

# Master of Professional Science (MPS)

## Student Handbook

(2022-2023)

### MPS TRACKS

---

#### Department of Atmospheric Sciences (ATM)

- Broadcast Meteorology (BME)
- Climate and Society (CS)
- Weather Forecasting (WFC)

#### Department of Environmental Science and Policy (EVR)

- Aquaculture (AQU)
- Coastal Zone Management (CZM)
- Exploration Science (ESC)
- Fisheries Management and Conservation (FMC)
- JD/MPS (dual degree with Law School)
- Marine Conservation (MCO)
- Underwater Archaeology (UA/UWA)

#### Department of Marine Biology and Ecology (MBE)

- Marine Mammal Science (MMS)
- Tropical Marine Ecosystem Management (TME)

#### Department of Ocean Sciences (OCE)

- Applied Remote Sensing (ARS)
- Natural Hazards and Catastrophes (NHC)

### DEGREE REQUIREMENTS

---

- **Required Online Courses**
  - o RSM 700: Research Ethics
    - Required by all graduate students at the Rosenstiel School
    - Must be completed during a student's first semester in the MPS Program.
    - An online, 0-credit course offered via the CITI Program website (not Blackboard). Each fall, the MPS Office will register all new/incoming MPS students, provide instructions for access, and a deadline for completion.
    - Students must successfully pass **two sections**:
      - 1) **Responsible Conduct of Research** course series within the relevant disciplinary background (e.g., Physical Sciences)
      - 2) **Plagiarism**
    - The course is graded as either an S (Satisfactory) or I (Incomplete) and will post to a student's transcript.

- Successful completion of this course is a requirement for graduation.
- Sexual Assault Prevention
  - Must be completed during a student's first semester in the MPS Program.
  - An online, 0-credit course offered via a third-party platform.
  - This course is administered by the Graduate School, not the MPS Office; therefore, the Graduate School registers all students, provides log-in instructions, and deadlines for completion.
  - No grade is given for this course, but successful completion is a requirement for graduation.
- Failure to complete the required online courses will block the MPS Office from registering the student for the following semester. Receiving an "Incomplete" grade for either course will prevent final clearance for graduation.
- **Credits**
  - Students must complete a total of **30 graduate-level credits** for the MPS degree.
  - Of the 30 total credits, 24 must be course credits, and 2 must be internship credits.
    - The remaining 4 credits may be either course credits or internship credits.
- **GPA**
  - Minimum GPA
    - Students must maintain a minimum cumulative GPA of 3.0 to remain in good academic standing. Final cumulative GPA must be a minimum of 3.0 to graduate.
    - **Low GPA may affect a student's eligibility for federal student aid.**
  - Non-passing grades
    - "D" and "F" grades: not acceptable for credit hours towards the advanced degree but are included in cumulative GPA calculations.
    - Incomplete (I): Incomplete coursework while in passing status with the instructor's permission to complete the course. Coursework must be completed no longer than one calendar year after the Incomplete is assigned, or before graduating.
    - Unsatisfactory (U): Non-passing grade in a Satisfactory/Unsatisfactory course. A "U" grade is not acceptable for credit hours towards the advanced degree and is not included in cumulative GPA calculations.
    - No Grade (NG): Instructor has not reported the student's grade.
    - **Non-passing grades may affect a student's eligibility for federal student aid.**
  - Academic Probation
    - A cumulative GPA below a 3.0 will result in placement on Academic Probation and a mandatory meeting with the MPS Program Director and may result in Academic Dismissal.
    - Students on Academic Probation will receive a letter about a potential plan for academic improvement and completion of degree.
    - **Students on Academic Probation are not eligible to enroll in courses/credits graded on the Satisfactory (S)/Unsatisfactory (U) scale AND may not commence an internship or enroll in internship credits.**
  - Academic Dismissal

