



GALVESTON CAMPUS®

DEPARTMENT OF MARINE & COASTAL ENVIRONMENTAL SCIENCE

GRADUATE STUDENT HANDBOOK
2023-2024



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INTRODUCTION

The 2023-2024 Marine and Coastal Environmental Science (MCES) Graduate Student Handbook, Texas A&M University at Galveston (TAMUG), was developed for current and future Master of Marine Resources Management (MARM) and Marine and Coastal Management and Science (MCMS) doctoral students and faculty. This handbook contains a brief description of MARM and MCMS program procedures including admissions, program deadlines, advisory committee and degree plans, course offerings, and track requirements for the MARM program. The MCES Graduate Student Handbook is a supplementary document aimed at providing specific and useful content for MARM and MCMS degree programs. In addition to these handbooks, graduate students should consult the following:

1. Texas A&M University's Student Rules Handbook: <http://student-rules.tamu.edu>
2. Texas A&M University Graduate and Professional School at Knowledge Center: <https://grad.tamu.edu/knowledge-center>
3. Texas A&M University at Galveston Research & Graduate Studies Office Graduate Student Handbook: <https://www.tamug.edu/grad/pdf/GraduateHandbook20232024.pdf>

PROGRAM ORGANIZATION

The MCES department houses both the MARM and MCMS graduate degree programs, which are overseen by the MCES Graduate Programs Core Committee. A faculty member from this committee serves as coordinator for each graduate program. The committee is tasked with the overall management of the degree programs including curriculum, admissions, and related policy and procedural decisions. The MCES Graduate Programs also rely on a Staff Graduate Advisors in the TAMUG RGSO. The Staff Graduate Advisors are responsible for student recruitment, record-keeping, advising, and registration. See Appendix A for current MCES Graduate Programs Core Committee composition and Appendix B for Research and Graduate Studies Office (RGSO) Staff Graduate Advisors contact information.

PROGRAM OBJECTIVES

There are five primary learning objectives that the MCES graduate programs aim to impart to all students that serve as learning outcomes for program assessment. All students should demonstrate competency in the following:

1. Knowledge of laws, regulations, and policies governing coastal and marine systems.
2. An understanding of the interactions between the physical and human environments.

3. An ability to apply analytical methods and approaches appropriate for the problem or question being addressed.
4. An ability to integrate and analyze disparate data sources to reach valid conclusions.
5. Skills to effectively communicate, via written and oral delivery, research results or synthesis of information.

STUDENT ADVISORY COMMITTEES

Each MCES graduate student must assemble a Student Advisory Committee (SAC) by the end of their first long (Fall/Spring) semester for the MARM and MCMS programs. If a SAC is not formed by these deadlines, the student will be placed on warning and must meet with the Staff Graduate Advisors and/or Program Coordinator to discuss their progress toward meeting this deadline. If the SAC is not formed by the end of the second semester, the student will be blocked from registering for courses until the SAC is formed.

Students should contact each prospective committee member, have a meeting with the individual about their interests and formally ask the individual to serve as a member of their committee. The student should review the proposed degree plan with the prospective member. The committee member's electronic approval of the degree plan indicates willingness to participate in guiding and directing the student's entire academic program. Individual committee members may be replaced by petition for valid reasons. For help with degree plans and petitions, please contact the Staff Graduate Advisors in RGSO.

A minimum of three committee members is required for each SAC in the MARM program; the MCMS program requires four committee members (see Table 1). The chair of the SAC must be a graduate faculty member with full membership in the MCES Department, and at least one SAC member must have their primary graduate faculty appointment in a department outside of MCES. Additional members of the SAC may come from other academic departments, provided they have a graduate committee faculty appointment. Tenure track faculty that do not have a primary appointment in the MCES department who wish to Chair or Co-chair a MCMS or MARM Student Advisory Committee may do so upon unanimous consent of the MCMS Program committee and approval as a graduate committee faculty in the MCES Department. A list of graduate committee faculty at Texas A&M University can be found in online: <https://gradcom.tamu.edu/faculty>

Table 1. Student Advisory Committee (SAC) Requirements

| DEGREE | COMMITTEE MEMBERS | AFFILIATION |
|--------|-------------------|---|
| MARM | Minimum of three | Chair must be MCES graduate faculty; one member must have a graduate committee faculty appointment outside MCES |
| MCMS | Minimum of four | |

MASTER OF MARINE RESOURCES MANAGEMENT

The MARM degree gives students a knowledge of interactions across the natural, built, and social environments. Students learn skills applicable to coastal and marine policy and management. Coursework includes environmental law and policy, coastal zone and environmental management, and geospatial and statistical analysis.

