Master of Education

Environmental Education

Campus-Based Tracks

(Field Project or Thesis)

GRADUATE STUDENT HANDBOOK

2018/2019
Contents
(text for each item is hyperlinked to content)

Introduction to the M.Ed. in ENVIRONMENTAL EDUCATION Campus-Based option

KEY CONTACTS

1. COURSE OF STUDY - BOTH CAMPUS-BASED TRACKS
   A. GRADUATE PLAN OF STUDY
      What to put in your plan of study
      Core course descriptions
   B. ADVANCEMENT TO CANDIDACY
   C. COMPLETING DEGREE REQUIREMENTS
      CONTINUOUS ENROLLMENT POLICY
   D. OPTIONAL FORMS RELATED TO PLAN OF STUDY
      AMENDMENT TO THE GRADUATE PLAN OF STUDY (E-Sign)
      INDEPENDENT STUDY CONTRACT AND REGISTRATION APPROVAL (E-sign)

2. ENVIRONMENTAL EDUCATION, NON-RESIDENCY, Non-Thesis (Field Project)
   A. FIELD PROJECT COMMITTEE
   B. FIELD PROJECT PROPOSAL
   C. FIELD PROJECT TOPIC APPROVAL (e-sign)
   D. ENVS 691 - FIELD PROJECT
   E. THE FIELD PROJECT REPORT
   F. APPLICATION FOR MASTERS DEGREE [E-sign] -- required
   G. PUBLIC PRESENTATION
   H. RECOMMENDATION FOR MASTERS DEGREE [e-sign] -- required
   I. DIPLOMA and DEGREE POSTING

3. ENVIRONMENTAL EDUCATION, NON-RESIDENCY, Thesis
   A. THESIS COMMITTEE
   B. THESIS / RESEARCH PROPOSAL - follow link to Grad School info
   C. THESIS TOPIC APPROVAL [e-sign] -- required
   D. ENVS 690 - THESIS RESEARCH
   E. THE THESIS - follow link to Grad School info
   F. APPLICATION FOR MASTERS DEGREE [e-sign] -- required
   G. ORAL DEFENSE SCHEDULE [e-sign] -- required
   H. ORAL DEFENSE -- required
   I. RECOMMENDATION FOR MASTERS DEGREE -- [e-sign] -- required
   J. DELIVERING THESIS FOR COPYING AND BINDING
   L. DIPLOMA and DEGREE POSTING
4. IMPORTANT INFORMATION FOR ALL CAMPUS-BASED M.Ed. EE STUDENTS

A. MEETING DEADLINES TO COMPLETE YOUR DEGREE
B. TIMELINE FOR COMPLETION OF DEGREE
C. EXTENSION OF GRADUATE PROGRAM
D. ACADEMIC LOADS (Graduate School and Financial Aid requirements)
   Enrollment requirements for GRADUATE SCHOOL purposes
   Enrollment requirements for FINANCIAL AID purposes
E. HEALTH INSURANCE AND ON-CAMPUS MEDICAL CARE INFORMATION
F. WASHINGTON RESIDENCY
G. GRADES AND GRADING
   Graduate Work-Study Program:
I. SAFETY TRAINING
J. CHILD-RELATED PROGRAM POLICIES
K. TRAVEL and MOTOR POOL Regulations and Procedures
L. GRADUATE SCHOOL FORMS
M. PROGRAM GOVERNANCE

Appendix A: M.Ed. in EE Field Project Guidelines
Appendix B: Elective suggestions
Introduction to the M.Ed. in ENVIRONMENTAL EDUCATION Campus-Based option (Field Project or Thesis)

Graduate Program Adviser: Dr. Gene Myers

Welcome to the environmental education Master’s program at Huxley College. Environmental education is a diverse field that encompasses the formal education system but much beyond it, touching on potentially any sector of society. We aim to help our students use their existing strengths and challenge them to build new ones to become better educators in whatever contexts they aim to work.

This handbook will help you understand and navigate your way through the program. There are three options for this degree: The Residency program, in partnership with NCI (not covered in this handbook), and two campus-based options, one entailing a Field Project and the other a Thesis. Students apply to either the Residency option OR the Campus-Based option, and are admitted to one OR the other. To avoid confusion since the program requirements and administrative pathways partly overlap but are distinct, this handbook is for students in the two campus-based programs, NOT those in the Residency track.

Those in the campus-based option may decide between a thesis or field project. This handbook is organized in several sections. The first covers common core and basic program step. The next provides a chronological checklist and then supporting details for the field project option. The following section then provides the same for theses. The last section contains information that may be important to any student depending on various needs.

Please read all parts of this handbook carefully, and to return to it first when you have questions. We expect you know the contents and not to need to repeat them to you. That said, of course it does not replace individualized advising and can only provide some basics. Although it has been updated and we’ve tried to make it correct, we might have missed something, and changes happen in different parts of the university that are linked here.

Field project or thesis?
With the guidance and advice of the program faculty, students are expected to develop projects that will aid their own professional development. The on-campus option appeals to those working in any educational setting (including the K-12 system) with a strong interest in doing an individualized major project. In general it is best to decide whether you will do a thesis or a field project early in your time as a student. Typically by the end of the first spring students have their proposal approved and are moving ahead with your plans.

A thesis is a research effort that involves original research. The aim of the thesis is to contribute to knowledge and gain the experience of doing original research. You pose a research question and address the question with a rigorous research methodology appropriate to it. Such methodologies range from critical / conceptual / philosophical, to empirical methods ranging from qualitative to quantitative and involving a range of technologies.

A field project, on the other hand, is the application of the knowledge, theory and methodology of the field of environmental education to achievement of specific applied goals and objectives. It should involve actually work in the field which may take many forms. A field project aims to apply existing knowledge in the design or improvement of real-world environmental education practice. Assessment or reflection on your learning and achievement of aims should also take an appropriate form.

Whichever route you choose, sharing your work is also an important of the cycle. Both options require some form of written report and public presentation. All students are encouraged to seek wider ways of communicating the results of their masters work.
If you are a **newly admitted student** and have not yet done so, please follow the steps provided by the Graduate School at: [http://www.wwu.edu/gradschool/admitted-students.shtml](http://www.wwu.edu/gradschool/admitted-students.shtml). See also their [FAQ](http://www.wwu.edu/gradschool/admitted-students.shtml) page, and policies and other information at: [https://catalog.wwu.edu/content.php?catoid=13&navoid=2812](https://catalog.wwu.edu/content.php?catoid=13&navoid=2812)

**KEY CONTACTS**

**Gene Myers**, Environmental Education Graduate Program Adviser. Gene will be approving and signing most everything you do toward completion of the degree. Discuss admissions, environmental education program options, your educational goals, committee formation, coursework, and plan of study. Prof. Myers also chairs the Graduate Program Committee which meets two or three times a year. There is one official student representative on the committee. Meetings are open. Gene.Myers@wwu.edu, 360-650-4775, AH 224

**Ed Weber**, Graduate Program Coordinator. Ed helps students in all three of Huxley's graduate programs (Env. Ed., Env. Science, and Env. Studies). Ask him about required forms, academic timelines and deadlines, payroll for graduate assistantships, stipends, tuition waivers, registration and course overrides, room requests for public presentations and oral defenses, thesis copying and binding: Ed.Weber@wwu.edu, 360-650-3646, ES 535

**Diane Knutson**, Environmental Studies Department, Department Manager. Diane can help with assistance when making travel arrangements, with all types of grant spending and/or van rental or motor pool questions, office space, payroll for Graduate Work Study. Be sure she receives a recognizable photo of you (3"x5") for the bulletin board; her staff will also make sure you have a physical file folder in AH 217: Diane.Knutson@wwu.edu, 360-650-3277, AH 217

**Huxley college faculty and other advisors**

The following Huxley College faculty members are here to help you gain experience and meet your educational objectives.

Primary EE faculty members may serve committee chairs for environmental education graduate students/

* **Gene Myers** -- environmental education, conservation psychology, program evaluation, early childhood & lifespan human development, human-animal studies, environmental ethics, human ecology.

* **Nick Stanger** – environmental education, higher education and sustainability, indigenist research, childhood and adolescent (trans)formative places, environmental refugees.

* **Nini Hayes** - environmental education, social justice/equity education, critical race theory, teacher education, critical pedagogy & educational activism

Any other tenured or tenure-track members of the Environmental Studies may also be available as advisors or committee chairs or members. See [departmental web pages](http://www.wwu.edu/gradschool/admitted-students.shtml) for links to individual faculty.

In addition, faculty members from across WWU or members of the professional EE and related communities with relevant expertise may serve as informal advisors, committee members or outside readers. Your faculty advisors can help you identify appropriate and qualified individuals. (For more information see Committee membership for Field Project or Thesis, in sections below.)
1. COURSE OF STUDY – BOTH CAMPUS-BASED TRACKS

**E-FORMS:**

<table>
<thead>
<tr>
<th>REQUIRED</th>
<th>Optional</th>
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<tbody>
<tr>
<td>Graduate Plan of Study (E-Sign)</td>
<td>Amendment to Grad Plan of Study (E-Sign)</td>
</tr>
<tr>
<td>Application for Masters Degree (E-Sign)</td>
<td>Directed Independent Study Contract and</td>
</tr>
<tr>
<td>Recommendation for Masters Degree (E-Sign)</td>
<td>Registration Authorization (E-Sign)</td>
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<td>Returning Student Application (E-Sign)</td>
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**Using e-forms:**
- Forms are available in links below or at [http://www.wwu.edu/gradschool/forms.shtml](http://www.wwu.edu/gradschool/forms.shtml).
- E-sign forms should be submitted electronically using WWU email addresses.
- E-sign forms are not automatically routed. Recipients must authorize and submit it to the next recipient at their WWU email address.
- The student may verify routing to ensure the recipients have authorized registration and forwarded the form by checking the status of the form through the [Web Form Finder](#).
- A few forms are available only via PDF, as indicated via the Grad School forms page above.

