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As LAEP’s Graduate Program Director, I want to welcome you to Utah State University, Logan, Utah, and our unique department. As you pursue your advanced degree, please know there are many people available to aid and assist you. I am always happy to advise and counsel students. Your major professor and committee members care about your success, and they’ll do all they can to help you succeed. Additionally, our Graduate Program Coordinator can aid you in everything from finding the best place to eat on campus to making sure you submit your thesis in the right format and in time to graduate when you desire to do so. As a department, we’re dedicated to your learning and success.

Please take a minute and review the material within this guidebook. It will assist you as you begin your degree, but also as you look to complete it. If you have any questions not answered by this booklet, please don’t hesitate to ask. We’re here to help you and ensure success.

Dr. Keith Christensen
Graduate Program Director
Landscape Architecture & Environmental Planning
Utah State University
As you begin your journey at Utah State, here are some basic things you’ll want to know & take care of:

• Memorize your university issued A#

• Get your student ID card from the Card Office in the Taggart Student Center room 212

• If you have an assistantship or other paid USU position, meet with Mary Ann Anderson in Fine Arts Visual, room 230. When meeting with Mary Ann, please bring two forms of identification.

• Connect your electronic devices to the campus wifi (BlueZone) following the steps under, “Wireless Connections” on USU’s IT website (it.usu.edu)

• Set up your preferred email in Banner. This email will be used by the Graduate School and the LAEP Department to keep you informed of upcoming opportunities

• Review your transportation options, including Logan’s public transit system (CVTDbus.org), Aggie Blue Bikes (abb.usu.edu) & USU’s Parking Services (parking.usu.edu)

• Learn about and sign-up for student health insurance at health.usu.edu/health-insurance-information

• Become familiar with LAEP’s Graduate Studio, and select your work space for the coming academic year
Oppportunities within LAEP

• American Society of Landscape Architects (ASLA) Student Chapter

The LAEP Department has their own ASLA student chapter. The chapter hosts regular “Genius Hour” lectures and socials. Students may also attend the national ASLA conference in association with their membership in the USU ASLA chapter.

• Community Design Teams

The Student Chapter of ASLA sponsors “Community Design Teams” (CDTs) as their primary fundraising opportunity. A CDT is a combined team of 2nd, 3rd, 4th year and graduate students, along with a faculty advisor, that create residential designs for private clients. For this design, clients will make a donation to the student chapter of ASLA. The teams usually start by the end of September and wrap up their designs by the first of April. Benefits to students include increased experience in real world design projects, working closely with faculty advisors, learning teamwork skills. The time commitment is fairly light and flexible.

LAEP students participate in Charette

LAEP students travel to China

Emy Maloutas presents at Speaker Series

• LAEP Charette

The LAEP Charette is held every year during spring semester. The week-long Charette provides all LAEP (freshman to graduate) students with valuable training and real world experience. Students are asked to use what they have learned in their classes to solve complex design problems and come up with possible solutions for communities. Because participation is expected, core LAEP classes are cancelled for Charette Week.

• Speaker Series

Six or more times a semester, LAEP hosts a special lecture related to landscape architecture. Speakers are distinguished professionals, alums, and some are potential employers speaking about the profession. These events are opportunities for both enrichment and networking. Graduate students are strongly encouraged to attend.

• Thesis Defense

Students are encouraged to attend their peer’s thesis defenses. Students will be notified about upcoming thesis defenses via the student listserv. This opportunity provides unique insights into the thesis defense process, demystifying it for first and second year graduate students.