- Academic Dismissal is at the discretion of the MPS Program Director, the Associate Dean of Graduate Studies, and the Graduate School.
  - Students on Academic Probation for two consecutive semesters may be subject to Academic Dismissal.
  - Students who do not meet the minimum requirements detailed in their first Academic Probation letter may be subject to Academic Dismissal.
- Grievance Process
  - Students who wish to appeal their Academic Dismissal may do so by submitting a grievance for improper dismissal from a graduate program
  - The Graduate School expects an appeal to have gone through the program or department and then the school's Academic Dean prior to it being heard by the Graduate School.
  - To file an appeal:
    - A written appeal letter must first be submitted to the MPS Program Director via email.
    - If the appeal is denied, the student may then submit an appeal letter to the Associate Dean via email.
    - If the appeal is denied, the student may then file a written grievance review request with the Office of the Dean of the Graduate School. The request should describe the student's allegations and should clearly identify the individuals, programs, department, School, or University agency or administration against whom the grievance is brought. The student's written grievance review request must be filed within thirty (30) days of the final determination.
  - Please refer to the [Graduate Student Handbook](#) (page 14) and the [Academic Bulletin](#) ("Graduate School Grievance Guidelines" and "Graduate Student Grade Appeal Process") for more information.
- **Graduation**
  - Graduation application
    - The application for graduation opens once in the fall for fall graduation and once in the spring for both spring and summer graduation.
    - Students must apply during the application period. Deadlines and dates are published in the Academic Calendar.
  - Graduation clearance (GPA, credits, no holds, etc.)
    - Graduation clearance process is detailed in the MPS Checklist.
- **Graduate School Requirements and Procedures**
  - The [Graduate Student Handbook](#) provides guidelines and policies for, but not limited to:
    - Time to Completion (pg. 3)
      - All work must be completed within six years for master's programs.
    - Full-time Study (pg. 4)

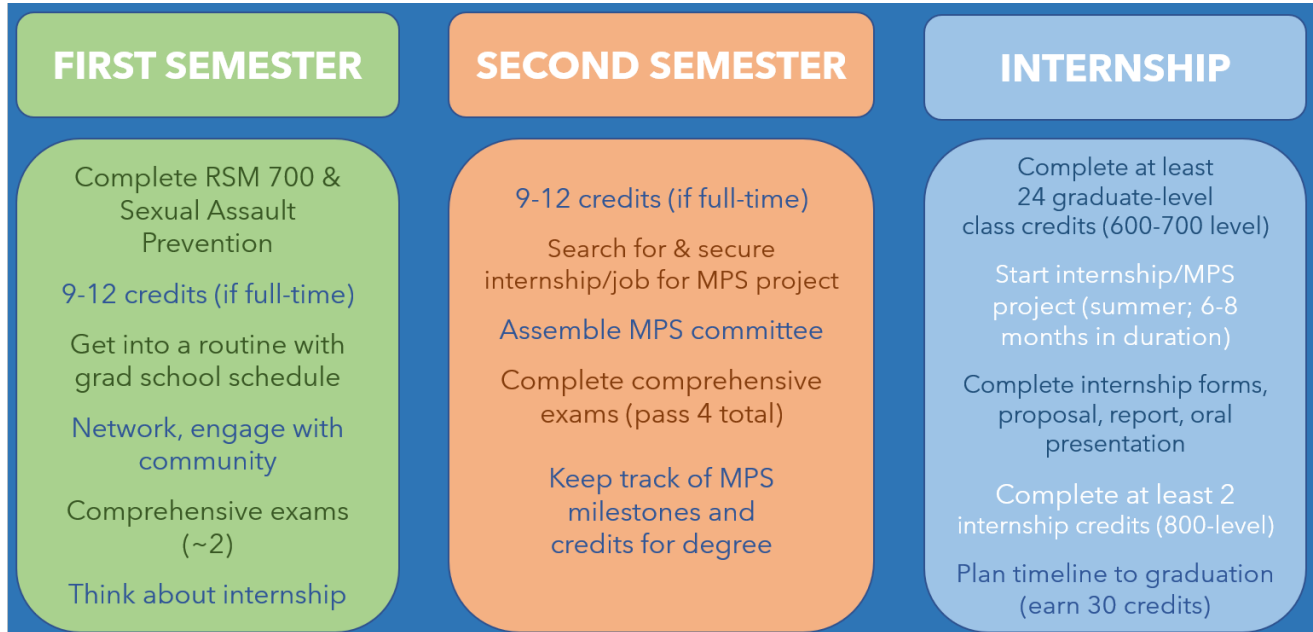
- Students enrolled in at least **9 course credits** OR **1 internship credit** during the **fall and spring** semesters are considered full-time students. Enrolling in less than 9 course credits without any internship credits is considered part-time.
- Students enrolled in **6 course credits** OR **1 internship credit** during the **summer** semester are considered full-time students. Enrolling in less than 6 course credits without any internship credits is considered part-time.
- Transfer of Credit Hours (pg. 5)
- Graduate Grades & Quality Points (pg. 6)
  - Courses graded on the alphabetic scale (A, A-, B+, etc.) are weighted to calculated GPA.
  - The Quality Point average is determined by dividing the total number of quality points earned by the total number of credits attempted.
  - Courses graded as Satisfactory (S)/Unsatisfactory (U), Withdrawal (W), Incomplete (I), or No Grade (NG) are not calculated into the GPA.
- Graduate Repeat Rule (pg. 8)
- Continuous Enrollment (pg. 11)
  - Students who fail to maintain continuous enrollment during the Fall and Spring semesters, must submit an **Application for Readmission to the Graduate School** by the deadline noted on the *Academic Calendar*.
  - Students returning from a **Leave of Absence** must request readmission. The student must contact the MPS Office well in advance of registration for the intended return term. Please note that if additional college work has been completed elsewhere since the last enrollment at the University of Miami, an official transcript of this coursework will be required. Recency of credit hour rules will apply. Deadlines for readmission are listed on the Academic Calendar.
- Ethics, Student Rights & Responsibilities (pg. 13)
  - Graduate students agree to abide by the **Graduate Student Honor Code**
- **Review the Graduate Student Handbook for a complete list of rules.**