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### A. GRADUATE PLAN OF STUDY (e-sign) [required]

The "Plan of Study" is a form required of all WWU graduate students by the Graduate School outlining the courses you plan to complete for your degree. It is important in that it include the core courses and other requirements. Meet with the grad program advisor before initiating the form. You can start it from the Grad School e-forms web page, or the link above.

- complete the form before the end of your first quarter
- include all core courses, plus specialization courses and electives
- maximum of 10 credits of 400-level courses allowed
- maximum of 10 credits of Directed Independent Study (ENVS 500) allowed
- maximum of 8 semester or 12 quarter credits of Program-Advisor-approved coursework may be transferred into the program if conditions are met. See the "Transfer, Correspondence and Workshop Courses" section in the WWU catalog at this site: [https://catalog.wwu.edu/content.php?catoid=13&navoid=2812#program-requirements](https://catalog.wwu.edu/content.php?catoid=13&navoid=2812#program-requirements) (scroll down), and [this pdf form](#), and the University catalog. It is best to negotiate any transfer credits at the time of application and then enter them into the Graduate Plan of Study.
- after completing the form, forward it to Gene Myers, Graduate Program Adviser, who will send to Ed Weber, Graduate Program Coordinator; Ed will send approved plan to the Graduate School.
- later changes require (added and/or dropped courses) the [Amendment to Graduate Plan of Study] e-form initiated by you and signed by the Graduate Program Adviser, Graduate Program Coordinator and Graduate School.

What to put in your plan of study:

**Program Requirements (46-52 credits)**

- Core course requirements (20 credits)
  - ENVS 501 - Research and Projects in Environmental Studies
  - ENVS 582 - Curriculum in Environmental Education (register for the on-campus section)
  - ENVS 585 - Environmental Education Foundations
  - ENVS 587 - Conservation Psychology
  - ENVS 588 - Assessment, Evaluation and Research in Environmental Education
- Requirements in specialization (6-12 credits)
ENVS 690 - Thesis Research
OR
ENVS 691 - Field Project, depending on your track.

Electives (20 Credits)
- Courses selected under advisement, including at least 10 credits in environmental studies (ENVS) or environmental science (ESCI)
- Strongly recommended: ENVS 597x - Justice and Equity in Environmental Education; expected to be officially will be part of Core once WWU catalog changes are finalized)

Core course descriptions

ENVS 501, Research and Projects in Environmental Studies (3 credits, offered in Fall)
Introduction to and survey of current trends in and historical contexts of environmental studies as an area of research and project design. Focuses on discursive, ideological, and practical aspects of research and project-based work in Environmental Studies.

ENVS 582: Curriculum in Environmental Education (5 credits, offered in Winter)
The course examines all aspects of curriculum for environmental education, especially in the non-formal setting of environmental learning centers, nature centers and outdoor schools. Curriculum theory and methodology appropriate to these settings are studied, as are processes of curriculum design

ENVS 585: Environmental Education Foundations (4 credits, offered in Fall)
The emphasis of this course is the theoretical foundations of the broad field of environmental education. Topics will include the history of environmental education, its goals and objectives, its broad literature, the scope of its methodologies and broad trends in the field. The course process will involve reading and discussion, exposure to practitioners and critical analysis of EE theory. An in-depth investigation of a theoretical topic will be required.

ENVS 587: Conservation Psychology (4 credits, offered in Winter)
This course is a critical examination of the psychological and educational research bases for environmental education. An introduction to research methods used to investigate environmental behavior change, learning about the environment, development of environmental responsibility and the formation of ecological ethics across the lifespan will be covered. Course employs lecture, discussion, student presentation and research practica.

ENVS 588: Assessment, Evaluation and Research in EE (4 credits, offered in Fall)
Assessment of learning, evaluation of programming and research concerning causes, processes and impacts are discussed in this course. The bulk of students' work will focus on the challenges and techniques of evaluation of programming in the nonprofit EE sector. Attention will be paid to making evaluation a habitual and iterative process in organizations, and to making it useful to stakeholders. Designing and conducting evaluations will be examined in principle through case studies and by undertaking a group project. Study and practice of techniques will be balanced with broader discussion of evaluation guiding questions and methodological concepts.

ENVS 597: Justice and Equity in Environmental Education (4 credits, offered in Fall)
This course uses an interdisciplinary approach to focus on issues of social identity, social and cultural diversity, and societal manifestations of power, privilege, and oppression using social justice frameworks, critical theory, and critical race theory

B. ADVANCEMENT TO CANDIDACY

You will be Advanced to Candidacy:
- when your Plan of Study has been approved by the Graduate Dean
- when you have completed a minimum of 12 credits of 500-level coursework listed on your Plan of Study, while
maintaining a "B" (3.0) GPA
- when all prerequisite or admission stipulation courses have been completed
- no form is required (it is monitored by the department)
- Candidacy is necessary for you to register for thesis or field project credits

C. COMPLETING DEGREE REQUIREMENTS
- You will be notified by the Graduate School about when to register, at the start of the year. You may also consult the WWU Registrar's calendar on-line to see specific dates and information for new or returning student registration.
- There is flexibility in when core and elective courses, and project credits are taken, however we recommend this sequence:
  - Fall-1: ENVS 501, 585, 597
  - Winter-1: ENVS 582, 587
  - Fall-2: ENVS 588
- See main handbook sections below for details on Field Project or Thesis requirements.
- See appendix B for possible elective courses and professors organized by specialty.
- Two special courses that are good to know about:
  - ENVS 595 - Teaching practicum: experience teaching in undergraduate courses, arranged individual with the prof. Enroll in the specific prof's section on Classfinder. Not applicable for teaching assistantship for which you are paid. Variable 1 to 5 credits, repeatable for credit, S/U graded (can't be counted in degree plan).
  - ENVS 499A - Huxley Speaker Series: Student-faculty interaction on topics of general interest. 1 credit, repeatable for credit with no maximum. S/U grading. Useful sometimes to get enough credits for FA eligibility (besides being very interesting!).

CONTINUOUS ENROLLMENT POLICY
You are expected to register continuously once you have been admitted to the (not counting summers) once you have been admitted to the Graduate School (i.e., this program).
See the Graduate School's Continuous Enrollment Policy at http://www.wwu.edu/gradschool/policies.shtml
In brief the policy allows for students who have completed all degree requirements to pay a nominal fee to register for GRAD 699 (non-graded). This must be maintained every quarter (except summers) until graduation, and allows access to Libraries, technology and research facilities. Note that GRAD 699 does not meet minimum enrollment requirements for Financial Aid or status as a Teaching Assistant.
Failure to maintain enrollment means you must re-apply for admission.
Continuous enrollment is waived if you are granted an official leave of absence (for example due to injury, etc).
Contact the Graduate School for information, gradschool@wwu.edu RETURNING STUDENT APPLICATION (E-sign)
NOTE: If you attended spring quarter and plan to register for fall quarter, you do not need to submit the Returning Student Application.

D. OPTIONAL FORMS RELATED TO PLAN OF STUDY
AMENDMENT TO THE GRADUATE PLAN OF STUDY (E-Sign)
If it becomes necessary to make changes in the courses listed on your Plan of Study, the Graduate School asks that you fill out the amendment form listing all courses to be added and/or deleted. The form is signed by the Graduate Program Adviser and approved by the Graduate Dean.
INDEPENDENT STUDY CONTRACT AND REGISTRATION APPROVAL (E-sign)

Graduate independent study courses (500) are available to enable students to pursue educational experiences not available through the regular graduate courses listed in the catalog. The content of a Directed Independent Study course, and the reason for requesting it, must be detailed in a Directed Independent Study Contract developed by the student and instructor (graduate faculty member). Before the contract is submitted to the Graduate School, it must be approved by both the instructor who will direct the study, the graduate program adviser and the department chair. The scope and rigor of a Directed Independent Study proposal and the intellectual demands of the proposed study must equal or exceed regular graduate courses offered in the department. No more than ten credits of Directed Independent Study (ENVS 500) may be applied toward the degree requirements. See further details at http://www.wwu.edu/gradschool/independent-study.shtml

The Independent Study Contract and Registration Approval is an E-sign form using your WWU email address as follows:
• student completes Section I and forwards the form to the instructor's WWU email address. It is recommended that you exchange drafts with the instructor by email before initiating the form. An ISP can be either S/U or letter graded and count as part of your Plan of Study.
• instructor completes Section II and forwards it to the Graduate Program Adviser for approval and routing to Graduate Program Coordinator then forwards it to the Graduate School.
• Graduate School determines eligibility and authorizes registration by forwarding to the Registrar.
• the Registrar will create the course CRN, complete registration and lock the form, triggering an automated email to the student's WWU email address that registration is complete.
• by initiating this form, the student takes full responsibility for completion of routing by the registration deadline and tuition charges incurred by registration for the course.
• up to ten (10) credits of Directed Independent Study (ENVS 500) may count toward your degree
• typically, you should expect to work three hours per week for each ISP credit for which you have registered.
2. **ENVIRONMENTAL EDUCATION, NON-RESIDENCY, Non-Thesis (Field Project)**

