

MASTER OF ARTS
— IN —
ENVIRONMENTAL
POLICY

HANDBOOK 2026-2027

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Section One – Introduction

The Master of Arts in Environmental Policy (MAEP) program is coordinated by the Environmental Policy Institute (EPI) at Grenfell Campus, Memorial University of Newfoundland. The MAEP program has been designed to help students learn how to integrate diverse fields of study and fill the gap in environmental policy expertise locally, regionally, nationally, and internationally. Students can choose either the Thesis-based Program (2 years) or a Research Paper-based Program (1 year). Both options include an internship to offer students a means of bridging the academia–policy divide while providing a valuable experiential learning opportunity to ensure exposure to challenges faced by practitioners.

The MAEP program is designed to develop the core competencies of tomorrow’s policy leaders—the decision makers who will contribute to a more sustainable and resilient future.

Key Program Contacts

➤ *Core Faculty*

The following are faculty members with appointments to EPI.

Garrett Richards, Ph.D.

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Andreas Klinke, Ph.D.

Professor, Environmental Policy Institute

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Kelly Vodden, Ph.D.

Professor, Environmental Policy Institute

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Paul Foley, Ph.D. (On Sabbatical 2026-2027)

Professor, Environmental Policy Institute

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➤ *Affiliate Faculty*

The following are faculty members at Grenfell Campus who are not appointed to EPI but who maintain an ongoing relationship with EPI, usually by supervising or teaching students in the MAEP program.

Stephen Decker, Ph.D.

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Rachel Webb Jekanowski, Ph.D.

Assistant Professor, Environmental Humanities
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Gabriela Sabau, Ph.D. (Retired)

Honorary Research Professor, Environment and Sustainability
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➤ *Adjunct Faculty*

The following are researchers who maintain an ongoing relationship with EPI, but who are not permanent faculty members at Grenfell Campus. They may be available to serve as co-supervisors or on supervisory committees, but not as a student's primary supervisor.

Mery Perez, Ph.D.

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Evan Andrews, Ph.D.

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Section One – Program Structure

Master of Arts in Environmental Policy Streams

➤ *MAEP – Research Paper (One Year)*

Fall	Winter	Spring
ENVP 6000 – Foundations of Environmental Policy and Administration	ENVP 6001 – Applied Environmental Problem Solving: A Case-Based Approach	ENVP 6030 – Internship
ENVP 6002 – Research Design and Methods	ENVP 6003 – Environmental Political Thought	
Elective Course (supervisor-approved) *	Elective Course (supervisor-approved) *	
Pre-Internship Workshops Begin	ENVP 699A – Research Paper (supported research paper planning)	ENVP 699B – Research Paper (supervised data collection, data analysis, and writing)

* Only one elective required overall. The elective course can be taken in the fall or winter.

Note: This chart reflects the normal program outline for full-time students; individual programs may vary.



➤ *MAEP – Thesis (Two Years)***Year 1**

Fall	Winter	Spring
ENVP 6000 – Foundations of Environmental Policy and Administration	ENVP 6001 – Applied Environmental Problem Solving: A Case-Based Approach	ENVP 6030 – Internship
ENVP 6002 – Research Design and Methods	ENVP 6003 – Environmental Political Thought	Supervisory Committee Established
Elective Course (supervisor-approved) *	Elective Course (supervisor-approved) *	Ethics Application
Pre-Internship Workshops Begin	Thesis Proposal Complete	

Year 2

Fall	Winter	Spring
Thesis Research Begins	Completion of Thesis Research	Submit Thesis for Examination
	Thesis Writing Begins	

* Only one elective required overall. The elective course can be taken in the fall or winter.

Note: This chart reflects the normal program outline for full-time students; individual programs may vary.

Elective Courses

Sample of Elective Courses Taken by Students in Recent Years

This list is provided to illustrate the diversity of elective courses that MAEP students have been able to take at MUN. The list does not represent the options available to MAEP students in a given year (e.g. many courses are offered on a rotating basis, were only offered once, or are no longer offered). With support of their supervisor, a MAEP student can count nearly any graduate course as their elective for the program.

