



RICE NATURAL SCIENCES

Earth, Environmental  
and Planetary Sciences

# Forms Appendix



RICE NATURAL SCIENCES

# Earth, Environmental and Planetary Sciences

## Acknowledgement of Receipt of Guidelines

I, \_\_\_\_\_ acknowledge my receipt of the Guidelines for  
(Student Name, printed)

Advanced Degrees in the Department of Earth, Environmental and Planetary Sciences, Rice  
University

I am also aware that a copy of these guidelines can be found on the Department's website in the  
event that I lose my physical copy.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



RICE NATURAL SCIENCES  
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## **Student Responsibilities and Expectations: A Student-Advisor Conversation Guide\***

### **1. Research and Training**

- What is the initial project?
- How flexible is the project direction?
- How might the project develop or change over the course of training?
- What additional formal training (via courses or workshops at Rice or elsewhere) is recommended?
- What software is needed on the student's computer?
- What training is required to use instruments within and outside the lab?

### **2. Frequency and Methods of Communication**

- What is the advisor's preferred method of communication? (email vs. in person)
- How often will the student and mentor meet in person and communicate via email?
- Will meetings be regularly scheduled or as needed? Who is expected to initiate these meetings?

### **3. Preparation of Progress Reports, Qualifying Exam, and Thesis Documents**

- Does the advisor have suggestions for possible committee members?
- What level of input will the advisor provide on written documents and presentations? And how much time does the advisor need to provide useful feedback?
- What writing and organizational strategies during the course of the project will facilitate preparation of the thesis document?

### **4. Authorship and Publication**

- What constitutes authorship? How is the order of authors determined?
- What is the process for writing manuscripts?
- In what ways, besides authorship, might a contribution be acknowledged?
- How is the outlet for publication decided?

### **5. Common Laboratory Responsibilities**

- Does the research group have regular lab meetings?
- What level of participation in lab meeting discussions is expected?
- What should the student do if she/he needs to miss a meeting?
- Which duties are shared among lab members? Which duties are specific to the student?
- What is the procedure for purchasing materials for research?
- Are there opportunities or expectations that the student gain experience mentoring junior lab members (e.g. undergraduate researchers or new graduate students?)

### **6. Work Hours and Time Management**

- How many hours per week is the student expected to work in the lab? Is there a schedule (e.g. overlap with hours of the advisor or another lab member)?
- How should students balance time conducting experiments versus reading relevant literature?
- How much advanced notice is required when requesting vacation days?

## **7. Seminars and Conferences**

- Which seminars, in addition to department-sponsored seminars, should the student attend?
- When should a student travel to a conference (e.g. only when presenting?)
- Which specific meetings are most relevant?
- Who covers costs, and what is covered?

## **8. Professional Development and Career Planning**

- What career path is the student considering?
- What is the process in the field of interest for academic and non-academic job searches?
- Are there individuals in the career path of interest who could be useful resources for the student?
- A student's plans may change during the course of the degree; this is a good conversation to revisit periodically.

\*Adapted from text suggested by a TAMU Faculty-Student Agreement Task Force



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## Advisor/Research Affiliation Agreement

\_\_\_\_\_ has agreed to be research advisor to  
(Advisor Name, printed)

\_\_\_\_\_  
(Student Name, printed)

The research will be conducted in the area of \_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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When replacing a committee member, please cross out the member being replaced. Under Additional or Replacement Members, fill in the new committee member name and indicate "Replacement".

Student Name:		
<b>Ph.D. Thesis Committee</b>		
Thesis Advisor	Member Initials	Date
Student Appointed Committee Member (EEPS Faculty)		
Student Appointed Committee Member (Non-EEPS Faculty)		
Director of Graduate Studies Appointed Committee Member		

<b>Additional or Replacement Members</b>		
Committee Member:	Member Initials	Date
Additional          Replacement          External (QE Member)		
Committee Member		
Additional          Replacement		
Committee Member:		
Additional          Replacement		
Committee Member		
Additional          Replacement		
Committee Member:		
Additional          Replacement		









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Qualifying Exam Rubric

Student:	Date:
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	Expectations:	Below	Meets	Exceeds
Evaluation - Proposal #1				
Project demonstrates broad knowledge of Earth systems				
Describes a novel problem appropriate for a Ph.D.				
Research plan is well defined and articulated				
Exhibits critical analytic skills				
Computational or analytical methods are relevant to research				
Supportive materials are strong				
Hypotheses are well-developed and connected to analyses				
Arguments are of excellent quality				
Design is aligned with focus of reasearch				
No grammatical or spelling errors apparent				
Discusses previous works, using them in context for present project				
Presentation is well organized and clearly presented				
Responses to questions demonstrate depth of knowledge in subject matter				

	Expectations:	Below	Meets	Exceeds
Evaluation - Proposal #2				
Project demonstrates broad knowledge of Earth systems				
Significantly unique from first proposal				
Good organization, fluent prose and few grammatical errors				
Design is aligned with focus of reasearch				
No grammatical or spelling errors apparent				
Discusses previous works, using them in context for present project				



