

## Master of Science in Environmental Policy and Management (EPM): Advisor Guide

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Thank you for participating as an Advisor in the EPM program.

- **Time:** You should expect about one to two 30-minute meetings per quarter with the student.
- **Advice:** Advisors help students hone their interests, identify ideal elective courses, and make professional connections (e.g. internships).
- **Detail:** Explanation of EPM Degree Requirements is [here](#).
- **Questions:** If you have questions please contact the EPM Graduate Coordinator Jessica Penrose ([japenrose@ucdavis.edu](mailto:japenrose@ucdavis.edu)) or the EPM Chair.

### Essential program details:

- **2 Tracks:** Students choose to complete the program in a 12 month track or a 2 year track (two academic years and 1 summer).
- **Specialization:** 2 year track students have the option of declaring a *specialization* achieved with focused electives. The list of specializations and requirements is [here](#).
- **Comprehensive Exam (CE):** Students must complete the CE by satisfactory completion of three documents **with Advisor guidance** and approval: (1) *Professional Development Plan*; (2) *Practicum Proposal*; (3) *Practicum Report*. (4) They also must receive a satisfactory *Policy Clinic Report* (completed by instructors of Policy Clinic). Approval of these four reports by the CE Committee constitutes passing the exam. Forms, instructions and examples are [here](#).
- **Electives:** A table of ~200 electives sortable by specialization is [here](#).

### TIMELINE:

#### FALL AND WINTER QUARTER

**First year:** Students work **with Advisors** to develop their specialization and choose electives. Urge students to begin work on their *Professional Development Plan (PDP)*. The student has primary responsibility for

completing the plan and to elicit Advisor **feedback**. Discussion of internship possibilities will help lead to a successful *Practicum*.

**Second year:** Students *Advance to Candidacy* at the beginning of the winter quarter. Initiated by the Program Coordinator, this form is completed by the student and then given to the **Advisor to review and sign**. The student returns the form to the Program Coordinator. Students must complete 6 units of the *Practicum* (a planned internship with specified deliverables) to graduate. The practicum itself is preceded by submission of the *Practicum Proposal*. The proposal must be submitted to the Program Coordinator **(after Advisor approval)** by Winter quarter of a student's second year. (For 12-month track students the proposal must be submitted before the end of Spring quarter.)

#### SPRING QUARTER

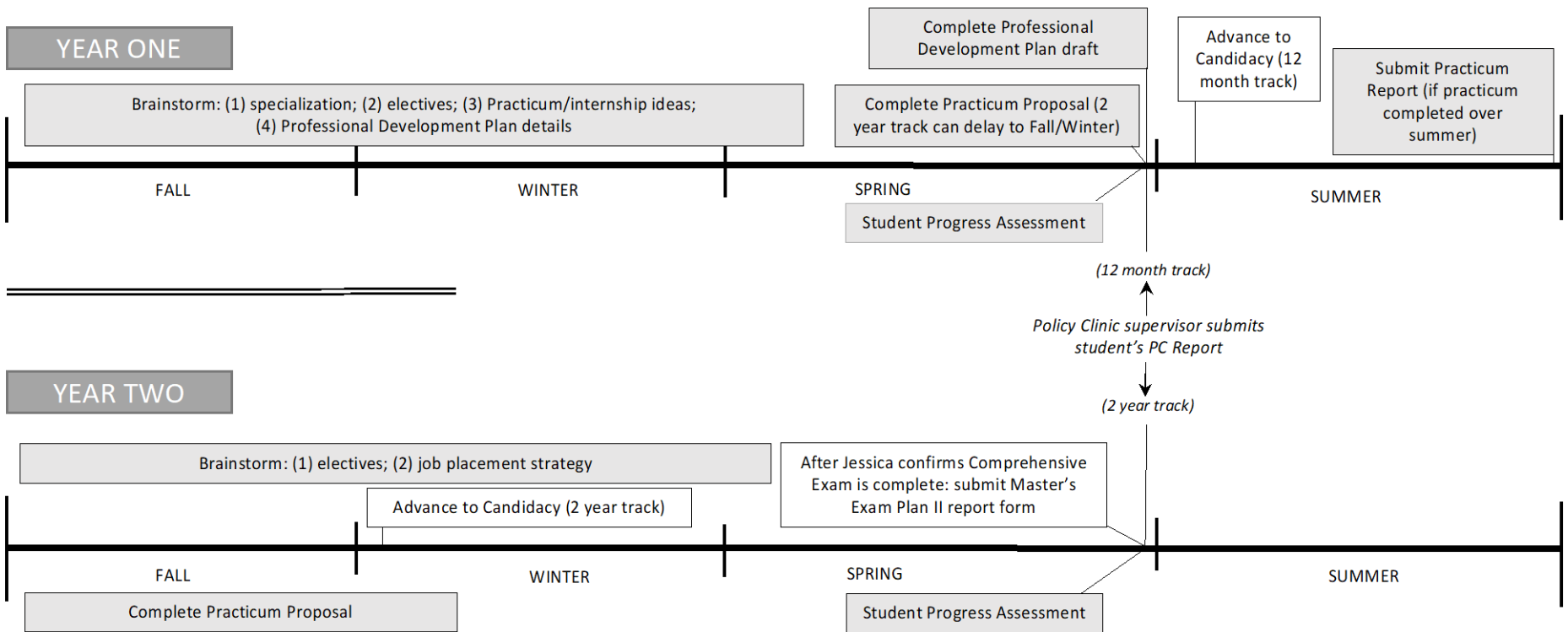
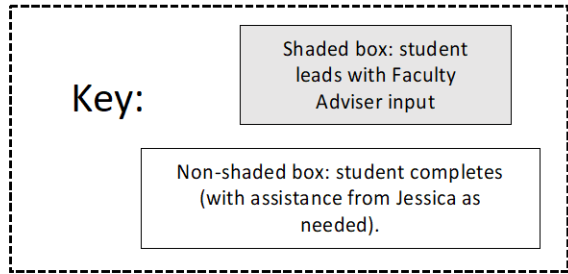
**All years:** The student and **Advisor should meet** to review the student's progress and complete the *Student Progress Assessment (SPA)* online (required for all UCD graduate students). The Program Coordinator initiates the SPA then both the Advisor and student receives an email when the window to complete the SPA opens. This must be completed **by June 30th**.