ENVP 6052 Political Economy, Political Ecology and Policy
ENVP 6055 Environmental Impact Assessment
ENVP 6056 Risk Assessment and Analysis
ENVP 6058 Management and Regulation of Water Resources
ENVP 6059 Natural Resources Policy and Administration
ENVP 6520 Planning for Sustainable Communities and Regions
ENVP 6528 Mi'kmaw Perspectives in Sustainability
TRSU 7002 Transdisciplinary Methods in Sustainability Research
BEAS 6059 Theoretical Ecology
MSTM 6011 Introduction to Integrated Coastal and Ocean Management (remotely)
MSTM 6013 Resource/Natural Environment and Ocean Use Characterization (remotely)
SASS 6002 Indigenous and Northern-Led Theories and Methodologies (remotely)
POSC 6790 Public Policy Process (remotely)

Other Requirements

Candidates for the Master of Arts in Environmental Policy degree must obtain a grade of B or better in all program courses. Candidates who receive a grade of less than B in a program course will be permitted to remain in the program, provided the course is repeated and passed with a grade of B or better. Alternatively, the candidate may, on the recommendation of the Graduate Committee in Environmental Policy (GCEP), and with the approval of the Dean of Graduate Studies, substitute another graduate course. Only one course repetition or substitution will be permitted during the candidate's program after which the candidate shall be required to withdraw from the program.

According to Section 4.3.5 of the School of Graduate Studies Calendar, “*except where provided for elsewhere in this calendar, each student for a Master's Degree shall normally spend at least two semesters in residence as a graduate student at this University... For most students this will involve taking courses or engaging in research while resident on campus.*”

Students are encouraged to meet this residency requirement in the first two semesters of their program.

Students may request a switch from one stream to another by submitting a **letter of application** to the Graduate Committee on Environmental Policy (GCEP). Students are encouraged to consult their supervisor and the Graduate Officer if they wish to change streams. Students wishing to switch to the thesis stream are advised that the support of a supervisor is very important for their application and that funding is not always available.

The Change of Route form is available online: www.mun.ca/sgs/current/general_forms.

Section Three – Internship (ENVP 6030)

Pre-Internship Workshop

The Pre-Internship Workshop is a mandatory workshop or series of workshops and activities that is held in the Fall and Winter semesters. This workshop is offered on campus throughout the semesters and reviews the internship requirements, aids students in writing resumes and cover letters, discusses interviewing practices, and examines student/employer relationships.

Internship Requirements

The text below is an approximation of the usual requirements for internships in the MAEP program. Specific requirements will be communicated by the Internship Officer (i.e. EPI Director) in any given year.

An internship provides students with a valuable experiential learning opportunity and all MAEP students are required to complete an environmental policy internship with a relevant government office, non-governmental organization, community group, or business. **Internships are of 12 weeks duration with full-time employment hours.** However, part-time internships over a longer period of time may be considered. Students are asked to identify internship opportunities in their areas of interest and apply for the position(s) in consultation with the Internship Officer (which is a role of the EPI Director). The Internship Officer may provide placement assistance with established contacts, offer feedback on cover letters and CVs, and facilitate institutional contact on behalf of the student.

Internships usually occur in the spring semester and you must register for ENVP 6030 before the course registration deadline. Students must also attend the Pre-Internship Workshop.

Before the internship starts you should contact your host supervisor to confirm the details of your internship such as when, where and who you should report to on your first day of work, the work dress code, and any other questions that will make your first day less confusing.

The Internship evaluation shall consist of two components, each of which will receive a mark of Pass or Fail. Students must obtain a Pass in both components to successfully complete the internship.

1) On-Site Student Performance

On-site performance shall be assessed by the Internship Officer using information gathered during the internship and input from the host organization at the end of the internship. Formal written documentation from the host organization shall be sought.

2) The Internship Report

All students are required to write an internship report. Internship Reports are to be reflective in nature. Students are to consider how the experience they have gained has contributed to the development of their education and skills. Challenges and opportunities both for students and for environmental policy making and implementation are to be critically reviewed. The intent is for students to objectively review their performance and form linkages between theory and practice.

Internship Reports are to be 10-12 double-spaced pages in length not including pre and post material (e.g. title page, notes, charts, bibliography, and appendices). It is due two (2) weeks after the end of the internship.

Students are also expected to complete an evaluation of the Internship.