**PROGRAM REQUIREMENTS CHECKLIST** (see below for details)

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<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
<th>Details</th>
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<tbody>
<tr>
<td>1</td>
<td>Completion of the Plan of Study</td>
<td>Due your first quarter -- signed by Graduate Program Adviser, approved by Graduate Dean</td>
</tr>
<tr>
<td>2</td>
<td>Forming the Field Project Committee</td>
<td>As soon as your topic has been chosen -- see text for committee membership</td>
</tr>
<tr>
<td>3</td>
<td>Submit Field Project Proposal</td>
<td>Give to your entire committee after you have formed and developed the initial ideas for your field project</td>
</tr>
<tr>
<td>4</td>
<td>Field Project Topic Approval</td>
<td>Prior to registering for field project credits (ENVS 691) -- signed by all committee members, Graduate Program Adviser and Graduate Program Coordinator</td>
</tr>
<tr>
<td>5</td>
<td>Register for Field Project Credits</td>
<td>After satisfactory completion of 12 credits on your Plan of Study and filing of Field Project Topic Approval</td>
</tr>
<tr>
<td>6</td>
<td>Field Project Report Drafts</td>
<td>First complete draft to faculty adviser at least one quarter prior to the quarter of graduation -- entire committee should have at least two weeks to read before public presentation is scheduled. Follow guidelines in APA Publication Manual, most recent edition.</td>
</tr>
<tr>
<td>7</td>
<td>Application for Masters Degree [e-sign]</td>
<td>Due before last day of classes the quarter prior to graduation</td>
</tr>
<tr>
<td>8</td>
<td>Public Presentation</td>
<td>Field project presentation on main WWU Campus. Bring signature page for your final report, ready for all committee members to sign.</td>
</tr>
<tr>
<td>9</td>
<td>Submission of complete report</td>
<td>Complete report with signature page in pdf format to committee chair and Graduate Program Advisor.</td>
</tr>
<tr>
<td>9</td>
<td>Recommendation for Masters Degree [e-sign]</td>
<td>This is the final deadline to meet for completion of the degree. [Note: all graduate students must be registered for at least 2 credits in the quarter you graduate or in the quarter immediately prior to the quarter you graduate].</td>
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A. FIELD PROJECT COMMITTEE

The field project committee advises the student and approves the project proposal form. It acts as a body of consultants during the course of the project development and writing of the project report. The selection of your field project committee members should be based on the expertise they can contribute to your project. You are responsible for recruiting your committee subject to approval by your thesis chair.

- The field project committee consists of at least two members: the chair (faculty adviser) must be a graduate faculty member in Huxley College (see the complete list of graduate faculty provided on Huxley’s website).
- The second committee member may be drawn from faculty at Western or from the professional community.

When selecting your faculty adviser and/or your committee members, you might want to consider:

- What are their professional and research interests, expertise, skills, and orientation? Can they provide you with the guidance you’ll need? Will you be comfortable with the approaches that they are likely to recommend?
- What will they be like to work with? Are they supportive, reliable, constructively critical, and able to communicate well with you? How busy are they?
- How good are they at getting their students through the program? What is their track record in helping students get proposals written and approved? How long do their students take to finish their degrees? How well do they work with other faculty members whom you might want on your committee?
- How helpful are they likely to be in getting you a job or further study? What is their reputation in their field, and how extensive is their network of contacts?

B. FIELD PROJECT PROPOSAL

You may begin your studies with a well-developed idea for a field project, or you may have little idea of what the options are and what project would best serve your needs as a learner. Through your coursework and interaction with your faculty adviser, fellow students, and practitioners in the field, you will develop a project idea. In doing so, you should consider the resources available for the project and the time it will take to do it. You should thoroughly determine that any cooperators outside the university with whom you might work are willing and able to give you the assistance you will need.

Faculty will typically ask to see a written proposal before agreeing to serve on your committee and before approving your Field Project Topic Approval form. Consult your faculty adviser and other committee members about what format they think suits your topic. There is no set format for a proposal, but it will probably be easier in the long run to use technicalities such as margins, heading style, etc. required for the thesis so you can move parts of the proposal directly into your thesis. Throughout the education field the American Psychological Association (currently, 6th Edition of its publication manual) is the standard for all matters of formatting and style. Be aware that on-line summaries of APA generally lack various important details.

A field project proposal should include:

- a clear statement of the nature and goals of the project to be undertaken. What will it involve? With whom will you work? What are its objectives and what will be the concrete outcome of the project?
- a review of relevant resources, including literature, that will be important to completing the project
- the methods you will use to carry out the project
- a statement of the probable applications and importance of the project
- references
- For further guidance, see Appendix A below, "M.Ed. in EE Field Project Guidelines." Also discuss details with your field project chair.
C. **FIELD PROJECT TOPIC APPROVAL** (e-sign)  [required]

Before registering for field project credits, a signed Field Project Topic Approval is required, indicating you have an advisory committee that has reviewed the topic and proposal for your project. This process helps solidify discussions you have had so far with your adviser and serves as an agreement on the progress you’ve made toward the completion of your project. This form must be circulated to your entire committee, Graduate Program Adviser, and Graduate Program Coordinator. This will generally happen after your committee has reviewed your project proposal. The form requires a brief description of project topic and aims, methods, plans, and declarations about the use of animal or human subjects. All of this should be discussed thoroughly with your advisor prior to initiating the form.

**Note:** Approval of field project topic does not imply approval of data collection on human subjects or live vertebrate animals. If you will be gathering data from human subjects as part of your project you will need to familiarize yourself with all the information at [http://www.wwu.edu/rsp/documents/human.shtml](http://www.wwu.edu/rsp/documents/human.shtml), complete the NIH training module and obtain its certificate, in advance of data collection, to the WWU Human Subjects Rights Review Committee. These steps do not have to be completed at the time of the Field Project Topic Approval, but they must be anticipated when it is submitted to committee members for signatures.

Please refer to the Research and Sponsored Programs (RSP) website on the WWU homepage. Approval must be granted by the Human Subjects Review Committee or the Animal Care and Use Committee prior to data collection.

Please Note: Failure to follow requirements regarding research on human subjects and live vertebrates will jeopardize your research and receipt of your degree.

The student must also understand and follow WWU child-related program policies (see section 4-J below).

D. **ENVS 691 - FIELD PROJECT (1-12) -- [registration]**

In order to begin registering for field project credits the following steps are required:

- you must be Advanced to Candidacy
- you must have a Field Project Topic Approval form on file with the Graduate Program Coordinator
- 6 to 12 ENVS 691 Field Project credits are required. More 691 credits may be taken but do not count in your Plan of Study.
- you must register for the final two credits the in quarter you present your project or the preceding quarter (Note: if you are registered in the spring and present by fall quarter deadlines you do not have to register again).
- field project credits are graded incomplete (K) until the faculty recommendation form, with the appropriate S/U grade assigned, is received by the Graduate School
- 12 credits will convert to an S grade following the project presentation and submission of the final report including any changes needed. (All credits of ENVS 691 beyond 12 will remain an incomplete (K) on your final transcript.)

Guidelines to register for field project credits:

- ask your faculty adviser or Ed Weber to enter an instructor override (OV) for the specific quarter you wish to register [this has to be done each quarter]
- each faculty member has their own unique CRN for thesis each quarter. This why the step has to be done each quarter. Be sure to register for the correct faculty member's ENVS 691 CRN.
E. THE FIELD PROJECT REPORT

A field project should involve fieldwork as well as research, and include synthesis and application of knowledge. Examples of a field project are development, implementation, and assessment of a curriculum unit in a field school, or design of an environmental education and interpretation program (or part thereof) for a state or national park. Examples of past projects are on this list. Many are bound and can be found in the WWU library. The field project involves applied work in the field of environmental education. It may require a period of work off the campus in a field setting.

A Field Project report must be prepared. The field project report is the culmination of your graduate program. It demonstrates that you can develop and carry out a major project and write up a professional report on it. The report constitutes a record of your research and creative ability and skills. It testifies to your ability to write for a professional education audience. Often the body of the field project report will be a curriculum, programmatic unit, or a learning resource and its supporting justification and rationale (based on the professional literature of the field) which may be useful to practitioners in the field. Your write-up of your work will testify to your ability and skill to communicate with professionals in your field.

As a rule of thumb, the first draft should be completed and presented to your faculty adviser early in the quarter prior to the quarter in which you wish to graduate. When the field project report has undergone sufficient revision and when your adviser agrees, you will circulate a draft to all members of the committee. The entire committee should have at least two weeks to read your report before you make your public presentation. Some rewriting should be anticipated at each stage of this review process, including after you have made your final presentation.

Be sure to consult the Graduate School’s yearly timetable of deadlines for upcoming quarters at http://www.wwu.edu/gradschool/graduation.shtml well in advance when planning your final two quarters.

F. APPLICATION FOR MASTERS DEGREE [E-sign] -- required

The application for degree must be submitted by the last day of classes in the quarter prior to the quarter you intend to graduate. Applications submitted after this date will not be accepted. You should contact the Graduate Program Adviser to be sure all graduation requirements have been met (or are on-track to be met) before you submit the application for degree. The non-refundable graduation fee will be charged to your student account at the time of filing. If you don't meet the deadlines for the quarter you applied, you will have to apply again.

G. PUBLIC PRESENTATION

You will give a public presentation of your field project to your committee and other interested members of the community. This will constitute your "defense" and you should expect to field questions from the audience. Consider this a professional presentation, the opportunity to demonstrate your skills as a presenter and educator. You should discuss with your adviser the nature of the presentation and prepare accordingly.

- work with your advisor, committee, and the Graduate Program Coordinator to schedule the presentation
- the Graduate Program Coordinator will ask for your help in advertising this event.
- you may not schedule your oral defense between quarters
- all committee members are expected to attend your presentation
- one week before your presentation give your final field project report to your chair and committee members
- bring the signature page (first page listing committee members, with a line above each name for signature) to your presentation and later scanning and addition to your .pdf report
- tell your committee that you will be sending them the E-sign degree recommendation
- know that some committees prefer not to sign-off on your field project until recommended corrections are
completed and reviewed.

