Master of Advanced Studies in Climate Science & Policy

MAS CSP Handbook 2017-2018

If you have any questions regarding the information contained in this handbook, contact mas-csp at sio.ucsd.edu
Welcome to the Masters of Advanced Studies in Climate Science and Policy at University of California San Diego (UCSD) Scripps Institution of Oceanography (SIO). This intensive 11-month master’s degree program is a unique and innovative interdisciplinary program. The program’s interdisciplinary curriculum is designed to prepare you to make realistic decisions about the management of climate change impacts. Throughout your time in the program, you will have the opportunity to take classes at SIO as well as other UCSD departments, including Political Science, Economics, Physical Sciences, History, Engineering and School of Global Policy and Strategy (GPS). This is your best opportunity to cross a variety of fields in Earth Sciences, Policy, Economics, Engineering and Management and obtain a multifaceted understanding in natural and social sciences as they relate to climate science and policy.

The MAS CSP degree is one of several Master of Advanced Studies (MAS) degrees at UCSD and is conferred by the Office of Graduate Studies. It is recognized by the University of California system as a professional master’s degree. The MAS CSP is an entirely self-supported graduate degree program and receives no state funding.

This Student Handbook is a reference to help answer questions you will have regarding the MAS CSP program.

PERSONNEL

Students will interact with many UCSD faculty, staff, students and researchers during the program.

Professor Lynn Russell (Email: lmrussell at ucsd.edu, Phone: 858-534-4852) is the Director of MAS CSP Program and professor of Atmospheric Chemistry at Scripps Institution of Oceanography on the faculty of University of California at San Diego, where she has led the Climate Sciences Curricular Group since 2009. Her research is in aerosol particle chemistry, including the behavior of particles from both biogenic and combustion processes. She completed her undergraduate work at Stanford University, and she received her Ph.D. in Chemical Engineering from the California Institute of Technology for her studies of marine aerosols. Her postdoctoral work as part of the National Center for Atmospheric Research Advanced Studies Program investigated aerosol and trace gas flux and entrainment in the marine boundary layer. Dr. Russell will provide advice on selecting and completing capstone projects, identifying relevant electives, and navigating other aspects of the program. Dr. Russell also serves as a Capstone Advisory Committee (CAC) member.

Dr. Corey Gabriel is the Assistant Director of MAS CSP Program at Scripps Institution of Oceanography on the faculty of University of California at San Diego. He completed his undergraduate work at the College of William and Mary in Williamsburg, VA and then went on to earn a J.D. at the University of North Carolina School of Law in Chapel Hill, NC. After spending several years in the private sector, he began pursuing and completed his M.S. and Ph.D. in Atmospheric Science from Rutgers University in New Brunswick, NJ. His Ph.D. research focused on climate engineering, which has been proposed as a policy response to ongoing global warming. Corey will be available for assistance with academic matters, provide advice throughout the course of the Capstone projects and will be heavily involved in career guidance.
For administrative inquiries and/or if you have inquiries when Drs. Russell and Gabriel are not available, please contact MAS-CSP at sio.ucsd.edu or Ms. Denise Darling at ddarling at ucsd.edu.

ADMINISTRATIVE MATTERS

The most important information about the MAS CSP program can be found on the program website https://scripps.ucsd.edu/masters/mas/csp.

UCSD email addresses have been assigned to you. Please check these accounts regularly as they are your official contact information. Please use these accounts to send and receive information and assignments for UCSD courses. If you have problems accessing your account, please ask SIO IT for assistance. They can be reached by email: siohelp at ucsd.edu. If they are unable to resolve your problem, please contact Ms. Denise Darling so that it can be resolved as soon as possible.

Students are invited to visit UCSD’s “Current Student” website for more information on student life http://www.ucsd.edu/current-students, and the various electronic links managed through the UCSD Graduate Division website for guides and resources designed specifically for UCSD graduate students, such as academic information and policies: http://grad.ucsd.edu.

Other important websites include:
University of California, San Diego http://www.ucsd.edu
Scripps Institution of Oceanography http://sio.ucsd.edu

STUDY SPACE

All MAS CSP students have access to the space on the second floor of the Eckart building (consult SIO campus map in the appendix). You will be issued a code to access the space. Lynn’s office is in Nierenberg Hall room 343 and her extension is x44852. Corey’s office can be found on the second floor of the Eckart building, room 201. Denise’s office can be found on the second floor of the Eckart building, room 208. There are desks, lounge areas, refrigerators, microwaves, coffee pot and drinking water available on the second floor of Eckart, and guidelines for the usage of each room will be provided at orientation on 28 July 2017. A fax machine, printer, and shared computers are available, although all students should have a laptop for their personal use. A large format/poster printer is available for student use on the second floor of the Eckart building. For more information on poster printing see the acms website: https://acms.ucsd.edu/services/printing/posters/scripps.html.

HOUSING

Useful information about UCSD Housing and commuting can be found at http://hds.ucsd.edu/housing. The UCSD Office of Off-Campus Housing offers resources for students looking for a place to live, including information on neighborhoods in the area, advice on renting in San Diego, and searchable listings of apartments or rooms for rent.
A special login and password is required to access the Off-Campus Housing website at [http://offcampushousing.ucsd.edu](http://offcampushousing.ucsd.edu). To gain access to the site, forward a copy of your UCSD acceptance letter along with a request for a login to [offcampushousing at ucsd.edu](mailto:offcampushousing@ucsd.edu).