• Travel Course

Graduate students can choose to participate in a departmental travel course. Led by faculty members, these trips alternate between international and domestic locations each year. While on the travel course, students learn from experts around the world. They also admire gardens and designs that have spanned the ages.
• LAEP Charrette

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REQUIRED ACADEMIC FORMS FOR DEGREE COMPLETION

To complete your degree, the Graduate School at Utah State University requires the following forms to be submitted via servicenow.usu.edu:

• **Supervisory Committee Form (SCAF)**

The Supervisory Committee Form indicates who will serve on your thesis committee. A thesis committee consists of a minimum of three individuals:

1) A Major Professor/Thesis Chair
2) An additional committee member from within the LAEP Department
3) A committee member from outside the LAEP Department

While forming your committee, consider the following:

• **Who do you get along with?**

The first consideration in selecting a thesis advisor is to select someone with whom you have a comfortable rapport and relationship. If you simply cannot get along comfortably with the advisor it doesn’t matter how prestigious they are or how much they may know about your topic. Consider their sense of humor, their understanding of extracurricular obligations, and their communication skills.

• **Who is knowledgeable about your chosen topic?**

Professors have different research interests and varying levels of experience. When selecting a major professor, try to find someone whose research interests align with yours. For help
Once you have chosen a major professor, they may help you determine other faculty members who would aid in your thesis committee. Major professors are not assigned within the LAEP Department, and it is the student’s responsibility to approach each desired faculty member and invite them to serve on their committee.

Once a student has all three required committee members, they may submit the Supervisory Committee Form via servicenow.usu.edu. To submit this form, students will need their A#’s, strong password and full names and roles of each committee member.

**Note: Students enrolled in a LAEP graduate program (PhD, MLA, MsBRP, B+MLA) will be unable to enroll for LAEP courses following their 2nd semester in their program without a Supervisory Committee Approval completed, submitted to the School of Graduate Studies, and signed by all of the student’s thesis or dissertation committee members. Appeals for an exemption from this requirement will be made to the Graduate Program Director and will not be granted for failure to identify supervisory committee members.**

- **Program of Study (POS)**

A Program of Study is an agreement between the student, the LAEP Department and the university. This agreement lists each class the student is required to take in order to earn their MLA degree.

To learn which classes are required for your degree, visit laep.usu.edu/degrees/mla-fp. In addition to required courses, the Program of Study lists electives and shows thesis research or master’s project credits.
Please note, individuals pursuing a Plan A degree need a minimum of 6 credits of LAEP 6970, Thesis Research. Individuals pursuing a Plan B degree must have a minimum of 4 LAEP 6960 credits, Master’s Project. Plan B students can only have a maximum of 3 LAEP 6970 credits.

To learn about the required formatting of your Program of Study, please contact the Graduate Program Coordinator. Once formatted, the Program of Study will be submitted via servicenow.usu.edu, and each Supervisory Committee member will be required to electronically sign the form before it is complete.

- **Thesis Project Approval Form (TPA)**

The Thesis Project Approval form is a description of your thesis research. In addition to a 300-word summary, you will be required to note required protocols and approvals for your research. These may include approval from the Institutional Review Board (IRB) to work with human subjects, approval from the Institutional Animal Care and Use Committee, or training from the Environmental Health and Safety Department.

A proposal without required approvals may be processed within two-weeks of submission. A protocol requiring approval, specifically from the IRB, may take up to three months to complete. For this reason, students are strongly encouraged to submit their Thesis Project Approval forms early in their graduate studies.

If IRB approval is required to conduct your research, you must submit an outline of your research to the IRB via Protis.usu.edu. Your A# and password are required to login to Protis.

The Thesis Project Approval Form is submitted via servicenow.usu.edu, and each thesis committee
member must electronically sign the form before it will be complete.

- **Appointment for Exam Form (AFE)**

The Appointment for Exam form is used to schedule your thesis defense. When you and your committee agree you are ready to defend your work and knowledge, you may schedule your thesis defense. To do so, check with a member of the LAEP office staff to see what rooms are available at your desired thesis defense time. If you have any committee members joining from a remote location, you will want to use the Jury Room. The Faculty Lounge may also be used for thesis defenses. Once scheduled with the LAEP office staff, you may submit the Appointment of Exam form via servicenow.usu.edu. On the form, you will note the day, time, and location of your thesis defense. You will also list the title of your research and all committee members.

