

**HANDBOOK OF THE
REQUIREMENTS FOR THE MASTER OF ARTS IN GEOGRAPHY**
(revised August 2009)

Introduction

Education in Geography at the graduate level provides an opportunity to broaden one's intellectual life and to acquire or upgrade knowledge and skills for many careers including teaching, planning, and research. The master's degree may also be a prerequisite to entering a doctoral program at some other universities and advantageous in those programs that don't require it.

The Master of Arts degree program in Geography at CSULB consists of a minimum of 30 units of coursework, including graduate-level seminars and the preparation of an individual thesis study supervised by an appropriate faculty committee. The program calls for a greater degree of interest and a greater capacity for independent work than is expected of undergraduate students. In general, students who have completed a specified pattern of undergraduate courses with high grades are deemed eligible for admission to the master's degree program in Geography at CSULB. All applicants are reviewed in terms of their probable ability to complete the program.

This *Handbook* describes basic requirements and procedures for entry to, and completion of, the Master of Arts Degree program in Geography. University-wide policies are described in the University Catalog published annually (<http://www.csulb.edu/divisions/aa/catalog>). Students are expected to consult both documents and to bear responsibility for meeting all requirements and deadlines. The Graduate Advisor of the Geography Department is the primary counselor and record-keeper for graduate students. Feel free to consult the advisor for help with any concerns you may have about qualifications, admission, or your progress in the program (Dr. Chris Lee in Fall 2009, clee@csulb.edu and Dr. Chrys Rodrigue in Spring 2010, rodrigue@csulb.edu).

Graduate study is more demanding and time-consuming than undergraduate study. Many graduate students find that the amount of reading, writing, and lab work in a 3 unit graduate seminar "feels" more like 5 or 6 units of work. It is important to adjust your courseload and outside obligations to take this into account. In recognition of this effect, a full-time graduate workload is generally recognized as 9 or 10 units, not 12 to 15 units. Make sure to pace yourself and take that level of units, in which you know you can maintain at least a 3.0 grade point average.

**THE GEOGRAPHY DEPARTMENT TELEPHONE NUMBER IS (562) 985-4977 or -8432
THE DEPARTMENT IS LOCATED IN BUILDING LA 4, ROOM 106. NORMAL
WEEKDAY HOURS ARE 8:00 TO 12:00 AND 1:00 TO 5:00. WHEN WRITING, ADDRESS
YOUR CORRESPONDENCE TO:**

**GRADUATE ADVISOR
DEPARTMENT OF GEOGRAPHY
CALIFORNIA STATE UNIVERSITY
LONG BEACH, CALIFORNIA 90840-1101**

REQUIREMENTS FOR THE GEOGRAPHY MASTER'S OF ARTS PROGRAM

Prerequisite Qualifications for Admission to the Geography M.A. Program

1. One of the following:
 - a) A bachelor's degree in Geography;
 - b) A bachelor's degree in a related discipline with 24 units of upper-division courses in a combination of Geography and approved courses in related disciplines.
2. Completion of Geography 200 or a statistics class that is substantially equivalent.
3. An undergraduate upper-division grade point average of 3.0 (B) or better overall and in Geography or related disciplines, or compelling alternate evidence of ability to do graduate work in Geography.
4. All applications must provide the following directly to the Geography Department:
 - a) A set of all official transcripts (entry of official transcripts into the University system, accessible to the Graduate Advisor in Geography will satisfy this requirement);
 - b) Three academic letters of recommendation;
 - c) A personal statement of purpose, usually 1.5 to 2 pages long, in which you explain your interests in geography, your personal and/or professional purpose for pursuing graduate study in geography, your topical interests within the discipline and how they relate to the four core strengths of this Department (geospatial techniques, environmental and physical geography, human and urban geography, and globalization and regional geography), and any skills you may already possess that will help you move through the program.
 - d) Graduate Record Examination scores sent directly to the University.
 - e) If English is not your first language, you also need to provide evidence of proficiency in English sufficient to perform well at the graduate level, such as a TOEFL score of at least 550 (paper form, or equivalent online scores) or an IELTS score of at least 7.0.
5. Students may need to complete further prerequisites if they have been admitted conditionally classified but do not meet the minimum standards stated in 1a or 1b above for admission as a classified graduate student. Prerequisites will be determined by the Geography Graduate Advisor, in consultation with the Department Graduate Committee, who may then require completion of further coursework and/or passage of a special examination and/or other work (See Point 4 on page 3 for more details).

Basic Requirements for the MA Degree in Geography

1. Courses required to demonstrate completion of prerequisites (see 5 above).
2. Achievement of "Classified" Graduate Standing:
 - a) At the time of admission to the graduate program, a student may be accepted into a graduate curriculum on a "conditional" basis, subject to the requirement that any prerequisites must be completed through additional preparation.
 - b) If prerequisites are not completed at CSULB, the student shall submit transcripts from the institution(s) where prerequisites have been satisfactorily completed.
 - c) When all identified prerequisites have been completed, the student shall request the Graduate Advisor for formal change of the student's status from "Conditional" to "Classified Graduate Standing."