## PROGRAM REQUIREMENTS

---

### MPS PROGRAM OVERVIEW

This is a general overview of how the MPS requirements may be dispersed. Due to the flexibility of the MPS Program, plans for graduate study may vary. Students must acquire approval of their individual coursework and graduation timeline with their Academic Advisor.



### **MPS Checklist**

- The MPS Checklist is an itemized document for students to track their Milestone and graduation requirements during their time in the MPS Program. The checklist is available on the [MPS website](#). The checklist is a helpful tool for students to track completion of the following:
  - o Submission of items listed on the *Certificate of Admission* (in Acceptance Packet)
  - o RSM 700: Research Ethics
  - o Sexual Assault Prevention
  - o 30 total graduate-level credits
    - 24 course credits
    - 2 internship credits
    - 4 remaining credits to be used as either course credits or internship credits
  - o Comprehensive exams (4)
  - o Address non-passing grades on transcript
  - o *MPS Committee and Internship Commitment Form* and one-page summary
    - IF APPLICABLE: *International Travel Authorization Form* and completion of International SOS travel details
  - o MPS Project Proposal
  - o Apply for Graduation
  - o Check CaneLink for holds
  - o Graduation clearance
  - o MPS Final Report
  - o Oral Presentation
  - o Graduation Exit Survey
  - o *Clearance Form*