*This form must be submitted no later than 10 business days before you plan to defend.*

At the conclusion of your defense, your thesis committee will meet and discuss if your defense was satisfactory or not. If satisfactory, you may still have revisions to your thesis or project, but you may move to that stage. If unsatisfactory, you will have to schedule a new defense of your work, and only after successfully defending your thesis will you be able to make required revisions to your paper and submit it for review.

**Public announcement of your defense is required.** To facilitate that, please provide a member of the front office staff with a JPG announcement of your defense time and location to be put on the department screens. Please provide this announcement no later than two weeks in advance of your defense. You may also choose to print posters for the hallway and/or handout flyers to fellow students.
Plan A vs. Plan B

A Plan A thesis is a traditional thesis. It is reviewed by the Graduate School, and as such, it is formatted according to the Graduate School’s guidelines available at rgs.usu.edu/graduateschool/thesis-dissertation-requirements. Before being submitted to the Graduate School, a Plan A thesis must be sent to a professional editor. Once edited and approved by a students committee, the thesis can be sent to the School of Graduate Studies for review. A Plan B report is equal in scholarly work and time investment to a Plan A thesis. However, a Plan B report is only reviewed by a student’s thesis committee. Once approved by the committee, a student can submit their work to the USU Library via digitalcommons.usu.edu/grad_info/2/. Upon submission and review by library personnel, the School of Graduate Studies will be notified that the report was received by the library. Once the School of Graduate Studies receives this notice, they will send an email to the student indicating next steps to graduate.

Both Plan A theses and Plan B reports are written in APA Style. Both are housed on the LAEP Department’s website, and in the LAEP Department’s thesis library. Submission of a bound copy of your thesis is the responsibility of the student. To assure the thesis library is complete and available for all future students to access, one bound copy is to be submitted to the Graduate Program Coordinator for that purpose. Students will also need to ask their major professor if s/he wishes a bound copy, in which case it is the student’s responsibility to provide a copy. The Merrill-Cazier Library charges $20 per bound copy, regardless of length, thesis type, or inclusion of color images. Students who do not provide a departmental copy will have a hold placed on their transcripts through the Registrar’s Office.
At Utah State University, and within the Department of Landscape Architecture & Environmental Planning, we expect the best from our students. Plagiarism, falsification of information, cheating and/or bullying will not be tolerated within this program.

The following outlines the departmental and university policies regarding academic conduct and student behavior.

ACADEMIC HONESTY, RESEARCH MISCONDUCT & PROBATION

Research is a vital part of the education of most graduate students, and appropriate scientific and research conduct is expected. An allegation of scientific misconduct involving funded research is handled through the Office of the Vice President for Research. If the research is non-funded, the allegation is handled following The Code of Policies and Procedures for Students at Utah State University.
Research misconduct may be determined during a student’s program or after the program is completed. If a student is found guilty of research fraud, the penalty may include, correction and/or any of the following punishments:

• **Probation**
  
  Continued participation in the LAEP graduate program would be predicated upon the student satisfying certain requirements as specified in a written notice of probation. Probation is for a designated period of time and includes the probability of more severe disciplinary penalties if the student does not comply with the specified requirements or is found to be committing academic integrity violations during the probationary period. The student must request termination of the probation in writing.

• **Suspension**
  
  Temporary dismissal from the LAEP graduate program or from the university for a specified time, after which the student is eligible to continue the program or return to the university. Conditions for continuance or readmission may be specified.

• **Expulsion**
  
  Permanent dismissal either from LAEP or from the university.

• **Denial or revocation of degrees**

  Graduate students with grievances relating to academic matters may appeal to the Vice Provost for Graduate Studies following the steps and procedures in The Code of Policies and Procedures for Students at Utah State University.
GRADE POINT AVERAGE

Graduate students are required to maintain at least a 3.0 GPA. Grades below a C will not be accepted for a graduate degree.

Graduate assistants and fellowship recipients must be full-time matriculated students with a GPA of 3.0 or above, and must be registered each semester of the assistantship or fellowship, except summers.

DEGREE COMPLETION TIME LIMIT

A master’s degree must be completed within six years of the date admitted into the Landscape Architecture & Environmental Planning program.