3. Successful completion of the University Writing Proficiency Examination (WPE) (schedule is online: http://www.csulb.edu/divisions/students2/testing/test_information/wpe/bulletin/). University policy now recognizes a score of 4 or higher on the essay portions of both the GMAT and GRE as WPE equivalents at the graduate level. Students may request a “Petition for Special Exemption” form from the Office of Testing and Evaluation Services if they have completed the GMAT or GRE substitution standards successfully.
4. Completion of at least 30 units of approved upper-division and graduate courses:
 - a) A minimum of 24 units of Geography courses (including 6 units of thesis-see c.4.;
 - b) An advanced geotechniques course (Geography 400, 474, 502, 575, 584, 586, 587A, 587B, 588);
 - c) A minimum of 18 units of 500 and 600 level courses, which must include:
 1. Geography 596 Geographic Thought and Literature (prerequisite to all Geography seminars) with a grade of “B” or better. It is critical that you earn at least a “B” in this course, because it cannot be repeated! A “C” or less terminates your program;
 2. Geography 696 Seminar in Geographical Research Methods with a grade of “B” or better. As with 596, it is critical that you earn at least a “B” in this course, because it, too, cannot be repeated! A “C” or less in this seminar terminates your program;
 - d) At least two topical seminars; 640 (Seminar in Physical Geography), 650 (Seminar in Cultural Geography, or 680 (Seminar in Geospatial Science). Since the instructor and specific topic of seminars changes with each offering, the same seminar can be taken twice to fulfill this requirement. See Appendix B for the schedule of topical seminars for the next two years.
 - e) 6 units of Geography 698 thesis (normally taken over two semesters for three units each semester, but these units can be configured in any combination of units once you become eligible to take them by being “advanced to candidacy”).
5. Scholastic standards: a 3.0 grade point average must be maintained at all times, **and only courses with a “B” or higher may be used for your program. Geography 596 and 696 may not be repeated if you do not earn a “B,” so it is particularly critical that you do well in these two.**
6. Maintain continuous residency status at CSULB from the semester of admission until graduation by enrolling in at least one unit of course work every semester unless an authorized educational leave of absence has been approved. Once advancement to candidacy has occurred, residency is maintained by enrolling in at least one unit of course work or GS 700 **every semester** (Fall and Spring) unless an authorized educational leave of absence has been approved. Students must be registered in at least one unit of course work or GS700 during the semester in which the M.A. degree is awarded. If graduation takes place during the Winter or Summer session, the candidate must be enrolled in at least one unit of coursework or GS 700. See later discussion concerning the need to maintain residency, applying for educational leave and enrollment in GS 700 in order to maintain residency.
7. All requirements of the M.A. program must be completed within seven years of the date the student program was initiated, *i.e.*, the date (semester) when the first course appearing on the student’s formal M.A. program was completed. So, if you start in Fall 2009, you must complete your program no later than the end of Fall 2016.

Upper Division Geography Courses Acceptable for the Master's Degree include:

- 400 Geographical Analysis
- 442 Biogeography
- 444 Climatology
- 446 Land Use Planning
- 447 Landscape Restoration
- 452 Geography of the Global Economy
- 455 People as Agents of Environmental Change
- 460 Population Geography
- 462 Feminist Geography
- 466 Urban Geography: Principles
- 468 World Cities/Cities of the World
- 470 Political Geography
- 473 Remote Sensing
- 474 Introduction to Digital Image Processing
- 481 Geographic Information Science for Natural Sciences
- 482 Map Design for Presentation and GIS
- 492 Internship in Applied Geography
- 494 Special Topics (1-3 units, may be repeated for up to 6 units with consent of Dept Chair)
- 497 Directed Studies (1-3 units, may be repeated for up to 6 units with consent of Dept Chair)

Graduate Courses Acceptable for the Master's Degree include:

- 502 Qualitative Geographic Analysis
- 519 Geographies of Development and Inequality
- 540 Land and Water Environments
- 543 Watersheds: Process and Management
- 545 Palaeoclimatology
- 548 Environmental Assessment
- 558 Hazards and Risk Management
- 565 Social Geography
- 567 Urban Geography: Metropolitan Problems
- 575 Geographical Applications in Remote Sensing
- 584 Advanced Concepts in Presentation Cartography
- 585 Principals of Geographic Information Science
- 586 Field Methods in Landscape Analysis
- 587a Applications of GIS: Environment and Natural Resources
- 587b Applications of GIS: Urban and Economic
- 588 Advanced Topics in Geographic Information Science
- 596 Geographic Thought and Literature (required)
- 640 Seminar in Physical Geography
- 650 Seminar in Cultural Geography
- 666 Seminar in Urban Geography
- 680 Seminar in Geospatial Science
- 696 Seminar in Geographical Research Methods (required)
- 697 Directed Research (1-3 units)
- 698 Thesis (6 units required for MA degree)

Graduate Transfer Units

“At the option of the college or department offering an advanced degree requiring a total of 30 units, up to 6 units of approved extension/continuing education or transfer credit is acceptable on graduate student programs. At the option of the college or department offering a graduate degree requiring a total of 30 units this limit may be raised to 9 units of approved extension/continuing education or transfer credit if taken at CSULB. ” (University Catalog 2009-2010; online @ http://www.csulb.edu/divisions/aa/catalog/2009-2010/bacc_grad_info/grad_transfer_units.html)

“Extension courses completed at campuses including California State University, Long Beach shall be acceptable within the six- unit transfer limit provided the work can be properly evaluated and the course is acceptable as graduate work for an equivalent graduate degree on the campus where taught. Extension/continuing education and transfer course material shall be evaluated and approved by CSULB faculty teaching in the topic area in conjunction with the department graduate advisor and college associate dean or director of graduate studies Final approval/disapproval shall be the responsibility of the Associate Vice President for Graduate and Undergraduate Programs or his/her designee” (University Catalog 2009-2010; online @ http://www.csulb.edu/divisions/aa/catalog/2009-2010/bacc_grad_info/grad_transfer_units.html).

GRADUATE PROGRAM PROCEDURES

Step 1: Admission to the Master's Degree Program In Geography

For acceptance into the program, applicants must declare their intent to seek the Master of Arts Degree in Geography by applying for graduate admissions to BOTH the university AND the department. The university application process can be accessed on-line at <http://www.csumentor.edu>.