### **MPS MILESTONES**

- **Comprehensive Exams**

- Students must successfully pass **four (4) comprehensive exams** during their time in residence. The comprehensive exam will be written and will be based on core course content. The overall evaluation for all four (4) comprehensive exams is cumulative.
- The MPS Director will collect the exams from course instructors and submit the Comprehensive Exam Final Report via email upon completion of the final comprehensive exam. Contact the MPS Director via email if you have completed and passed all four comprehensive exams but have not received your final report.
- In the event of a failure, a student may be re-examined at the instructor's discretion, or choose a different course's exam.
- Students decide how they want to distribute these exams during their time in MPS (e.g., complete 3 exams in Fall, 1 in the Spring, or complete 2 in the Fall, 2 in the Spring, etc.).
  - Students typically complete all comprehensive exams during their first two semesters of coursework in the MPS Program.
- Students select the course(s) for which they would like to take the comprehensive exam, but not all courses qualify (e.g., *RSM 700 Research Ethics*). To take a comprehensive exam:
  - Check the course syllabus to see if a comprehensive exam will be offered
  - If not listed in the syllabus, consult with the course instructor to determine whether their course offers a comprehensive exam.
- Once a student requests to complete a comprehensive exam for a course, the student is committed to this request and must complete that exam; the student cannot rescind this request.
- **Students who require testing accommodations must notify the Office of Disability Services by the established deadline on the Office of Disability Services website.**

- **Internship**

- Overview
  - Students are expected to complete an internship with an approved agency, institution, or business, culminating in a Final Report and Oral Presentation.
  - Students must register for at least one internship credit per semester in which they are involved with the internship project. Students must be considered an “active student” for the final semester that they intend to graduate. “Active student” status is obtained by enrolling in a minimum of one (1) graduate-level credit. This credit can be either an internship or a course credit.
  - Students are responsible for seeking out and obtaining their own internships.
  - Internship Project
    - Students are required to complete a comprehensive, graduate-level internship project that demonstrates the skills gained during their time as an MPS student and an intern.

- The project may be either non-hypothesis-based or hypothesis-based.
- Internship Organization Eligibility
  - Internship organizations can be national or international agencies, private corporations, or foreign governments.
    - For international internships, the *International Travel Authorization Form* and completion of International SOS travel details are required to be submitted **one month before departure**.
  - Internships can be paid or unpaid by the organization, or students can complete the internship by formal participation in a university-sponsored program at any institution of higher education.
  - Students may also complete the internship requirement by obtaining a part-time or full-time job that allows them to lead a project that can be used for their Final Report.
- Minimum Requirements to Start an Internship
  - Submission of all items listed on the *Certificate of Admission* (in Acceptance Packet)
  - Completion of RSM 700: Research Ethics
  - Completion of Sexual Assault Prevention
  - Completion of at least 12 graduate-level course credits
  - Maintain a minimum cumulative GPA of 3.0.
    - Address Incompletes (I), No Grades (NG), and all grades below a C- and/or a GPA below a 3.0
      - A mandatory meeting with the course instructor and the MPS Director is required.
    - **Students on Academic Probation are not eligible to enroll in internship credits, as they are graded on the Satisfactory (S)/Unsatisfactory (U) scale**
  - Obtain approval from Committee Chair and the MPS Program Director
    - Permission to begin an internship is indicated by obtaining signatures on the *MPS Committee and Internship Commitment Form*
- Internship Committee
  - Students should begin assembling their internship committee during their **second semester in residence**. All MPS students must have a graduate committee of at least two (2) members:
    - 1) A Committee Chair from the Rosenstiel School faculty
    - 2) One outside committee member, who is typically the student's direct supervisor at the internship host organization
  - Each committee member should be an expert in the topic of their MPS internship project culminating in the final report and oral presentation.
  - If a student is completing an internship under the direct supervision of a Rosenstiel School faculty member who is also serving as the Committee Chair, this person must be indicated as the "Internship Supervisor" on the *MPS Committee and Internship Commitment Form*.
    - In this case, the student still needs **a minimum of two (2) people on their committee**.