H. **RECOMMENDATION FOR MASTERS DEGREE** [e-sign] -- **required**

This e-form can be initiated by the student or field project chair following the presentation and oral defense and is signed by all committee members upon satisfactory completion of the field project and all other degree requirements. Your final, revised field project report in pdf form with the signature page appended as the first page must be turned in to your Chair. This is the final requirement toward receiving the Master’s degree and is due in the Graduate School no later than Friday one week before the beginning of finals week.

I. **DIPLOMA and DEGREE POSTING**

Delivering thesis to CEDAR system
- OPTIONAL: Hardbound copy for yourself. See instructions on the above link, and more information see in this handbook about Theses, section J. DELIVERING THESIS FOR COPYING AND BINDING.

Your diploma will be mailed and your degree posted to your official transcript after receipt of the final, revised and correctly formatted pdf of your report.

Note: Outstanding fines or campus parking tickets must be paid before the diploma is issued.
### 3. ENVIRONMENTAL EDUCATION, NON-RESIDENCY, Thesis

#### PROGRAM REQUIREMENTS CHECKLIST (see below for more details)

<table>
<thead>
<tr>
<th></th>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Completion of the Plan of Study [e-sign]</td>
<td>Due your first quarter -- signed by Graduate Program Adviser, approved by Graduate Dean</td>
</tr>
<tr>
<td>2</td>
<td>Forming the Thesis Committee</td>
<td>As soon as your topic has been chosen--see text for committee membership.</td>
</tr>
<tr>
<td>3</td>
<td>Submit Research Proposal</td>
<td>Give to your entire committee after you have formed and developed the initial ideas for your thesis</td>
</tr>
<tr>
<td>4</td>
<td>Thesis Topic Approval [e-sign]</td>
<td>Prior to registering for thesis credits (ENVS 690) --signed by all committee members, Graduate Program Adviser and Department Chair, approved by the Graduate Dean</td>
</tr>
<tr>
<td>5</td>
<td>Register for Thesis Credits</td>
<td>After satisfactory completion of 12 credits on your Plan of Study and filing of Thesis Topic Approval in the Graduate School (aka Advancement to Candidacy)</td>
</tr>
<tr>
<td>6</td>
<td>Thesis Report Drafts</td>
<td>First complete draft to faculty adviser at least one quarter prior to the quarter of graduation--entire committee should have at least two weeks to read before oral defense is scheduled. Follow guidelines in APA Publication Manual, most recent edition.</td>
</tr>
<tr>
<td>7</td>
<td>Application for Masters Degree [e-sign]</td>
<td>Due before last day of classes the quarter prior to graduation</td>
</tr>
<tr>
<td>8</td>
<td>Public Presentation</td>
<td>Scheduled at the same time as the Oral Defense--presented on WWU main campus</td>
</tr>
<tr>
<td>9</td>
<td>Oral Defense Schedule [e-sign]</td>
<td>Due in the Graduate School two weeks prior to the Oral Defense. Thesis must be defended no later than four weeks prior to the end of the quarter.</td>
</tr>
<tr>
<td>10</td>
<td>Submission of signed thesis for Graduate Dean’s signature</td>
<td>Signature page signed by all committee members by the Graduate School deadline published here: <a href="http://www.wwu.edu/gradschool/graduation.shtml">http://www.wwu.edu/gradschool/graduation.shtml</a></td>
</tr>
<tr>
<td>11</td>
<td>Recommendation for Masters Degree [e-sign]</td>
<td>This is the final deadline to meet for completion of the degree. Note: all graduate students must be registered for at least 2 credits in the quarter you graduate, or in the quarter immediately prior to the quarter you graduate.</td>
</tr>
</tbody>
</table>
A. THESIS COMMITTEE

The thesis committee advises the student and approves the proposed thesis topic. It also acts as a body of consultants during the course of the thesis, and conducts the final oral examination of the candidate. The selection of your thesis committee members should be based on the expertise they can contribute to the development, research and writing of the thesis.

- the committee consists of at least three members: the chair and second member must be graduate faculty members in Huxley College (see the complete list of graduate faculty provided on Huxley's website)
- your third committee member can be from faculty at Huxley, at Western, or from the professional community, upon approval by the thesis chair and the Graduate School
- off-campus committee members send an e-mail to the Graduate School gradschool@wwu.edu indicating your name and the environmental education program, his/her title, affiliation and e-mail address
- all members must attend your oral defense (remote connections may be allowed so long as your advisor agrees)

When selecting your faculty adviser and/or your thesis committee members, you might want to consider:

- What are their research interests, expertise, methodological skills, and theoretical orientation? Can they provide you with the guidance you'll need in writing your thesis? Will you be comfortable with the scholarly and/or scientific approaches that they are likely to recommend?
- What will they be like to work with? Are they supportive, reliable, constructively critical, and able to communicate well with you? How busy are they?
- How good are they at getting their students through the program? What is their track record in helping students get proposals written and approved? How long do their students take to finish their degrees? How well do they work with other faculty members whom you might want on your committee?
- Do they and their students typically publish the results of their research in the peer-reviewed literature?
- How helpful are they likely to be in getting you a job or into a Ph.D. program? What is their reputation in their field, and how extensive is their network of contacts?

B. THESIS / RESEARCH PROPOSAL –follow link to Grad School info

Although we speak of independent and original research, you must necessarily rely on your adviser and committee for guidance. You will be given every opportunity to pursue a scholarly topic or research hypothesis that is particularly intriguing to you within your capability and the expertise of your adviser. Students should plan to meet with their adviser upon arrival to begin discussion of a thesis topic.

Faculty will typically ask to see a written research proposal before agreeing to serve on your committee and before approving your Thesis Topic Approval form. Consult your faculty adviser (and other committee members) about what format they think suits your topic. There is no set format for a proposal, but it will probably be easier in the long run to use technicalities such as margins, heading style, etc. required for the thesis so you can move parts of the proposal directly into your thesis. Throughout the education field the American Psychological Association (currently, 6th Edition of its publication manual) is the standard for all matters of formatting and style. Be aware that on-line summaries of APA generally lack various details.

A thesis/research proposal should include:

- a short, clear statement of the research question or hypothesis and its conceptual and/or scientific context
- a review of the relevant literature to help the reader understand the topic of the questions
- questions posed by the research hypothesis
- methods that will be used to address the question or to test the hypothesis, with explanations of how the study design and how tests will be conducted so as to answer the hypothesis.
- possible outcomes to the hypothesis
• a statement of the applications and importance of the research
• references

This type of proposal, with modifications and the addition of a budget, can be submitted to the Research and Sponsored Programs (RSP) for university research funds (see Funding Opportunities in Section 4).

C. **THEESIS TOPIC APPROVAL** [e-sign] -- **required**

Before registering for thesis credits, the Graduate School requires an approved, signed Thesis Topic Approval that indicates you have a thesis committee and the topic of your research. This process helps solidify discussions you have had so far with your thesis adviser and serves to protect the progress you’ve made toward the completion of your project. This form must be circulated to your entire committee, Graduate Program Adviser, Department Chair, Graduate Program Coordinator, and Graduate Dean. This will generally happen after they have reviewed your research proposal. The form requires a brief description of research subject and protocol, and declarations about the use of animal or human subjects. All of this should be discussed thoroughly with your advisor prior to initiating the form.

**Note:** approval of thesis topic does not imply approval of data collection on human subjects or live vertebrate animals. For research projects involving human subjects, which is common in empirical theses in this subject, you will need to familiarize yourself with all the information at [http://www.wwu.edu/rsp/documents/human.shtml](http://www.wwu.edu/rsp/documents/human.shtml), complete the NIH training module and obtain its certificate, and submit your research plans including exact data collection plans and means of obtaining informed consent, in advance of data collection, to the WWU Human Subjects Rights Review Committee. These steps do not have to be completed at the time of the Thesis Topic Approval, but they must be anticipated when it is submitted to committee members for signatures.

Please Note: Failure to follow requirements regarding research on human subjects and live vertebrates will jeopardize your research and receipt of your degree.

Please refer to the Research and Sponsored Programs (RSP) website on the WWU homepage. Approval must be granted by the Human Subjects Review Committee or the Animal Care and Use Committee prior to data collection.

The student must also understand and follow WWU child-related program policies (see Section 4-J below).

D. **ENVS 690 - THESIS RESEARCH (1-12 credits)** -- [registration]

In order to begin registering for thesis credits the following steps are required:

• you must be Advanced to Candidacy
• the Thesis Topic Approval form must be on file in the Graduate School
• 6 to 12 ENVS 690 thesis credits are required. More 690 credits may be taken but do not count in your Plan of Study.
• you must register for the final two credits the quarter you defend your thesis or the preceding quarter (Note: if you are registered in the spring and defend by fall quarter deadlines you do not have to register again)
• thesis credits are graded incomplete (K) until the faculty recommendation form, with the appropriate S/U grade assigned, is received by the Graduate School
• credits will convert to an S grade following the thesis oral defense and submission of final draft (all credits of ENVS 690 beyond 12 will remain an incomplete (K) on your final transcript)
Graduate School guidelines to register for thesis credits:

- ask your faculty adviser or Ed Weber to manage the required registration overrides (OV) for the specific quarter you wish to register [this has to be done each quarter].
- each faculty member has their own unique CRN for thesis each quarter. This why the step has to be done each quarter. Be sure to register for the correct faculty member’s ENVS 690 CRN.

E. **THE THESIS** – follow link to Grad School info

The thesis is the culmination of the student’s graduate work at Western, indeed the purpose of the Masters degree—to educate, guide, and train the student to be an independent scholar or scientific investigator. The thesis demonstrates you are capable of original and independent scholarship, can design and carry out a research problem, and report on the investigation in a proper manner—all in a timely fashion. Writing a thesis teaches not just how to plan and carry out a research project, but also how to negotiate work through revisions and manage your time. If difficulties arise, or if project modification is necessary, it is important to discuss the matter with all committee members, preferably as a group rather than individually.