The Department application process consists of sending the following materials to the Geography Graduate Advisor:

1. Transcripts from all previously attended institutions (this may be waived if your official transcripts have been entered into the CSULB Common Management System and successfully made available to the Graduate Advisor, but it is safer if you provide a separate copy to the Department as well as the University);
2. Three letters of recommendation from faculty or others who can address your academic abilities and potential for success in an MA degree program in Geography;
3. A statement of purpose (1.5-2 pages) that identifies your interest and experiences with geography, your interest in graduate study in geography and in our program, and your career goals as they may be related to Geography. Please organize your letter around the following:
 - a) a broad overview of your interests in the discipline of geography and what professional or personal goals motivated you to extend your education to the graduate level.

- b) the Department has four major areas of substantive research (human and urban geography, environmental and physical geography, geospatial techniques, and regional geography and globalization). Please explain how your general interests relate to one (or more) of these particular areas and to your broader goals and interests.
- c) any skills you may now possess that could assist you in moving forward in your graduate education (*e.g.*, foreign language skills, work experience, programming skills, foreign travel, mapping/graphics/design skills, quantitative background).

Note: These steps do not obligate a student to enroll in, or complete, the degree program. Rather, they simply initiate a review of the qualifications of students who may desire to earn the Master of Arts Degree in Geography. By this means, students learn whether their prerequisites are acceptable and which courses will be approved for the degree program.

The Graduate Advisor then reviews the records of the applicant's previous college work to ensure minimum requirements have been met. Then, the Advisor, in consultation with the Department Graduate Committee, accepts or rejects declarations of intent to seek the Master of Arts Degree in Geography, on the basis of a wholistic review of the applicant's previous record, statement of interest, letters of support, GRE scores, and, if relevant, TOEFL/IELTS scores, and whether the Department can support the applicant's stated interests and goals with available faculty and resources.

Step 2: Preparing Your Tentative Graduate Program

Upon admission to the Geography Graduate M.A. Program, the student must consult with the Graduate Advisor about choice of course work. Students must obtain written approval from the Advisor that their proposed courses will be acceptable toward the degree. At this time, the Advisor will also inform students of incomplete prerequisites, if any, and their means of correction. A "Tentative Graduate Program" form will be prepared in consultation with the student that identifies which courses the Department will approve for the first semester of graduate study and what special requirements, if any, must be met in addition to the basic degree program. It is important that the graduate student stay in contact with the Graduate Advisor, at least once a semester, to ensure that the initial program still meets the graduate student's needs, as interests often shift during the process of graduate education. If interests change or new faculty come on staff, it may be appropriate to change your program or, later, your thesis advisory committee.

Note: This initial advising procedure does not create a finalized course of study that cannot be revised. Rather, it assures that the student will enroll only in courses that constitute an acceptable degree program. Because the Department will accept for degree credit only those courses that are included in a "Tentative Graduate Program," however, any changes must be approved by the Advisor.

Until a student has formed a Thesis Committee, the Graduate Advisor will serve as the student's interim counselor. Once you have selected a Thesis Advisor during Geography 696, you will build the rest of the Thesis Committee in consultation with him or her. Formal advising shifts to your committee but any modifications of your program need to be filed by the Graduate Advisor.

Step 3: Registration for Courses

Register for and complete courses that are identified in the “Tentative Graduate Program.” Remember that Geography 596 is normally the prerequisite to enrollment in Geography 696 Seminar in Geographical Research Methods (also required) as well as other graduate seminars and should be completed at the first opportunity. Students may take a topical seminar before completing, or concurrently with 596, but this requires consultation with and permission of the Graduate Advisor. If the situation warrants, students may also take 596 and 696 concurrently with permission of the Graduate Advisor. If prerequisite course deficiencies have been identified, these courses should be completed at the first opportunity. It is probably safest if you take care of these before attempting Geography 596.

Step 4

Selecting a Thesis Chair and Forming a Thesis Committee

During a student’s first year of graduate study, one should identify one’s areas of interest within the field of Geography and build a master's degree program around them. The Graduate Advisor will gladly discuss this question, as will other members of the faculty, but the actual decision must largely be the student’s (see p 13 below for a list of faculty and their fields of interest within Geography). Once thesis topic areas of interest have been determined, as part of Geography 696, the student shall prepare a thesis proposal, select a Thesis Chair, and have that faculty agree to serve in that capacity. With him or her, you will form a Thesis Committee (comprised of the Thesis Chair and two other faculty), which will guide the student through the remainder of the graduate program, particularly in respect to advancement to candidacy and writing the thesis. The Thesis Committee consists of three faculty members, rarely more. At a minimum, two must be regular full-time Geography faculty at CSULB (under certain circumstances, a third member may be from another academic discipline, another university, a part-time Geography instructor at CSULB, or a professional with at least a master's degree and expertise associated with the thesis research). Students are expected to consult with the Graduate Advisor and the Geography 696 instructor regarding selection of the most suitable person to chair the Thesis Committee. That person will assist in identifying other faculty members who may serve on the Committee. The student, however, is ultimately responsible for asking the prospective Thesis Chair and other Committee members if they are willing to serve and securing their written acceptance.

It is the student’s responsibility to select a thesis subject area that is compatible with faculty subject specialties; and, when approaching a prospective Thesis Chair and other prospective Committee members, students should be prepared to discuss their areas of geographic interest and prospective thesis topics. A standard faculty requirement is to ask the graduate student to provide a thesis proposal (or at least a short summary of the developing proposal) to the prospective Thesis Chair and Committee members ahead of a meeting. The proposal should include: identification of the intended thesis topic, a literature review of key theoretical issues in geography (and other disciplines) related to the topic, an introductory discussion of the purpose and possible geographic significance of the topic, a methodology, and the expected outcome of the study. **Proposals are now produced, and thesis chairs chosen, as part of Geography 696.**

Normally, at least one committee member, usually its Chair, is versed in the special subject area of the proposed thesis. Others may have special expertise in the techniques to be used in collecting and analyzing data. Individual faculty members will specify their requirements for acceptance of a position on a graduate student's Thesis Committee. The Thesis Committee Chair should be the first committee member to be selected, and to review and approve the Thesis proposal. He or she will suggest other potential Committee members to approach with the approved proposal. Before agreeing to serve, these potential members will judge whether they have the requisite expertise to guide a graduate student attempting to do the proposed study and whether their other obligations make them reasonably available to do so. Thesis committee members also consider the existing research competence of the graduate student before approving a thesis proposal and approval of the thesis proposal reflects the Thesis Chair's judgment that the student is sufficiently prepared to pursue thesis work. Advice from both the Thesis Chair and the Graduate Advisor should be considered when identifying and seeking other prospective members of the Thesis Committee.

