boswell** (Ph.D., Columbia University, 1973) Professor of Geography. Dr. Boswell's research and teaching interests in world population problems, migration, ethnicity, housing segregation and discrimination, and poverty. He has taught at the University of Northern Colorado and the University of Florida prior to coming to the University of Miami. He was a Research Associate with the Research Institute for the Study of Man in New York City (1973-74), Director of the Policy Center of the Cuban American National Council in Miami (1993-97), and recipient of numerous grants from the Emma Lazarus Fund, Ford Foundation, Carnegie Corporation, Florida's Department of Community Affairs, the Greater Miami Chamber of Commerce, The University of Miami's James McLamore Summer Award Program, and other funding agencies. In 1997 he received the Award for Outstanding Contribution of Affirmatively Furthering Fair Housing in South Florida for the Year 1996 awarded by the Housing Opportunities Project for Excellence, Inc. In 2002 he was selected by the Association of American Geographers' Ethnic Geography Specialty Group as the "Outstanding Ethnic Geographer of the Year." He has published more than 40 articles in major refereed geography journals. He currently is working on research dealing with immigration from the West Indies to the United States. Contacts: [tboswell@miami.edu](mailto:tboswell@miami.edu), 305-284-6694

**Douglas O. Fuller** (Ph.D., University of Maryland, 1994) Associate Professor of Geography. Dr. Fuller specializes in remote sensing, geographic information systems (GIS), land-cover change, and human-environment interactions mainly in Southeast Asia and Africa. He uses imagery from weather and other satellites to examine climatic change, natural hazards, patterns of biodiversity and habitat loss. Presently, he teaches classes in physical geography, remote sensing, and GIS. Examples of some of his recent research projects include mapping desertification trends in West Africa, analysis of fires and deforestation in Indonesia, and the use of high-resolution satellite imagery for characterizing dengue fever in Costa Rica. He has published numerous papers in remote sensing, geography, and ecology journals including *The International Journal of Remote Sensing*, *Applied Geography*, *Climatic Change*, *Conservation Biology* among others. Contacts: [dofuller@miami.edu](mailto:dofuller@miami.edu), 305-284-6695

**Richard J. Grant** (Ph.D., University of Colorado, 1991) Professor of Geography. Dr. Grant is a human geographer with teaching and research interests in urbanization and the developing world, West Africa, South Africa and globalization and international trade. He has conducted fieldwork in Greater Accra, Ghana and Johannesburg and Soweto, South Africa; his research has been supported by the National Science Foundation and the National Geographic Society. His books include *Globalizing City*, *Globalization and the Margins* (co-edited with John Rennie Short) and *The Global Crisis in Foreign Aid* (co-edited with Jan Nijman). His research articles have appeared in, among other journals, the *Annals of the Association of American Geographers*, *Political Geography*, *Environment and Planning A*, and *Economic Geography*. Contacts: [rgrant@miami.edu](mailto:rgrant@miami.edu), 305-284-6689

**Chris Hanson** (B.A., University of Colorado, 1995) GIS and Remote Sensing Laboratory Manager. Contacts: [hansonc@miami.edu](mailto:hansonc@miami.edu), 305-284-6691

**Laurence S. Kalkstein** (Ph.D., Louisiana State University, 1974) Research Professor. Dr. Kalkstein specializes in bioclimatology, climate and human health, and climate indices. He is the principal investigator on a number of research projects dealing with heat-health/watch-warning systems for cities around the world. He has also been involved in the development of various weather indices for use in applied climatological analysis. He is president of the International Society of Biometeorology, and is also a leader on the World Meteorological Organization's expert team on extreme weather and human health. He is the author of more than 100 peer-reviewed publications in leading climatological, environmental, and medical journals. Contacts: [larryk@miami.edu](mailto:larryk@miami.edu), 305-284-3134.