Coursework that is more than eight years old may not be used for a graduate degree. A supervisory committee may allow revalidation through testing, following a plan developed by the supervisory committee and approved by the dean of the School of Graduate Studies. The results must be verified in writing to the graduate dean by the student’s major professor or other person(s) responsible for the testing. Work experience cannot be substituted for out-of-date coursework or used for revalidation.

Graduate credits from another institution that exceed the eight-year limit at the time of degree completion may be transferred to a USU graduate degree only if the student’s supervisory committee provides a justification acceptable to the graduate dean. Then, the re-validation procedures described above apply.
**Late Fees**

The semester following a successful thesis defense is known as the grace semester. During the grace semester, it is expected that students complete all their thesis revisions and turn in their finished work to either the Graduate School or the USU Library, depending on plan type.

If a student has not completed all degree requirements by the end of the grace semester, the student will be charged a $100 per semester late fee by the School of Graduate Studies. This fee must be paid before your degree will be awarded. The maximum penalty for late completion is $300.

Because of SEVIS regulations, a student holding an F-1 or J-1 visa is not eligible to pay the $100 fee to complete the degree, but must be registered as a full-time student through the semester of completion.
The LAEP Department offers two main forms of assistantships:

- Teaching Assistants (TA)
- Graduate Research Assistants (GRA)

The minimum support provided for these positions is a monthly stipend of $800, subsidized health insurance and a non-resident tuition waiver. While TA and GRA positions are solicited by individual faculty members, students are encouraged to make their interest known to the professors they would like to work with.

As either a TA or GRA, you cannot work for more than 20 hours per week. If you feel your faculty supervisor is demanding more than 20 hours of work from you, please discuss your concerns with them, and then discuss those concerns with the LAEP Department Head.

While working as either an TA or GRA, it is expected that students maintain a 3.0 GPA.

Additional Funding Sources

Western Regional Graduate Program
The LAEP Department is part of the Western Regional Graduate Program. As a member of the program, students from Alaska, Arizona, California, Colorado, the Commonwealth of the Northern Mariana Islands, Guam, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming qualify to pay resident tuition. If you are from one of these states and are paying out-of-state tuition, please contact the LAEP main office.

Scholarships
Students can receive academic funding through departmental and university scholarships. Scholarships are applied for at the beginning of spring semesters via awardspring.usu.edu. To learn more about the available scholarships visit laep.usu.edu/students/scholarships.
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INTERNATIONAL STUDENTS

The LAEP Department welcomes students of all nationalities and backgrounds. To make the most out of your experience at USU, please follow these guidelines:

**VISAS**

Whether you have applied/obtained an F-1 or J-1 visa, we are here to help you. The Office of Global Engagement lists all needed forms for these visas, and they have advisors to meet with you and discuss any questions you may have.

For students with an F-1 visa, please contact Rob Llewellyn (rob.llewellyn@usu.edu), Daniel Sorenson (usuintl@usu.edu), Maribeth Evensen-Hengge (maribeth.hengge@usu.edu) or Amanda Castillo (amanda.castillo@usu.edu) with any questions you have.

For students with a J-1 visa, please contact Amanda Castillo (amanda.castillo@usu.edu).
**HEALTH INSURANCE**

Utah State University requires all international students to have health insurance for themselves and their dependents (spouse, and/or children).

Students are automatically enrolled in USU's student health insurance when they register for classes. If you’d like to purchase insurance through a different provider, you will have to waive USU’s health insurance every semester.

To waive USU’s health insurance, and its associated charge, go to http://www.firststudent.com/school_detail/waive-your-schools-health-insurance-utah-state-university/ and follow the instructions.

To review USU’s student health insurance policy, visit http://www.firststudent.com. Once at the website, select Utah State University as the school and follow the instructions.