There is a housing listserv especially for UCSD graduate students who have off-campus or on-campus housing needs or housing opportunities to share. Students post their own messages regarding housing needs. To subscribe, visit: [http://mailman.ucsd.edu/mailman/listinfo/grad-housing-op-l](http://mailman.ucsd.edu/mailman/listinfo/grad-housing-op-l). If you have questions or trouble subscribing to the grad housing listserv, contact the Graduate Division Intern at [ogsintern at ucsd.edu](mailto:ogsintern@ucsd.edu). Once you are on the listserv send your messages by email to [grad-housing-opl at mailman.ucsd.edu](mailto:grad-housing-opl@mailman.ucsd.edu).

Local papers for San Diego offer classified ads for housing, used cars, etc. and public transportation:
- San Diego Reader [http://www.sdreader.com](http://www.sdreader.com)
- San Diego Union Tribune [http://www.signonsandiego.com](http://www.signonsandiego.com)
- San Diego Mass transit (Bus, Trolley, Coaster) [http://www.sdcommute.com](http://www.sdcommute.com)

**INTERNATIONAL STUDENTS**

UCSD’s International Center is the contact point for all international students regarding immigration regulations and documents. To maintain your student status at UCSD, you are required to check in at the International Center prior to the start of class. For complete information regarding the center and the requirements for international students please refer to [http://icenter.ucsd.edu](http://icenter.ucsd.edu).

Note that international students will likely need to file paperwork each quarter to comply with immigration or scholarship requirements – **please keep track of this!**

**MAPS / PARKING**

A map of the Scripps Institution of Oceanography campus is included in the appendix. Note “Eckart” and “Nierenberg Hall” buildings on the map, which are where your summer classes will be held.

Students who wish to park on the SIO campus during the day Monday through Friday or on the main UCSD campus at any time, must purchase a UCSD parking permit from the [UCSD Parking Office](http://www.ucsc.edu/parking). Graduate students are entitled to a "B" (staff) or an “S” (student) permit depending on which spaces they would like access to.

To park in the parking lots at SIO that are west of La Jolla Shores Drive, you must obtain an SIO stamp on your permit by going to room 104 of the Scripps Administration Building or contacting 858.534.2831, [parking@sio.ucsd.edu](mailto:parking@sio.ucsd.edu).

SIO graduate students are provided with free parking after 8:00 p.m. on weekdays and all day on weekends at SIO (not main campus). Parking in most lots on main campus is free during these times as well, but make sure you look at signage as some lots are enforced even on the weekends.
To obtain the Scripps Parking Permit go to room 104 of the Scripps Administration Building or contact 858.534.2831, parking@sio.ucsd.edu.

FINANCIAL AID

For specific questions on student loans, feel free to contact the MAS student contact person in the UCSD SIO Financial Aid Office—Yvonne Borrego 858-534-1669, yborrego at ucsd.edu or visit http://www.ucsd.edu/current-students/finances/financial-aid.

PROGRAM FEES

The program fees include a charge of $685/unit for the 50-unit degree spread out over 4 quarters. Estimated registration fees total $2,000 for the year. The program and registration fees are subject to change by UCSD.

Important Note: Total program fees are based on taking 50 units. Students may take more than 50 units during the course of the program, but will be required to pay for the additional units. The MAS program is entirely self-funded and for MAS Students the Educational Fee and California non-resident tuition is waived.

GRADUATE STUDENT HEALTH INSURANCE PLAN (GSHIP)

Health insurance is mandatory for all graduate students enrolled at UCSD. All students paying full registration fees to UCSD are automatically enrolled into the GSHIP. The fee for GSHIP will be charged to his or her student account each quarter along with other mandatory registration fees. Students already covered by waiver-qualifying health insurance may apply for a Health Fee Waiver to receive a credit for the health insurance fee. This will be covered during the new student orientation. A waiver application must be submitted on-line via http://tritonlink.ucsd.edu (click on Health Fee Waiver Tool from the TritonLink homepage) by the posted waiver deadline according to the Enrollment and Registration Calendar. Students who do not waive by the deadline are automatically enrolled into GSHIP. Please refer to the Student Health Service (SHS) website at http://studenthealth.ucsd.edu for more information regarding SHIP fees, waiver deadlines, online waiver application process, and waiver criteria.

Note: You must be enrolled in at least one course to access the on-line waiver application.

Please refer to the GSHIP brochure, available on the SHS website, for complete information regarding referral requirements, benefits for covered services, and details on services not covered by GSHIP.

Summer Quarter Insurance will be prorated: Please note that during the summer quarter health insurance is mandatory. Contact: Cindy McDaniel, Student Health Insurance Manager. Camcdaniel at ucsd.edu / 858-822-0368.

ACADEMIC CALENDARS

Please check important dates such as registering for classes, payment due dates, and start and end dates of the quarter, etc. on the calendars linked to above.

Dates for the summer program and the associated trip have been sent to you by email. Dates of attendance of all classes and exams are required and will not be waived or rescheduled without prior written permission.