A thesis can get out of hand! Every effort should be made to shorten the thesis, including efficient design of figures and tables, and serious thought should be given to presenting the thesis in “journal publication” format (ask your faculty adviser about this). Your ultimate goal should be to publish at least a portion of your thesis in a peer-reviewed forum such as a scholarly journal. Writing your thesis in “journal publication” format will make this task much easier. The writing of the thesis can be time-consuming and often difficult. You are encouraged to begin writing from the beginning of the thesis definition stage, and continue writing through all phases of the work. The outline of the thesis should be developed early and revised often—with frequent faculty adviser review.

The Graduate School provides [Thesis Guidelines](http://www.wwu.edu/gradschool/graduation.shtml) on their website, including a template that can be adapted for our M.Ed. As a rule of thumb, your first draft should be completed and presented to your faculty adviser early in the quarter prior to the quarter you wish to graduate. When the thesis has undergone sufficient revision and when your adviser agrees, a draft of the thesis is circulated to your entire committee. The entire committee should have at least two weeks to read the thesis before you schedule your oral defense. Some rewriting should be anticipated at each stage of this review process.

Be sure to consult the Graduate School’s yearly timetable of deadlines for upcoming quarters at [http://www.wwu.edu/gradschool/graduation.shtml](http://www.wwu.edu/gradschool/graduation.shtml) well in advance when planning your final two quarters.

F. **APPLICATION FOR MASTERS DEGREE** [e-sign] -- required

The application for degree (E-sign) must be submitted by the last day of classes in the quarter prior to the quarter you intend to graduate. Applications submitted after this date will not be accepted. You should contact the Graduate Program Adviser or your thesis chair to be sure all graduation requirements have been met (or are on-track to be met) before you submit the application for degree. The non-refundable graduation fee will be charged to your student account at the time of filing. If you don’t meet the deadlines for the quarter you applied, you will have to apply again.

G. **ORAL DEFENSE SCHEDULE** [e-sign] -- required

This form informs the Graduate School when and where your oral defense will take place. It should be completed and sent (E-sign) to [gradschool@wwu.edu](mailto:gradschool@wwu.edu) at least two weeks before the defense is to be held. The Graduate Program Coordinator will ask for your help in advertising this event.
H. **ORAL DEFENSE** -- **required**

An oral defense in the presence of your thesis committee and a Graduate Council representative is **required** and must be scheduled within an academic quarter (not during quarter breaks), including summer. The oral defense may cover any aspect of your education, but usually the questions are concerned with the thesis itself. You should be aware, however, that aspects of your course work at WWU may be covered. You should discuss with your adviser the nature of the oral defense and prepare accordingly. Typically the candidate gives a public presentation of their work, after which he or she meets alone with the committee. The committee may then deliberate in private before calling the candidate back in for final discussion, including required revisions.

- you may not schedule your oral defense between quarters
- all committee members are expected to attend your oral defense
- two weeks before your defense submit the Oral Defense Schedule (E-sign) to gradschool@wwu.edu
- one week before your defense deliver the latest draft of your thesis to the Graduate School for review by the Graduate Council representative (the role of the Graduate Council representative at your defense is that of student advocate--to insure impartiality)
- if a Graduate Council representative is not available to attend, this copy is not necessary
- one week before your defense give your thesis chair the latest draft for Huxley College review
- bring at least three signature pages (first page listing committee members, with a line above each name for signature) to your defense for signatures (you may want more) -- one of the three thesis copies are delivered to the Graduate School, one is given to your thesis chair, one remains in Huxley. Additional copies for other committee members and yourself are in addition to the required three.
- tell your committee that you will be sending them the e-sign degree recommendation
- know that some committees prefer not to sign-off on your thesis until recommended corrections are completed and reviewed.

I. **RECOMMENDATION FOR MASTERS DEGREE** -- **[e-sign]** -- **required**

The student or the thesis chair can initiate the Recommendation for Masters Degree e-sign form which is signed by all committee members upon satisfactory completion. When signed and submitted to the Graduate School, this is the final requirement toward receiving the Masters degree. It must be received by the Graduate School no later than the specified by the Grad School at: http://www.wwu.edu/gradschool/graduation.shtml.

J. **DELIVERING THESIS FOR COPYING AND BINDING**

- REQUIRED: One hard cover bound paper copy that will ultimately be stored in the WWU Library. See instructions on the above link, and more information under the next bullet. (OPTIONAL: If you want hard copies of your own, or if committee members request a copy, then you’ll need an original signature page for each printed copy.)
  - Hand deliver the one (and optional additional) original signature pages to Haggard Hall Campus Print and Copy Services (HH 110, Phone: 360-650-3762). The Grad School will deliver the electronic copy to them for copying. **Payment in full must be submitted in advance for all services** regardless of who delivers your manuscript to Campus Print and Copy Services.
  - We do **not** require the **copying** be done on campus, although they provide this service very inexpensively.
  - We do **require** that the **binding** be done by Copy Services. This insures that all bound theses are of standard size, color, title lettering, etc.
o At the time you place your copying/binding order, the costs for the copying, hard binding, soft binding and lettering must be paid in full. Call Campus Print and Copy Services for current charges (x3762).

o When you place your order, the type for the gold stamping of the front hard covers will be ordered. Once the type has been ordered, changes may not be made in the title, or additional fees will be charged for the re-order. **Title length on the cover can be no more than 50 spaces per line** (including punctuation and spacing), with a **maximum of 4 lines, or 3 lines with 1 line of underlining; or 2 lines with 2 lines of underlining.** (If your title is longer than this, it must be shortened for the cover, but may remain in its original length on the pages of your thesis.)

o Allow six (6) weeks for the completion of your thesis copying/binding order.

L. **DIPLOMA and DEGREE POSTING**

Your diploma will be mailed and your degree posted to your official transcript after the final copy has been submitted to CEDAR, copy order placed and fees paid.

Note: Outstanding fines or campus parking tickets must be paid before the diploma is issued.
4. IMPORTANT INFORMATION FOR ALL CAMPUS-BASED M.Ed. EE STUDENTS

A. MEETING DEADLINES TO COMPLETE YOUR DEGREE

The Masters degree is earned at the end of the quarter in which you have filed the recommendation and completed all degree requirements. See published deadlines for each quarter provided by the Graduate School.
- application for the degree (E-sign) must be made by the last day of classes of the quarter prior to the quarter you intend to graduate
- you must be enrolled for at least two credits during the quarter in which the degree is awarded or during the preceding quarter
- in order to receive your degree, it is imperative that you complete all program requirements within 5 years. After five (5) years, your student computer account, library privileges and all other technology services will be discontinued and all associated files will be purged, and you are withdrawn from the Graduate School.
- you may participate in the WWU commencement ceremony only in the quarter in which your degree requirements are met. You may, however, participate in Huxley’s spring commencement ceremony if you graduated in any quarter in the past year (i.e., including the preceding summer).

B. TIMELINE FOR COMPLETION OF DEGREE

All requirements must be completed within 5 years (including leaves of absence). Students who have not completed their program after 3 years are required to file a plan for completion within the 5-year limit. Otherwise it is understood that the student has decided to withdraw from the program. Below is a sample TIMELINE to submit to the Graduate School due to (a) not graduating after 3 years or (b) excess registration of thesis credits. Specific dates or quarters are required for everything you have not completed. Thesis students must submit to the Graduate School; Field Project students submit to the Graduate Program Advisor.

TIMELINE FOR COMPLETION OF DEGREE (example)

<table>
<thead>
<tr>
<th>Date/Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________________________________</td>
</tr>
<tr>
<td>(PRINT OR TYPE YOUR NAME)</td>
</tr>
</tbody>
</table>

- Completion of all program prerequisites and/or admission stipulations
- Completion of remaining courses on Plan of Study
- Submission of field project or thesis topic approval
- Completion of literature review
- Completion of data gathering or project activities
- Completion of analyses
- Submission of first draft
- Submission of subsequent drafts
- Anticipated quarter of graduation
- Submission of Application for Masters Degree
- Submission of Oral Defense Schedule (thesis only)
- Registration for 2 cr. during quarter the degree is awarded
- Tentative date of public presentation
- Tentative date of Oral Defense (thesis only)
- Submission of defended thesis to Graduate School (thesis only)
- Submission of Recommendation for Master’s Degree

______________________________________ __________________
Student Signature   Date

______________________________________ __________________
Chair Signature   Date
C. EXTENSION OF GRADUATE PROGRAM

You can request an exception to completing the degree within 5 years. The request can be for 1-3 quarters:

- you need to discuss, then request, an extension with your thesis chair
- your thesis chair and the graduate program adviser determine if they will support the request
- if approved, you and your adviser work to develop a mutually agreed upon timeline
- the request, faculty statement of support, and detailed timeline are submitted to the Graduate School

D. ACADEMIC LOADS (Graduate School and Financial Aid requirements)

Enrollment requirements for GRADUATE SCHOOL purposes

- full-time = 8 cr. minimum / 20 cr. maximum. (One quarter full tuition pays for 10 to 18 credits.)
- graduate students (including TAs) who have completed all courses on their Plan of Study except thesis credits will meet the Graduate School requirement for employment as a TA by enrolling for a minimum of two credits.
- For full financial aid register for 8 credits, for three-quarter financial aid register for 6-7 credits, for half financial aid register for 4-5 credits. In this case, Financial Aid requirements supersede the Graduate School requirement allowing you to register for two credits. The two-credit enrollment works only for graduate students who are not on financial aid or other credit load conditions.

