Graduate Interdisciplinary Program in Entomology and Insect Science

Student Handbook
2018-2019

Note: This handbook contains new guidelines for EIS graduation requirements in accordance with motions passed by faculty in May 2017. **Students who matriculated prior to Fall 2017 should follow the guidelines for degree requirements as outlined in the handbook from their first year of the program.**

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1. Welcome

Welcome to the Graduate Interdisciplinary Program in Entomology and Insect Science (GIDP-EIS). During your time in the program, whether as a Masters or Doctoral candidate, you are encouraged to bridge scientific disciplines in ways that bring fresh perspectives to questions in insect biology. The program faculty is here to assist you in developing your individualized degree program and in designing and accomplishing your research. To a large extent, your level of commitment to your program will determine your success as a graduate student and scientist. So, welcome and best of luck in your graduate training.

Using this Handbook

This handbook describes the Program's current regulations and procedures, as well as the various requirements that must be met for the Ph.D. and M.S. degrees. Please use the links provided in this handbook to review up-to-date information on Graduate College and EIS GIDP policies. *It is GIDP policy that the student holds final responsibility for being aware of and responding to all GIDP and Graduate College policies, requirements, formats, and deadlines as they pertain to progression towards and completion of their degree.* Please refer to the Graduate College website, http://grad.arizona.edu/new-and-current-students, for information on academic services, policies, and procedures.

If you have any questions about the program, please contact Renee Angle, Graduate Program Coordinator, at angler@email.arizona.edu.

Contacts, Websites, and Publication Affiliation

Contacts

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GIDP in Entomology and Insect Science
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Important Resources

EIS Program Website: http://insects.arizona.edu/
       Contact Renee Angle (angler@email.arizona.edu) to request website updates

UAccess hosts employment, teaching, financial and enrollment information. http://uaccess.arizona.edu/

GradPath is the Graduate College's degree audit system. Students submit all requisite degree forms electronically through GradPath. It's vital that students know how to access GradPath via UAccess Student. http://grad.arizona.edu/GradPath

The **Graduate College website** contains information pertinent to the degree certification process. http://grad.arizona.edu/

D2L is the university's online class management system, and may be used by your instructors. http://d2l.arizona.edu/

The UA Global Initiatives Office of International Student Services provides resources for international students: https://global.arizona.edu/international-students

The Graduate Student & Professional Council provides information on funding and employment opportunities, events, and on-campus resources: http://gpsc.arizona.edu/

      New Student Resources: http://gpsc.arizona.edu/resources-future-students

Affiliation

EIS students' affiliation (for publications or presentations) is "Graduate Interdisciplinary Program in Entomology and Insect Science, 1145 E. 4th St., PO Box 210036, Tucson, AZ 85721." This is true even though your advisor (who may be a co-author on your work) has a separate, departmental affiliation (e.g. Dept. of Ecology and Evolutionary Biology). The EIS program and the two programs that preceded it also have close relationships with the Center for Insect Science, the Department of Entomology, and the College of Agriculture & Life Sciences (the college in which Entomology is housed), and these institutions should be gratefully acknowledged for any funding granted.

2. About the EIS GIDP

The Graduate Interdisciplinary Program (GIDP) in Entomology and Insect Science offers Masters of Science and Doctorate of Philosophy degrees. The faculty of the EIS GIDP currently includes members representing nine departments: Biochemistry, Entomology, Ecology and Evolutionary Biology, Geography, Neurobiology, Molecular and Cellular Biology, Nutritional Sciences, Plant Sciences, and Electrical and Computer Engineering. Most faculty members also belong to the Center for Insect Science, a multi-organization campus made up of insect scientists in Arizona representing a wide range of primary disciplines.

In addition to coursework and research opportunities, EIS Graduate students also have access to a variety of seminars, colloquia featuring distinguished invited speakers, special lecture series, workshops, and conferences sponsored by the EIS GIDP, the Center for Insect Science, and other organizations on campus.

Program Administration

The Entomology and Insect Science (EIS) Program is one of 15 GIDPs at the University of Arizona. The University of Arizona's GIDPs transcend departmental boundaries by facilitating cutting edge teaching and research where traditional disciplines interface. GIDPs report directly to the Vice President for Research through the Director of GIDPs, currently Dr. Andrew Comrie.

The GIDP in Entomology and Insect Science is administered by an Executive Committee. The Executive Committee is chaired by the Program Chair, and includes six faculty members and a student member. The Executive Committee of the GIDP in Entomology and Insect Science formulates policies and procedures for the operation of the graduate program in such areas as admissions, curricula, student supervision, and completion of degree program requirements.

In addition to the Executive Committee, there are two other standing committees for the program. The Admissions Committee coordinates all recruiting and admissions procedures (less relevant to students already here, unless you become appointed to this committee). The Advisory Committee is more relevant for current students. This four member committee orients and advises entering students who have not yet selected a major advisor. In addition, the Advisory Committee solicits and evaluates annual progress reports from all students (more information on progress reports is available in section 3, *Advising and Progress*).

Program bylaws are available on the GIDP website, https://gidp.arizona.edu/eis

Student Participation in Program Administration

At the end of each school year, the students in the EIS Graduate Program elect a Graduate Student Representative from among their peers to serve a one-year term, beginning the following fall.