**FEE PAYMENT PROCEDURES**

Payment is accepted in cash or check made payable to UC Regents.

**Important Note:**

On your check, add the following: MAS student, current quarter, and your Personal ID number (PID) or social security number. The Central Cashier’s Office does not accept credit card payments.

In Person: Central Cashier’s Office – Main Campus: Student Services Center Building, 402 Meyers Drive Suite 170 (first floor, south) phone: 858-534-3725 fax: 858-534-8960 Office hours Monday - Friday 8 a.m. - 4 p.m.

By Mail: UC San Diego Central Cashier's Office, 9500 Gilman Drive, La Jolla, CA 92039-0009

By E-Check: Available through WebReg for a transaction fee. (**Important Note:** Only full payments are accepted through E-Check. If you have discounted fees, the amount owed for payment via E-check may not yet reflect your discounts).

By 3rd Party Billing: If your employer will be paying for all or part of your course and registration fees each quarter, please contact Grad3rdParty at ucsd.edu so that this can be set up.

Additional Note Regarding Fees and Paying in Person: Often times there may be additional or odd charges showing up on your account. This is due to the fact that specific waivers and discounts have not yet been applied to your record. You just need to concern yourself with the balance you owe based on your fee schedule. If the Cashier’s Office questions your amount, just mention that you are an MAS student.

Students should refer to the academic calendar available on TritonLink for a list of important deadlines, including:

- Fee Payment Deadline (without late fees) for continuing students
- Deadline to Request Health Insurance Waiver (See note above.)
- Deadline to Request a Leave of Absence
- Deadline to Add Classes without special permission from Department
- Refund Deadline for Course Fees
- Refund Deadlines for Registration/Ancillary Fees
CAMPUS PHOTO I.D. CARD

Office of Student Business Services (SBS), handles issuance of ID cards. You will need to show proof of enrollment and registration before an ID card is issued. Student Services Center Building, (third floor, south)

Office Hours: M-W, F: 8am-4:30 pm. Th: 10am-4:30pm
Phone: 858-822-4727
Fax: 858-822-2314

COMPUTING SERVICES AND FACILITIES

MAS CSP students should obtain e-mail service from Academic Computing Services (ACS). Visit http://acms.ucsd.edu for information on how to apply for an email account through ACS. Please note that important messages about enrollment, financial aid, and other business matters will be sent to your UCSD email address.

Visit the Academic Computing and Media Services website http://acms.ucsd.edu and follow the appropriate link to register for a network username. You can also stop by Academic Computing and Media Services in the Applied Physics and Math Building, Room 1313 from 8:00am - 4:30pm.

TRANSPORTATION AND BUS PASSES

At the beginning of the school year, bus stickers (U-Pass) for the San Diego Metropolitan Transit System (MTS) are available to graduate students at no cost in the Scripps Administration Building or from tents on Library Walk on Main Campus. For the rest of the year, the U-Pass is available in the parking structure on Main Campus. With U-Pass, students have access to all regional mass transit bus and trolley/light rail routes provided by the San Diego Metropolitan Transit System (MTS) and the North County Transit District (NCTD), with some exclusions. More information on the U-Pass and a list of routes and buses.

UCSD Transportation offers a shuttle service between the Scripps campus and the main UCSD campus as well as shuttles around the La Jolla area.

TEXTBOOKS / LAPTOP COMPUTERS / UCSD BOOKSTORE

For hours and directions of the UCSD Bookstore, refer to http://www-bookstore.ucsd.edu or call 1-800-520-READ (7323) or 1-858-534-READ (7323).

Information on textbook prices and availability can be found by referring to TritonLink at http://www.ucsd.edu/current-students

UNIVERSITY LIBRARY SERVICES

Please refer to http://libraries.ucsd.edu for library hours and detailed information about the services provided to members of the UCSD community. The University library system offers a variety of workshops and orientations throughout the year.
LEAVE OF ABSENCE

A leave of absence from the program can be arranged if needed. An official leave of absence requires that a student file paperwork with the Graduate Division. Re-enrollment in the program requires the Director’s or Assistant Director’s approval. Before returning to the program, the student will be required to have a formal discussion with the Director or Assistant Director to discuss a plan for completing all necessary program requirements (i.e., coursework, Capstone) within a clearly documented time-frame that is then approved by the Director or Assistant Director. If the leave happens at any point after completion of the summer course, the student should have a Capstone Proposal completed in time for the formal discussion.

ACADEMIC MATTERS

PACE OF STUDY

Students will have periodic meetings with the Director or Assistant Director to check to see that they are meeting the program requirements and are on track to graduate as projected.

PROGRAM OVERVIEW

The MAS in Climate Science and Policy program is designed for industry and government professionals to take one year off to complete the degree in the 11 intensive months.

Table 1: Guidelines for MAS CSP Academic Plan.