Step 5: Filing Thesis Committee Acceptance Form, Thesis Approval and Approval for Student Advancement to Candidacy

After a three-member Thesis Committee has been formed, the student shall ask each member to sign a "Thesis Committee Acceptance Form" and file it with the Graduate Advisor. "Any change in the composition of the Thesis Committee requires justification and must be approved by the appropriate department graduate advisor and college associate dean or director of graduate studies" (University Catalog 2009-2010, online @ http://www.csulb.edu/divisions/aa/catalog/2009-2010/bacc_grad_info/grad_theses_projects.html). When the Thesis Committee has approved the student's thesis proposal, the student will be ready for "Advancement to Candidacy." (see Step 6 below).

REMINDER: A student may enroll for Thesis (Geography 698) only after that student has been advanced to candidacy for the degree or when advancement to candidacy will occur in the semester of initial enrollment in Thesis.

Step 6: Advancement to Candidacy

Advancement to candidacy consists of: 1) an oral presentation of the thesis proposal to the faculty, and 2) approval by the Thesis Committee and the College of Liberal Arts of an "Advancement to Candidacy" form, showing courses and other requirements approved by the Geography Graduate Advisor in consultation with the student and the Thesis Committee Chair.

Advancement to candidacy should be sought as soon as the student has completed all prerequisite deficiencies resulting in classified graduate standing, Geography 596 and 696, the Writing Proficiency Exam, and has received Geography faculty approval of the thesis proposal. **Advancement to candidacy must occur at least one semester before the semester in which the degree is to be awarded and Advancement must be completed before or during the first semester of enrollment in Geography 698 (Thesis).**

A student should initiate the advancement to candidacy procedure by requesting the Thesis

Committee Chair to prepare the Thesis Committee Form by filling in the working thesis title and signing as Chair of the committee. The student is then responsible for securing the remaining signatures, making sure the form is filed with the Graduate Advisor, and scheduling a time for the thesis proposal presentation. One or two Friday morning dates, preceding Geography Department Faculty meetings, are scheduled each semester depending on the number of students wishing to advance. Presentations are 15 minutes long (timed) followed by 10-20 minutes of questions/comments. Completion of the presentation is followed by the Chair of the Thesis Committee, as well as the Department Chair and Graduate Advisor, signing the advancement to candidacy form. Qualifications for advancement include evidence of promise, including a student's record of courses and grades, quality of completed course work and other assignments, instructors' evaluations of a student's abilities and the quality of the thesis proposal.

Step 7: Filing to Graduate

To graduate, a student must file a "Request to Graduate" form in the semester prior to the semester or summer session in which graduation is expected to occur (remember that advancement to candidacy must occur prior to filing a Request to Graduate form). Students should be aware of university deadline requirements for filing to graduate (see Appendix D) and must file on time if a student expects to graduate on time. Filing by the student typically takes place as soon as the Dean's Office notifies the student that they have advanced to candidacy. Request to Graduate forms are available from the Graduate Advisor, at Enrollment Services, Brotman Hall and @ http://www.csulb.edu/depts/enrollment/assets/pdf/grad_request_masters.pdf. Completed forms should be filed at the Enrollment Services window. Pay Commencement/Diploma fees at the Business Office and return the completed form to Enrollment Services. If a student files after the established deadline dates (Appendix D), the student will need to file a petition (Exception After the Deadline) and pay the late filing fee.

After a Request to Graduate Form has been filed, the Graduate/Masters Evaluator in the Office of Enrollment Services will review your official Graduate Program that was filed at the time of Advancement to Candidacy in order to verify that all requirements for graduation have been fulfilled or are scheduled for completion. The Graduate/Master's Evaluator will forward to you a Master's Degree/Certificate Check that identifies any requirements that remain to be fulfilled or certifies that all requirements are met or will be met for graduation and award of the M.A. degree.

REMINDER: Students who have been advanced to candidacy for a Master's Degree and who fail to register for at least one course or GS700 (students may register for GS 700 only after completing all MA program units including 6 units of thesis) at CSULB each semester, without filing an approved request for an educational leave of absence, will be withdrawn from the graduate degree program. If a student wishes to resume graduate study after having been withdrawn, the student must reapply to the University for admission to graduate standing, reapply for admission to the MA program in Geography and request that the Geography Department initiate a petition to the Vice President of Graduate Studies to reinstate the student to Advanced to Candidacy status.

Step 8: The Thesis, Geography 698, and GS700

The master's degree program in Geography includes the preparation of a thesis – a work having greater depth and originality than a seminar study, and one that becomes a part of the circulating collection of the University Library. Depending upon its subject, the thesis will usually consist of at least 30 pages of typescript, plus bibliography and graphics. Theses in Geography are usually between 60 and 120 pages in length.

The preparation of your thesis should be accomplished during enrollment in Geography 698. Registration in Geography 698 must total six, and only six, units during the entire period of the master's degree program. Normally a student should register for three units in one semester and the remaining three units in a subsequent semester, though other configurations of the six units are possible. Remember, a student may not enroll in Geography 698 unless advancement to candidacy has already occurred or will occur during the first semester of enrollment in Geography 698. Registration in Geography 698 should occur in the two successive semesters immediately before completing requirements for the degree. The goal should be to complete all thesis requirements including securing Thesis Committee signatures of completion/approval and the approval of the University Thesis Reviewer while enrolled in the second semester of Geography 698. **What happens if you run out of Thesis units before you run out of thesis work?**

If all requirements for completing the thesis and securing all signatures of approval have not been accomplished before the completion of six units of Thesis, student enrollment in Graduate Study 700 (GS 700) in the subsequent semester(s) or summer session will enable the student to continue to maintain residency and have access to University facilities and faculty in order to complete all remaining thesis requirements and be eligible for later graduation and award of the degree. The M. A. Degree cannot be awarded until all Committee member signatures have been secured on the Thesis signature page and the University Thesis Reviewer, located in the Main Library, gives final approval.