Teaching Assistants:

- TAs can register for 2-7 credits if they have completed all course work except thesis registration
- full- and part-time TAs are required to register for 8 cr. minimum each quarter [refer to above statement regarding the 2 cr. exception]
  - full-time TAs work 20 hrs/wk, receive tuition waiver up to 18 cr. (may not work elsewhere on campus)
  - part-time TAs work 10 hrs/wk, receive a half tuition waiver (may work 9 hrs/wk elsewhere on campus)
- student fees are never waived -- expect to pay between $18 and $300 out of pocket each quarter, depending on your enrollment status.
- students can work on campus full-time during intercessions (the time period when school is not in session, including weekends and summers) -- may not exceed 40 hrs/wk
- assistantship will be canceled if a GPA of 3.0 is not maintained, or student fails to meet departmental expectations or performs duties in an unsatisfactory manner
- TAs receive health benefits through the Graduate School
- you have to sign up for health benefits -- they’re not automatic -- contact the Graduate School at 360-650-3170.

Research Assistants:

- RAs are required to register for a minimum of two credits each quarter (except summer)
- graduate student employees who have completed all course work on their approved Plan of Study, except for thesis or research work, will be considered full-fee paying if enrolled for a minimum of two credit hours of thesis or research
- if you decide not to register you must be employed in an exempt position (non-student) whether being paid hourly or salaried
- for summer only a graduate student hired as a student employee can work up to full-time and not be registered if the student is registered spring quarter and intends to register fall quarter
- RAs may receive a partial tuition waiver; check with your faculty sponsor
- enrolled RAs may be eligible for health benefits; check with your faculty sponsor
- you have to sign up for health benefits -- contact the Graduate School at 360-650-3170.
Temporary Exempt Staff:

These positions exist primarily to accommodate a graduate student who has RA support but is not registered for the minimum 2 cr. required for an RA. These positions may or may not provide a tuition waiver or health benefits; check with your faculty sponsor.

### Enrollment requirements for FINANCIAL AID purposes

- **full financial aid** award requires registration of 8 credits or more each quarter
- **three-quarter financial aid** award requires registration of 6-7 credits each quarter
- **half financial aid** award requires registration of 4-5 credits each quarter
- you are expected to complete your degree within a maximum allowable time frame; in other words, you cannot receive financial aid indefinitely
- you may attempt up to 125% of the credits required for completion of your program of study (however, these credits are expected to be on your approved Plan of Study)
- students enrolled in thesis or field project programs are eligible for federal financial aid for the number of credits allowed by the program for thesis (**12 credits**)
- you are encouraged to plan your academic course loads efficiently to reduce excessive student loans
- contact the [WWU Student Business Office](http://www.wwu.edu/chw/student_health/index.shtml) with questions concerning loan payments, etc.

### E. HEALTH INSURANCE AND ON-CAMPUS MEDICAL CARE INFORMATION


Graduate students taking at least 2 credit hours have the option of paying the Health Services fee for the quarter so they can utilize services, if they choose to. A signed authorization form, available from a Health Center receptionist, is necessary, allowing you to be billed and use the health services. In general, students enrolled in 6 or more credits are automatically billed the fee for the quarter.

If you are serving as a graduate TA or an RA, you may be enrolled for as few as three (3) credits and still be eligible for services from the Student Health Center (notify the Graduate School so your account can be manually charged)

**WWU STUDENT HEALTH INSURANCE PLAN** -- See Student Health Center info also

This insurance plan is available to any WWU student who meets eligibility requirements as stated in the plan brochure; however the Graduate School will pay your premiums on a quarterly basis if you are a Graduate Assistant -- be sure to opt-in each quarter to have coverage (you may receive limited reminders of this during transition).

### F. WASHINGTON RESIDENCY

Generally, state residency is determined at the time of admission to the Graduate School (i.e., program). Information concerning residency can be found on the WWU Registrar’s pages at: [http://www.wwu.edu/registrar/student_services/residency.shtml](http://www.wwu.edu/registrar/student_services/residency.shtml)

### G. GRADES AND GRADING
• students must maintain a 3.0 GPA in courses listed on your Plan of Study
• satisfactory/unsatisfactory (S/U) grading is allowed, but not computed in your GPA
• pass/no pass grades (a grading mode chosen by student when registering) are not applicable toward a graduate degree
• incomplete (K) grades must be completed within one calendar year from quarter posted: e.g., an incomplete received in fall must be removed by the end of the following fall. If a K grade is not completed it will convert to a failing grade of Z. The student and instructor will have a written agreement as to when the work will be complete for any K grade.
• incomplete (K) grades received for thesis or field project credits are an exception to the one-year time limit; they may accumulate. All ENVS 690 or 691 credits will be graded K, but upon successful completion of the degree program the K grades are converted to S up to the 12 credits allowed in your degree plan.
• a maximum of 10 credits of C+ grades is allowed toward completion of approved program; however, required courses graded “unsatisfactory” (S/U) must be repeated.

H. FUNDING OPPORTUNITIES

• The Fund for the Enhancement of Graduate Research, sponsored by the Office of Research and Sponsored Programs (RSP) and the Graduate School, awards students currently enrolled in graduate programs research support in amounts up to $1,000. Students may apply spring quarter, but may consider urgent research funding needs at other times. Awards are intended to directly assist students in accomplishing their thesis work (equipment, computer software, consumable items, travel, etc.). Refer to http://www.wwu.edu/rsp/documents/grad.shtml

• The Ross Travel Funds for Graduate Students provides support for students to travel to present papers at professional meetings and conferences. The awards cover the amount equivalent to the minimum airfare or other public transportation cost to the conference city, with a maximum of $500 granted to any single applicant. Ground transportation, lodging, per diem and registration fees are not covered. Refer to http://www.wwu.edu/gradschool/ross-travel-grant.shtml

• GRANTS FOR THESIS RESEARCH (from on-campus sources). If you apply for a “small grant” through Huxley College or a Research and Sponsored Programs (RSP) grant for thesis work, the funding will be deposited into the department account. Purchases can be made with WWU purchase forms or through Purchasing, as reimbursements using services/reimbursement forms. However, for some purchases, such as computer software, there are rules to be followed. There are various ways to spend your grant---see Diane Knutson for assistance. Refer to the travel section below for grant money of any sort being used for travel to seminars, research sites, and any type of travel. In all cases, keep your receipts.
  • Fund for the Enhancement of Graduate Research

• GRANTS FOR THESIS RESEARCH (from off-campus sources) Grants administered through RSP must follow guidelines. If you are overseeing a grant with your faculty adviser, all paperwork will require his/her signature. If you or anyone else (other students) are to be paid out of grant monies, you must have a Payroll Appointment form in the university payroll system before you begin working on the grant. Grants all have a designated five-digit number beginning with a “5.” See Diane Knutson to be placed on the payroll, for travel, for purchases, and for reimbursements.
  • National Science Foundation Graduate Fellowship Program
  • Additional links to external funding sources for Students

HUXLEY COLLEGE SOURCES (note on this link: the named scholarships in table format target undergraduates)

• Ernst Gayden Small Grants Fund, in memory of a long-time Huxley faculty member Prof. Ernst Gayden
• **Huxley College Dean’s Fund for Sustainability Studies**, applied for by e-form routed to diane.knutson@wwu.edu:https://esign.wwu.edu/forms/ENVS/_envs_studies_dean_fund_sustain_appl_1.aspx

• The **Huxley Small Grant** is used to cover expenses for such items as expendable supplies (chemicals, glassware, computer disks, etc.), travel to field sites and/or, when funds are available and after applying for Ross Travel funds through the Graduate School, attendance to present research results at a professional meeting. It is available to student performing THESIS research only at this time. Field Projects are not eligible for this grant. You must have an approved Thesis Topic Approval on file with the graduate school to apply.

**Graduate Work-Study Program:**

• Graduate Work-Study is one component of financial aid and the application for financial aid (FAFSA) must be submitted as early as possible, see http://www.finaid.wwu.edu/client_services/pages/general_info/fafsa_tips.php

• Deadlines may be more flexible for graduate students. Eligibility for graduate work-study (financial aid) is determined during the summer. Graduate work-study students are responsible for finding on-campus employment opportunities through the **Student Employment Center’s web website** and/or through contacts with faculty and other departmental personnel.

• If you receive work-study you will need to log and report the hours you work each week. If you do not do this promptly and properly it could result in loss of funds and will cause undue workload on limited department staff. You will receive an over-view of this process. Here is the important information you should know regarding your timesheets:
  1. Log hours on a monthly calendar (it is easiest to keep track of hours this way) AND on the electronic timesheet for the current pay period available in WEB4U.
  2. Please DO NOT exceed 19 hours in a given week, Monday through Sunday. Please note: some weeks span two pay periods, thus the monthly calendar makes it easy to check the total hours in a given week.
  3. Please DO NOT exceed your quarterly award.
  4. If there are remaining hours in quarterly awards at the end of the quarter, 40 hours a week during the break period after the last final is acceptable. THIS ONLY APPLIES IF THE STUDENT WILL BE ENROLLED FULLTIME THE FOLLOWING QUARTER.
  5. Each pay period, students will receive an email from me stating timesheet due date for entering and submitting.
  6. The timesheet due dates usually (there are exceptions) are the 15th and last day of each month; some may fall on a weekend day.
  7. Pay dates are the 10th and 25th of each month.
  8. If hours are not submitted in time, or the timesheet was returned for correction, this is the process to follow:
    a. CURRENT hours are logged as usual
    b. LATE HOURS: choose any day in the LATE HOUR line and log the total LATE hours on one day. In the comments*, indicated what these LATE HOURS represent.

*Comment example: Fifteen LATE HOURS on October 16 represent: October 3, 2015 three hours 8-11 a.m.; October 4 and 5, 2015 six hours each 8 a.m. - 2 p.m.