**J. Miguel Kanai** (Ph.D., UCLA, 2008) Assistant Professor of Geography. Dr. Kanai's research explores how intertwined processes of urbanization and globalization shape contemporary social life. With a focus on the territorial politics of redevelopment in globalized cities, his work engages postcolonial urban theory; the spatiality of inequality; regional, city and neighborhood planning; and the place of the middle classes in the contemporary city. Kanai's research and teaching have a global perspective and a regional specialization in the Americas. In addition to theory and literature surveys, Kanai offers courses in GIScience and quantitative methods. Contacts: [miguelkanai@miami.edu](mailto:miguelkanai@miami.edu), 305-284-4781.

**Mazen Labban** (Ph.D., Clark University, 2005), Assistant Professor of Geography, has research interests in critical social theory, political economy, space/nature/society, the geopolitical economy of petroleum, geopolitics and international development. Labban is currently conducting research on the development of the legal aspects of the international oil industry, in the context of changing relations between North and South; the monopolization and financialization of the oil economy; and the intersection of geopolitics, law and finance in the ongoing conflict over Iran's nuclear projects. His book, *Space, Oil and Capital* (Rutledge) was published in Spring 2008. Labban teaches courses in geopolitics, development theory and history, resource geography, and the geopolitical economy of petroleum. Contacts: [mlabban@miami.edu](mailto:mlabban@miami.edu), 305-284-6679

**Peter O. Muller** (Ph.D., Rutgers, 1971) Professor of Geography. Dr. Muller has taught at the University of Miami since 1980 and chaired the Department from 1980 to 2000. He is an urban geographer with research and teaching interests in the geography of suburbanization, urban structural transformation, and the management of international urban problems. He currently is Book Review Editor for the *Annals* of the AAG. He is also co-editor of the journal *Urban Geography*. His books include *Contemporary Suburban America* (1981) and co-authorship of *Economic Geography* (4/e, 1998), *Geography: Realms, Regions, and Concepts* (13/e, 2008), and *Physical Geography of the Global Environment* (3/e, 2004). Among the journals his articles have appeared in are *Economic Geography*, *Urban Geography*, *The Professional Geographer*, *The Annals of the American Academy of Political and Social Science*, and *The American Quarterly*. Contacts: [pmuller@miami.edu](mailto:pmuller@miami.edu), 305-284-6678

**Jan Nijman** Jan Nijman (Ph.D. University of Colorado, 1990) Professor of Geography and Director of the Urban Studies Program. Dr. Nijman is a former Guggenheim fellow and he is a member of the Committee for Research & Exploration of the National Geographic Society. His main research and teaching interests are in comparative urbanism, urban and regional development, globalization, and geopolitics. His regional expertise is on metropolitan Miami and Greater Mumbai. Presently he is conducting a NSF funded study on the economic importance of slums in Mumbai and Johannesburg. He teaches the introductory graduate seminar (Place, Region, Nature) and courses in Urban Studies. His past graduate students

have worked and written on a range of topics related to urban and regional development in North America and South Asia. For a list of recent publications, see his department website. Contacts: [nijman@miami.edu](mailto:nijman@miami.edu), 305-284-6692

**Shouraseni Sen Roy** (Ph.D., Arizona State University, 2005) Assistant Professor of Geography. Dr. Sen Roy conducts research in climatology and specializes in the monsoonal rainfall patterns of the Indian subcontinent. Her specialty also includes geographic information systems, spatial analysis, and interpolation of meteorological data. She uses advanced spatial analysis techniques to examine long term patterns of different climate phenomena. Her recent publications include papers in *The International Journal of Climatology*, *Geophysical Research Letters*, *Journal of Geophysical Research - Atmospheres*, *International Journal of Remote Sensing*, and *Physical Geography*. Contacts: [ssr@miami.edu](mailto:ssr@miami.edu), 305-284-4820