The primary duties of the Graduate Representative are:

- To bring the questions and concerns of the students in the Program to the attention of the Head of the Program, and vice versa
- Help the Program management develop Program policy as needed.
- Assist with the organization of the annual recruitment workshop in the Spring semester and other Program activities when appropriate.
- Appoint student committee members for In-House EIS Awards.

EIS GIDP students are encouraged to work with the Executive Committee to improve any aspect of the Program, including, but not limited to, examinations, application processes, course requirements and electives, and research and funding opportunities. *To ensure that messages are not lost, students should direct comments through the Graduate Representative*. If there is a conflict of interest or some other complication that prohibits this path of action, please contact the Program Coordinator to discuss.

The EIS Graduate Student Representative for the 2018-2019 Academic Year is Maureen Brophy, brophymk@email.arizona.edu. A new Graduate Representative will be elected for AY 2019 in June 2019.

Changes to the Program

The EIS GIDP hosts an annual program retreat in the spring. Potential changes to program policy and activities are discussed by attending students and faculty. Faculty then break off, and settle on proposed motions for program changes. Motions are put forth to all EIS faculty for a vote.

All changes to EIS GIDP policy will be promptly shared with students via the student email list serv.

Student Rights and Responsibilities

Students are entitled to the following rights as members of the EIS GIDP:

- Right to representation through an elected Graduate Student Representative
- Right to appeal as outlined in Appendix 2: Student Appeals
- Right to clear information on all degree requirements
- Right to clear information on program progress through
  - consistent assessments,
  - meetings with faculty advisors at least once per semester, and
  - timely feedback (maximum 6 week turn-around) on degree requirements
- Right to prompt notification of changes in Program policy via the student listserv

Students are responsible for making Satisfactory Academic Progress (Appendix 1), and meeting the other expectations of the Graduate College and the EIS GIDP as outlined in this Handbook.

EIS students are also expected to abide by all relevant ethical and academic standards of the University

- Academic Integrity: http://deanofstudents.arizona.edu/codeofacademicintegrity,
- Responsible Conduct of Research: http://www.vpr.arizona.edu/compliance
- Graduate College Academic Policies: http://grad.arizona.edu/academics/policies/academic-policies

Responsibility for meeting EIS GIDP and University requirements ultimately rests with the student – students should not expect reminders of deadlines from the program.

EIS students are also expected to abide by all relevant ethical and academic standards of the University

Academic Integrity: http://deanofstudents.arizona.edu/codeofacademicintegrity

Responsible Conduct of Research: http://www.orcr.arizona.edu/

3. Advising and Progress

Student advisors, Graduate Committees, and the Advisory Committee work together to ensure that students stay on track to degree completion. **Students are expected to meet with their committees and to complete progress reports <u>annually</u>.**

Expectations

Students are expected to maintain Satisfactory Academic Progress as outlined in Appendix 1.

Advisors

You will meet with your advisor frequently in the course of your program. Students should select an advisor **before the start of the third semester of study**. This selection will be influenced by discussion with the potential advisor, research rotations, and individual meetings with the Program faculty. One advantage of the rotation system is that students can take some time in the first year to decide on a research direction and a particular laboratory. If you are an

undecided first year student, communicate with the faculty whose laboratories you are considering joining to make sure they are also willing to advise you. Please also stay in contact with Renee Angle to ensure that you are meeting course requirements.

Changes in advisor can be made as necessary in the first year, but an advisor will only be changed after the student's third semester under exceptional circumstances.

Graduate Committees

The Graduate Committee, with your major advisor, will: (1) advise you on preparation of a Plan of Study, (2) supervise your research (3) conduct the comprehensive examination, and (4) accept the dissertation and conduct the final examination and dissertation defense.

Students should select a Graduate Committee in the first year, **before the start of the third semester of study**. This selection will be influenced by discussions with your advisor and individual meetings with the Program faculty. If you are considering inviting a particular faculty member for your Committee, you should establish a time to meet, and then plan to discuss your research plans, and ask whether they would be willing to serve on your Graduate Committee.

Note: Graduate Committees may change over the course of a student's program. Changes may occur because of a change of the student's research focus, the departure of a faculty member to another institution, or, rarely, because of a conflict with a committee member.

Committee member requirements are available on the Graduate College website:
http://grad.arizona.edu/policies/academic-policies/graduate-student-committee-service

In addition to the yearly-required meetings, it is highly advisable for to schedule a committee meeting when the thesis or dissertation has taken shape and the end is in sight (e.g., the semester before you defend). Present the research that will be in the final thesis/dissertation to your committee at this time and make sure that all members approves of the scope, rigor, and organization of the final product. At this time, your committee can decide when it requires a final draft of the paper to review. At minimum, committees generally require the thesis/dissertation two weeks before the defense.

Advisory Committee Progress Reports

Annual progress reports are required from all current students. They are generally due at the end of May, after the second semester has concluded. The Advisory committee then meets to discuss all of the student reports. Each student and their advisor receives a letter with the summary of the Committee's thoughts and concerns. When there's concern about the progress of a student, the report and letter from the Committee will be forwarded to the EIS Chair for further discussion with the student and advisor. Copies of all letters from the Advisory Committee will

be filed with the Executive Committee and in the students' files. If students fail to make progress in successive years, the Advisory Committee may recommend probation or termination.