<table>
<thead>
<tr>
<th>MAS-CSP Course Requirements</th>
<th>Summer</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Core course: Climate Math (SIOC290)</td>
<td>6</td>
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<tr>
<td>Core course: @Climate (SIOC291)</td>
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<td>Core course: AtmoThermo (SIO217A)</td>
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<td>Core course: PhysOcean (SIO210)</td>
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<td>Core course: Econ of Env’t (ECON281)</td>
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<td>Core course: Intro to CS&amp;P (SIOC292)</td>
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<td>Core course: MarineChem (SIO260)</td>
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<td>Core course: CSP Forum (SIOC296)</td>
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<td>Core course: Capstone Project (SIOC299)</td>
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<tr>
<td>Electives (examples below)</td>
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<tr>
<td>Winter: SIO 217B, SIO 252A, SIO 286</td>
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<td>4</td>
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<tr>
<td>Spring: SIO 217C/D, SIO 299</td>
<td>12</td>
<td>12</td>
<td>14</td>
<td>12</td>
</tr>
</tbody>
</table>

Total Units (50) 12 12 14 12

Important Note: Total program fees are based on taking 50 units. Students may take more than 50 units during the course of the program, but will be required to pay for the additional units.

For the MAS CSP degree, the minimum number of credits needed to graduate is 50 units (See Table 1). Thus, after the summer course (12 units), you will need to take 38 units. In the spring quarter you will be enrolled in the 6-unit Capstone Project Course, SIO296 (See section on Capstone Project for more information). Additional courses for meeting the requirement may also be identified and information will be provided during advising sessions.
**REFLECTIVE LEARNING PORTFOLIO**

The reflective learning portfolio is a degree requirement for all students in the MAS CSP program. The portfolio is part of the final appraisal of the candidate's completion of the graduate program, and the formal presentation of the portfolio is used to demonstrate the culminating learning experience in the program. The purpose of the portfolio is to demonstrate a reflective record of professional growth over time. It is to showcase for samples of "best work" at a given point in the student's academic career. It serves as a demonstration of attainment of course and program goals, desired outcomes, and advanced skills. It is a celebration of efforts.

Portfolios are intended to demonstrate a broad repertoire of candidate performance over time. They are intended to paint a rich, developmental view of the professional growth and accomplishments of a candidate. One purpose of using portfolios in the overall program appraisal process is that the portfolio process moves the individual to a professional level of personal responsibility. Candidates become adept at examining their own growth and communicating their thinking to others. Portfolios are intended to convey information not only on one's accomplishments, but also on developmental efforts, and areas in need of continued improvement.

The instructions and deadlines for completing your Reflective Learning Portfolio are provided in the separate document.

**SUMMER BOOTCAMP**

All CSP students must enroll in the summer program, an intensive, 12-unit course that features a Climate Math "Bootcamp" and a comprehensive training in climate science communication (@Climate). Refer to the Summer Course Syllabus for the scheduled lectures, readings, assignments, field trips, and special projects. Classes run 7 weeks and are taught at Scripps Institution of Oceanography and begin at 9:00 am and usually end between 4:00 – 5:00 pm, five days a week. The summer session for the academic year 2017-18 will begin on July 31, 2017. A mandatory orientation will be held on July 28, 2017.

**CSP FORUM and CAPSTONE PROJECT**

In the winter and spring quarters, you must take the core course SIOC 296 (the CSP Forum). In the spring quarter you will be enrolled in the 6-unit Capstone Project Course, SIOC 299, an independent study project. See section on Capstone Project for more information. You will also need to work on your Capstone Project in summer and fall, and meetings to assist you with these requirements will be scheduled.

**ELECTIVES**

You may select from graduate level course offered through UCSD in any department (e.g., Anthropology, Biology, Communication, Economics, Engineering, History, School of Global Policy and Strategy (GPS), Mathematics, Philosophy, Political Science, Psychology, Science Studies, and Scripps Institution of Oceanography). If you wish to take an undergraduate course, series 100, you can do so but note that no more than 8 units of upper division undergraduate courses can apply to the MAS CSP degree.
In spring quarter you may wish to participate in an off-site internship. Spring forum will allow remote attendance to accommodate this. Other electives likely will not allow this option, so you may take the second elective in winter/fall or petition to take 4 units of directed reading (i.e., SIO298).

**ADDITIONAL COURSES**

Additional not-for-credit courses are available to supplement a student’s training while studying at UCSD.

- **GIS Training**: GIS training is offered through UCSD Extension. SIO also offers a GIS course in the winter 2016, which counts as an elective.
- **UCSD Extension Courses**: The Graduate Division offers a voucher for UCSD Extension courses in winter quarter. The vouchers are limited, and are available on a first come first served basis. The Director or Assistant Director will forward information to you as it becomes available. You may view the classes that are available at UCSD Extension at [http://www.extension.ucsd.edu/index.cfm](http://www.extension.ucsd.edu/index.cfm). Note that Extension classes do not count towards the 50 units required for graduation. Their courses include writing courses that may be helpful but do not count as electives.

**GRADING**

Please remember to carefully note the grading option that a professor has assigned to a class and change your grading option accordingly. This is particularly important for the summer courses, SIOC 290 and SIOC 291 require the letter grade option.

All of the courses required for the CSP degree (listed in 50 units above, including the two courses listed as electives) are required to be taken for a letter grade in order to count toward your degree. All electives need to be approved in advance. If an approved elective is not offered for a letter grade, you may request it to be counted toward your degree.