ADMISSIONS

The following outlines the requirements and process for admission into the MARM Program for prospective students. Students seeking admission to the MARM program must apply through the GraduateCAS portal, located at <https://www.tamug.edu/grad/Prospective-Students/Applying-to-TAMUG.html>. The following items are required for a successful application:

1. A GraduateCAS application. All supporting documentation below will be submitted through the GraduateCAS application portal.
2. A personal statement or narrative explaining your interest and reasons why you are applying to the MARM program.
3. A professional resume/curriculum vitae.
4. Three letters of recommendation. Recommendations from previous academic experience are preferred, but recommendations from professional sources will also suffice.
5. Unofficial transcripts of all previous academic work, including transcripts from foreign institutions (please allow extra time for review of transcripts from foreign institutions). Official transcripts will be required upon admission.
6. For international applicants whose native language is not English, Test of English as a Foreign Language (TOEFL) is required. TOEFL must be taken within the last two years.

It is the applicant's responsibility to submit a completed application by the deadline. Admission decisions are based on a holistic consideration of all application materials. MARM students are admitted in both Fall and Spring semesters. When possible a Fall start date is recommended. ***Spring applications must be completed and submitted by October 1st , and Fall applications must be completed and submitted by January 15th for Master's level thesis-option (research track) and April 15th for Master's level non-thesis option (professional track).*** GRE requirements are currently waived.

PROGRAM CURRICULUM

The 36-hour MARM Program curriculum is offered through two tracks: 1) Research Track; and 2) Professional Track. Students seeking the Research Track must submit a separate Letter of Intent (see Appendix C), signed by their SAC chair, by the end of their first long (Fall/Spring) semester. Students who do not submit the Letter of Intent will default into the Professional Track.

Course offerings are shown in Table 2. 'Core' courses are those courses that students are highly encouraged to take. There are no required courses in the MARM Program as core courses may be replaced with courses recommended and approved by the student's SAC.

RESEARCH TRACK

The Research Track is designed to allow the student to demonstrate research capabilities through developing an independent and thorough investigation of a particular problem of interest. This track also prepares the student for further graduate studies. The 36-hour Research Track curriculum is structured with 22 hours of core and 14 hours of optional elective courses. Additional flexibility to replace core courses targeted to their area of research is available to Research Track students upon recommendation and approval by their SAC.

No credit hours of MARS 684 (Professional Internship) or MARS 693 (Professional Studies) may be used for the Research Track. A maximum of 12 credit hours of MARS 691 (Research) and/or MARS 685 (Directed Studies) may be used toward the Research Track. Students who are 3+2 may use MARS 485 hours as well. Any combination of MARS 485, 685 and 691 courses may not exceed 12 credit hours.

An acceptable thesis is required for students who select the Research Track option. The finished work must reflect a comprehensive understanding of the pertinent literature and express in clear English, the problem(s) for study, the method, significance and results of the student's original research. After successful defense (final exam) and approval by the student's advisory committee and the head of the student's major department, students must submit their thesis to the Thesis Office. Students should consult the RGSO Graduate Staff Advisors and Graduate and Professional School (<https://grad.tamu.edu>) for required forms, calendars and deadlines.