Renee Angle will send out requests for progress reports in the spring semester. A sample format for the progress reports is available in Appendix 3.

4. Program Requirements

Enrollment Policy

Until all degree requirements are met, students must take between six (minimum) and 12 (maximum) units of graduate course work in each fall and spring semester in order to remain in good standing in the Program. The customary number of units is 9. If you are funded by the College of Agriculture and Life Sciences you must take 10 credits. Some funding sources require that you register for up to 12 units.

Once all degree requirements are met, students may inquire with the Program Coordinator if they are interested in taking fewer than six units.

Refer to University policies on

- Full-time enrollment [http://catalog.arizona.edu/policy/enrollment-policies],
- Continuous enrollment [http://grad.arizona.edu/policies/enrollment-policies/continuous-enrollment], and
- Minimum enrollment [http://grad.arizona.edu/policies/enrollment-policies/minimum-enrollment]

Courses and Registration

All EIS students will start their program with some required courses taken in the first or second year. After that time, you will select your courses in consultation with your Major Professor and Graduate Committee. While you will need to meet the Graduate College requirements, you will find that you have a great deal of flexibility to choose the courses most relevant to your interests and research direction.

A complete list of Entomology and EIS courses is available on the program website.

Courses for a letter grade can be added online through UAccess [http://www.arizona.edu/information/current-students/academics/registering-classes]

Non-letter grade enrollment can consist of independent study, rotation, or research units (including dissertation and thesis). **Non-letter grade units can be added by submitting an**

email request to Renee Angle (angler@email.arizona.edu). Please include the desired course number, number of units, and supervising instructor in your email. Please confirm your plans with the supervising instructor prior to making the request

18 units of EIS 920 Dissertation Research is required for the PhD; it is therefore recommended that students start enrolling in EIS 920 as soon as possible. Students may enroll in EIS 920 regardless of whether or not they have taken comprehensive exams.

Students may register for 1-8 units of EIS 900 and/or EIS 910 per semester, and 1-9 units of EIS 920 per semester.

Required Courses:

·   ***Insect Biology, EIS 515R***. This course will be offered during alternate years. Depending on when students enter the program, they will take it in either their first or second year. *Students who have previously taken this course, or equivalent, are exempted from this requirement. Please consult with your advisor.*

·   ***Current topics in Entomology & Insect Science (Seminar), EIS 596A***. In the fall students will attend Friday seminars and, in a separate hour, discuss presentations and/or research areas by or with local or outside speakers. The spring semester seminar course will be formatted according to the faculty coordinator. PhD students are required to take this course **4 times** (fall & spring semester offerings) in their 1st and 2nd year in the program. MS students are required to take this course **2 times** (fall and spring) in their 1st year in the program.

●   ***Lab Rotation, EIS 700***. During the first year in the EIS program, each PhD student must complete two lab rotations, **one of which must be conducted in a laboratory other than that of the student's advisor**. Lab rotations count towards the requisite 36 units of EIS courses.

Lab rotations encourage you to have hands-on experience in areas of interest, to learn research methods in the field and to become acquainted with the laboratory work and research group of prospective dissertation advisors. You will earn 3 units per semester for a maximum of 9 possible units earned for rotation. The length of rotations is 8 weeks, with about 10 hours of work per week expected in the lab. However, the rotation project can be continued beyond 8 weeks with the agreement of the student, rotation mentor, major advisor and program coordinator. The number of units you earn is dependent on the number of rotations you do and the time it takes to complete each one. It is common to complete 1 & ½ rotations in a semester with the 2nd rotation beginning mid-semester, with completion taking place in the following semester. Please note, you cannot register for rotation mid-semester. You must register prior to the semester start.

There is no set format for a given rotation project. Rotation projects should be designed by both the student and rotation host to achieve specific goals for student development and expected

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outcomes for the project. **Before the project begins submit a rotation form to Renee Angle**.
The rotation form is available on the program website.

- At least two of the following (third course is encouraged)
  - ○ ***Insect Systematics, EIS 517***
  - ○ ***Insect Molecular Physiology, EIS 520***
  - ○ ***Insect Ecology, EIS 544***

Seminars and Group Meetings

Students are expected to participate actively in one or more of the group meetings, discussion groups, seminars, and colloquia held by the Program or by the Center for Insect Science. Attendance and performance in these activities will be evaluated by the Major Professor and Graduate Committee at each yearly progress meeting.

GradPath

Students are required to complete GradPath forms via UAccess as they progress through their degrees. Please review the GradPath requirements under your degree and complete forms by the stated deadlines.

Need help with GradPath? http://grad.arizona.edu/GradPath

Assessments

Program assessment forms are used to evaluate and monitor overall program performance; assessment forms have no bearing on student degrees.

EIS program assessment forms **must be completed** by students **and** graduate committee members for each of the following degree milestones:
- Graduate Committee Meetings
- Annual Progress Reports
- Oral Comprehensive Exams
- Final Exams/Dissertation Defenses

Assessment forms are available on the program website.