- Students may add additional committee members beyond the required two if deemed necessary.
  - Active students at any institution (MS or PhD) **may not serve** as committee members.
- Committee Roles and Responsibilities
  - *Committee Chair*
    - The Committee Chair should be an individual from the Rosenstiel School faculty. **This person can be different from the student's academic advisor.**
    - The Committee Chair acts as a resource to the student regarding career guidance and creation of the internship project, final report, and oral presentation.
    - The Committee Chair is the authority on deciding if the scope of the proposed project is satisfactory for the graduate degree.
    - **Students should identify their chair no later than the end of the second semester.**
  - *Internship Supervisor*
    - The Internship Supervisor is typically the student's direct supervisor at the internship host organization.
    - The Internship Supervisor is expected to oversee the daily responsibilities of the student during their internship. They are also expected to help define the scope of the project.
  - *All Committee Members*
    - Maintain regular communication with the student while participating in the internship to ensure progress and compliance with the organization's expectations.
    - Review and approve the Project Proposal, Final Report, and Oral Presentation.
    - Attend an oral presentation during the student's last semester in residence.
  - Any problems that may arise with the internship that cannot be resolved by the Committee should be brought to the attention of the MPS Office immediately.
- ***MPS Committee and Internship Commitment Form and One-page Summary***
  - Commitment Form
    - The *MPS Committee and Internship Commitment Form* solidifies the committee and internship host organization and is **due two weeks before starting an internship.**
    - All signatures are required to be on the same document.
    - Copies of this form are available on the MPS website.
    - Completed forms must be submitted to the MPS Office by emailing [mps@earth.miami.edu](mailto:mps@earth.miami.edu).
  - One-page Summary
    - Students must meet with their Committee Chair and Internship Supervisor to draft a one-page outline summarizing the student's proposed project,



highlighting the timeline, goals, expectations, and objectives of the internship project.

- The summary can be written in paragraph or bullet-point format.

- **Students must attach the summary to the *MPS Committee and Internship Commitment Form***

- **Project Proposal**

- A detailed synopsis of the internship project is required as a formal proposal **no later than 1 month after the internship start date.**
- The Project Proposal template and guidelines are available on the [MPS website](#).
- Completed proposals must be submitted to the MPS Office by emailing [mps@earth.miami.edu](mailto:mps@earth.miami.edu).

- **Final Report**

- The Final Report is due during the **final semester in residency**.
- The Final Report is not a summary of involvement, but rather, a graduate-level comprehensive paper detailing the process and results of the internship project.
- The Final Report template and guidelines are available on the [MPS website](#).
- Copies of the final, approved report should be distributed as follows:
  - One electronic copy (as a Word document file), plus the fully-signed title page (PDF is accepted) submitted via e-mail to the MPS Office at [mps@earth.miami.edu](mailto:mps@earth.miami.edu).
    - **The final, signed report must have all committee member signatures on one page.**
  - One electronic copy to each member of the student's committee.
  - One electronic copy to the internship host organization at their request.

- **Oral Presentation**

- Hosting an oral presentation with a visual component is a requirement for graduation for all MPS students.
- Oral presentation requirements:
  - Should be maximum 20 minutes in length. This includes 5 minutes for Q&A from the committee and other attendees.
  - Should include a visual component (e.g., PowerPoint, Prezi, etc.).
  - May not be scheduled until all committee members have edited at least one draft of the internship report.
  - The PowerPoint (or equivalent) must be reviewed and edited by the Committee Chair, and all committee members must be invited to the presentation, to attend either in person or virtually (e.g. [Zoom](#), [Skype](#), [GoToMeeting](#), etc.).
- [MPS Symposium](#)
  - Hosted in the fall and spring by the MPS Office for fall and spring graduates
  - Exceptions to participation in the symposium must be approved in advance by the MPS Director and Committee Chair of the student's committee.
    - Students must give 1-month advance notice (in writing) to the MPS Program Director if they cannot participate in the symposium.
    - Students who are excused from participation in the MPS Presentation Symposium are still required to host an oral presentation for all members of their committee.