TABLE 2. MARM COURSE OFFERINGS

| | | | PROFESSIONAL TRACK | RESEARCH TRACK |
|---|---|----------|--------------------------|--------------------------|
| Course No. | Course Title | Semester | Hours | Hours |
| CORE COURSES | | | 24 hours core | 22 hours core |
| MARS 603 | <i>Quantitative Methods for Resource Management</i> | F | 3 | 3 |
| MARS 625* | <i>GIS Based Modeling for Coastal Resources</i> | F/Sp | 3 | 3 |
| MARS 635 | <i>Environmental Impact Statements & NRDA</i> | Sp | 3 | 3 |
| MARS 660 | <i>Environmental Conflict Resolution</i> | F | 3 | 3 |
| MARS 675 | <i>Environmental Management Strategies</i> | Sp | 3 | 3 |
| MARS 680 | <i>Integrative Analyses in Marine Resources</i> | F/Sp | 2 | ---- |
| MARS 681 | <i>MARM Introduction Seminar</i> | F/Sp | 1 | 1 |
| MARS 651** | <i>Coastal Ecosystem Management & Planning</i> | F | 3 | 3 |
| MARS 689*** | <i>Coastal Resilience and Sustainability</i> | Sp | 3 | 3 |
| FREE ELECTIVE COURSE EXAMPLES | | | 12 hours elective | 14 hours elective |
| MARS 626* | <i>Advanced GIS</i> | Sp | 3 | 3 |
| MARS 652 | <i>Sustainable Management of Coastal Margins</i> | F | 3 | 3 |
| MARS 655 | <i>Wetlands Management</i> | Sp | 4 | 4 |
| MARS 676 | <i>Environmental Policy</i> | F | 3 | 3 |
| MARS 684 | <i>Professional Internship</i> | F/Sp/Su | 1-6 | ---- |
| MARS 685 | <i>Directed Studies</i> | F/Sp/Su | 1-6 | 1-6 |
| MARS 689 | <i>Special Topics in Marine Sciences</i> | F/Sp/Su | 1-6 | 1-6 |
| MARS 691 | <i>Research</i> | F/Sp/Su | ---- | 1-12 |
| MARS 693 | <i>Professional Studies</i> | F/Sp/Su | 1-3 | ---- |
| MARA 604 | <i>Marine Natural Resource Economics</i> | Sp | 3 | 3 |
| ESSM 652* | <i>Advanced GIS</i> | Sp (web) | 3 | 3 |
| GEOG 665* | <i>GIS Modeling</i> | F (web) | 3 | 3 |
| TOTAL | | | 36 hours | 36 hours |
| F-Fall; Sp-Spring; Su-Summer; *Required course for GIS certificate, for more information see: https://geography.tamu.edu/graduate-student-resources/graduate-certificate-programs/gis-certificate.html ; **Previously taught as PLAN 641; ***Previously taught as PLAN 642 | | | | |

PROFESSIONAL TRACK

The Professional Track curriculum is structured with 24 hours of core courses and 12 hours of optional elective courses. Of the 36 hours (minimum) of curriculum, 24 are core courses. The core courses include a 1-hour seminar to be taken in the student's first year, 3 hours of Geographic Information Systems (GIS), 5 hours of statistical methods and analysis, 3 hours of environmental policy, 6 hours of management, and 6 hours of planning. Included in the 5 hours of statistical methods and analysis is MARS 680, Integrative Analysis, which serves as the Professional Track capstone course and should be taken in the student's last year, preferably the last semester, of study.

The student in the Professional Track option will choose electives for the remaining 12 credit hours. Flexibility to replace core courses with courses targeted to their area of research is available to Professional Track students upon recommendation and approval by their SAC. Students pursuing the Professional Track should not enroll in MARS 691 (Research) as these credit hours may not be used toward the Professional Track.

A professional paper is required for Professional Track students to complete the MARM degree. Students are highly encouraged to use their final paper for MARS 603 (Quantitative Methods) as the basis of their professional paper as this demonstrates competency in analytical and statistical skills related to a key issue in resource management. Students should get approval of their professional paper topic from their SAC prior to beginning work. Students should also regularly update and seek feedback from their SAC prior to their defense (final exam). Professional Track students may count up to 3 hours of MARS 693 (Professional Studies) on their degree plan as work toward their professional paper.

3+2 PROGRAM

The MARM 3+2 Program allows undergraduate students majoring in Coastal Environmental Science and Society (CESS) in the MCES Department to enter the MARM program at the beginning of their senior year. This enables students to earn the CESS undergraduate degree and the MARM graduate degree in five years.

Applicants to the MARM 3+2 Program are required to submit the same materials and are subject to the same admission criteria as other MARM applicants. Requirements for admission to the MARM 3+2 Program include: a minimum 3.25 GPA; completion of all prerequisite courses; and completion of 101 or 102 hours by the Fall semester of their fourth academic year.

To be considered for the MARM 3+2 Program, applicants should submit, directly to the MARM program coordinator, the following materials no later than May 1 for Fall semester entrance and October 1 for Spring semester entrance:

- 1) MARM 3+2 application (see Appendix D)
- 2) Transcripts
- 3) Resume/curriculum vitae
- 4) Three recommendations (use form provided in Appendix E)
- 5) Research Track Letter of Intent (Appendix C) – only for students who wish to pursue the Research Track (thesis)

DEGREE PLAN

The degree plan formally declares the membership of the SAC and outlines the specific courses that will be completed by the student. The student, with consultation of their SAC, will develop a degree plan no later than the end of the first long (Fall/Spring) semester. If the degree plan is not formed by the end of the first semester, then the student will be placed on warning and must meet with RGSO Graduate Advisor and/or MARM Program Coordinator to discuss their progress toward meeting this deadline. If the degree plan is not formed by the end of the second long semester (Fall/Spring), the student will be blocked from registering for courses until the degree plan is submitted.