**First year:** By the end of Spring quarter the student submits their *Professional Development Plan* to the Program Coordinator after **Advisor approval**. 12 month track students submit their *Practicum Proposal* to the Program Coordinator after **Advisor approval**. If the student is pursuing the 2 year track, they can choose to do the Practicum over the summer but also may delay until the Fall/Winter of their second year.

#### SUMMER QUARTER

**First year:** For students completing the 12 month track, they will need to *Advance to Candidacy* at the beginning of the summer session. If the student has completed their *Practicum* over the summer (both 12 month and 2 year track) they will need to submit their *Practicum Report* **(after Advisor approval)**. This is due no later than the final day of instruction of that quarter. The student will work on the plan on their own with input from their Advisor.

# EPM TIMELINE: professional development & advising



## Comprehensive Exam (“exam”) Components

- **For all three exam components below (plan/proposal/report):**
  - **Responsibility/Advising:** Each is written by the student with feedback of their advisor. While the student leads the writing, they should iterate with their advisor to brainstorm, draft and revise each component.
  - **Template:** Please ensure students use the template provided before approving the plan/proposal/report—this will ease review.
  - **Submission:** Once you agree the student’s plan/proposal/report is satisfactory the student emails to the Program Coordinator, cc’ing you. You will then reply-all to that email stating that the draft plan has been approved. No physical signatures are needed.
  - **Review:** Once each component is approved by the advisor it is reviewed by the Comprehensive Exam Committee (EPM faculty).
- **Professional Development Plan (“plan”)**
  - **Start:** All students begin the plan immediately upon arrival to UCD. Please urge 12-month track students to look at plan instructions and examples right away. This prompts students to consider all the non-course based activities they should be pursuing.
  - **Deadline:** Last day of instruction of Spring quarter of 1<sup>st</sup> year.
  - **Purpose:** Student identifies how components of the EPM program will help them achieve their career goals to aid planning.
- **Practicum Proposal (“proposal”)**
  - **Start:** As soon as a suitable practicum is identified.
  - **Deadline:** 12-month students--end of the Spring quarter of 1<sup>st</sup> year; 2-year students--can delay this to the winter quarter of their second year at the latest.
  - **Purpose:** Allow an experiential exercise in professional development with a partnering organization (rather than a pure research project).
  - The student should brainstorm ideas for partnering institutions/projects with you. Ultimately, it is up to the student to find an organization and project that fits their interests and will advance their career goals.

- **Practicum Report (“report”)**

- **Start/Deadline:** Once student has completed their practicum (varies).
- **Content:** A written report of their practicum findings and how the experience advanced their career goals.

### Practicum

- A directed internship completed for 6 units of credit.
- **Timing:** Typically summer after year 1 or in any quarter(s) of year 2.

### Electives

- Advising students includes their choice of specialization (optional) and electives (each quarter).
- Specializations require 9 units of coursework in one area (a minimum of 6 units must be at the graduate level).
- Here’s the list [spreadsheet of potential electives](#) for our students that can be sorted by specialization. This list is not exhaustive--if you or the student have a suggestion to add, please email Jessica ([japenrose@ucdavis.edu](mailto:japenrose@ucdavis.edu)).
- Aside from completing a specialization (optional) students are free to choose electives they find interesting though one elective must be quantitative.

### Student Progress Assessment (SPA)

- **Start:** Opens April 1<sup>st</sup> (the Program Coordinator will send a prompt).
- **Deadline:** June 30<sup>th</sup>.
- Students and faculty are encouraged to meet in person to evaluate progress and fill out the SPA together. If not possible, it is acceptable to do so separately.

### Advancement to Candidacy

- **Deadline:** 12-month students--after spring quarter; 2-year students--winter quarter in their second year.
- **Purpose:** Required by Graduate Studies.
- **Responsibility:** Initiated by Program Coordinator, completed by student.
- **Content:** List of the required courses that the student has taken and the required courses that they plan to take.
- **Submission:** Advisor reviews, Advisor physically signs, student returns to the Program Coordinator to be sent to Grad Studies.