



**Course Planning Worksheet** for the [MS](#) degree in the  
**Department of Environmental Sciences and Engineering** for students  
matriculating in Fall 2023

<b>Student Name:</b>	<b>PID:</b>	<b>Cohort:</b>
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Course #	Course name	Credits Taken	Planned Semester	Notes, substitutions, exemptions.*
<b>Required Core Courses</b>				
<a href="#">SPHG 600</a>	Introduction to Public Health (3 cr)		Fall <b>OR</b> Spring	
<a href="#">ENVR 601</a>	Epidemiology for Environmental Scientists (3 cr)		Spring (Year 1)	
<b>9 credits of ENVR courses for “depth of knowledge in a discipline” approved by student and thesis Faculty Mentor (400 level or above)</b>				
			Fall/Spring (Year 1)	
			Fall/Spring (Year 1)	
			Fall/Spring (Year 1)	
“depth of knowledge in a discipline” course plan approved by thesis Faculty Mentor (Signature): _____ Date: _____				
<b>One Research Skill: one of the options below, determined by student and thesis Faculty Mentor:</b> One course, hands-on workshop or other training that provides a research skill. Examples: course that teaches use of geographic information systems for exposure and risk analysis, workshop on the use of modeling software (e.g., CMAQ), or operator training on specialized instrumentation leading to certification as an independent user (e.g. mass spec, NMR, AFM)				
	Research skill (specify):		Fall/Spring (Year 1)	
Completion of training verified (if appropriate): _____ Date: _____				
<b>Department Seminar – <a href="#">ENVR 400 registration guidance</a></b>				
<a href="#">ENVR 400</a>	<a href="#">Seminar Series – attend 15 sessions and associated work – see syllabus for details (0.5 cr each semester until complete)</a>		Fall & Spring	
Requirement completion verified: _____ Date: _____				
<b>Additional formal coursework (400 level or higher). Can include credits from Research skill course(s) if applicable</b>				
<b>Research</b>				
<a href="#">ENVR 991</a>	Research (3 cr)			
<b>Master’s Thesis Preparation</b>				
<a href="#">ENVR 993</a>	Master’s Thesis (3 cr) <i><b>NOTE:</b> Register under your faculty mentor’s section</i>			
<b>Thesis Defense Scheduled</b>				
Date verified: _____				
<b>Total credits required for graduation ≥ 30 cr at 400 level or above, excluding ENVR 400</b> <b>24 credits of formal coursework, 15 credits must be ENVR courses (not including ENVR 400, 991, 993)</b>				
Date verified: _____				

\*Course Exemptions do **not** count towards total credit hours needed for degree.

**IMPORTANT:** Students should contact [ESEStudentServices@unc.edu](mailto:ESEStudentServices@unc.edu) to all obtain all needed [Graduate School forms](#) and to ensure they have the correct forms for each stage of defense/exam. Paperwork is typically signed electronically and completed paperwork is submitted by the Academic Coordinator via email to The Graduate School.

**Milestones and Typical Timeline** for the **MS degree** in the  
Department of Environmental Sciences and Engineering  
matriculating in Fall 2023

Timeline will put students on track for a May graduation date.

Milestones	Semesters in Program
Admission	0
Confirm Faculty Mentor ( <b>Name</b> ): <i>Meet with your faculty mentor on a regular schedule. Typically, every 2 weeks, but at least every 4 weeks. Bring <a href="#">Faculty Mentor meeting form</a>.</i>	0
Out-of-state students start working to meet NC Residency Requirements (not applicable for international students)	0
NC Residency requirement met ( <i>not applicable for international students</i> )	Out-of-state students are encouraged to apply after 365 days in NC
Meet with ESE Academic Coordinator ( <i>students encouraged to meet with AC once a semester before registration</i> )	1-4
Select thesis topic with Faculty Mentor	1
Course planning – <b>approval of “depth in a discipline” course plan by Faculty Mentor</b> ( <i>signature needed, page 1</i> )  Bring transcripts and course planning worksheet to meeting. Bring the <a href="#">ESE Committee Meeting form</a> . Submit signed course planning worksheet to ESE Student Services after meeting.	1-2
Select thesis committee:  <u>Committee Member Names (provide full names)</u>  1. _____ <b>ENVR Faculty</b> Title: _____ 2. _____ <b>ENVR Faculty</b> Title: _____ 3. _____ <b>ENVR/Outside Faculty</b> Title/Status: _____  <i>NOTE: Refer to the <a href="#">Graduate Handbook</a> for policies about committee composition and the role of Faculty Mentor/chair. Look up <b>Fixed-term Faculty Status</b> <a href="#">here</a>. Notify ESE Student Services of any changes.</i>	1-2
Schedule Committee meetings ( <i>student schedules</i> )	2, 3, 4
Complete course work	2 - 4
Complete research	3 - 4
Write <b>thesis</b> (December – March)  Faculty Mentor approves thesis draft to share with committee (by March) After approval by Faculty, provide to committee > 10 days before Oral Exam	4
Schedule <b>Oral Comprehensive exam</b> - includes a defense of thesis (by mid-March; with Faculty Mentor’s agreement). In March, select the date/time for defense. Book the room (include link.) Create a Zoom link. Prepare your Defense announcement ( <a href="#">instructions in handbook</a> ).	4
<b>Oral comprehensive exam (and defense of thesis)</b> – by April 1 Bring transcripts, course planning worksheet, Graduate School form for signature.	4

<ul style="list-style-type: none"> <li>• <i>Master's Comprehensive Exam or Approved Substitute Report Form (<a href="#">complete PART III</a>)</i></li> </ul> <p>For more information about where to sign on these forms, <a href="#">see here</a>.</p>	
<p>Revisions to thesis. Signatures on Graduate School form (<a href="#">PART IV signed at this time</a>) (by mid-April).</p> <p><a href="#">See here</a> for <b>Graduate School thesis submission deadlines by semester</b>. Submit thesis to <a href="#">Proquest</a> (<a href="#">see handbook</a>). <b>Graduate School paperwork must be submitted BEFORE students upload their thesis into Proquest.</b></p>	4
<p>Apply for graduation; Order Regalia, Check milestones in ConnectCarolina; complete Exam paperwork, Graduate School Exit Survey.</p>	4

**\*\*If students need to change their Faculty Mentor, please contact ESE Student Services at: [esestudentservices@unc.edu](mailto:esestudentservices@unc.edu). Please also see our Addressing Students Concerns [guide for students here](#).**