ACADEMIC STANDARDS

Students are expected to maintain a minimum GPA and make steady progress toward their degree. To remain in good standing within the program, students must maintain a minimum 3.0 GPA cumulatively and on their degree plan. If students earn a D, F, or U on any course in their degree plan, the student must retake the course and earn at least a C or remove the course from the degree plan. Students will not be able to take final exams until their GPA is improved.

MARM PROGRAM DEADLINES

In addition to the deadlines provided below in Table 3, MARM students should remain aware of specific dates and deadlines required by the Texas A&M University Graduate and Professional School in their last semester as graduation approaches. **Many of these deadlines approach earlier than expected and vary semester to semester.** Deadlines can be found at: <https://grad.tamu.edu/knowledge-center/dates-and-deadlines/dates-and-deadlines>

TABLE 3. DEADLINES FOR MARM PROGRAM BY TRACK

| ITEM | PROFESSIONAL TRACK | RESEARCH TRACK |
|--|---|---|
| <i>Research Track Letter of Intent</i> | ---- | End of first semester |
| <i>Student Advisory Committee formed</i> | End of first semester | End of first semester |
| <i>Degree Plan filed</i> | End of first semester | End of first semester |
| <i>Thesis Proposal Form</i> | ---- | At least 20 working days prior to final exam date |
| <i>Request for permission to schedule final exam</i> | At least 10 working days before final exam date | At least 10 working days before final exam date |
| <i>Upload approved, completed thesis and signed approval page to Thesis Office</i> | ---- | Varies, see Graduate School Calendar |

PH.D. MARINE AND COASTAL MANAGEMENT AND SCIENCE

The MCMS doctoral program is an interdisciplinary program with a focus on the coastal and marine near-shore environments, where problems at the interface of the natural and built-environment are most pronounced. The program’s emphases encompass the impacts and opportunities from the built environment and development, rigorous training in research methods and analytical procedures, and interdisciplinary approaches to applied research and experiential learning.

ADMISSIONS

MCMS program applicants will only be admitted upon the agreement of a faculty member to chair the student’s advisory committee. Prospective MCMS students should communicate with MCES faculty prior to applying to the program to identify the faculty member that is the best fit to chair the student’s SAC.

The following outlines the requirements and process for admission into the MCMS program for prospective students. Students seeking admission to the MCMS program must apply through the GraduateCAS web portal, located at <https://www.tamug.edu/grad/Prospective-Students/Applying-to-TAMUG.html>. The following items are required for a successful application:

1. A GraduateCAS application. All supporting documentation below will be submitted through the GraduateCAS application portal.
2. A narrative statement describing your research interests and personal objectives. The narrative should clearly identify the faculty member the student plans to work with and has asked to chair their SAC.
3. A professional resume.

4. Three letters of recommendation. Recommendations from previous academic experience are preferred, but recommendations from professional sources will also suffice.
5. Unofficial transcripts of all previous academic work, including transcripts from foreign institutions (please allow extra time for review of transcripts from foreign institutions). Official transcripts will be required upon admission.
6. For international applicants whose native language is not English, Test of English as a Foreign Language (TOEFL) is required. TOEFL must be taken within the last two years.

It is the applicant’s responsibility to submit a completed application by the deadline. Admission decisions are based on a holistic consideration of all application materials. MCMS students are admitted in both Fall and Spring semesters, when possible a Fall start date is recommended. ***Spring applications must be completed and submitted by October 1st ; Fall applications must be completed and submitted by January 15th.*** GRE requirements are currently waived.

DEGREE COMPLETION

Total hours required to complete the MCMS Ph.D. are 60 for students entering with an existing Master’s degree, or 90 for students entering with a Bachelor’s degree. Minimum required hours are distributed across three categories, as shown in Table 4: 1) core courses; 2) elective courses that support the student’s research agenda and that are selected in consultation with the SAC; and 3) research hours. Flexibility to replace core courses with courses targeted to their area of research is available to students upon recommendation and approval by their SAC. A total of 28 research hours are required toward completion of the student’s dissertation.