For other courses that you wish to take at UCSD, only if the instructor allows students to take the class pass/fail, please change your grading option accordingly. Failure to do so could result in a grade that might not reflect your true academic performance. A special note to international students: although you may believe that you are required to take all courses for a letter grade, this is not always the case. Please check in with the Director or Assistant Director before making this assumption.

**ENROLLMENT PROCEDURE**

Students enroll in their courses on-line using their confidential Personal I.D. (PID) that was assigned at the time of admission to the program.

Visit the UCSD TritonLink homepage at [http://www.ucsd.edu/current-students](http://www.ucsd.edu/current-students) and then go to WebReg, which is accessible on the sidebar. Tritonlink is the UCSD system for managing your classes and account. You must login using your personal access code (PAC) UCSD number. This will allow you to register for classes, view your transcript including grades, and view your billing statements.
Direct Deposit: UCSD strongly suggests setting up direct deposit for reimbursements as it is a more sustainable practice, and you will receive your reimbursement much more quickly. Unless of course you anticipate that you will change banks. However, please note that there are two separate financial systems at UCSD, and you have to set up direct deposits separately in each system.


2. Business Systems: Capstone and professional development reimbursements for supplies, travel, etc. go through UCSD Disbursements. UCSD Disbursements direct deposit enrollment: [http://blink.ucsd.edu/buy-pay/payment-methods/direct-deposit/enroll.html](http://blink.ucsd.edu/buy-pay/payment-methods/direct-deposit/enroll.html)

**GRADUATION**

**PREPARING TO GRADUATE**

By the middle of spring quarter, the Director or Assistant Director will review your transcript to confirm that you are eligible to graduate. You will be contacted if there are any questions.

**DIPLOMA**

If you are eligible to graduate, please ensure that your name in TritonLink is as you wish it to appear on your diploma and that your permanent address is up-to-date.

The diploma will read: Master of Advanced Studies in Climate Science and Policy, University of California, San Diego.

**Note:** It can take up to 8 weeks to receive your actual diploma.

**COMMENCEMENT**

Commencement ceremonies for all graduate students at UCSD are the first Saturday following the end of finals weeks. Commencement attendance is free, and you may invite as many friends and family as you would like. Commencement is held at the RIMAC on the lawn and in the auditorium. A reception follows. Details on location, ordering robes, etc. will be sent or posted on the Graduate Division web site well in advance of the commencement date.

Scripps Day is a separate event in early June at SIO campus to celebrate Scripps graduates and other achievements. Central to this event is the announcement of graduating students, recognition of honors received by members of the Scripps
community, open houses across campus, and an alumni keynote address. As part of Scripps Day, CSP students are required to present their capstone projects in poster format to all attending faculty, family, friends, alumni, and visitors.

CAPSTONE PROJECT

OBJECTIVES

The Capstone Project offers students the opportunity to design an interdisciplinary climate science and policy project with defined deliverables for a target audience. The Capstone Project should:

• Be creative, collaborative and interdisciplinary, specifically it should include both climate science and climate policy components.
• Apply knowledge that you have gained in the program, including careful research and documentation.
• Have a theoretical grounding in climate science and a real-world application, which may include specific delivery of a product to your target audience during or after the program.
• Prepare you for a future opportunity that you have identified as a career goal.

The Capstone Project should embody original, independent and scholarly activity related to one or more of the topics covered by the formal curriculum in the MAS CSP program. There is tremendous flexibility in the content of your Capstone. It can be a policy memo/brief, an applied research project, the production of a documentary, planning and execution of an exhibit or workshop, a business plan, an app, a white paper, a community-based marketing plan, or any other relevant piece of work. The only requirement is that the project is interdisciplinary, on topic (i.e., related to climate science and policy), and theoretically grounded in climate science for a non-academic audience. The work is more than a term paper and is different from a traditional master’s thesis. It needs to be more applied to a specific problem than a report, answering a specific need of a clearly identified target audience.

PROGRAM REQUIREMENTS

In summary, the CSP program requirements for the capstone project topic are

1) Project topic is related to one or more aspects of climate science,
2) Project topic is related to one or more aspects of climate policy (e.g. legislation, education, regulation, innovation),
3) Project produces a deliverable that is designed for and accessible by a non-academic audience, by a method on which the student has done research and developed expertise, and
4) Project has a target audience that is specifically identified as a real-world agency, entity, or group who are not academics or other professional researchers, for whom the deliverable is influential based on published research about them and, where possible, on direct interaction with or feedback from them.

The Capstone Project may focus on previous or planned work experience, and can include research done prior to admission to the MAS CSP program as the starting point for the
Capstone Project but significant additional work during the MAS program must be demonstrated.

Students are highly encouraged to undertake a project that relates to what they hope to do after they graduate. Performing the Capstone research in collaboration with an outside organization of interest is one way to explore potential career opportunities while still in the program. The SIO and CSP affiliated faculty as well as the Director or Assistant Director can assist you in making contacts at outside organizations and may also have ideas on Capstone projects that these organizations would like to see completed. However, both the choice and responsibility of your project, partners, and internships are your own.