5. PhD Student Requirements

Please familiarize yourself with the Graduate College policies for doctoral students. These policies are at: http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy

A minimum of 45 units of graduate coursework must be taken, excluding dissertation units [http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/credit-requirements-and-transfer-credit]. These units include 36 units toward the major and nine counting toward the minor. At least half of these (23 units or more) must be taken in letter-graded courses (vs. research or independent study units). These units will include EIS courses, courses in your minor, other courses chosen from the schedule of classes and approved by your Graduate Committee, and research and independent study units. You may also include eligible transfer courses in this tally. Lastly, at least 18 units of Dissertation Research are required.

Refer to Section 4, Program Requirements, for information on core courses.

Speaking Requirement

PhD students who have completed their comprehensive exams must present two talks on their research progress, at least one of which should be on campus. The talks may be presentations in the fall seminar series, or in another departmental seminar series on campus, or oral presentations given at a relevant national or international conference. (Talks given at an Entomology and Insect Science monthly graduate luncheon do not satisfy this requirement).

Teaching Requirement

University level teaching is considered essential training for an academic career. Therefore, PhD students must serve as a Teaching Assistant, or have an equivalent type of teaching experience for at least one semester sometime during their graduate program.

Time Limitation

PhD students must pass their Final Defense within 5 years of passing the Comprehensive Exam. The expected timeline for PhD students is 5 years.

PhD Minor

To make sure that you have some expertise in an area of science outside of EIS, a minor consisting of at least nine units in another department or program is required. You should check with the minor department to determine its requirements for course work, qualifying exams, comprehensive and final oral exams. Your minor advisor will determine the specific courses you will take toward your minor.

Steps to your Degree: Examinations and GradPath Forms

Plan of Study

The Plan of Study identifies: (1) courses the student intends to transfer from other institutions (if any), (2) courses already completed at The University of Arizona which the student intends to apply toward the graduate degree; and (3) additional coursework to be completed in order to fulfill degree requirements. The Graduate College requires electronic approval signatures for the Doctoral Plan of Study from the Chair of the EIS and the student's major advisor so students should be sure to have the program chair and major advisor "ok" coursework prior to submitting the form for signatures.

Plans of Study must be completed by the third semester in residence.

Comprehensive Examination

The comprehensive examination is designed to ensure that PhD students are broadly trained, can synthesize new knowledge, and think independently. Preparation for the comprehensive examination provides a rare opportunity to intensively read, think and write about one's discipline. The comprehensive examination must be taken according to the Graduate College regulations[http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/comprehensive-examination]. Under normal circumstances, the comprehensive examination should be taken in your fourth semester in the Program, the fifth semester at the latest. The examination, which has written and oral parts, tests knowledge in both the major and minor areas of concentration.

The written exam consists of two parts. The first part is a dissertation proposal, which should outline independent research, and is generally written according to the guidelines of a relevant funding agency (e.g. NIH, USDA, NSF). The dissertation proposal can be developed in consultation with your Committee. In the second part, you will write an essay on a topic chosen by the Committee. This second assignment will give you an opportunity to develop a synthetic, critical essay in an area allied but separate from your dissertation problem, and will be written without any consultation with other students or faculty. The second essay will be turned in a week after being presented. A student's Graduate Committee can modify the format of the written examination if an alternative format is deemed to be in the student's best interest.

The oral exam is given by your Graduate Committee. The oral examination involves broad questions across your general field of study as well as more specific questions within your area of specialization. You should demonstrate strong fundamental knowledge in areas pertaining to Entomology & Insect Science as well as in the discipline represented by your minor. It may be advisable to speak to each member of your committee several weeks before your oral exam to ask them whether there is a particular body of work that they recommend you study (e.g., texts, papers, or topics). When the committee feels that the student is insufficiently prepared for the oral exam, they may postpone the exam, to allow more time for preparation. If the student is unprepared in the exam, the Committee will fail the student. The Graduate College allows only

one re-take of the oral exam. Comprehensive Exam Instructions can be found on the Graduate College website [https://grad.arizona.edu/gcforms/academic-services-forms].

The Comp Exam Committee Appointment Form (EISPHD), and Announcement of Doctoral Comprehensive Exam (EISPHD) should both be filed with the Graduate College via GradPath forms found in UAccess Student Center [http://uaccess.arizona.edu/].

Advancement to Candidacy

When the student has an approved doctoral Plan of Study on file, has satisfied all course work, residence requirements, and passed the written and oral portions of the Comprehensive Examination, the student has "advanced to candidacy" and is eligible to apply for certain fellowships that are exclusively for students at this advanced stage of their program (e.g., the CIS Student Research Grants, and the NSF Doctoral Dissertation Improvement Grant). The Graduate College will notify you by e-mail when you have advanced to doctoral candidacy. Students will be charged graduate candidacy fees.