TABLE 4. DISTRIBUTION OF HOURS FOR MCMS

| CATEGORY | ENTERING WITH A BACHELOR’S | ENTERING WITH A MASTER’S |
|--------------------------------------|----------------------------|--------------------------|
| <i>Core Courses</i> | 41 | 23 |
| <i>Electives</i> | 21 | 9 |
| <i>Dissertation / Research Hours</i> | 28 | 28 |
| TOTAL | 90 hours | 60 hours |

PROGRAM CURRICULUM

The curriculum for the MCMS program is interdisciplinary in nature and draws upon multiple marine and coastal-related courses that will be used to provide a context to traditionally required methodological, quantitative, and theoretical courses. As shown in Table 5, courses required of all MCMS students include a course on research methods to guide the

development of student dissertation research design; three courses in statistics, with one aimed to provide knowledge to a specific field of statistics; a GIS (Geographic Information System) course to provide or increase spatial-analytical capabilities; two coastal management courses to provide a deeper knowledge of the interface between anthropogenic and natural environments from a policy perspective; and two seminars to expose the student to marine and coastal research.

TABLE 5. CORE COURSES FOR MCMS

| Course No. | Course Title | SCH |
|--|---|------------|
| MARS 603 | <i>Quantitative Methods for Resource Management I</i> | 3 |
| MARS 604 | <i>Quantitative Methods for Resource Management II</i> | 3 |
| MARS 625* | <i>GIS Based Modeling for Coastal Resources</i> | 3 |
| MARS 644 | <i>Research Methods</i> | 3 |
| MARS 652 | <i>Sustainable Management of Coastal Margins</i> | 3 |
| MARS 681 | <i>Seminar (two semesters of 1-credit hour) Seminar</i> | 2 |
| MARS 689*** | <i>Coastal Resilience and Sustainability</i> | 3 |
| (to be determined) | <i>Specialty methods or statistics course</i> | 3 |
| <i>Additional core courses for students without a prior Master's degree</i> | | |
| MARS 635 | <i>Environmental Impact Statements and NRDA</i> | 3 |
| MARS 660 | <i>Environmental Conflict Resolution</i> | 3 |
| MARS 675 | <i>Environmental Management Strategies</i> | 3 |
| MARS 676 | <i>Environmental Policy</i> | 3 |
| MARS 651** | <i>Coastal Ecosystem Management and Planning</i> | 3 |
| MARS 626* | <i>Advanced GIS</i> | 3 |
| *Required course for GIS certificate, for more information see: https://geography.tamu.edu/graduate-student-resources/graduate-certificate-programs/gis-certificate.html ; **Previously taught as PLAN 641; ***Previously taught as PLAN 642 | | |

TRANSFER CREDITS

Students transferring into the program from another graduate program will be required to meet the same admissions requirements as outlined above. Transfer students may be allowed to transfer graded coursework credits completed with a grade B or greater, up to 18 credit hours (approximately one year of coursework), from another accredited graduate program that have not been used toward another degree upon the advice and approval of the SAC and the Texas A&M University Graduate and Professional School.

DEGREE PLAN

The degree plan formally declares membership of the SAC and outlines the specific courses that the student will complete as part of the MCMS program. The student, with the

consultation of their SAC, will develop a degree plan no later than the end of the first long (Fall/Spring) semester. If the degree plan is not formed by the end of the first semester, then the student will be placed on warning and must meet with the Staff Graduate Advisors and/or MCMS Program Coordinator to discuss their progress toward meeting this deadline. If the degree plan is not formed by the end of the second long semester (Fall/Spring), the student will be blocked from registering for courses until the degree plan is submitted.

Per Texas A&M University rules, for doctoral non-distance degree programs, no more than four courses may be taken by distance education without approval of the Graduate and Professional School and no more than 50 percent of the non-research credit hours required for the program may be completed through distance education courses.

CANDIDACY & DISSERTATION

A preliminary examination, written and oral, is required, and shall be administered in accordance with the rules outlined in the Texas A&M University Graduate Catalog: <https://catalog.tamu.edu/graduate/academic-expectations-general-degree-requirements/#degreerequirementstext>. It will be given no earlier than a date at which the student is within approximately 6 credit hours of completion of the formal course work on the degree plan, or no later than the end of the semester following completion of the formal course work on the degree plan. The written examinations must be completed and reported as satisfactory before the oral portion of the examination may be held. Additional information on the preliminary exam process can be found in Appendix F.