**Ira M. Sheskin** (Ph.D., Ohio State University, 1977) Associate Professor of Geography and Director of the Jewish Demography Project of the Sue and Leonard Miller Center for Contemporary Judaic Studies. Dr. Sheskin is a human geographer with teaching and research interests in ethnic geography (particularly American Jews), the Middle East, quantitative methods, and urban geography. Recent publications include the *American Jewish Year Book*, the *Journal of Jewish Communal Service*, the *Jewish Political Science Review*, and the *Jewish Community Study of Detroit*. Recent grants include ones for a study of the elderly in Coral Gables and assessment of the state of tourism in Florida for Visit Florida. His books include *Survey Research for Geographers* and *How Jewish Communities Differ*. Contacts: [isheskin@miami.edu](mailto:isheskin@miami.edu), 305-284-6693

### SEMESTER STUDENT PROGRESS REPORT

**E**ach student will meet during the last two weeks of each semester with his or her Faculty Advisor and/or the Graduate Program Director and submit a Semester Student Progress Report at the end of each Semester (except for a student's final Semester, when the Report is due just after Spring Break or during the eighth week of the Fall semester if Fall is a student's last semester).

## SEMESTER STUDENT PROGRESS REPORT

Name:

Semester entered program:

Current semester:

Circle choices:

I have (decided upon / am leaning toward) the (Thesis Option / Two-Paper Option)

Number of credit hours earned toward degree (do not count current semester):

### BASIC INTRODUCTORY COURSES

Course	Had as undergraduate		Audited or Taken as Grad	
World Regional/Human	Yes	No	Yes	No
Physical Geography	Yes	No	Yes	No
Intro GIS	Yes	No	Yes	No

### REQUIRED COURSES

Course	Semester Fulfilled	Grade Earned	Semester Plan to Take
GEG 580 (Stat)			
GEG 501 (Place, Region)			
GEG 603 (Adv Res)			
GEG 637 or 661 or 671 Dev or Urban or Environ			
GEG 582 or 591 or 592 Adv Stat or GIS or Remote Sensing			

### COURSES CURRENTLY ENROLLED IN


## SEMESTER STUDENT PROGRESS REPORT

Name: \_\_\_\_\_

### OTHER GRADUATE COURSES COMPLETED

Course	Semester Completed	Grade Earned

### GRADUATE ASSISTANTSHIP ASSIGNMENTS

Number of semesters of departmental support up to now (include current): \_\_\_\_\_

Semester	Course(s)	Professors	Briefly Describe Duties
1			
2			
3			
4			

### INCOMPLETES

Course	Progress	Expected Completion Date

## SEMESTER STUDENT PROGRESS REPORT

Name:

### THESIS OPTION

Faculty Advisor:

Thesis committee members:

Date thesis proposal approved by Faculty Advisor:

Date of thesis defense:

(Tentative) Thesis Title or Topic:

	Semester Fulfilled	Grade Earned	Semester Plan to Take
GEG 710 (Thesis)			
GEG 720 (Res in Res)			

### TWO-PAPER OPTION

Faculty Advisor for Paper 1:

Co-Advisor for Paper 1:

(Tentative) Title or Topic of Paper 1:

Paper 1 is:            Not Started            In Progress            Completed

Faculty Advisor for Paper 2

Co-Advisor for Paper 2:

(Tentative) Title or Topic of Paper 1:

Paper 2 is:            Not Started            In Progress            Completed

	Semester Fulfilled	Grade Earned	Semester Plan to Take
GEG 625 (Paper 1)			
GEG 645 (Paper 2)			

## SEMESTER STUDENT PROGRESS REPORT

Name:

### PROFESSIONAL DEVELOPMENT

Publications:

Presentations:

Awards:

Conferences Attended:

Professional Memberships:

Professional and Community Service:

Other:

Student Signature:

Faculty Advisor's Signature:

Graduate Program Director's Signature:

## APPENDIX A

### GRADUATE SCHOOL GRIEVANCE GUIDELINES STUDENT GRIEVANCE PROCEDURES

#### INTRODUCTION

These University of Miami Graduate Grievance Procedures provides an opportunity for the resolution of disputes involving graduate students in a fair and collegial manner. These Graduate Student Grievance Procedures supersede all prior such procedures in effect or formerly utilized at the graduate level. They do not supplant UM Students Rights & Responsibilities or any other published policy or procedure relating to graduate students.