- **No MPS Presentation Symposium is offered during the summer term.**
  - Summer graduates must organize individual oral presentations
- **Graduation Exit Survey**
  - The Graduation Exit Survey is a Qualtrics survey **due the last week of a student's final semester.**
- **Clearance Form**
  - The *Clearance Form* is the final requirement needed by the MPS Office to send a student's file to the Graduate School for final graduation clearance.
  - Students must contact each office listed on the form for a signature before submitting the form to [mps@earth.miami.edu](mailto:mps@earth.miami.edu).
  - The *Clearance Form* is **due the last week of a student's final semester.**

## ACADEMIC ADVISING AND COURSE REGISTRATION

---

- **Academic Advisor**
  - Students will be assigned an Academic Advisor during their first semester in residence. The advisor will hold an appointment in the department representing each student's track.
  - At the beginning of the first semester, the student and the Academic Advisor will establish the curriculum to be followed, based on the student's personal and professional goals and MPS track requirements.
  - Role of the Academic Advisor
    - Assess personal and professional goals
    - Suggest coursework and approve each *Course Request Form* and *Add/Drop Form*
    - Act as a resource for program/track requirements and expectations
    - Offer career advice and share resources and contacts
- **Course Registration**
  - The MPS Office performs all course registration processes for MPS students (i.e., adding/dropping courses and credits). Written approval from a student's advisor via a signature on a *Course Request Form* or *Add/Drop Form* is required for adding/dropping classes and internship credits.
  - Graduate courses outside of the Rosenstiel School must be approved in advance by the student's advisor and MPS Director.
  - Students are responsible for regularly checking their CaneLink accounts to confirm they are enrolled in the appropriate course(s) and credits each semester. Students must review their course(s)/credits in CaneLink after each registration change.
  - If a student believes there is an error, they must notify the MPS Office immediately via email ([mps@earth.miami.edu](mailto:mps@earth.miami.edu)).
  - **Students must adhere to internal registration deadlines set by the MPS Office.**
    - These deadlines are important for financial aid, tuition waivers, high-priority course registration, tuition reimbursements from dropped courses, etc.

## HOLDS

---

- Students are responsible for regularly checking their CaneLink account for any holds.
- **Academic Advising Holds** are administered by the MPS Office and remain on a student's account throughout their time in the program until graduation.
  - o The Academic Advising Hold **blocks enrollment activity** (adding/dropping courses/credits), and is intended to prevent unauthorized changes to a student's schedule, and changes that could affect a student's tuition bill and/or full-time/part-time student status.
- **All other holds** (i.e., Past Due, Academic Dean, Social Security, etc.) are applied by other offices and may affect other student services (e.g., blocking student access to transcripts, blocking release of diploma, etc.).
- Instructions for removing holds can be found through CaneLink by clicking on the hold. Failure to remove holds administered from offices outside of the MPS Office could block enrollment activity on your behalf (adding/dropping courses/credits), including readmission to the graduate school and graduation.
- Visit the [CaneLink Student FAQs website](#) for instructions to view and release holds.

## STUDENT PROGRAMMING

---

- **Monthly Student Meetings**
  - o **Students are strongly encouraged to attend monthly MPS Milestone Meetings during their first two (2) semesters in the MPS Program.**
    - If a student cannot attend a meeting, they are still responsible for reviewing/completing any materials discussed during the meetings.
    - All MPS students are responsible for the information received from the MPS Office.
- **Proposal and Report Writing Seminar**
  - o In these seminars, MPS leadership will provide guidance on how to write an MPS Project Proposal and Final Report.
  - o **Students are strongly encouraged to attend one (1) writing seminar hosted by the MPS Office.**
    - Writing seminars are hosted once each fall and spring terms.
- **Internship Search Seminar**
  - o The Internship Search Seminar is held each spring semester and provides introductory guidance on the application process for MPS internships/jobs, managing applications and offers, what to do if you are unable to secure an internship, and Q&A's.
  - o This seminar is for all MPS students, but most timely for students who plan to commence their internship in the summer or fall semesters.
  - o The meeting is optional, but attendance is strongly encouraged.