Typically following the preliminary examination, students schedule a dissertation proposal defense with their SAC. This involves presentation and discussion of the student's written dissertation proposal, to be submitted to the SAC prior to the defense. The dissertation proposal defense gives the SAC the opportunity to provide key feedback on the research design of the student's dissertation and identify any major obstacles that need to be resolved before moving forward with completion.

Students are eligible to advance to candidacy with a) completion of all graded coursework in the Degree Plan excepting any remaining seminars or research hours; b) 3.0 GPA and no grade lower than a C on the student's Degree Plan; c) successful completion of the preliminary examination; d) submission of an approved dissertation proposal; and e) all residency requirements met.

The final examination involves the student's dissertation defense. Students should work closely with their SAC to identify a deadline for the draft dissertation to give all members ample time to review the document prior to the final exam. Following the final examination, students should complete any requested revisions made by members of their SAC and work

to meet requirements by the Graduate and Professional School in completion of the dissertation document.

Students must pass the final examination by deadlines published in the TAMU Graduate and Professional School calendar. No student may be given a final examination unless their GPR is 3.0 or above and there are no grades of D, F or U for any course listed on the degree plan. If you earn a D, F, or U on any course in your degree plan you must retake the course and earn at least a C or remove the course from your degree plan.

ACADEMIC STANDARDS

Students are expected to maintain a minimum GPA and make steady progress toward their degree. To remain in good standing within the program, students must maintain a minimum 3.0 GPA cumulatively and on their degree plan. Students must also maintain continuous registration, by registering either 'In Absentia' or 'In Residence', until all requirements for the MCMS degree have been completed.

PROGRAM DEADLINES

In addition to the deadlines provided below in Table 6, MCMS students should remain aware of specific dates and deadlines required by the TAMU Graduate and Professional School. **Many of these deadlines approach earlier than expected and may vary semester to semester.** Deadlines may be found at: <https://grad.tamu.edu/knowledge-center/dates-and-deadlines/dates-and-deadlines>

TABLE 6. DEADLINES FOR THE MCMS PROGRAM

| ITEM | DEADLINE |
|--|--|
| <i>Identification of Student Advisory Committee chair</i> | Prior to application |
| <i>Student Advisory Committee formed</i> | End of first semester |
| <i>Degree Plan filed</i> | End of first semester |
| <i>Preliminary Examination</i> | Within approximately 6 credit hours of completion of the course work on the degree plan, or no later than the end of the semester following completion of the course work on the degree plan |
| <i>Dissertation Proposal Approval</i> | Typically following successful preliminary examination (but may come before with approval of the SAC) |
| <i>Request for permission to schedule final examination</i> | At least 20 working days prior to submission of the Request and Announcement of Final Examination |
| <i>Approved, completed dissertation submitted to Thesis Office</i> | Varies, see Graduate School Calendar |

Appendix A: 2023-2024 MCES Graduate Programs Core Committee Composition

| MCES GRADUATE PROGRAMS CORE COMMITTEE | | |
|---------------------------------------|------------------------|--|
| Program Coordinator, MCMS | Dr. Ashley Ross | ashleydross@tamug.edu |
| Program Coordinator, MARM | Dr. Meri Davlasheridze | davlashm@tamug.edu |
| Members | Dr. Sam Brody | brodys@tamug.edu |
| | Dr. Wesley Highfield | highfiew@tamug.edu |
| | Dr. David Retchless | retchled@tamug.edu |

Appendix B: Research & Graduate Studies Office (RGSO) Staff Graduate Advisors

| STAFF GRADUATE ADVISORS | | |
|--|-------------------|--|
| Director of Graduate Studies <i>(Advises last name A-M)</i> | Holly Richards | richardh@tamug.edu |
| Assistant Director of Graduate Studies <i>(Advises last name N-Z)</i> | Andrew Reitberger | areitberger@tamug.edu |

Appendix C: Research Track Letter of Intent

Master of Marine Resource Management Research Track Letter of Intent

This letter of intent provides an authorization process for students to pursue the thesis-based Research Track as part of their course of study in the MARM program. It should be completed by the student with the chair of their Student Advisory Committee (SAC).

Student Name:

UIN:

Faculty Chair of SAC:

Date Completed:

Please describe your general topic of interest for the thesis and identify research support.

