



Department of Environmental Studies at San José State University



One Washington Square Hall 118
San José, CA 95192-0115
408.924.5450

www.sjsu.edu/depts/EnvStudies
envstudies-ms@sjsu.edu

Environmental Studies Master of Science Program Thesis Committee Member Form

Date: _____

Student Name: _____

Student ID: _____

Student Email: _____

Thesis Title: _____

Thesis Chair: _____

Chair Email: _____

Thesis Committee Member

Member Name: _____

Member Affiliation: _____

Member Email: _____

Member Signature: _____

Students, please return signed original to the ENVS Graduate Coordinator. Provide a copy of this form to the signing Thesis Committee Member; if a committee member is not one of the ENVS faculty listed as a thesis advisor, please provide them with the appended document.

Department of Environmental Studies, SJSU, Master of Science Thesis Committee Service

Guidelines for outside committee members

Thank you for considering service on a thesis committee for the Department of Environmental Studies at San José State University.

ENVS at SJSU is committed to helping our Master of Science students produce the highest level of original scholarly work possible in service to the greater needs of the community for development of critical environmental knowledge. We rely upon experts in the field to ground our students in the needs and opportunities for research available and to help us hold their work to rigorous standards of excellence and relevance.

A graduate thesis committee in the Department of Environmental Studies at San José State University is composed of at least three members:

- A committee Chair, who must be regular tenured or tenure-track faculty in the Department of Environmental Studies at SJSU
- A second tenured or tenure-track faculty member from SJSU, and
- A third committee member, invited to join the committee by the student in consultation with the thesis chair, who contributes further expertise in the student's specific field of study. The third member may work in academia, industry, or a governmental or non-governmental agency, depending on the student's research and career goals, however s/he must hold a Master's degree (or equivalent) or higher.

The role of the outside committee member:

As the first step in completing thesis research, students in the MS program at SJSU must produce a research proposal that is acceptable to the student's committee. The student then collects and analyzes original data based on that proposal, writes results up in a formal thesis, and "defends" the thesis in a publicly advertised seminar. After the thesis is approved for publication, all committee members' names and affiliations will be listed on the signature page, which will be publicly available through the SJSU library.

Outside committee member input is valued highly by the Department. In recognition that the reader's time is limited, before outside members receive draft documents, each document should be edited for grammar and spelling, and reviewed for content by the student's committee Chair.

The typical responsibilities of the external committee member thus include:

- 1) Read and comment on a high quality draft thesis proposal, approve of research plan. Turnaround time for feedback should ideally not exceed 2 weeks.
- 2) Receive regular updates during research execution regarding any modifications of methods, as approved by committee Chair.
- 3) Consult with student as appropriate on analysis and interpretations of results.
- 4) Read and comment on a complete thesis draft (edited for grammar and spelling and approved for release by the student's thesis committee Chair).
- 5) Attend the public thesis defense and contribute to the committee evaluation of a "passable" public presentation. At least two of the student's three committee members must attend for the student to pass the defense, however it is preferable that all committee members attend. Committee members who are not local to San Jose may be accommodated via webcam if necessary.

Other considerations

- Any committee member may request meetings with the student, committee Chair, or other committee members, as needed.
- Committee members may withdraw at any time if they can not support the student's research.
- If committee members contribute substantially to development of research ideas or analysis of results, they should expect recognition in any academic papers that may be published from the work, ranging from acknowledgement to co-authorship, depending on the level of intellectual or logistical contribution.