Students at this point must file a Doctoral Dissertation Committee Appointment (EISPHD) form with the Graduate College via GradPath forms, found in UAccess Student Center [http://uaccess.arizona.edu/]. Ph.D. students are also required to submit a dissertation proposal, signed by both the student and the major advisor to Renee Angle, angler@email.arizona.edu. Once received, Renee will submit the Prospectus/Proposal Confirmation (EISPHD) form (found in UAccess Student, GradPath forms) indicating that she has received your proposal. This must be done no later than six months before the Final Oral Defense Examination is scheduled. Deadlines for the submission of forms pertaining to doctoral programs are available online at Deadlines for Completion of Degree Requirements.

Dissertation and Final Examination

In the months before your defense, you and your Graduate Committee will agree upon a schedule for completion of chapters, and submission of the dissertation to the Committee members. You are expected to provide the members of your Committee with the final, polished version of the dissertation at least 2 weeks prior to the scheduled Final Examination, or defense. The defense consists of a scheduled, advertised public seminar by the candidate followed by an oral examination by your Graduate Committee that cannot exceed 2 hours. While the oral portion of the Comprehensive Examination is often broad ranging, the Final oral examination is generally focused on the dissertation. The Graduate College requires a minimum of three members to approve the dissertation, all of whom must be University of Arizona tenured, tenure-track, or equivalent. The fourth and fifth members, if any, may be UA faculty or approved special members. If a committee has only three members, all must approve the dissertation. [http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/dissertation-committee]

The Announcement of Final Oral Defense (EISPHD) form must be on GradPath at least 10 days prior to the defense.

Exit Interview

Upon completion of the dissertation defense, students should schedule a meeting with the Program Chair. The purpose of this meeting is congratulatory as well as information-seeking. The department is committed to the quality of its graduate program, and the advice and experiences of successful students are valued.

PhD Requirement Check-List

____   45 units of graduate coursework *excluding dissertation units*

    ___   23 units must be from letter-graded courses (vs. research or independent study units)

    ___   Insect Biology, EIS 515R

    ___   4 semesters of Current Topics in Entomology & Insect Science (Seminar), EIS 596A; must be taken fall and spring of first 2 years in program

    ___   2 lab rotations, EIS 700

    ___   At least two of the following core courses: Insect Systematics (EIS 517), Insect Molecular Physiology (EIS 520), and Insect Ecology (EIS 544)

    ___   PhD Minor consisting of at least 9 units

___   18 units of EIS 920

___   Teaching Requirement

___   Speaking Requirement

___   Submit dissertation to Graduate College; HYPERLINK "https://grad.arizona.edu/gsas/degree-requirements/doctor-philosophy" \l "submission-of-dissertation" https://grad.arizona.edu/gsas/degree-requirements/doctor-philosophy#submission-of-dissertation

___   Exit interview

GradPath Forms:

___   Responsible Conduct of Research Statement *must be completed before moving on*

___   Plan of Study *by third semester in residence*

___   Comprehensive Committee Appointment Form *before beginning Written Comprehensive Exam*

___   Announcement of Doctoral Comprehensive Exam *at least 10 days before Oral Exam*

___   Prospectus/Proposal Confirmation *no later than six months before Final Defense*

___   Announcement of Final Oral Defense *at least 10 days before Final Defense*

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Suggested PhD Timeline

First Year

> First Semester

- (Upon arriving in Tucson:) Initial meeting with Program Coordinator
- Responsible Conduct of Research *(GradPath form)*
- Visit with EIS faculty to select and plan rotations
- Complete first laboratory rotation(s); turn in rotation(s) report

> Second Semester

- Complete final rotation(s), if applicable; turn in final rotation(s) report
- Select Major Advisor
- Develop Plan of Study with Major Advisor
- Choose Graduate Committee
- Annual Graduate Committee meeting for review of progress *(Assessment form)*

Second Year

> First Semester

- Submit final Plan of Study *(GradPath form)*
- Appoint Comprehensive Examination Committee *(GradPath form)*

> Second Semester

- Complete coursework
- Schedule and complete Written and Oral Comprehensive Exam *(GradPath form) (Assessment form)*
- Annual Graduate Committee meeting for review of progress *(Assessment form)*

Third Year

> First Semester

- *Must* have completed and passed both written and oral exams by end of semester

- Appoint Doctoral Dissertation Committee *(GradPath form)*
- Dissertation Proposal signed by both the student and the major advisor, turned in to Program Coordinator *(GradPath form)*

> Second Semester

- Annual Graduate Committee meeting for review of progress *(Assessment form)*

Fourth Year

> First Semester

- Focus on dissertation research

> Second Semester

- Annual Graduate Committee meeting for review of progress *(Assessment form)*

Fifth Year

> First Semester

- Prepare for dissertation defense
- Meet with the Graduate Committee *(Assessment form)*

> Second Semester

- Schedule Defense *(GradPath form)*
- Final Defense *(Assessment form)*

To complete sometime during program: Teaching and Speaking Requirements

6. MS Student Requirements

Please familiarize yourself with the Graduate College policies for master's students. These policies are at: http://grad.arizona.edu/gsas/degree-requirements/masters-degrees

Coursework Requirements

A minimum of 30 units total must be taken, including eight thesis units (EIS 910) and 15 units of letter-graded courses (http://grad.arizona.edu/academics/program-requirements/masters-degrees/credit-requirements). Refer to Section 4, Program Requirements, for information on core courses.