#### PURVIEW OF THE GUIDELINES

The formal grievance process described herein is intended for cases not involving grades or matters covered by the Honor Code, which have not been resolved at the department or program level, and it is available only after a final determination within the relevant School or College has been reached. Students are encouraged to seek assistance from the University Ombudsperson for possible resolution before initiating the formal graduate grievance process. The procedures set forth here are applicable to any of the following types of grievances by graduate students who are enrolled in any graduate program at the University of Miami, except exclusively in the MD and JD programs:

1. grievances alleging improper dismissal or suspension from a graduate program;
2. grievances alleging the improper withholding or termination of financial support of any kind;
3. grievances alleging any other improper treatment, either substantive or procedural, of a graduate student by a faculty member, department or program, or university agency or administrator except:
  - a. allegations of improper evaluation of the quality and/or quantity of academic work (see UM Student Rights & Responsibilities);
  - b. allegations of unfair recommendation for employment or further graduate study;
  - c. allegations of discriminatory treatment arising from the student complainant's age, race, gender, sexual preference, handicap, national origin, or religion. (Such allegations ordinarily are handled by the Office of Equality Administration);

#### CONSTITUTION OF THE COMMITTEE AND GRIEVANCE PANEL

The Graduate Council Grievance Committee (GCGC) is a standing committee comprised of the Schools' and Colleges' alternate representatives to the Graduate Council. Grievances as understood herein shall be heard by ad hoc appeals panels, constituted from time to time by the Dean of the Graduate School to review individual graduate grievances. The grievance review panel (GRP) shall consist of five disinterested members: four faculty members of the GCGC and one graduate student appointed by the executive board of the Graduate Students' Association. Notice of the constitution of the GRP shall be given by the Office of the Graduate Dean in writing to all parties to the grievance within ten (10) days after the grievance review request is properly filed.

Any party to the grievance may challenge the disinterestedness of a GRP member in writing to the Dean of the Graduate School within five (5) days after notification of the appointment. The challenge must specify reasons that would prevent the committee member or graduate student from making an unbiased recommendation with respect to the grievance. If such a challenge is determined to be valid by the Graduate Dean, a substitute appointment shall be made and the process will resume accordingly.

### **PROCEDURE AND TIME LIMITS FOR FILING A GRIEVANCE**

After a final determination has been made in the relevant School or College (or by the head of the relevant administrative office in the event of a grievance against a university agency), a student who believes he or she has grounds for appeal within the purview of these guidelines may file a written grievance review request with the Office of the Dean of the Graduate School. The request shall describe the student's allegations in a clear and concise fashion and shall clearly identify the individual(s), program(s), department, School or College, and/or University agency or administrator against whom the grievance is brought. The student's written grievance review request shall be filed within thirty (30) days of the final determination. No grievance review request nor any other appeal of any kind will be granted after this time limit has expired unless a written extension of time is granted by the Dean of the Graduate School based on a written request from the grievant stating good cause.

### **DEFINITIONS AND ASSUMPTIONS**

**Burden of Persuasion:** The burden of persuasion is on the grievant.

**Final Determination:** This grievance process is available only after a final determination within the relevant School or College has been reached. This provision is intended to require the grievant to exhaust the remedies available within the relevant School or College before appealing to the Graduate Dean. In the case of a student in an interdisciplinary program who does not yet have a chair and/or committee assembled, the Dean of the Graduate School shall make a final determination in the student's case subject thereafter to the appeal contemplated by this policy. Appeal from the Graduate School Dean's decision follows this same procedure, except that the GRP shall be constituted by the Office of the Provost from the pool of GCGC members. Written notice of the constitution of the GRP in the case of a student in an interdisciplinary program without a chair or committee, shall be given by the Office of the Provost to all parties to the grievance within ten (10) days after the grievance review request is properly filed. All other deadlines, requirements, procedures, and the hearing format remain the same.