Current students can acquaint themselves with the list of previous Capstone Projects in order to see the kinds of projects generally undertaken. These can be found on the program website: https://scripps.ucsd.edu/masters/mas/climate-science-and-policy/program-format/capstone-projects

The Capstone Project must be reviewed by all of your committee members, who are required to provide their input on your grade to the Director or Assistant Director, who will assign you a letter grade. The rough breakdown of the grade is as follows (points out of 100):

- (10) Timeliness (submit complete draft by 25 May; final, revised project by 12 June)
- (10) Quality of writing and graphics
- (10) Quality of project design
- (25) Interdisciplinary merits – alignment with climate science & policy
- (25) Application to real world problems
- (10) Student dedication and effort
- (5) Innovation and creativity
- (5) Discretionary as relevant to chosen topic

Important Note:

Plagiarism of any kind will not be tolerated in any UCSD coursework or project. If you plagiarize any part of your report, you could get a failing grade for your Capstone project. Please familiarize yourself with the UCSD policy on Academic Integrity: https://academicintegrity.ucsd.edu/

ESSENTIAL STEPS

These are the required steps toward the capstone. Some of these deadlines are in fall quarter but your timeliness in completing them will affect your winter and spring forum grades.

- Form a Capstone Advisory Committee (CAC); submit a completed document with your listed CAC members by 15 October 2017.
- Complete a Capstone Project Outline by 28 September 2017. This will be discussed as part of @Climate and the draft outline will be due 28 July 2017 for
comments. You should use the comments and additional work to complete a revised outline, which is due 28 September 2017. This document should make clear what you will do during fall quarter in order to finalize your topic, CAC, deliverable, and target audience.

- Complete a Capstone Project Framework by **22 December 2017**. This document finalizes your project topic, committee, and budget. It should provide the proposed scope and timeline of work in winter and spring quarters.
- Complete a detailed Capstone Proposal; have your CAC Chair sign the front page (electronic is fine); submit it to the Director or Assistant Director by **16 March 2018**. You will not receive a passing grade in Forum if you do not hand-in the proposal.
- Schedule two committee meetings: one during the fifth week of winter quarter and other during the first two weeks of spring quarter. These meetings are VERY helpful to you and your committee. You are responsible for scheduling this meeting to accommodate your committee, by telecom if needed. You will also need to have individual meetings and keep the entire committee updated on your progress.
- Schedule weekly meetings with your CAC Chair during winter and spring quarter.
- Complete a Capstone Final Report; submit the signed copy to the Director or Assistant Director by **12 June 2018**. A draft copy of your report is due to your committee by **25 May 2018**.
- Present your report at the Capstone Symposium in early June 2018 (usually during the last week of class). The presentation must be attended by your CAC committee unless alternative arrangements are approved by the Director or Assistant Director.
- Present your poster at Scripps Day in early June 2018 (usually during the last day of finals). The presentation must be attended by your CAC members unless alternative arrangements are approved by the Director or Assistant Director.

**CAPSTONE ADVISORY COMMITTEE (CAC)**

The CAC consists of two or more people, plus the Director or Assistant Director. The CAC must include:

- **AT LEAST ONE FULL TIME FACULTY MEMBER.** This person can be from either SIO or UCSD. This person usually serves as the Chair.
- One member who is an expert in the topic of your choice and has the interdisciplinary expertise needed for your capstone project from inside or outside UCSD.
- You are encouraged to have an additional committee member who is a practitioner in the field from outside organization such as a NGO, government agency or private industry.
- You may have more than three CAC members but keep in mind that all must sign-off on your Capstone at the end of the spring quarter and attend the two meetings and the symposium (unless alternative arrangements are approved by the Director or Assistant Director).
- You must also designate a CAC Chair. This person should be an SIO or UCSD faculty member.
- To find appropriate CAC members, look-up faculty on the SIO and UCSD (Departments of Political Science, Science, Communications, History, GPS, Economics, Engineering, Art, etc.) websites, look at people who have served on committees in the past, and talk to the Director or Assistant Director.
CAPSTONE FRAMEWORK

This document should make clear how your topic will meet the four program requirements, including the deliverable, and target audience, as well as who your CAC is. The climate science and climate policy aspects of the topic need to be specifically identified in order to identify what research you will need to do. This document finalizes this information so that you can proceed with the planned topic in winter quarter. It should provide the proposed scope and timeline of work in winter and spring quarters.

CAPSTONE PROPOSAL

The Capstone Proposal is required so that you continually work to develop your project idea. The proposal should outline the following:

- A problem statement or objective – What questions are to be answered? Why are the questions important?
- A defined end product (a non-academic written communication, an exhibit, etc.)
- A methodology and planned schedule for achieving the end product
- A non-academic target audience
- References
- Approval by the CAC Chair (CAC Chair signature must appear on the Proposal cover sheet)

The proposal basically answers these questions: what are you trying to do, why and how will you achieve it within the timeframe that you have.

The proposal should be less than 10 pages in length, single-spaced, 12 pt. font (excluding references, figures, appendices, and tables).