Speaking Requirement

Masters students should plan to give either a single seminar talk, or present orally at a conference. (Talks given at an Entomology and Insect Science monthly graduate luncheon do not satisfy this requirement).

Time Limitation

MS students must complete all degree requirements within 5 years. The expected timeline for MS students is 2-3 years.

Steps to your Degree: Examinations and GradPath Forms

Plan of Study

The Plan of Study identifies: (1) courses the student intends to transfer from other institutions (if any), (2) courses already completed at The University of Arizona which the student intends to apply toward the graduate degree; and (3) additional coursework to be completed in order to fulfill degree requirements. The Graduate College requires electronic approval signatures for the Doctoral Plan of Study from the Chair of the EIS and the student's major advisor so students should be sure to have the program chair and major advisor "ok" coursework prior to submitting the form for signatures.

Plans of Study must be completed by the second semester in residence.

Final Examination

The final examination is designed to ensure that MS students have a thorough understanding of their thesis project. The structure of the MS final examination is flexible, and will be decided by the student's Graduate Committee. Students should consult their advisors on effective exam preparation.

A candidate who fails a final examination may, upon the recommendation of the major department, be granted a second examination. The results of the second examination are final.

Exit Interview

Upon completion of the Final Defense, students should schedule a meeting with the Program Chair. The purpose of this meeting is congratulatory as well as information-seeking. The department is committed to the quality of its graduate program, and the advice and experiences of successful students are valued.

MS Requirement Check-List

___ 30 units of graduate coursework

    ___ 15 units must be from letter-graded courses (vs. research or independent study units)

    ___ Insect Biology, EIS 515R

    ___ 2 semesters of Current Topics in Entomology & Insect Science (Seminar), EIS 596A; must be taken fall and spring of first year

    ___ At least two of the following core courses: Insect Systematics (EIS 517), Insect Molecular Physiology (EIS 520), and Insect Ecology (EIS 544)

    ___ 8 thesis units, EIS 910

___ Speaking Requirement: seminar talk or oral conference presentation

___ Submit thesis for archiving; HYPERLINK "https://grad.arizona.edu/gsas/degree-requirements/masters-degrees" \l "thesis-archiving" https://grad.arizona.edu/gsas/degree-requirements/masters-degrees#thesis-archiving

___ Exit interview

GradPath Forms:

___ Responsible Conduct of Research Statement *must be completed before moving on*

___ Plan of Study *by second semester in residence*

___ Master's Committee Appointment Form *as soon as Plan of Study is approved*

Suggested MS Timeline

First Year

> First Semester

- (Upon arriving in Tucson:) Initial meeting with Program Coordinator
- Select Major Advisor
- Responsible Conduct of Research *(GradPath form)*
- Complete first laboratory rotation(s); turn in rotation(s) report

> Second Semester

- Complete final rotation(s), if applicable; turn in final rotation(s) report
- Develop Plan of Study with Major Advisor, submit *(GradPath form)*
- Choose Graduate Committee *(GradPath form)*
- Annual Graduate Committee meeting for review of progress *(Assessment form)*

Second Year

> First Semester

- Finish coursework
- Thesis research

> Second Semester

- Graduate Committee Meeting to discuss thesis results and presentation
- Schedule and complete Final Exam *(Assessment form)*
- Exit Interview

To complete sometime during program: Speaking requirement.

7. Financial Support

Students are generally supported by Program funds in their first year while they take courses and do laboratory rotations.

Students in their second and subsequent years are funded by research assistantships from their advisors, teaching assistantships, training grant funds, or individual fellowships. All students are strongly encouraged to apply for individual fellowships as they are excellent training in summarizing research. If granted, fellowships and grants are prestigious and increase the probability of further funding and of securing positions after graduation. Fellowships also increase student independence. Students who are not legal residents of Arizona, but are on an RA or TA, receive a waiver of the out-of-state tuition charged by the University of Arizona.

Students who are self-funding, have less than a 'full time' (0.5) RA or TA, or who are on certain types of fellowships, may be responsible for some portion or all tuition charges. However, before you pay these, check with Kristina to see whether we have GRS/GTS funds to distribute that can reduce or eliminate your financial liability. These are generally distributed once a year, so you may have to anticipate more than a semester in advance. Enrollment in the University's student health plan for the student is covered when a student holds an assistantship position.

Many EIS students have taken advantage of the TA opportunity in the Introductory Biology labs. If you think you might want to be a teaching assistant for Introductory Biology Laboratory (181L in Fall, 182L in Spring), send an email to Emily Dystra (edykstra@email.arizona.edu) in the first month of the previous semester to state your interest in teaching.

Note: Start of semester fees

All students are responsible for paying the mandatory UA fees charged on their bursars account. Log in to UAccess Student, click on the "Finances" tab and scroll down to "Account Summary." There, if you owe anything, you will see a breakdown of each charge. Fee amounts vary and depend on the number of units taken. They range from $320-500, plus $70 for international students. Please be sure to pay these fees by the first day of class each semester. If you do not pay them by that date, you will be charged a $50.00 late fee.

Multiple Means of Support
The University has strict regulations governing academic year employment limits. Details are available in the GA Manual, http://grad.arizona.edu/funding/ga.