  9. If your timesheets are incorrect, they will be returned for corrections which will result in the your hours being processed the next pay period. This can cause a financial hardship for some - so it is very important you check and double-check 1) that your hours are within the 19 hours per week and 2) within your quarterly awards.
I. SAFETY TRAINING
The University has a responsibility to provide safety training to new employees and students who will be working with chemicals and performing hazardous tasks. It is the responsibility of each faculty member to ensure that his or her employees and students are trained. Contact Environmental Health & Safety (x6582) for the safety orientation checklist and the specific job safety orientation for new employees including student workers. Graduate students who perform research in the field and laboratory should be trained in issues such as transport of chemicals in vehicles (personal and university) and the potential risks if they transport chemicals in luggage via air. In addition, personal protective equipment, hazard communication, lab safety and hazardous waste are among the other topics that should be reviewed.

J. CHILD-RELATED PROGRAM POLICIES
As a registered “child-related program” according to WWU Policies, our Environmental Education programs are mindful of the “increased legal, moral, and social duty owed to children” and the “particularly sensitive oversight challenge and increase in responsibility” this entails. Our programs exist for the benefit of both our enrolled students and the young or otherwise vulnerable populations they serve. Thus, as a means of ensuring those benefits and preventing harms; and as a way to teach our students current professional practice, our students will be made aware of and trained in standards of conduct, rules of supervising children, use of photographs and other media, and mandatory reporting requirements whenever contact with such groups is part of coursework or associated programs. In addition, screening such as Criminal Conviction Disclosure and Criminal Background checks will be required for participation in the program. You will receive instruction, and may also consult Western’s Children at Western Toolkit.

K. TRAVEL and MOTOR POOL Regulations and Procedures
• First, consult your department manager Diane Knutson (X3277) about procedures.
• Travel for instructional or professional purposes related to your degree work requires Travel Authorization.
• Costs associated with travel to conferences require advance paper work
• If you will be driving a van for instructional purposes, you must complete training and required paperwork
• If you will be driving your private automobile for instructional purposes, you must review relevant State policies and have a photocopy of your driver’s license and current auto insurance card on file with the Department Manager.

L. GRADUATE SCHOOL FORMS
• Forms are available in links below or at http://www.wwu.edu/gradschool/forms.shtml.
• E-sign forms should be submitted electronically using WWU email addresses
• E-sign forms are not automatically routed. Recipients must authorize and submit it to the next recipient at their WWU email address.
• The student may verify routing to ensure the recipients have authorized registration and forwarded the form by checking the status of the form through the Web Form Finder
• a few forms are available only via pdf, as indicated on the Grad School page above

M. PROGRAM GOVERNANCE
Policies, and management decisions guiding Huxley’s M.Ed. programs are formulated, discussed, and enacted by the M.Ed. in EE Graduate Program Committee. It acts within its authority granted by the Huxley College Bylaws, which defines its membership to include student representation. One voting student representative from the campus based program is selected by application to the program faculty, and approved by the Huxley College faculty, generally at the beginning of the academic year. Meetings occur about once a quarter and are
open; we welcome participation. The Grad program committee also operates within the larger context of WWU policies and processes. Decisions affecting courses and program configuration and catalog description must be approved by the WWU Graduate Council. Other matters may be reviewed by other entities at WWU such as Risk Management, etc.

WWU’s Graduate Student Advisory Council (GSAC) is an organization of graduate students dedicated to enhancing graduate student life at Western Washington University. Applications are generally solicited in the spring term for positions during the following year.
Appendix A: M.Ed. in EE Field Project Guidelines

Framing your field project

You should ask yourself the following questions about a field project:

What do I wish to learn in doing this project that complements the other learning I am doing in this program?

What will be the goals of the project? What alternative paths might be taken to achieve these goals?

What process will I follow in doing the project? What will be the steps in the process, and what do I estimate each step will take in terms of time and other resources?

What help will I need to do the project, and who might provide it?

What resources for the project are available, and how may I gain access to them?

How will I report on the project? How do I wish to structure the final report that will be bound and deposited in Wilson Library and other appropriate places?

How do I get started on a field project?

1) Describe the project in writing and discuss it with your adviser.

2). Refine the proposal, choose your committee, and recruit them.

3) Set up a system to build project resources. I suggest the chapter folder approach. Develop bibliography.

4) Carve the project down, in consultation with your adviser, to something that can be completed in two quarters (6 months). Set deadlines for yourself and keep to them. Have a workplan!

5) Give yourself plenty of time for feedback on drafts of your project report from your adviser and other members of your committee. Establish a schedule for these drafts to be submitted and reviewed.

What follows is a suggested outline for the field project report. It is only a guideline and can and should be modified in consultation with your adviser and committee. This is a formal report that should be to a very high professional standard.

Outline of Field Project Report

Cover page

See example at end of this appendix

Introduction

Here you should give the reader an overview of what the field project is about. The best time to write the introduction is after you have written virtually everything else in the report. In a thesis you would start with an
abstract, but in the less formal field project an introduction seems more appropriate. This should be relatively brief.

**Goals of the Project**

What is the intended outcome of the project? What will it add to the world of environmental education? What are the specific goals and objectives to which the project is directed?

**Methods**

How have you addressed the goals? How have you carried out the project? You may have done extensive library research. If so, how did you structure that research? How did you focus your search in the vast resources of libraries, which includes on-line sources? You may have interviewed people. If so, how did you choose the people to interview and how did you decide on what questions to ask them. And what were the questions? If you collect information and then analyze it, how did you structure the analysis? You may have analyzed information on the way to constructing a unit or lessons or to designing a curriculum or a facility or some parts thereof. How did you structure the analysis? How did you break down the information in your search for insight into your project? The intent of this section of your report is to explain to the reader as thoroughly as possible how you went about doing the project.

**Review of literature**

You want to know how original your project idea is, and you want to scour the literature to learn everything you can that will help you pursue your idea. One purpose of the lit review is to determine whether your project has been done before. You may find that it has, in which case you will improve upon, modify, or replicate the earlier project. You may find that it has not, and that adds to your rationale for doing the project you have conceived, for you are plowing new ground. Another purpose of the literature review is to find all the information that is out there that might help you develop your project. If you find that the literature is vast, you should choose three facets of that literature upon which to focus, those facets most directly relevant to the work you are doing. The literature will provide insight you can apply, and rationales you can use to justify the particular approach you have taken.

**Description of the Project**

Here you present the project itself. This is the core of your report, and the essence of the work you are doing. Ideally this section might stand alone after you have completed your Masters, perhaps as a publication. Thus if you have written a children’s book or designed a curriculum, you would present it here in its entirety. In the former case your literature review would reveal where your book fits into the constellation of children’s literature on the subject you are writing about. In the latter, you would write up the curriculum or curriculum unit so that a teacher could use it in the EE setting, the classroom, or wherever you intend it to be used. The structure of this section will vary with the type of project undertaken, and you should consult with your adviser on structuring this subsection of the overall report.

**Suggestions for Further Study**

In almost every case, the process of arriving at the project has narrowed the focus of the Masters student to some part of a bigger project which was envisioned but which was beyond the scope of Masters work. Here you might describe for the generations of students who come after you the grand scheme into which your work fits. If, for instance, you want to develop a curriculum about the life of northwest rivers, you decide for your
project that you can only focus on the invertebrates, or on the fish, or on some aspect of the human use of the river. In this section you might describe what else should be done to offer a curriculum of adequate scope on the subject of life of northwest rivers. Think what you would like to have a project report reveal to you as a student looking for a project. What would you need to build on?

Format & References

In writing up your report, use the *Publication Manual of the American Psychological Association* in its latest edition. You may be asked to purchase this manual. Follow its instructions on all aspects of citation and reference style and formatting, except single spacing is preferred. Beyond this basic expectation you have room for creative expression in the form your report (and of course associated educational products) may take.

Appendices

If there is material that you do not want to embed in the body of the report but which you think is essential for the reader to have, put it here. The possibilities are vast, but be very discriminating. Whatever is here must clearly relate and support what is in the body of the report. An example might be a list of resources that a teacher should know about to adapt your project to his or her situation.

Template title page follows
YOUR TITLE HERE

By

Your Name

Accepted in Partial Completion
Of the Requirements for the Degree
Master of Education

Huxley College of the Environment
Western Washington University
Bellingham, Washington, U.S.A.
[date, month year]

ADVISORY COMMITTEE

_____________________________
Chair, Dr. [Project Chair name]

_____________________________
[Dr. or other] [Committee Member name]

[additional names if you have more than to committee members]
Appendix B: Elective suggestions

Electives outside Huxley for M.Ed. Env. Ed. students

Please consult the preceding M.Ed. EE handbook for the required courses for your program. They should be taken early in your program and in sequence. However, taking a broad view of your plan of study is advisable, including considering any area of specialization, including courses that may only be offered occasionally. There is room for elective courses for the Campus-Based (thesis or non-thesis) track, and room for limited elective(s) for the Residency track. Students doing a thesis should talk to their advisor about appropriate research methods, and consult appropriate department offerings in the university catalogue. Research methods courses are not covered in this list. Electives must be approved by your advisor to count toward your degree. Your Plan of Study may need to be amended, so bring that to your advisor's attention too.

This compilation is intended to help you identify coursework that might fit a theme you want to pursue with your electives. What is compiled here are courses organized under themes of interest to some of our M.Ed. EE students. They are listed by area, and under that, by professor since you may want to find out what other courses they may be teaching in a given semester.

This document does NOT (in general) cover courses offered by Environmental Studies Department faculty, since there are so many potential courses depending on whether your interests are in Env. Policy, Planning, Geography, or related areas. Please consult the university catalog to identify ENVS or any other courses that might be of interest to you. This list is not “complete” since your interests cannot be anticipated.