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Qualifying Exam Result

Student:	Date:
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Title of Project #1: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Title of Project #2: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Result		
Pass <input type="checkbox"/>	Fail, retake permitted <input type="checkbox"/>	Fail <input type="checkbox"/>
The Committee will follow up with written, formal instructions for the student. <input type="checkbox"/>		

Examination Committee Memebers

\_\_\_\_\_  
Thesis Advisor

\_\_\_\_\_  
External Member

\_\_\_\_\_  
Thesis Committee Member

\_\_\_\_\_  
Thesis Committee Member

\_\_\_\_\_  
Thesis Committee Member



RICE NATURAL SCIENCES  
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Petition for Approval of Candidacy Checklist Ph.D. Program

Student Information

Student Name:	
Student ID:	

DEGREE REQUIREMENTS

GPA

Overall GPA (must be 3.0 or higher)	
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Date Completed

Lecture/Seminar Course Requirements

Credit Hours Completed (60 hr min.):	
Lecture/Seminar Credit Hours (20 hr min./40 for BA to PhD):	

Required Department Courses

Current Research in Earth, Environmental and Planetary Sciences	
Department Research Seminar	

Preliminary Exam

Qualifying Examination

Date Passed	
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Annual Requirements

Progress Report

Completed Progress Report to Thesis Committee	
Completed Progress Report to Thesis Committee	
Completed Progress Report to Thesis Committee	
Completed Progress Report to Thesis Committee	

Thesis Committee Meeting	
Date of Completion	
Date of Completion	
Date of Completion	
Date of Completion	
Presentation	
Dept. Research Sem. or alt.:	
Dept. Research Sem. or alt.:	
Dept. Research Sem. or alt.:	
Dept. Research Sem. or alt.:	

Teaching/Service Requirement	
Class Assisted:	



PETITION FOR APPROVAL OF CANDIDACY FOR A DOCTORAL DEGREE (C-2)

Candidacy for the Doctoral degree cannot be approved until the applicant has completed all course requirements, all qualifying or preliminary examinations or department equivalent, and any foreign language requirements.

1. Name of applicant (Last) (First) (M.I.)

2. Department/Graduate program Student ID #

- Attach to this application a current transcript (printed from WebApps; see your graduate coordinator).
Attach to this application a statement of all applicable departmental requirements for both course work and qualifying or preliminary examinations.
Attach student's departmental checklist to candidacy to document how the student has fulfilled departmental requirements.

3. Proposed thesis topic (tentative title)

4. Thesis Committee, subject to the approval of the GPS. (type or print) Please see the General Announcements for rules regarding the composition of thesis committees.

(a) Thesis Director

Committee Chair within the department (if different)

(b) Member within the department

(c) Member outside the department

Additional member(s)

\*Thesis committees may later be changed. See http://graduate.rice.edu/thesis for additional information.

5. Signatures:

Original signature of Department Chair or Director of Graduate Studies

Date

Graduate Coordinator signature

Date

Dean of Graduate & Postdoctoral Studies

Date

RETURN TO DEPARTMENT COORDINATOR



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Thesis Defense Rubric

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Expectations:	Below	Meets	Exceeds
Techniques in the Conduct of Research Investigations			
Research focus is clear and compelling			
Arguments are of excellent quality			
Objectives are well defined and articulated			
Exhibits superior critical analytic skills			
Highly refined analysis of research problem and literature			
Mastery of computational or analytical methods relevant to research			
Supportive materials are strong			
Hypotheses are well-developed and connected to analyses			
Sampling is appropriate and well justified			
Skills in Scientific Communication			
Design has excellent alignment with focus of reasearch			
Writing is of publication quality			
No grammatical or spelling errors apparent			
Organization is excellent			
Contribution to Discipline			
Exceptional potential for discovery			
Significantly furthers knowledge from previous works			
Published			



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When replacing a committee member, please cross out the member being replaced. Under Additional or Replacement Members, fill in the new committee member name and indicate "Replacement".

Student Name:		
<b>Master's Thesis Committee</b>		
Thesis Advisor	Member Initials	Date
Student Appointed Committee Member		
Director of Graduate Studies Appointed Committee Member		

<b>Additional or Replacement Members</b>		
Committee Member:	Member Initials	Date
Additional          Replacement		
Committee Member		
Additional          Replacement		
Committee Member		
Additional          Replacement		
Committee Member:		
Additional          Replacement		



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Master's Thesis Proposal Brief

Please fill in the box below with a summary of the proposal. This form should be signed by all committee members showing approval of the complete written proposal *at least* **one week** before the oral proposal defense.