Professional Conduct
Professional conduct not only involves a commitment to follow the letter of an assistantship contract requirements, but also implies that proper respect be given to the spirit behind these requirements. Award of a TA or RA is a privilege, not a right. Irresponsible actions exhibited

while serving the GIDP and the University not only damage the student's own reputation (who will want to hire you as TA in the future if you are known to disrespect rules?), but ultimately damage the reputation of the GIDP. **Failure to exhibit professional conduct can result in the termination of program funding.** TA and RA positions are exciting opportunities for graduate students to develop professional skills that will carry through the rest of their careers. Enjoy them and benefit from them, but on no account abuse them!

Additional Funding Opportunities

General Funding, Internal

University Scholarship finder: https://scholarshipuniverse.arizona.edu/suha

The Graduate College offers a financial resources page on their website, http://grad.arizona.edu/financial-resources. Here you will find a list of various funding opportunities for graduate students.

Scholarships are announced by email throughout the year so check your email on a regular basis!

Research Funding

- *Summer Plant Grants* https://www.instrumentl.com/summer-plant-grants?utm_source=summerwilldlife613&utm_medium=email&utm_campaign=ecolog

- *Center for Insect Science Seed Grants* http://cis.arl.arizona.edu/SeedGrants

- *Center for Insect Science Research Grants* http://cis.arl.arizona.edu/GradStudRewards

- *Graduate & Professional Student Council Research Grants* https://gpsc.arizona.edu/research-grants

- *Willock Research Award* http://new.library.arizona.edu/about/awards/willock

- *Arizona Native Plant Society Grant* http://www.aznps.com/grants.php

- *Spirit of Inquiry Research Program*, recommended for research employing undergraduate students http://www.honors.arizona.edu/students/spirit-inquiry-research-program

UA Conference/Research Travel Funding

- Institute of the Environment Travel Award http://environment.arizona.edu/grad-student-travel-awards

- Center for Insect Science Travel Award http://cis.arl.arizona.edu/GradStudRewards

- Graduate & Professional Student Council travel grant: http://gpsc.arizona.edu/travel-grants

- Carter Travel Award https://gidp.arizona.edu/carter-travel-award

General Funding, External

- *Science Foundation Research Fellowship*
  https://grad.arizona.edu/funding/financial-resources/ua-science-foundation-arizona-graduate-research-fellows

- *EPA STAR Fellowship for Graduate Environmental Study.* These Fellowships offer three years of support, and are ideal for students whose research has clear environmental significance. (US Citizens or permanent residents only). http://www.epa.gov/ncer/rfa/2011/2011_star_gradfellow.html

- *NSF Graduate Research Fellowship* – students can apply for as undergraduate seniors, and as doctoral students within the first year and before completing the fall term of the 2nd year. Those who are US citizen, nationals, or permanent resident aliens can apply: http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=6201&org=NSF

- *Philanthropic Education Organization* – women only, citizen or international students http://www.peointernational.org/peo-projectsphilanthropies

- *ASUA Book Scholarship Extravaganza* ($500 bookstore voucher, competition open to all students at the UA). Was announced on the UA website in March 2010, may or may not be repeated in subsequent years http://www.asua.arizona.edu/ASUASite/ASUA.html

- *NSF Doctoral Dissertation Improvement Grant (NSF- DDIG)* – For research funds (not salary) for PhD students who have advanced to candidacy, including non-resident aliens http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5234

- *Howard Hughes Medical Institute (for non-resident aliens)* Applications announced by the university. Students apply at the university level and if selected to advance to the next level are then invited to access to the HHMI application system. http://www.hhmi.org/grants/individuals/

- *Sigma Xi* – to become a member, you must be recommended by a current member. https://www.sigmaxi.org/

- *Department of Energy Scholars Program* http://orise.orau.gov/doescholars/default.htm

- USDA-NIFA Foundational Award. It's for grad students advanced to candidacy and also offers postdoc fellowships separately.

Hear about a new funding opportunity? Please email Renee Angle, angler@email.arizona.edu

8. Program Awards

EIS Student Leadership Award

Award Description: An annual award to recognize EIS graduate students who play a leadership role within the EIS program.

Award Allocation: One award per year, distributed in the summer.

Award Committee: The committee will consist of three EIS graduate students and one EIS faculty member. The Program Chair and the Student Executive Committee Member will jointly nominate the members of the committee.

Award Nominees: Students self-nominate for awards – Renee Angle will send out a request for nominations in the spring semester.

Award Application: Calls for nominee applications will be distributed by the Program Coordinator at least one month before the deadline. Applications should not exceed one page, and should describe the achievements that make the student eligible for the award. Questions on the application should be directed to the Program Coordinator.

EIS Student Education Award

Award Description: An annual education award to recognize an EIS graduate student who has excelled in education. Educational excellence can be achieved in any mix of TAships, laboratory mentoring, and outreach.

Award Allocation: One award per year, distributed in the summer.

Award Committee: The committee will consist of three EIS faculty members and one EIS graduate student. The Program Chair and the Student Executive Committee Member will jointly nominate the members of the committee.