J-1 Scholars are required to have the following health insurance:

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<th>Item</th>
<th>Previous 22 CFR 82.14</th>
<th>22 CFR 82.14 effective 05/18/2015</th>
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<td>Medical benefits</td>
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<td>$100,000</td>
</tr>
<tr>
<td>Repatriation of remains</td>
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<td>$25,000</td>
</tr>
<tr>
<td>Medical evacuation</td>
<td>$10,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>Deductible per accident or illness</td>
<td>$500</td>
<td>$500</td>
</tr>
</tbody>
</table>

**IMMUNIZATIONS**

International students are required to provide proof of the following immunizations to USU via https://aggiehealth.usu.edu:

- TDaP – series and current booster
• MMR – 2 doses
• Polio – 3 doses
• Varicella – immunity or record of illness
• TB Skin – Test after foreign travel or residence > 8 wks

Immunizations can be obtained at the USU Health and Wellness Center (9100 Old Main Hill, Logan, UT or 435-797-1660) or at the Bear River Health Department (655 E 1300 N, Logan, UT or 435-792-6500).

Once immunization records have been obtained, students can enter these records via aggiehealth.usu.edu. To access the system, students will need their A-number, strong password & date of birth.

Once in the system, select “Forms” from the menu on the left and then click on “Immunizations Page in EMF Forms” to enter your information.

INTERNATIONAL STUDENT GROUPS

To help connect students, USU has several international clubs and associations. Current clubs include:

• Chinese Student Association
• Dominican Student Association
• Indian Student Association
• Korean Student Association
• Saudi Arabian Student Association
Whether you have applied/obtained an F-1 or J-1 visa, we are here to help you. The Office of Global Engagement lists all needed forms for these visas, and they have advisors to meet with you and discuss any questions you may have.

For students with an F-1 visa, please contact Rob Llewellyn (rob.llewellyn@usu.edu), Daniel Sorenson (usuintl@usu.edu), Maribeth Evensen-Hengge (maribeth.hengge@usu.edu) or Amanda Casalio (amanda.casalio@usu.edu) with any questions you have.

For students with a J-1 visa, please contact Amanda Casalio (amanda.casalio@usu.edu).

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To waive USU’s health insurance, and its associated charge, go to https://www.firststudent.com/school_detail/waive-your-schools-health-insurance-utah-state-university/ and follow the instructions.

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- Dominican Student Association
- Indian Student Association
- Korean Student Association
- Saudi Arabian Student Association
- International Student Council

To learn more about these international clubs, visit https://globalengagement.usu.edu/current-students/student-groups

English language center

While all international students are required to pass an English as a Foreign Language or the International English Language Testing System exam, many students may still feel a desire to improve their English language skills.

The English Language Center of Cache Valley (1544 N 200 W, Logan, UT or 435-750-6534) is a resource students can use to improve their verbal and written English skills. Classes range from beginner to advanced and are held two to three times a week. Classes are grouped into 8 to 10 week terms. A $25 fee is required per class, per term. This fee provides books and assessment materials for students.

Individuals must register for classes in person. However, to learn about classes and class schedules, visit http://www.elc-cv.org/.
MENTAL HEALTH RESOURCES

Graduate school can be a stressful time within your life. With new expectations, increasing demands on your time and the potential of being far away from family and friends, depression and anxiety can occur.

If you feel yourself experiencing any of the following symptoms, please reach out to your major professor, the Graduate Program Director or your GPC:

• You’re longer able to function in your normal capacity within class or you experience a significant drop in grades or academic performance.

• You appear unable to cope with day-to-day activities and responsibilities.

• You experience sleep disturbance, sudden weight loss or gain, crying spells, fatigue, loss of interest or pleasure in previously enjoyed activities, or inability to concentrate or complete tasks.

• You experience feelings of panic, shortness of breath, headaches, sweaty palms, dry mouth, or racing thoughts.

• You experience self-harming or suicidal thoughts or feelings.

• You feel you have few friends or family members you can talk to about pressing concerns.