Geography 698 Thesis consists of a set of activities usually scheduled in the sequence described below. Grading for the first semester will normally consist of "Report in Progress."

TWO SEMESTER SCHEDULE OF THESIS ACTIVITY: Early in a student's thesis study, one should download the 2009 edition of the *University Style and Format Guidelines for Master's Theses and Project Reports*, which is available in PDF at the Library Thesis Office website: (<http://www.csulb.edu/library/guide/serv/thesis.html>). In addition the website includes information on Research and Writing Workshops and a Thesis Workshop Powerpoint and a Thesis Formatting Information Powerpoint. Graduate Students should familiarize themselves with the resources and guidance available through the Library Thesis Office.

Presentation should follow Turabian. *A Manual for Writers of Term Papers, Theses, and Dissertations*. References to the Chicago Manual of Style (CMS) is essentially Turabian (Turabian is the popularization of the CMS). For citing notes and references, presentation should follow the format used for the *Annals of the Association of American Geographers* available at: <http://www.aag.org/Publications/Annals/Annals%20Style%20Sheet%205-13-08.pdf>. Any uncertainties that arise in attempting to follow these guides, especially for maps and graphics, should be discussed with the University Thesis Reviewer in the Library **before submission** of the final draft.

Certain University facilities for specialized data processing, illustrations, etc., may sometimes be provided but, in general, full thesis costs are borne by the student. The original and two copies of the thesis are presented to the Thesis Committee for final signature; the original and first copy will be deposited in the University Library; the second copy must be submitted to the Geography Department. Here are the steps that should be completed in the year after advancement to candidacy:

First Semester:

1. Proceed with fieldwork and/or data collection.
- 2.. Submit an "advanced first draft" of your thesis to your committee chair, including preliminary graphics, as soon as possible
3. A "Report in Progress" (RP) grade for the first semester of Geography 698 means the student has made substantial progress toward completion of a draft copy of the thesis

Second Semester:

4. Review your draft with your chair and committee and revise draft accordingly.
5. **Submit the penultimate version for Committee review (which may result in a list of final edits), approval and signatures at least four-weeks before the initial date for submission for Library review for the semester in question**
(Appendix C and <http://www.csulb.edu/library/guide/serv/thesis.html>).

Submit signed thesis to the University Thesis Reviewer by the deadline for this current semester. (Appendix C and <http://www.csulb.edu/library/guide/serv/thesis.html>).

RESIDENCY, EDUCATIONAL LEAVE AND GRADUATE STUDIES 700

Interruption of Continuous Residency Leading to Withdrawal From the University Before Advancement to Candidacy: Interruption of residency occurs when a graduate student fails to enroll in the minimum number of units (enrollment in one unit of coursework meets the requirement) in each semester following the first semester of graduate study and continuing through the semester in which advancement to candidacy is completed. If a student completes no courses at CSULB for one or more semesters after admission to graduate standing, *the student will be required to reapply for admission to the University if the student wishes to resume graduate study.*

After Advancement to Candidacy: Students who have been admitted to candidacy (Advanced to Candidacy) for an advanced degree must be registered either in a course or in GS 700 for every semester until the completion of their degree. Students who fail to stay continuously enrolled without filing an approved request for educational leave will be withdrawn from the graduate degree program and forced to reapply under the current requirements.

If a student wishes to resume graduate study after withdrawal, the student must reapply to the University and the graduate program. If admitted, the student must be readvanced to candidacy and the department or college may determine that the student's graduate program should be changed (University Catalog 2009-2010, online @ http://www.csulb.edu/divisions/aa/catalog/2009-2010/bacc_grad_info/grad_gwar.html)

Educational Leave of Absence: Any registered students in good academic standing who have completed one semester and earned units, may request an educational leave of absence. "The minimum initial leave will be one full semester; the maximum will be one calendar year. A student may request, in writing, in advance, an extension of the leave. Under no

circumstances will the total number of approved educational leaves exceed two, nor will the duration of approved educational leaves extend beyond two calendar years” (University Catalog 2009-2010; also online @ http://www.csulb.edu/divisions/aa/catalog/2009-2010/academic_information/educational_leave.html)

A student who requests an Educational Leave shall complete an Application for Educational Leave Form in the semester before the leave is effective, including an explanation of reasons for seeking the leave and a statement of when the student intends to resume academic work by officially registering for classes, thesis or GS 700. A student may also request an Educational Leave during the semester of the intended leave but will be subject to a late filing fee.

The completed Application for Educational Leave Form is to be submitted for approval to the Graduate Advisor. The deadline to file a spring semester Educational Leave Form without penalty is on or before the last day of the previous fall semester. Approved Educational Leave Forms filed after the deadline will be accepted and subject to a missed deadline fee. The deadline to file a fall semester Educational Leave Form without penalty is on or before the last day of the previous spring semester. Approved Educational Leave Forms filed after the deadline will be accepted during the Fall semester with a missed deadline fee.

Students returning from an approved educational leave are not required to submit an application form for readmission. An educational leave presupposes no expenditure of University resources or faculty and staff time in behalf of the student during the period of the leave. In addition, no computer facilities, no library privileges, and no student services are available to a student on educational leave.

Failure to request and receive approval for an Educational Leave of Absence will require the student to reapply for admission to the university and graduate program at the time the student seeks to register for the purpose of continuing his/her graduate program of study.