---

Thesis Advisor Signature Date

---

Committee Member Date

---

Committee Member Date

---

Committee Member Date





RICE NATURAL SCIENCES  
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Thesis Proposal Rubric

Student: \_\_\_\_\_ Date: \_\_\_\_\_

	Expectations:	Below	Meets	Exceeds
Project demonstrates broad knowledge of Earth systems				
Describes a novel problem appropriate for a Ph.D.				
Research plan is well defined and articulated				
Exhibits critical analytic skills				
Computational or analytical methods are relevant to research				
Supportive materials are strong				
Hypotheses are well-developed and connected to analyses				
Arguments are of excellent quality				
Design is aligned with focus of reasearch				
No grammatical or spelling errors apparent				
Discusses previous works, using them in context for present project				
Presentation is well organized and clearly presented				
Responses to questions demonstrate depth of knowledge in subject matter				



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Master's Thesis Proposal Result

Student:	Date:
----------	-------

Title of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Result		
Pass <input type="checkbox"/>	Fail, retake permitted <input type="checkbox"/>	Fail <input type="checkbox"/>
The Committee will follow up with written, formal instructions for the student. <input type="checkbox"/>		

Examination Committee Memembers

\_\_\_\_\_  
Thesis Advisor

\_\_\_\_\_  
Thesis Committee Member

\_\_\_\_\_  
Thesis Committee Member

\_\_\_\_\_  
Thesis Committee Member



RICE NATURAL SCIENCES  
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**Petition for Approval of Candidacy Checklist Master's Program**

**Student Information**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

**DEGREE REQUIREMENTS**

**GPA**

Overall GPA (must be 3.0 or higher) \_\_\_\_\_

**Date Completed**

**Course of Study**

Credit Hours Completed (30 hr min.): \_\_\_\_\_

Lecture /Seminar Credit Hours (20 hr min.): \_\_\_\_\_

**Required Seminar Courses**

Current Research in Earth, Environmental and Planetary Sciences \_\_\_\_\_

Department Research Seminar \_\_\_\_\_

**Preliminary Exam**

**Thesis Proposal**

Date Passed \_\_\_\_\_

**Annual Requirements**

**Progress Report**

Completed Progress Report \_\_\_\_\_

Completed Progress Report \_\_\_\_\_

**Presentation**

Dept. Research Sem. or alt: \_\_\_\_\_

**Thesis Committee Meeting**

Date of Completion \_\_\_\_\_

Date of Completion \_\_\_\_\_

**Teaching/Service Requirement**

Class/Semester Assisted: \_\_\_\_\_



PETITION FOR APPROVAL OF CANDIDACY FOR A MASTER'S DEGREE (C-1)

Requirements for achieving candidacy towards a thesis Master's degree are determined at the departmental level. Requirements may include satisfactory completion of all course requirements, all qualifying or preliminary examinations, and any foreign language requirements.

- 1. Name of applicant (Last, First, M.I.)
2. Dept./Grad Program, Student ID#, Degree Type (e.g. MA, MS)

- Attach to this application a recent transcript (printed from WebApps; see your coordinator).
Attach to this application a statement of the applicable departmental requirements for both course work and qualifying or preliminary examinations.
Attach student's departmental checklist to candidacy to document how the student has fulfilled departmental requirements.

3. Proposed thesis topic (tentative title)

4. Thesis Committee, subject to the approval of the GPS. (type or print) Please see the General Announcements for rules regarding the composition of thesis committees.

- (a) Thesis Director
Committee Chair within the department (if different)
(b) Member within the department
(c) Member within or outside the department
Additional member(s)

\*Thesis committees may later be changed. See http://graduate.rice.edu/thesis for processing and approval procedure.

5. Signatures:

Original signature of Department Chair or Director of Graduate Studies
Date
Graduate Coordinator signature
Date
Dean of Graduate & Postdoctoral Studies
Date

RETURN TO DEPARTMENT COORDINATOR



RICE NATURAL SCIENCES

# Earth, Environmental and Planetary Sciences

## Travel Award Request Form

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

ID No.: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Presentation:

Poster  Paper

Recruiting

PURPOSE of Travel: (Include title of paper/poster, date and time of presentation (if known))

Abstract Title: \_\_\_\_\_

Note: Travel fund application deadline for AGU is the first Friday of the first week of class.

Date Abstract Submitted: \_\_\_\_\_ Are you the presenting author?  Yes  No

List the authors using the same order as the abstract: \_\_\_\_\_

Was the work performed at Rice?  Yes  No If not, where: \_\_\_\_\_

Are you using the Rice Address on your abstract?  Yes  No

Name & Location of Conference: \_\_\_\_\_

Proposed Travel Dates: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Are you requesting a **travel advance**?  Yes  No

Travel Advances are received **1 week** before the trip.

Have you received travel funds this academic year?  Yes  No

Traveller's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Advisors should provide which fund(s) is/are to be charged for travel expenses beyond the travel award.**

**Awards will NOT be approved without fund number or name.**

**REQUIRED: Fund Name or Number**

**Signature: Faculty Advisor** \_\_\_\_\_

**Date** \_\_\_\_\_

Signature grants approval for travel and acceptance of expenses in excess of travel award to speified fund(s) listed.

Recruiting Approved by Advisor:  Yes  No

Date received in ESCI office: \_\_\_\_\_

Approved: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Letter Sent: \_\_\_\_\_