



ADVISING E-IPER JOINT MS STUDENTS

Each E-IPER Joint MS student is assigned to an advising group comprising 4-6 Joint MS students, a faculty advisor, and a PhD peer advisor with similar academic interests. The groups serve as intellectual interest groups throughout the students' Joint MS programs and help to make best use of time by allowing faculty and PhD peer advisors to meet with all of their students at the same time. Each advising group optimally meets once each quarter with one-on-one meetings between students and advisors occurring as needed between group meetings.

Joint MS students may not have academic advisors in their professional schools, so the benefits of advising need to be articulated clearly. The purpose of E-IPER academic advising is to provide each student with academic mentorship, the chance to build a relationship with a faculty member outside his/her professional school, and a point of contact for academic questions or concerns. The purpose of E-IPER's PhD peer advising program is to provide each Joint MS student with an academic peer mentor who can help the student to make the most of the E-IPER program and introduce them to relevant research communities on campus. The E-IPER Joint MS Program Manager advises all Joint MS students on degree progress and requirements. The Joint MS requirements are updated annually: <http://e-iper.stanford.edu/academic.jointms.requirements.php>. A brief summary of the requirements that may be useful for advising purposes is included at the end.

EXPECTATIONS* AND ADVICE FOR STUDENTS

- * Meet with your faculty advisor in your advising group minimally once per quarter and keep him/her apprised of your degree progress.
- * Discuss your course plans, career goals, and academic interests with your advisors.
- * Use your PhD peer advisors as a resource for advice on selecting relevant courses, seminars, and research groups on campus; on making the most of the E-IPER program; on life as a Stanford graduate student; and as an entre to E-IPER research if it is of interest.
- * Use your faculty advisor as a resource for suggesting courses, making introductions to other relevant faculty and groups on campus, and career advice.
- * Seek input on course selection from your PhD peer advisor and E-IPER staff to prepare a draft Program Plan prior to seeking approval from your faculty advisor during your first winter quarter in E-IPER.
- * Discuss with and seek the approval of your faculty advisor on your Program Plan, petitions for exceptions to E-IPER requirements, independent studies, and any other degree business.
- Take the initiative to update your advisors on the Joint MS requirements; they are most likely not familiar with all of the details.
- Meet with staff in your professional school's career management center to discuss your career needs and goals at least once per year.

EXPECTATIONS* AND ADVICE FOR FACULTY ADVISORS

- * Be available for one advising group meeting per quarter (the E-IPER office will help to schedule these meetings) and for correspondence and one-on-one meetings with advisees as necessary.
- Tell your advisees your preferred method to schedule meetings, ie. e-mail, open door policy, office hours, work through your assistant, etc.
- Communicate with your advising group about events, courses, groups, activities, etc. on campus that you would recommend for them.
- * Discuss advisees' Program Plans for their MS degrees in a one-on-one meeting during their first winter quarter in E-IPER. The registrar requires each student to submit a plan listing all of the

courses they plan to take in fulfillment of their MS requirements that has been approved by the students' faculty advisor.

- * Serve as an advisor for your advisees on their Capstone Projects, if appropriate, or suggest other relevant contacts inside and outside Stanford.
- Encourage your advisees to meet with staff in their professional school's career management center to discuss their career needs and goals.
- Attend E-IPER events and get to know the program's other affiliated faculty, staff, and students.
- Discuss promptly any concerns or issues that arise with an advisee with E-IPER staff or faculty director.

EXPECTATIONS^{*} AND ADVICE FOR PHD PEER ADVISORS

- * Be available to meet with your advising group once per quarter (the E-IPER office will schedule these meetings) and with individual students on an as-needed basis.
- * Reach out to advisees at the start of each quarter to see if they have questions or need help planning their schedules.
- Direct advisees to the E-IPER wiki and offer frank advice on courses.
- Communicate with your advising group about events, courses, research groups, activities, etc. on campus that you would recommend.
- Serve as an entre to the relevant research community for advisees by inviting them to your lab or research group.
- Discuss your career goals and those of your advisees and identify opportunities to support and mentor each other.
- Discuss promptly any concerns or issues that arise with an advisee with E-IPER staff.

SUMMARY OF THE E-IPER JOINT MS PROGRAM REQUIREMENTS

E-IPER's Joint MS Program requirements are designed with guidance from E-IPER's Executive Committee to ensure that each student completes a rigorous and coherent program of study. The requirements are updated annually, and the complete Requirements document, along with other helpful resources, is available on the E-IPER website: <http://e-iper.stanford.edu/resources.academic.php>. Below is a brief summary of the Joint MS Requirements that may be helpful to have on hand during advising meetings.

The E-IPER Joint MS degree requires completion of a total of **45 quarter units**, with no more than 12 units from approved courses in the student's professional school (16 for Joint MBA-MS students including OIT 338/339). Within these 45 units, several course requirements must also be met:

- **2 core courses** OIT 338/339, *Environmental Science for Managers and Policymakers* for any student (required for Joint MBA-MS students), ENVRES 310, *Environmental Forum Seminar* for all Joint MS students who do not take OIT 338/339; and ENVRES 290, *E-IPER Capstone Project Seminar* for all students.
- **4 graded courses in one selected Course Track:** <http://e-iper.stanford.edu/academic.jointms.course.php>
- **4 additional, graded, graduate-level, 3-5 unit elective courses**, selected by the student, which are relevant to his/her E-IPER program. Examples include courses from another course track; courses in economics, urban studies, computer science, communication, policy, etc.
- At least 4 of the above 8 courses must be taken at the 200 level or above.
- Up to 4 units of relevant Independent Study may be counted towards the Joint MS.
- Up to 5 units or 3 courses that consist mainly of seminar or lecture series may be counted.
- Courses taken for units (ie. *not* the 2 core courses, 4 course track or 4 additional elective courses) may be taken pass/fail. Students generally need additional units to get to the required 45 once the above course requirements have been met.
- Only specified professional school courses may count towards the E-IPER degree: <http://e-iper.stanford.edu/academic.jointms.curriculum.php>.

Please consult the Joint MS Program Manager with any specific questions on the requirements. We also welcome your suggestions for additional courses that should be considered for inclusion in our Course Tracks.