The period of an educational leave is counted in the calculation of elapsed time under the regulations governing the maximum time period for completion of MA degree requirements (seven years). For the period of educational leave the student’s rights under the “Election of Regulations” rule are preserved, maintaining the right of the student to elect regulations as if he/she had maintained continuous attendance.

Graduate Studies 700: Registration in Graduate Studies 700 (GS 700) is restricted to graduate students who have completed all other course work and been advanced to candidacy, with departmental and college approval. Although no unit credit is added to the student’s program or transcript, the course is considered as 1 unit of concurrent enrollment credit for fee payment purposes. Students must be registered either in a course or in GS 700 for every semester until the completion of their degree. Registration is also required in winter or summer session **if** that is when a student plans to graduate. Forms are available from and must be signed by the Graduate Advisor.

**California State University, Long Beach - Department of Geography
Tenured and Tenured Track Faculty**

Hyowon Ban (Assistant Professor, Ph.D., Ohio State University, Geography, 2009) GIS, cartography, geovisualization, exurbanization, spatial uncertainty, geochoreography

James Curtis (Professor, Ph.D. UCLA, Geography, 1978). Cultural, Latin America, U.S. Mexican Border region, ethnic diversity in the U.S.

Vincent Del Casino (Professor, Ph.D. University of Kentucky, Geography, 2000). Cultural, Southeast Asia, geographic education, medical geography, tourism, social theory, geographic thought and history, sexuality/cultural studies.

Suzanne Dallman (Assistant Professor, Ph.D. UCLA, Geography, 2001) Watersheds, hydrology, physical geography, environmental geography, water resource policy

Christine Jocoy (Assistant Professor, Ph.D., Pennsylvania State University, Geography, 2004). Economic geography, urban geography, globalization, regional restructuring, learning theory in corporate decision-making.

Paul Laris (Associate Professor, Ph.D. Clark University, Geography, 2002). Political, cultural and landscape ecology, global environmental issues, Africa, GIS/remote sensing.

Christopher Lee (Professor, Ph.D. University of Arizona, Geography, 1990). Remote Sensing, physical geography, arid lands, intelligence community, geospatial workforce development

Jacqueline W. Mills (Assistant Professor, Ph.D., Louisiana State University, Geography, 2005) GIS, ethics and geospatial information, applications of GIS (in emergency management, planning, land use, labor issues, women's health)

Christine M. Rodrigue (Professor, Ph.D. Clark University, Geography, 1987). Hazards, quantitative analysis, environment, biogeography

Dmitrii Sidorov (Associate Professor, Ph.D. University of Minnesota, Geography, 1998). Urban, historical, cultural, russia and the former ussr, geography of religion

Deborah Thien (Assistant Professor, Ph.D., University of Edinburgh, Human Geography, 2005) Feminist geography, geographies of emotion, health care, mental health in isolated communities, geography of the high latitudes

Suzanne Wechsler (Associate Professor, Ph.D. State University of New York, Environmental Science, 2000). GIS, spatial analysis, non-point source pollution, hydrology, physical geography.

APPENDIX A: DEPARTMENT OF GEOGRAPHY, CSULB, STRUCTURING A MASTER'S DEGREE THESIS AND INTEGRATING A REVIEW OF THE RELEVANT LITERATURE

A master's thesis is a particular sort of exercise, which documents the claim made by the faculty when they sign the signature page of a thesis that a graduate student has mastered a certain discipline, can properly use the tools and skills of that discipline, possesses a certain rigor in analysis and synthesis, and has begun actually to contribute to that discipline. A thesis does all this by systematically achieving a set of particular goals that have evolved over the last couple of centuries. That's why most theses have a certain similarity of structure, no matter how diverse their subjects and how different the disciplines involved. Committee members who sign off on the signature page and thus approve the thesis are telling society that a student has mastered these goals.

When a student begins and concludes the process of writing an M.A. thesis he/she, in fact, has demonstrated the capacity to formulate a problem, one of the key functions of a thesis. Furthermore, the master's degree student has demonstrated that he/she can devise a set of methods and procedures, somewhat independently (though with advice and guidance from a thesis committee), to solve that problem by applying the appropriate methods and writing up the methodology and results of analysis, a key requirement of a thesis. Thus initiative, self-discipline, and autonomy are qualities or attributes that contribute importantly to making progress toward completing the thesis.

A thesis, however, also demonstrates that a graduate student has mastered a discipline and become an expert in some subfield of the discipline of Geography. It reveals that the student can situate his/her contribution in the larger conversation that is going on in that subfield, in other words, that the student understands the context of his/her work. As academic research principles and procedures have evolved, this mastery is properly demonstrated in a review of the relevant literature that is invariably a part of a thesis. The literature review is expected to summarize and criticize prior works relevant to the student's topic and/or to its context. The review should cover classics and some contemporary work, which the student independently is expected to find in the library or on-line. Its purpose is to show that there is a gap in prior work, that the gap is important, and that the student's thesis can contribute to filling the gap. Geography 497 Directed Studies or Geography 697 Directed Research can serve, if needed, as a guided readings course to foster student pursuit of a relevant literature review.

One of the most effective means of initiating a literature review and accessing the most relevant academic literature is to read a few of the leading textbooks that apply to the subfield of the discipline that contains a likely thesis topic. Two or three such textbooks usually will provide an overview of the mainstream views in the subfield. The next step is to explore the reference lists in the textbooks, identifying the articles and journals that appear to address the subfield connections to the proposed thesis topic under consideration. Often, some of these references are mentioned in more than one textbook; these are probably classics or key articles. One should read these classics or key articles and mine the bibliographies. Special attention should be paid to the names of the journals that are publishing these articles. A visit to the library to review these journals (often on-line) is the next step in the process.