## GRADUATION

---

- **Apply to Graduate**
  - Students must be registered for at least one (1) graduate-level credit for the semester in which they plan to graduate.
  - Students must apply to graduate (via CaneLink) during the semester in which they plan to graduate by the deadline listed on the Academic Calendar.
    - The application for graduation opens once in the fall for fall graduation and once in the spring for both spring and summer graduation.
    - **There is no separate summer graduation application period. Summer graduates must apply for graduation during the spring semester.**
  - Students must email the MPS Office if they did not apply to graduate via CaneLink.
- **Graduation Pre-clearance from MPS Office**
  - The MPS Checklist contains a complete list of items to review/complete for graduation clearance. Students who apply for graduation but fail to complete the requirements by the end of their graduating term will not be cleared to graduate.
  - Students who apply to graduate will be reviewed by the MPS Office to ensure that all program requirements are complete.
- **Graduation Clearance from the Graduate School**
  - Once a student is cleared by the MPS Office, the MPS Office will send the student's file to the Graduate School for the final graduation clearance. Once the Graduate School approves a student's file, their office will notify the Office of the University Registrar to post the student's degree and release the diploma.
  - Diploma release can occur up to three months after the student's file is sent to the Graduate School. Clearance delays will delay the release of a student's degree/diploma.
    - **Participation in the commencement ceremony is not an indication of successful completion of the MPS program, nor does it indicate the degree was awarded by the Graduate School.**
      - The commencement ceremony at the Coral Gables and Rosenstiel School campuses are celebratory events and do not confirm conferral of your graduate degree.
- **Deferring Graduation to a Future Term**
  - If a student cannot meet the requirements listed on the MPS Checklist by the deadline, they will need to email the MPS Office to review their options.
    - Students should consult with their committee to determine if deferring graduation to a future term is recommended.
    - If the student delays graduation after submitting the application:
      - Fall to Spring OR Summer to Fall:
        - The student must contact the MPS Office to notify leadership of their graduation delay. The student must apply to graduate again in the following semester even if they applied to graduate in a past semester.
      - Spring to Summer:
        - The student must contact the MPS Office **immediately** so MPS leadership can contact the Registrar on the student's behalf.

## MPS OFFICE CONTACT INFORMATION

---

### Mailing Address

University of Miami  
Rosenstiel Campus, Room: S/A 132, MPS Office  
4600 Rickenbacker Causeway  
Miami, Florida 33149-1031

Phone: (305) 421-4340

Fax: (305) 421-4246

Email: [mps@earth.miami.edu](mailto:mps@earth.miami.edu)

Website: <http://mps.earth.miami.edu/>

### MPS Staff

- Dr. Brian Soden
  - Associate Dean for Professional Masters
  - Ombudsperson & Academic Troubleshooter
  - [bsoden@earth.miami.edu](mailto:bsoden@earth.miami.edu)
- Dr. Evan D'Alessandro
  - MPS Program Director
  - Admissions Faculty Advisor, Course Advising, Professional Development Advising, General Internship Advising, Bi-annual Writing Seminar Leader, Academic Troubleshooter
  - [edalessandro@earth.miami.edu](mailto:edalessandro@earth.miami.edu)
- Chelsea Begnaud, MPS
  - Senior Program Coordinator
  - General Advising, Professional Development Advising, Internship Processing Advising, Registration, Graduation, Program and Event Management, Tracking Student Milestones
  - [Chelseabegnaud@miami.edu](mailto:Chelseabegnaud@miami.edu)
- Kela McEntee, MPS
  - Senior Program Coordinator
  - General Advising, Professional Development Advising, Internship Processing Advising, Registration, Graduation, Program and Event Management, Tracking Student Milestones
  - [kela@miami.edu](mailto:kela@miami.edu)
- Jessica Melendez
  - Administrative Assistant
  - Locker Checkout, General Program Questions, Applications, Registration
  - [Jessica.melendez@earth.miami.edu](mailto:Jessica.melendez@earth.miami.edu)

All questions and concerns should be addressed to the MPS Office by email or phone during hours of operation from Monday - Friday, 9:00 AM - 5:00 PM EST.