Student Signature

Faculty Chair Signature

Appendix D: MARM 3+2 Program Application

Master of Marine Resource Management 3+2 Program Application

UIN: UIN
Full Name: Name
Mailing Address: Address
E-Mail Address: e-mail address
Sex: Male: Female:
U.S. Citizen: Yes: No:

Current Overall Grade Point Average: GPA (please attach transcripts)

GRE Scores: Verbal Verbal Quantitative Quant Analytical Analytical (please attach a copy of GRE scores)

In the space below, please provide a statement or essay describing your field of interest and the objectives of your educational program and professional career.

Please enter statement or essay here

Appendix E: MARM 3+2 Program Recommendation Form

Master of Marine Resource Management
3+2 Program
Student Recommendation

Student Name: Click or tap here to enter text.
 Recommender Name: Click or tap here to enter text.
 Recommender Title: Click or tap here to enter text.
 Recommender E-Mail: Click or tap here to enter text.
 Date Completed: Click or tap to enter a date.

Please rate the student applicant based on your knowledge of the student's abilities and experiences.

| | Not Observed | Below Average | Average | Good | Exceptional |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| a) Knowledge of coastal/ marine processes & resources | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Written communication | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Oral communication | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Motivation towards goals | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Ability to work independently | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Ability to work on a team with respect for others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please add details below or in a separate letter to expand upon your recommendation of the student.

Click or tap here to enter text.

Appendix F: MCMS Preliminary Examination Guidelines

The preliminary examination is a significant milestone in a doctoral student's academic career that marks mastery of knowledge essential to the student's field(s) of study. The exam is written by the SAC. The committee also determines the format of the exam in terms of limits to the time and resources allowed for completion.

Preliminary exam questions are submitted by each committee member and focus on topics germane to the committee members' expertise, doctoral program curriculum, and the student's dissertation research topic. Questions should be accompanied with expectations for time spent in completion; a reasonable expectation is 6-8 hours for completion. Exam questions should be provided by each member of the SAC to the SAC chair in advance of the start of the exam; time in advance is determined by the SAC chair.

The SAC chair administers the preliminary exam, including the delivery of all questions to the student, the receipt of student responses, and the sharing of all responses with committee members. The SAC chair decides on the approach for scheduling the exam in consultation with the student and SAC members. The oral defense typically takes place 3-5 days after the last exam response is returned. This gives sufficient time for SAC members to review all responses and the student to prepare for the oral defense.

An example schedule for the preliminary exam is provided in Table 1 where the exam components are released to the student in intervals. In this case, the SAC chair releases to the student one part of the exam, which includes question(s) from one committee member, on a designated day. The student is instructed to submit a response within 24 hours. Each subsequent day, the student receives questions from another committee member and is required to submit responses within 24 hours.

Table 1. Interval Scheduling Example

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------|--|---|---|---|-------------------|
| <i>Week 1</i> | Part 1 release with questions from committee member #1 | Part 1 submission Part 2 release with questions from committee member #2 | Part 2 submission Part 3 release with questions from committee member #3 | Part 3 submission Part 4 release with questions from committee member #4 | Part 4 submission |
| <i>Week 2</i> | | | Oral Defense with all committee members | | |

Another approach to scheduling the preliminary exam is to provide the student with the exam in its entirety. As shown in Table 2, all parts of the exam, including questions from all committee members, are released to the student at once with a window of 4-5 days for completion. In this case, it is up to the student to determine how much time to spend on each part of the exam.

Table 2. Entirety Scheduling Exam

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------|---|---------|-----------|---|----------------------|
| <i>Week 1</i> | Parts 1-4 release with questions from all committee members | | | | Parts 1-4 submission |
| <i>Week 2</i> | | | | Oral Defense with all committee members | |

To initiate the preliminary examination process, the SAC chair notifies all SAC members of the student's intent to move forward with the exam. If no committee member objects, a date for the exam is agreed upon. At this point, it is advisable that the student prepares a readings list in consultation with each committee member to prepare for the exam.

As specified by the Texas A&M University Graduate and Professional School, the student should complete the preliminary examination no later than the end of the semester following the completion of the formal coursework on the degree plan. Results must be received by the Graduate and Professional School 10 working days after the exam date. The required form for this process is available here: <https://grad.tamu.edu/knowledge-center/forms/preliminary-examination-checklist-and-report>. Students initiate this form prior to the start of the exam.