In addition to providing help within the department, these individuals can connect you to the following resources:

USU’s Counseling & Psychological Services Center (435) 797-1012, TSC 306, counseling.usu.edu
CAPS is a free student resource located in the Taggart Student Center, where licensed psychologists meet with students on an individual basis and advise on next steps while evaluating student needs. All meetings within CAPS are completely confidential.

usu’s psychology department community clinic (435) 797-3401, Education Building 3rd Floor, psychology.usu.edu/community-clinic
Graduate students within the psychology department meet with individuals under the supervision of licensed faculty members. Sessions are recorded for training purposes, and then immediately destroyed. If an individual is referred to the clinic from CAPS, sessions are $10. If not referred by CAPS, sessions are up to $25.

USU’s Marriage & family therapy clinic (435) 797-7430, Family Life Center, fchd.usu.edu/services/mftc/mft_clinic
Graduate students studying to become marriage and family therapists meet with individuals under the supervision of licensed faculty members. Sessions cost $5.

Bear River Mental Health Clinic (435) 752-0760, 90 E. 200 N. Logan, brmh.com
Psychologists provide both individual and group therapy. Services are also available for substance abuse.

Cache Valley Community Health Center (435) 755-6061, 1515 N. 400 E. Logan, bearlakecommunityhealthcenter.org
This center has full-time psychologists and medical personnel on staff. Located in North Logan, this is a great off-campus resource.

Citizens Against Physical and Sexual Abuse (CAPSA) (435) 753-2500, capsa.org
A free resource to all community members, CAPSA assists individuals experiencing depression and anxiety as a result of sexual trauma or physical, verbal and emotional abuse. CAPSA offers 1-on-1 therapy sessions, as well as group therapy sessions where individuals can process their experiences and emotions together.
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If a student has not completed all degree requirements by the end of the grace semester, the student will be charged a $100 per semester late fee by the School of Graduate Studies. This fee must be paid before your degree will be awarded. The maximum penalty for late completion is $300.

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In addition to providing help within the department, these individuals can connect you to the following resources:

**USU’s Counseling & Psychological Services Center**
(435) 797-1012, TSC 306, counseling.usu.edu
CAPS is a free student resource located in the Taggart Student Center, where licensed psychologists meet with students on an individual basis and advise on next steps while evaluating student needs. All meetings within CAPS are completely confidential.

**usu’s psychology department community clinic**
(435) 797-3401, Education Building 3rd Floor, psychology.usu.edu/community-clinic
Graduate students within the psychology department meet with individuals under the supervision of licensed faculty members. Sessions are recorded for training purposes, and then immediately destroyed. If an individual is referred to the clinic from CAPS, sessions are $10. If not referred by CAPS, sessions are up to $25.

**USU’s Marriage & family therapy clinic**
(435) 797-7430, Family Life Center, fchd.usu.edu/services/mftc/mft_clinic
Graduate students studying to become marriage and family therapists meet with individuals under the supervision of licensed faculty members. Sessions cost $5.

**Bear River Mental Health Clinic**
(435) 752-0760, 90 E. 200 N. Logan, brmh.com
Psychologists provide both individual and group therapy. Services are also available for substance abuse.

**Cache Valley Community Health Center**
(435) 755-6061, 1515 N. 400 E. Logan, bearlakecommunityhealthcenter.org
This center has full-time psychologists and medical personnel on staff. Located in North Logan, this is a great off-campus resource.

**Citizens Against Physical and Sexual Abuse (CAPSA)**
(435) 753-2500, capsa.org
A free resource to all community members, CAPSA assists individuals experiencing depression and anxiety as a result of sexual trauma or physical, verbal and emotional abuse. CAPSA offers 1-on-1 therapy sessions, as well as group therapy sessions where individuals can process their experiences and emotions together.
The semester following a successful thesis defense is known as the grace semester. During the grace semester, it is expected that students complete all their thesis revisions and turn in their finished work to either the Graduate School or the USU Library, depending on plan type. If a student has not completed all degree requirements by the end of the grace semester, the student will be charged a $100 per semester late fee by the School of Graduate Studies. This fee must be paid before your degree will be awarded. The maximum penalty for late completion is $300.

Because of SEVIS regulations, a student holding an F-1 or J-1 visa is not eligible to pay the $100 fee to complete the degree, but must be registered as a full-time student through the semester of completion.