CAPSTONE REPORT

- The Capstone Report should be not more than 20 pages, double-spaced, 12-point font (excluding references, figures, appendices, and tables). The report should include a discussion of both the climate science and climate policy topics, an explanation of how the deliverable and target audience were chosen (with relevant literature cited). When the deliverable for the Capstone Project is not text-based (e.g. a video documentary), the Capstone Report needs to provide a description of how the project meets program requirements. If the deliverable is a document, it can be included as an appendix, but the body of the report should provide a description of how the project meets program requirements. Specific questions for your specific project should be addressed to the Director or Assistant Director.
- An option is available for you to have your Capstone Report printed and bound through UCSD Imprints. You can obtain an index number for this expense through SIO Graduate Office. Electronic copies should be sent to the Director or Assistant Director. Copies should be given to CAC members in paper or electronic format as preferred by the CAC member.
- The final capstone report should be posted to the University of California’s open access, scholarly publications repository, eScholarship. For details and
assistance, contact SIO Librarian, Ms. Amy Butros (abutros at ucsd.edu).

- The format of the report is up to you. It can be arranged like a paper ready for publication (handy if you are going to try to publish the work) or can be arranged in a different style. Be sure to include references.

**CAPSTONE SYMPOSIUM PRESENTATION**

- The symposium occurs in early June 2018, typically during the last week of classes based on venue availability. Please do not schedule travel or other activities until this date has been set.
- Presentations are 15 minutes, followed by 5 minutes for questions and answers for each student.
- Student presentation must be attended in person by the CAC Chair unless other arrangements are made and approved by the Director or Assistant Director.
- Students are expected to attend in person a practice session prior to the Capstone Symposium.
- Students should further plan on ensuring that their presentation will work on the master computer used for the symposium. This includes checking that the version of PowerPoint or Keynote is appropriate and that any embedded video works.
- The presentation will need to be loaded on the master computer by 9 am the morning of the symposium.

**SCRIPPS DAY CAPSTONE POSTER PRESENTATION**

There is a MAS CSP capstone showcase as part of Scripps day where posters, videos and/or other creative capstone deliverables are showcased. CSP students are required to present their capstone projects in poster format to all attending faculty, family, friends, alumni, and visitors.

**TRAVEL AND RESEARCH FUNDS**

To make a request for travel and research funds, submit your proposed capstone budget to the Director or Assistant Director with itemized expenses listed and explained. MAS CSP Capstone Project fund is up to $2,000.00 per student. Funds are limited to each student only during enrollment and are not transferrable between students. Maureen McGreevy is the contact person for reimbursements after they have been approved by the Director or Assistant Director. All proposed expenses should be listed in the budget in your framework and your proposal; any revisions to these submitted budgets should explain how capstones will be completed with the revised fund distribution.

- Acceptable expenses include airfare, accommodations, conference registration fees, workshop and UCSD Extension course fees, lab supplies and shipping, and website construction.
- Computing needs should be discussed with the Director or Assistant Director no later than December 2, 2017.
- Per diem and local mileage (under 50 miles) WILL NOT be covered.
- Tuition, fees and local expenses are NOT covered.
• Paying outside consultants or assistants WILL NOT be covered.
• Software licenses will not be purchased for an individual computer that belongs to a MAS student. A license can be purchased for a lab computer. Please try to use site licenses currently available or the computer lab whenever possible. UCSD provides many licenses to students for free or discounted prices including those listed here: http://acms.ucsd.edu/services/software/available-software/index.html
• Textbook expenses WILL NOT be reimbursed. Please try to get any books you need through the library or inter-library loan.
• UCSD policy dictates that we WILL NOT pay for outside independent contractors.
• Any equipment, such as AV equipment should be rented or borrowed through available channels at UCSD. If it is absolutely necessary to purchase equipment, the equipment will become the property of the MAS CSP program at the termination of the Capstone Project.
• Expenses incurred prior to approval are the responsibility of the student. It can take 60-90 days to be reimbursed.
• All expenses must be incurred prior to your graduation date. For example, you cannot use funds to pay for a conference that occurs after 10 June 2018.

Your budget should include the following:

• Name
• Title of your project
• Names of the members of your CAC
• Short justification for why you need funding and why it is essential to your capstone work
• An itemized budget (e.g., $300 airfare, $300 hotel, etc.) that includes all prior and future expenses and totals less than $2000.

If your proposal is approved you can do one of the following:

• For travel and expenses to be processed through UCSD, you will be directed to the SIO Graduate Office to set get set up in the relevant UCSD business systems. To be reimbursed you must submit all original, itemized receipts, so when in doubt, save your receipts until your reimbursement is complete.
• For airfare, you have the option to have it booked and direct billed by Balboa Travel, but you need to be set up well in advance of the trip (www.balboa.com; 1-800-359-8773 or 858-678-3300; res5414 at balboa.com).
• For campus purchases or lab work expenses not normally covered at SIO, contact the SIO Graduate Office for an index number.

RESEARCH INVOLVING HUMAN SUBJECTS

UCSD is responsible for protecting the rights and welfare of human subjects, human specimens, and related data in research conducted by or under the supervision of faculty, staff, or students. If your Capstone involved surveying or filming human subjects, your work will be subject to review by the Institutional Review Boards (IRBs) at UCSD.