Some important caveats:

- It’s up to you to find out if you can take a given course, and to consult your advisor. If you succeed in getting into a desired course you’ll also have to file an Amendment of Plan of Study form (see Grad School web pages for link).
- Taking the course will depend upon whether it is offered in a term you can take it (check Coursefinder).
- Availability of many of these courses may depend on acceptance to a different program (major or grad program), the special nature of the course (e.g. “senior seminars”), and/or course capacity limits.
- Availability may also depend on whether you have met the prerequisites and/or the professors willingness to accept you even if you don’t (ie, if you have some substitutable experience).
- Only 400 or above level courses can count in your degree plan. You can still take 300 level courses, but they will not count.
- In exceptional circumstances, however, a professor may be willing to support an ISP where you attend the course but do additional graduate level work. Be aware that this is a substantial commitment on the part of the prof, OR that in actuality they may let you take an Independent study, but they not be able to afford you any of their time beyond the course meetings (because faculty are very busy and may not be compensated for ISP’s). Be sure to use the Grad School’s ISP application form if you do an ISP. Work out the content of this form in correspondence with the prof BEFORE you fill out the form and route it to them. Another option for an ISP may be an internship; consult your advisor.
- It is wise to contact the professor of a course you’re interested in as early as possible and be ready to be flexible in working out an arrangement.
Social Justice & SJ Education, Critical studies in education

Maria Timmons Flores
AMST 413 / EDUC 413 - Bridging Barriers w/Migrants 4cr
Prof. Flores also has strong interests in climate justice education

Kristen French (head of Woodring's CEED, Center for Education, Equity and Diversity)
ELED 425 - Social Studies for Elem School
ELED 297 - Tribal History, Culture & Government
ELED 497H - History of Native American Ed & Policy

Vero Velez
FAIR 314E - Critical Pedagogy 4cr
EDUC 411 - Education and Social Justice 4cr
EDUC 414 - Topics in Social Justice Ed 4cr
FAIR 414D - Topics in Social Justice Ed 4cr
SEC 513 - Seminar: Education, Culture & Equity (also taught by other faculty members)

Dolores Calderon
FAIR 314E Critical Pedagogy, 4cr

Clay Pierce
FAIR 336B Neoliberalism and Public Schooling, 4cr
FAIR 314E Critical Pedagogy, 4cr

Anna Lees
ELED 310 Education, Culture and Equity

Anthony Longoria
AMST 412 - Seminar in Educational Equity, 4 cr

Dan First Scout Rowe
AMST 315/ FAIR 399B - Contemp American Indian Issues

Trula Nicholas
HSP 455 - Diversity/Social Justice Dynamics, 4cr

Damani Johnson
PLSC 347 - Race, Politics & Public Policy, 5cr

Larry Estrada
FAIR 372F - Race-Soc./Latino Caribbean, 4cr
AMST 314 - Contemporary Latino/a Issues, 5cr

Foundations and methods in teacher education
Victor Nolet
SEC 431 - Sec School Methods II 4 cr
SEC 501 - Intro to Educational Research 4 cr
SEC 531 - Teaching Adolescents 4 cr
SEC 533 - Assessment & Prof Dev in Sec Sch 4 cr
Victor also has strong interests in Environment and Sustainability Education in Wash. School systems and teacher training.

**Mitchell Jancic**
ELED 302 - Educational Psychology II 4cr  
ELED 303 - Ed Psych Dev and Learning 5cr  
ELED 425 - Social Studies for Elem School 5cr  
ELED 471 - Documenting Teaching 5cr

**Molly Ware**
SEC 432 - Sec Meth III - Man, Mot, & Disc 4 cr  
SEC 444 - Teaching & Learning with Tech 2 cr  
SEC 532 - Curric & Instr in Sec Schools 4 cr  
SEC 533 - Assesmnt & Prof Dev in Sec Sch 4 cr  
SEC 534 - Mgmt,Motiv Disc in Sec Schools 4cr

**Lauren McClanahan**
SEC 425 - Dev Reading, Writing & Learning 4 cr  
SEC 430 - Sec School Methods I 4 cr  
SEC 444 - Teaching & Learning with Tech 2 cr  
SEC 510 - Teacher as Communicator 3cr  
Lauren has a major documentary project empowering youth voice on climate change in widely varying countries where effects are being experienced.

**Science Education**
Don Burgess  
SEC 430 - Sec School Methods I 4cr  
SEC 431 - Sec School Methods II 4cr  
SCED 480 - Methods/Curriculum Elem Sch 5cr  
SCED 490 - Lab/Field Exp Elemen Science 3cr  
Don has strong research interests in field natural history education and used to run the grad program for NCI, in its opening years. He's also an excellent amateur ornithologist.

**Deb Donovan**
SCED 481 - Fundamentals Teaching Science 2cr  
Deb is a marine scientist with specialties in intertidal invertebrates and science education

**Erika McPhee-Shaw,** Director, Shannon Point Marine Center, WWU facility in Anacortes

**Allison Paul,** Project Manager/Education Coordinator, Shannon Point Marine Center

**Early Childhood Education**
Eileen Hughes  
ECE 391 - Preschool Pract & Sem 4cr  
ECE 430 - Creativity & Play in ECE 4cr  
ECE 434 - Environ for Early Learning 4cr  
ECE 439 - Curriculum Planning in ECE 4cr

**Anna Lees**  
ECE 380 Foundations of Literacy in ECE
Adult and Higher Education
Sondra Cuban
AHE 554 - Foundations of AEd & Diversity 4cr
AHE 577 - Learning in Adulthood 4cr
AHE 578 - Program Development 4cr
AHE 581 - Readings in Adult & Higher Ed 4cr

Stan Goto
AHE 501 - Intro to Research Methods/Appr 4cr
AHE 554 - Foundations of AEd & Diversity 4cr
AHE 570 - Issues in Adult Literacy 4cr
AHE 571 - Curriculum Dev. & Assessment 4cr
AHE 580 - Teaching Methodologies 4cr
AHE 586 - Teach E-Learning & Blended Env 4cr
CCE 518 - Current Issues in Education 4cr

Communication, mass media, theatre, etc.
Warren Cornwall
ENVS 412 Environmental Journalism, 4cr
ENVS 413 The Planet staff, 4cr

Michael Karlberg
COMM 440 - Critical Media Literacy 5cr
COMM 498 - Communication Ethics 5cr

Korry Harvey
COMM 225 - Comm, Diversity & Controversy 4cr
COMM 235 - Exposition and Argumentation 4cr

Steve Woods
COMM - Environmental Rhetoric

Deb Currier
THTR 428 - Radical Theatre, 3cr
THTR 350 & 450 Theatre for youth I and II, 3 & 3cr
THTR 398 Integrated Arts for Elementary Ed, 3cr

Biodiversity Conservation
John McLaughlin
ESCI 439 - Conservation of Biol Diversity 4 cr pre-req: ESCI 325 or BIOL 325

Brook Love
ESCI 494 - Marine Conservation 4cr

James Helfield
ESCI 470 - Ecological Restoration 3cr (note: 2 parts, fall term prerequisite for winter term)

John Bower
FAIR 334P - Salish Sea Marine Biology, 4cr
Culture and environment
Dan Boxberger
ANTH 462 - Native Peoples of the Northwest

Gigi Berardi
ENVS 410 - Agroecology of Sustainable Agriculture 4cr (summer)

James Loucky
ANTH 465 - Peoples of Mexico/Central America 5cr
ANTH 490 - Anthropological Genetics Sr Sm 5cr
ANTH 565 - Peoples of Mexico & Central America 5cr
ANTH 581 - Childhood and Culture 5cr

John Tuxill
FAIR 330E - Ethnobotany 4cr
FAIR 436N - Adv Topics Science: Agroecology 5cr

Recreation
Most Outdoor Rec courses are part of "phased" or blocked courses for major and not available. Contact instructors to find out; most of the following may be available, depending on instructor and prerequisites
Keith Russell
RECR 450 - Recreation Program Evaluation 4cr
RECR 470 - Adventure-Based Programming 3cr
RECR 480 - Leisure and Society 4cr

Jasmine Goodnow
RECR 480 - Leisure and Society, 4cr
RECR 479 - Ecotourism: Principles & practice, 3 cr

Melissa D'Eloia
RECR 421 - Therapeutic Recreation Trends and Issues, 3cr

Randall Burtz
RECR 444 - Recreation Budgeting and Finance, 4cr
RECR 475 - Community Development and Leisure Services 3 cr

Business and Sustainability
Huxley runs double majors with College of Business and Economics on a) Environmental Economics; and b) Business and Sustainability. The former emphasizes economics. The latter may have a number of courses of interest, available depending on the prof and your prerequisite course work. See the course list here (most are also required for various CBE majors): https://catalog.wwu.edu/preview_program.php?catoid=11&poid=5211
Example courses:
Craig Dunn
ENVS / MGMT 359 - Greening Business Policy and Practice
ENVS / MGMT 466 - Greening Business Applications

Wendy Wilhelm
MKTG 384 - Marketing and Sustainability
MKTG 474 - Marketing Strategies for Sustainability
English
Nicole Brown
ENG 302 - Intro Tech & Professional Writing 5cr
Prof. Brown is a farmer and sustainability activist

Ning Yu
ENG 418 - Sr Sem: Am. Environmental Lit 5cr
ENG 423 - Maj Auth: Henry David Thoreau 5 cr

History
Mart Stewart
HIST 397 - Food & Environment in America 5cr
ENVS 545 / HIST 553 - American Environmental History 4cr

Political Science
Damani Johnson
PLSC 347 - Race, Politics & Public Policy
PLSC 390 - Politics of Development, 5 cr

Debra Salazar
PLSC 397T - Environmental Injustice 5cr
PLSC 421 - Queer/LGBT Politics 5cr
PLSC 449 - Politics and Social Change 4cr

Sara Singleton
PLSC 346 - Politics of Inequality 5cr
PLSC 420 - Environmental Politics 5cr
PLSC 436 - Managing Environmental Commons 5cr

Psychology
Dave Sattler
PSY 340 - Environmental Psychology 5cr
PSY 440 - Seminar in Environmental Psych 5cr