To attain guidance on the process related to **International Internships** please contact Angela Gomez in the International Office: gcinternational@mun.ca or agomez@mun.ca.

For those students who already hold a position related to public policy or the environment while studying, it is sometimes possible to count working on a different project for the same employer as the internship (or even to waive the internship requirement entirely). These exceptions must be approved by the Internship Officer and, in some case, by the Graduate Committee in Environmental Policy.



Section Four – Research Paper (ENVP 699A and 699B)

The Research Paper provides students with an opportunity to research, critically reflect upon and write about an approved question, issue or idea and a related body of literature from a public policy perspective. This involves working with a supervising faculty member within specific project boundaries that are compatible with the time constraints of the program. The aim is to advance students' research, policy analysis and communication skills.

The topic of the Research Paper must be decided in conjunction with the supervisor, and should be related to environmental policy. With the supervisor's approval, research can be conducted on or in any jurisdiction, even internationally (although domestic-focused research is much more common).

Calendar Description: ENVP 699A/B is available only to students in the Research Paper Stream of the Master of Arts in Environmental Policy program. These courses are two single-semester, linked courses based on independent research carried out under the supervision of a faculty member, and are mandatory for 1-Year Research Paper Stream students. A grade of pass in ENVP 699A is required to proceed to 699B. 699A and 699B are normally to be taken in the Winter and Spring semesters in the same academic year.

- ENVP 699A (winter term) is a course with the Graduate Officer as the assigned instructor. The class meets only occasionally throughout the term (e.g. about once a month) with the purpose of supporting students in research paper planning. The instructor may require timelines and proposal outlines or drafts as course submissions (which you should also discuss with your supervisor outside of the course). The grade is pass/fail and students cannot proceed to ENVP 699B until 699A is passed.
- ENVP 699B (spring/summer term) is a course code that indicates the actual research paper work and writing. There are no group meetings and your main contact for the course is your supervisor, though the Graduate Officer is the on-paper instructor. You will receive a grade out of 100 like a standard course (determined by your instructor but entered by the Graduate Officer). Overall, your work on the research paper counts as 3 credits, the same as a standard course.

The Research Paper is normally between 40-45 double-spaced pages in length, not including pre and post material (e.g. title page, abstract, table of contents, list of figures, acknowledgements, notes, appendices, bibliography).

Ideally, the student should submit their final Research Paper for grading by July 15. The minimum passing grade is B (65%).

Once a passing grade has been received, an electronic copy must be sent to the Graduate Officer for archival purposes in the program. The final archived version should be free of errors and should incorporate any final changes required by the supervisor after grading.

Section Five – Thesis

The Masters thesis describes research completed during the student's academic program at Memorial University and should demonstrate an ability to carry out research and to organize results.

The topic of the thesis must be decided in conjunction with the supervisor, and should be related to environmental policy. With the supervisor's approval, research can be conducted on or in any jurisdiction, even internationally (although domestic-focused research is much more common).

Requirements and Procedures: (timeline reflects the normal program outline for full-time students; individual programs may vary)

- Students must submit a Thesis Proposal to their Supervisor. Normally, a full-draft proposal is due by the end of the student's second semester (i.e. typically the student's first winter semester).
- Students are to establish their Supervisory Committee, complete the [Change of Program](#) form (available online at www.mun.ca/sgs/go/Forms_GOS/) and submit the form to the Graduate Officer. The thesis supervisory committee must include at least one committee member in addition to the main supervisor. It should be established before the start of the second year (earlier if possible) and before submission of the student's first [Annual Progress and Supervisory Report](#).
- Note all MAEP Research Proposals directly involving human subjects must receive Ethics Approval from the Research Ethics Board, Grenfell Campus prior to commencement of research. The application for ethics approval should be submitted after the supervisory committee has been established, so that all committee members have the opportunity to provide feedback before the research plan is finalized. Application information is available online at the [Grenfell Campus Research Ethics Board \(GC-REB\) page](#).
- Thesis research normally continues for two semesters (i.e. typically the student's second fall and second winter semesters).
- Thesis writing normally begins in the student's second winter semester. Guidelines for formatting your thesis and the submission process are available online (www.mun.ca/sgs/go/guid_policies/theses.php).
- Students should submit a draft of their thesis to their supervisory committee for approval 2-6 weeks before the deadline for submission of thesis for examination and make necessary revisions on the advice of the supervisory committee. Students should also submit an Application for Graduation through [Memorial Self-Serve](#) under the "Graduation" menu option.
- Thesis examination may take up to 6 weeks or longer. In order to ensure an arms-length examination process, contact with examiners during this time is limited to the Office of the Dean of Graduate Studies. Information on the possible outcomes of a thesis examination, time limits for revisions, and re-examination procedures can be

found in the [University Calendar](#). Under usual circumstances, required revisions and corrections are made by the student in consultation with the supervisory committee.