Browse the last several years in each of these journals looking for new articles that address themes

relevant to your proposed thesis topic. Read them. Not all of these journals may be found in the CSULB library, but many are available through the several on-line services provided by the library. A visit to the UCLA University Research Library for a day or two to read relevant article is also an option. Articles can also be ordered through the CSULB Interlibrary Loan Service.

The next task is to review your notes and the most relevant passages or ideas in the articles collected and write down what concepts they share and where they disagree. This process should help one weed the list of the most relevant articles down to maybe 10-15. At this point, one can summarize the tenor of past work on the topic of interest (for examples, read any research article in a refereed professional journal, and observe that the authors always situate their work in the prior literature). All of this analysis of the relevant literature can then be written up in probably two or three pages to become the core of the literature review in your thesis and establish the place of your thesis topic in the appropriate geography subfield. Normally, the literature review is integrated into the introductory chapter of a thesis or is presented in an independent chapter early within the structure of the thesis. **Initial literature reviews are now produced as part of Geography 696.**

APPENDIX B: TENTATIVE SCHEDULE OF GRADUATE SEMINARS

All graduate students enrolled in the program prior to Fall 2007 are required to take at least one topical seminar in addition to GEOG 596 and 696. **Students starting the program in Fall 2007 or after are required to take two topical seminars as part of their program of study.** The seminars currently being offered in continuous rotation are:

- A Seminar in Physical/Environmental (GEOG 640) Geography every Fall Semester
- A Seminar in Cultural Geography (GEOG 650) every Spring Semester
- A Seminar in Geospatial Science (GEOG 680) every Spring Semester

Based on this rotation, the following faculty are scheduled to teach the following seminars over the next three years:

Fall 2009	GEOG 640 – Dr. Laris - Environmental Geography
Spring 2010	GEOG 650 – Dr. Sidorov - Geopolitics
	GEOG 680 – Dr. Lee - Geospatial Techniques in Landscape Analysis
Fall 2010	GEOG 640 – Dr. Rodrigue - Hazards
Spring 2011	GEOG 650 – Dr. Thein
	GEOG 680 – Dr. Mills
Fall 2011	GEOG 640 – Dr. Dallman
Spring 2012	GEOG 650 – Dr. Jocoy
	GEOG 680 – Dr. Ban

APPENDIX C: UNIVERSITY LIBRARY THESIS OFFICE DEADLINES 2009-2010

Theses may only be submitted to the Thesis Office within the following dates:

Thesis Submission Deadlines

current deadlines at http://www.csulb.edu/library/guide/serv/thesis_deadlines.html

Semester	Submission Period	Date Your Thesis/Project Report
Fall 2009	9/11/09 - 10/23/09	December 2009
Winter 2010	11/30/09 - 1/15/10	January 2010
Spring 2010	2/12/10 - 4/2/10	May 2010
Summer 2010	6/3/10 - 7/9/10	August 2010

(Date of thesis/project report should be consistent on preliminary pages to reflect graduation month and year.)

*Thesis submissions received by the University Thesis Office after the semester's submission date will not be accepted. **Theses will be accepted only during the published thesis submission periods.** No late submissions will be accepted.

After the thesis has been submitted to the University Thesis and Dissertation Office, the review and approval process will require approximately six to eight weeks after the deadline date. Corrections must be completed within 2 weeks of initial review. Candidates should be aware of this review period when planning vacations or relocations. The University Thesis and Dissertation Office web site is <http://www.csulb.edu/library/guide/serv/>.

Please be sure the most recent version of the *University Style and Format Guidelines for Master's Theses and Project Reports* is used to prepare the thesis or project report for submission. If there is uncertainty about which version to use, check with either the Campus Copy Center or the University Thesis Office. **If you are using human and/or animal subjects in your research, contact the Office of University Research. This is mandatory:** Your thesis may not be accepted if you did not secure approval of your research protocol before doing the work! For more information, please visit the Office of University Research Responsible Conduct of Research Orientation Program, which has a number of useful online learning modules (and completing them will give you institutional certification that should make approval of your protocol go much faster when the time comes): <http://www.csulb.edu/divisions/aa/research/our/compliance/orientation/>

APPENDIX D: MISCELLANEOUS DEADLINES

Application to Graduate

File immediately after notice of advancement to candidacy from Dean's office. Updated information at http://www.csulb.edu/depts/enrollment/graduation/masters_degree.html.

Graduation Semester Request to Graduate Filing Dates

Fall 2009	December 1, 2008, through March 1, 2009
Winter 2010	December 1, 2008, through March 1, 2009
Spring 2010	May 1, 2009, through October 15, 2009
Summer 2010	May 1, 2009, through October 15, 2009
Fall 2010	December 1, 2009, through March 1, 2010
Winter 2011	December 1, 2009, through March 1, 2010
Spring 2011	May 1, 2010, through October 15, 2010
Summer 2011	May 1, 2010, through October 15, 2010

SUBMISSION OF THESIS PENULTIMATE DRAFT TO COMMITTEE FOR REVIEW

Minimum of four weeks before the first date for submission for library review

Submission of Thesis for Library Review – see Appendix C

AWARDS (based on 2009 deadlines-2010 and 2011 deadlines will vary slightly)

Dean's List of Graduating Master Students University Scholars and Artists (top 1%)
College Office by March 3rd

Best Thesis Award (must be nominated by Department)
College Office by March 10th

Distinguished Undergraduates and Master Graduates
College Office by April 1st

Departmental Awards/Scholarships

Rodney Steiner Scholarship

25 hours of Departmental service

Eligibility: Undergraduate or graduate student continuing next fall

Deadline for application: April 1st

Geography Student Club Need-Based Scholarship

Eligibility: Undergraduate or graduate student majors continuing next fall

Deadline for application: April 1st

APPENDIX E: GEOGRAPHY MASTER'S DEGREE THESES IN LAST 5 YEARS

2009

Using Remote Sensing, GIS, and Landscape Ecology Techniques in Wildland Management, Susan E. Timm (Chair: Dr. Lee; Readers: Dr. Wechsler & Dr. Behl (Geology)) [Outstanding Graduate Thesis of the College of Liberal Arts for 2008-09](#)