Contact the Human Research Protection Program, 858-455-5050, as early as possible to start what can be a lengthy process. This is a very important step and cannot be done too early!
HELPFUL HINTS

- Start early. To avoid the last-minute deadline rush, students should determine CAC members early, submit proposals, and gain approval to work on their projects in advance of deadlines as much as possible.
- Be realistic in defining the scope of the project. By meeting with CAC members prior to submitting the proposal, the project is more likely to gain approval.
- Stay in touch with the CAC and Director or Assistant Director. Students and CAC members should meet periodically during the Capstone process to discuss the project's development.
- Periodic status reports to the Director or Assistant Director are also advisable. The Director or Assistant Director may contact students periodically to ensure that they are on track for graduation, but you should not wait for this to happen.
- Allow sufficient time for review at the end of the project. Students should plan ahead, allowing time for reviewing and revising, taking into account other time constraints and Capstone Report submission deadlines for the quarter.

STUDENT LIFE & SERVICES

UCSD Career Services Center: Career services for graduate students. Visit http://career.ucsd.edu.

GPS Career Services: MAS CSP students have access to GPS career services http://irps.ucsd.edu/current-students/career-services. Details will be shared in a summer session and at Forum in the winter quarter.

Graduate Division Career Events for Graduate Studies: The Graduate Division sponsors a number of on-going Career events for graduate students, ranging from an on-camera interviewing workshop for Graduate Students (Non-Academic) to CV-writing workshops. These notices will be forwarded to you.

Contact: Graduate Student Career Advisor, UCSD Career Services Center, mail code 0330, phone: 858-534-3750, fax: 858-534-0152 Online: http://career.ucsd.edu

More job resources: It is never too early to start looking for post-graduation employment. Looking at employment opportunities helps to hone ideas regarding your most desired position and the skills necessary to get the dream job (so you can obtain those skills while you are in the program!). Applying for the positions gives you practice in writing applications and interviewing. The Academic Coordinator is available to help with employment related issues, including reviewing drafts of applications and talking through career goals.

Students should consult the following resources for employment related matters. Remember to set up email notifications so that you can be alerted when a job of interest comes up.

SIO job announcement list: https://siomail.ucsd.edu/mailman/listinfo/jobannounce

Other helpful job sites:
Open Channels http://openchannels.org/jobs
Indeed  http://www.indeed.com
Idealist  http://www.idealist.com
USA Jobs  http://www.usajobs.gov
IUCN  http://www.iucn.org/involved/jobs
IEA  http://www.iea.org/aboutus/jobs/currentjobopenings
http://www.coolworks.com/older-bolder
http://www.ecoemploy.com/jobs
http://www.erb.org/job_listings
http://www.eco.ca/viewjobs
http://www.hear.org/announcements/jobs.htm
http://doyonfoundation.wordpress.com/employment
http://www.environmentalcareer.info/jobseekers/index.asp
http://www.earthworks-jobs.com
http://job.ceaconsulting.com/jobs/search
http://www.joshwaterjobs.com


Listservs: Energy-I and Climate-I
http://climate-l.iisd.org/jobs

Jointly subscribe to a jobs digest (pay service) with other students.

**SIO STUDENT LIFE**

TG: Each Friday, students, faculty or staff at SIO host a social hour called TG (short for TGIF, Thank Goodness It’s Friday). This is a great opportunity to meet other SIO students, especially those from other departments. There are drinks and snacks, sometimes for free, donations are requested for the drinks and can be made at the following website: http://siotgif.org. Bring your campus ID to confirm affiliation with SIO, your government issued ID to show you are at least 21 years old, and your own cup.

Counseling and Psychological Services: Graduate school can be a challenging time. Counseling and Psychological Services (CAPS) are accredited by the International Association of Counseling Services (IACS) and are designed to support students towards their academic success, personal development, and well-being while at UC San Diego.

**CAPS services** are provided to all students enrolled in the university's UC SHIP health insurance plan. To schedule a counseling appointment, please call (858) 534-3755. CAPS Central Office & Urgent Care: Galbraith Hall 190. Galbraith Hall is located next Revelle Plaza (just south of Urey and York Halls, #141 on map.

There is an SIO diversity website (http://sio.ucsd.edu/Diversity) with general information and links to the SIO Grassroots Diversity Action Working Group (TIDES) that welcomes
involvement from faculty, staff, and students. Similarly, there is a recently established group focused on Women and Minorities in Science (WMIS) that is open to women and men, and minorities and non-minorities (visit: http://wmis.ucsd.edu/index.htm).

**FUN**

San Diego is a fun place to live. Here are some suggestions on stuff to do in the area:

**Hiking:** Cuyamaca State Park is about an hour away and offers some great hiking. Anza-Borrego dessert is just about another half an hour from Cuyamaca as is especially amazing in the spring when the desert flowers bloom. Julian is a cute little town that's a good stopping point for either excursion. Closer hiking options include Torrey Pines State Park, Mission Trails and a few nearby canyons.

**Music and Culture:** For information on the latest happenings around town, check out The San Diego Reader (http://www.sandiegoreader.com). The Loft at UCSD (http://www.artpwr.com/loft_splash) also has some great music and movies.

**Water and Outdoor Sports:** Check out Mission Bay Aquatic Center (http://www.mbaquaticcenter.com) and also the Outback Adventure Center on UCSD campus (http://recreation.ucsd.edu/outbackadventures.html).