- Further instructions for the final steps of a thesis program are communicated from SGS once the thesis has passed examination.
- For final submission, all graduate students are required to produce an electronic copy of their thesis to the Graduate Officer for final review and approval.
- Students must maintain their graduate registration until all academic requirements for their degree including thesis corrections have been met.

Thesis Submission Timeline from SGS

Pre-Submission ¹			
Step	Time Req'd	Candidate/Academic Unit	SGS
1	2-6 weeks ²	Candidate submits a draft of the thesis to the supervisory committee for approval and applies online to graduate through the Registrar's Office at www.mun.ca/regoff .	
2	1-2 working days	Head/Graduate Officer/Delegate forwards the completed Supervisor Approval form to SGS.	SGS verifies completion of program requirements.
3	1-2 weeks	Head/Graduate Officer/Delegate contacts potential examiners (with advice of supervisor). ³	
4	1-2 working days	Head/Graduate Officer/Delegate forwards the completed Appointment of Examiners form to SGS.	
Submission/Examination			
5	1 day	Head/Graduate Officer/Delegate forwards the original copy to SGS when the thesis is submitted.	SGS notifies the academic unit of approval and appoints examiners on receipt of the original copy of the thesis. SGS records the "Thesis Submitted" date as the actual date it is received in the School.
6	1-2 working days	Head/Graduate Officer/Delegate sends the thesis to examiners on notification of approval of examiners and approval of thesis format from SGS and forwards copies of examiners' "send" letters to SGS.	SGS records the date the thesis was sent to the examiners. SGS sends examiners their letter of appointment, Examination Report form, and recommendation for Awards form.
7	6 weeks		SGS records and monitors the examination process. ⁴
8	1-2 working days		SGS receives the examiners' reports; notifies the student/unit head/supervisor of the results and returns the thesis to the head of the academic unit.
Post Examination			
9	Minor revisions - 6 months; Major revisions - 12 months	Candidate makes the required corrections in consultation with the supervisor; submits final version in PDF/A format to the Head of the academic unit for approval	

10		Once the final version of thesis is approved by the Head of the academic unit, the candidate uploads thesis (along with any supplementary files, including the Request to Include Copyright Material form if required) to the University Library using the e-thesis submission form on the My MUN portal. Head submits the Recommendation for the Award of a Graduate Diploma/Degree form to SGS.	SGS records the date of receipt as the "Program Complete" date.
11			SGS clears successful candidate academically for convocation and automatically issues a letter to the candidate. ⁵
12			SGS thanks and informs examiners regarding the candidate's status.

¹ It is strongly recommended that examiners not be contacted any sooner than 3-4 weeks prior to a firm submission date of the thesis for examination.

² The exact time required will depend on a number of factors, including the extent of the revisions necessary to the draft and academic unit policies and practice. Students are encouraged to consult their supervisors and academic units for more precise timelines.

³ Subsequent to SGS approval and prior to receipt of the examiners' reports, it is inappropriate for the supervisor and/or candidate to contact examiners.

⁴ Candidates should be made aware that the thesis examination is offered as a professional service courtesy by examiners and the actual time required may, therefore, vary considerably and may, in some cases, extend beyond six weeks. In order to ensure an arms-length examination process, contact with the examiners during the examination phase is limited to the [Office of the Dean of Graduate Studies](#).

⁵ The date that the Recommendation for the Award of a Graduate Degree is received at SGS is the date that the completion of all program requirements are deemed to have been met. Deadlines for submission for each semester for tuition liability are given in the [University Diary](#). Registration and tuition fees for those students meeting the deadline for a semester will be reversed.



