

Academic Advising in Earth Systems for Coterminal Masters students

This document outlines the expectations for faculty serving as advisors for Earth Systems coterminal masters (coterm) students. Each student is required to have a masters advisor (Academic Council member) in place at the time of application to the program and students are responsible for finding their own advisors. The time commitment for advising an Earth Systems coterm student is not large. We ask advisors to meet with each advisee minimally once per quarter, at which time the advisor will review and sign the coterm course plan. Advisors are listed in Axess for each student and will have access to all of their advisees' transcripts, etc. Note: all coterminal MA students are assigned Tom Hayden as advisor but must also select a second masters advisor (Academic Council member) to further support their growth in the field.

Masters advisors are extremely important for Earth Systems students to help foster their intellectual development as future environmental leaders and to connect them to resources and expertise in their fields of interest. We encourage students to discuss their course plans and progress and any other academic interests with advisors in their quarterly meetings. Advisors are responsible for approving coterm course plans prior to the student submitting the application and quarterly thereafter.

What you *should* share with your advisees:

- Your expertise in your field
- Course recommendations for students hoping to be successful in that field
- Relevant resources on campus that students should investigate
- Advice on careers and/or advanced graduate education in your field
- Introductions to other relevant people on campus
- Connections with your professional network, as appropriate
- General life/academic advice

We ask prospective coterm advisees to discuss the following with advisors at the first meeting:

1. **Their proposed curriculum.** Have they selected courses that in the advisor's opinion will lead to mastery in the field? (Note: The advisor

must approve and sign the proposed course of study and approve any subsequent changes to the curriculum as necessary.)

2. **Master's Research.** While the Earth Systems coterminal master's degree does not require thesis research, many students choose to include a master's research project. Is thesis research a good idea for the particular student? Will doing research and writing a thesis be likely to extend the time to degree conferral beyond the normal one-year period? In signing the proposed study list, is the advisor also agreeing to supervise student research? What does that mean to both advisor and student?
3. **A Schedule for Advising Meetings.** Discuss the following: How often should advisor and student meet to discuss degree/research progress? What should the student do in preparation for these meetings?
4. **Letter of Recommendation.** Please note that students must have their masters advisor submit a letter of recommendation to Earth Systems as a part of their application to the coterm program. During the first meeting, students should ask the advisor to submit the letter on their behalf. The advisor will receive an email prompt to submit the letter, once the student submits the coterm application.

Please send students to ES staff with any questions about these or other specific degree requirements.

Because Earth Systems is an interdisciplinary program and doesn't have its own faculty, we rely on faculty in related departments to advise our students. We greatly appreciate this advising support, and the Earth Systems staff is available for any questions and to help in whatever way we can.

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