**Originals:** Wherever possible, the party in possession of an original document in support of or rebuttal to or at issue in the grievance shall provide it to the GRP within the time frames set out in the Hearing Materials and Preparation Deadlines. If a party has only a copy of a document not received by him, her, or it, the copy shall serve as an original. Digital documents or email messages in contention shall be printed and may then serve as originals.

**Party:** A party is the student grievant or the individual, program, department, School or College, or University agency or administrator against whom the student brings his or her grievance.

**Time Limits:** All time limits shall be calculated based on working days of the Fall and Spring Semesters, excluding reading and exam periods and University holidays. Grievances originally filed after the end of the Spring semester will be heard at the beginning of the following Fall Semester. Any stated time limit

herein may be extended with the written consent of the grievant and the Dean of the Graduate School.

*Written:* Any document to which these guidelines refer as written signifies paper (hard) copy. Email messages and digital or other electronic versions do not meet the requirement that a form or notice be provided in writing. However, a party may transmit a digital version of any written document by email in addition to providing it in paper form.

### **DEADLINES FOR HEARING MATERIALS, PREPARATION, AND WITNESS IDENTIFICATION**

All materials to be considered for review by the members of the GRP must be submitted in writing to the Office of the Dean of the Graduate School at least fourteen (14) days before the scheduled date of the hearing, at which time such materials will be distributed to all parties to the grievance and to the members of the GRP. Thereafter, to the extent that any of the parties wishes to have additional materials considered by the GRP, such materials must be received by the Graduate School no later than seven (7) days before the scheduled date of the hearing, at which time all such additional written materials will be distributed to the parties as well as to the members of the GRP. Any party submitting written materials for consideration shall submit the original(s) and five (5) copies thereof to the Office of the Graduate Dean at his, her, or its own expense.

The name of any witness to be called by any party at the hearing shall be provided in writing to the Office of the Graduate Dean no less than five (5) days before the scheduled date of the hearing.

### **HEARING**

The grievance review hearing is chaired by a designated member of the GRP. The hearing is staffed by the non-voting Administrative Assistant of the Dean of the Graduate School, who will record it for archival purposes only. The hearing will proceed as follows:

- a. GRP chair's introduction, summary of issues, and process overview.
- b. Student's presentation of issues (15 minutes maximum).
- c. University representative's presentation of issues (15 minutes maximum).
- d. Optional: Presentation(s) by witnesses (limited to 3 per side and a maximum of 15 minutes total per side).
- e. Questions by members of the GRP.
- f. All presenters and witnesses are excused.
- g. Deliberation by GRP.

Presentation of the issues should be concise and relevant. Undoubtedly the dispute is somewhat complex or it would not have reached this stage. Points of dispute or ambiguity may be summarized or illustrated by anecdote at the hearing. Experience suggests, however, that the best approach is to minimize formal presentations and allow the GRP members maximum time for questions.

### **GRP DECISION AND AUTHORITY**

No additional substantive information may be submitted by any party following the hearing, unless requested by the grievance review panel. The GRP may but need not seek additional information from other sources during its deliberations, which will be conducted in closed session. Following its deliberations, and within ten (10) days of the date of the grievance review hearing, the GRP will make

its confidential advisory recommendation to the Dean of the Graduate School [Office of the Provost in the event of a student in an interdisciplinary program who does not yet have a chair or committee]. The subsequent decision by the Dean of the Graduate School [Office of the Provost], which shall be rendered within ten (10) days of the GRP's recommendation, is final.

**MODIFICATIONS**

These procedures may be modified or withdrawn with or without notice.