Native Plant Restoration Following the Eradication of Invasive Tamarisk in the Tijuana Estuary, California, Samantha L. Antcliff (Chair: Dr. Laris; Readers: Drs. Rodrigue & Crooks [Research Coördinator, Tijuana Estuary])

The European Capital of Culture: The Politics of Becoming Europe, Sarah Goggin (Chair: Dr. Del Casino; Readers: Drs. Thien and Jocoy)

The Political Ecology of Tourism in the Ecuadorian Amazon, Austin Beahm (Chair: Laris; Readers: Drs. Del Casino and Curtis)

2008

Maps in Childrens Literature: Their Uses, Forms, and Functions, Deborah G. Hann (Chair: Dr. Rodrigue; Readers: Drs. Tyner & Wechsler) [Outstanding Graduate Thesis of the College of Liberal Arts for 2007-08](#)

Railroad Abandonment: A Catalyst for Urban Renewal in the San Fernando Valley, California, Douglas Fetters (Chair: Dr. Curtis; Readers: Drs. Sidorov & Laris)

Externalizing E-Motions of the Japanese-American Internment Experience, Simon Wright (Chair: Dr. Del Casino; Readers: Drs. Thein & Toji (AAAS))

2007

Assessment of Wildfire Frequency and Coastal Sage Scrub Vegetation Dynamics in the Santa Monica Mountains of Southern California, Scott W. Eckardt (Chair: Dr. Laris; Readers: Drs. Lee & Rodrigue), [Outstanding Graduate Thesis of the College of Liberal Arts for 2006-07](#)

The Geography of Surfing Space at Huntington Beach, California, Greg S. Bartleson (Chair: Dr. Curtis; Readers: Drs. Laris & Del Casino)

Evolution of the Goode's World Atlas, Richer M. Boudreau (Chair: Dr. Wechsler; Readers: Drs. Tyner & Gossette)

The Politics of Pasting: A Spatial Inquiry into the Practice(s) of Wheatpasting, Power, and Representation, Ryan Goode (Chair: Dr. Del Casino; Readers: Drs. Thien of Geography & Johnson of Communication)

Performing the City: The Intersection of Music, Space, Authenticity, and Racialized Identity in Leimert Park Village, Nazanin Naraghi (Chair: Dr. Del Casino; Readers: Drs. Jocoy & Shrank (History))

Methods for Measuring Mojave Desertscrub Phenology using MODIS Satellite Imagery and Meteorological Data, Janet Troeger (Chair: Dr. Lee; Readers: Drs. Gossette & Laris)

The Nature of Tree Preservation in Atascadero: 1913-2006, Lisa Wilkinson (Chair: Dr. Laris; Readers: Drs. Del Casino & Sidorov)

2006

Creating Health in a Native American Sweat Lodge: The Production of an Alternative Healing Space, Julienne Gard (Chair: Dr. Del Casino; Readers: Drs. Jocoy & Sumner), [winner of the Jacques May Prize for outstanding thesis in medical geography, Medical Geography Specialty Group, Association of American Geographers](#)

Assessing Moisture Content Change in Chaparral Using Spectral Mixture Analysis, Kenneth R. Baloun (Chair: Dr. Rodrigue; Readers: Drs. Wechsler & Lee)

Baseline Native Habitat Restoration Assessment at Pelican Point Crystal Cove State Park, California, Kathleen A. Moriarty (Chair: Dr. Wechsler; Readers: Drs. Laris & Behl of Geological Sciences)

Water Perceptions and Practices among Whites and Latinos in Whittier, California, Wanjiru M. Njuguna (Chair: Dr. Del Casino; Readers: Drs. Curtis & Laris)

2005

The Persistence of the Mexican Land Tenure System in Los Angeles and Orange County, Michael McDaniel (Chair: Dr. Gossette; Readers: Drs. Tyner & Wechsler), [Outstanding Graduate Thesis of the College of Liberal Arts for 2005-06](#)

Development of a Groundwater Monitoring Reporting and Analysis System, Gregory Bishop (Chair: Dr. Wechsler; Readers: Dr. Lee & Mr. Ludwig)

The Impact of Policy Upon Refugee Spatialities: Resettlement Policies and the Hmong of Southeast Asia, Bridget Cooney (Chair: Dr. Del Casino; Readers: Drs. Jocoy & Gossette)

Health Care Accessibility for Homeless Women in Long Beach, California, Maribelle Enriquez (Chair: Dr. Del Casino; Readers: Drs. Fisher of Psychology & Jocoy)

Analysis of Industrial Ecology, Cradle-to-Cradle Principles, and an Alternative Packaging Delivery System, Seri Michelle McClendon (Chair: Dr. Rodrigue; Readers: Drs. Jocoy & Laris)

The Growth and Development of Tourism in Bocas Del Toro, Panama: A Geographical Perspective, Michael Moody (Chair: Dr. Curtis; Readers: Drs. Del Casino & Sidorov)

GIS in High Schools: A Case for Teaching Geography Through Technology, Lisa Pitts (Chair: Dr. Wechsler; Readers: Drs. Rodrigue & Garver of Geography and Anthropology at CSU Pomona)

Cambodian Settlement Patterns in Long Beach, California, Jorge Quintero (Chair: Dr. Curtis; Readers: Drs. Del Casino & Sidorov)

Exotic Plant Species Pattern in Selected Areas of Sequoia and Kings Canyon National Parks, Colette Simonds (Chair: Dr. Laris; Readers: Drs. Rodrigue & Lee)

Human Factors in the Adoption of GIS in Sports Marketing, Maureen K. Smith (Chair: Dr. Jocoy; Readers: Dr. Gossette & Mr. Woods)