Award Nominees: Students will self-nominate for awards – Kristina Souders will send out a request for nominations in the spring semester.

Award Application: Calls for nominee applications will be distributed by the Program Coordinator at least one month before the deadline. Applications should not exceed one page, and should describe the achievements that make the student eligible for the award. Questions on the application should be directed to the Program Coordinator.

Carruth Award

Award Description: An annual award to recognize an EIS graduate student who has completed exceptional work, as demonstrated by their annual Progress Report.

Award Allocation: One award per year, distributed in the summer.

Award Committee: The award is allocated by the EIS Advisory Committee, a standing committee of four EIS faculty members that reviews the annual Progress Reports. Advisory Committee membership is determined by the EIS Executive Committee.

Award Nominees: All students completing Progress Reports are automatically nominated for the Carruth Award.

Award Application: The award application is the individual Progress Report submitted by each student.

9. Additional Resources

- Handbook Updates
- Housing
- Keys
- Lab/Office Space
- Listservs
- Meeting Rooms
- Presentation Equipment Rental
- Seminar Series
- Statistical Support
- Teaching Assistant Requirements
- Travel Authorization
- University of Arizona Insect Collection

Handbook Updates

Please contact Renee Angle with any suggestions or additions for this handbook, including new scholarships or resources that you think may be useful for the other students in the program.

Student Housing Resources

University housing site (http://offcampus.arizona.edu/)

La Aldea, the graduate student dorms (http://www.life.arizona.edu/home/graduate-housing/)

Arizona Daily Wildcat Classifieds, http://www.wildcat.arizona.edu/classified

Keys

Key requests and Key desk paperwork is done by individual departments. Please contact your advisor to locate the key desk contact person.

Lab/Office Space

Your supervisor will assign you bench space in their laboratory. Students conducting research rotations may not be assigned individual bench space and instead may be assigned shared lab space for the duration of the rotation.

Your supervisor may also assign office space if there is some available. If your supervisor does not have adequate office space available, contact Renee Angle for office space assignment.

Listservs

As an EIS graduate student, you are automatically subscribed to the EIS student listserv, eis-students@list.arizona.edu. You can email the *eis-students* address to send messages to all program students.

eis-faculty@list.arizona.edu: listserv for all EIS faculty members.

You may also wish to subscribe to the following UA listservs:

Center for Insect Science: cis_members@list.arizona.edu
        contact: Teresa Kudrna, tkudrna@email.arizona.edu

Department of Entomology: ent@list.arizona.edu
        contact: Jose Montante, montantj@email.arizona.edu

Department of Ecology and Evolutionary Biology: eeb@list.arizona.edu
        contact: Lauren Harrison, lashley@email.arizona.edu

If you are interested in joining the listserv of any other UA department, email their Program Coordinator with a request to subscribe.

Professional/Job listservs:

Entomology professional listserv: https://listserv.uoguelph.ca/cgi-bin/wa?A0=ENTOMO-L

Ecology professional listserv: https://listserv.umd.edu/cgi-bin/wa?SUBED1=ecolog-l&A=1

Institute of the Environment: http://portal.environment.arizona.edu/listerv-signup

To become an IE affiliate, go to http://www.environment.arizona.edu/forms/faculty

UA Graduate and Professional Student Council: https://list.arizona.edu/sympa/info/gpscstudent

Other professional resources, including taxon-specific listservs and professional society pages, are listed on this page from the Entomological Society of America: http://www.entsoc.org/resources/systematics_resources/people

Meeting Rooms

The 7th Floor Meeting Room (Marley 741H), Entomology Classroom (Forbes 412) and Entomology Library (Forbes 403E) can be reserved by filling out the reservation book at the Entomology front desk, by phoning the Entomology office staff (621-1151), or by emailing ento_calendars@list.arizona.edu.

The Gould Simpson Meeting Room 601 can be reserved by contacting Becca Van Sickler at beccav@email.arizona.edu. This room has a projector and has kitchen access.

For other rooms on campus, contact Renee Angle.

Presentation Equipment Rental

The EIS program has a projector that can be loaned out for program events. Contact Renee Angle.

Projectors and other equipment can be rented through CALS. Sign up electronically and collect the equipment between 8 am-12:30 pm or 2 pm-5 pm from Room 205 in Saguaro Hall. They can also provide the connectors for linking the projector to the laptop. http://cals.arizona.edu/ecat/multimedia/request.html

The Entomology Classroom (Forbes 412) and the Gould Simpson Meeting Room 601 have permanent projectors.

UITS also offers equipment rental. For more details, visit their website, http://uits.arizona.edu/services/instructional_technology

Seminar Series of Interest

Entomology: Thursdays at 11:00am (refreshments at 10:45am) in room 230 of the Marley Building. Fall semester only. [http://insects.arizona.edu/seminar-series]

The Center for Insect Science hosts the Hexapodium twice per semester, along with a number of guest lectures. These announcements are sent by the CIS listserv.

EEB: Mondays at 3:00pm in Saguaro Hall, Room 101. [http://eeb.arizona.edu/monday-seminars]

EEB: Tuesdays from 12:30-1:45pm in Biological Sciences West, Room 208. [http://eeb.arizona.edu/noon-seminars]

Neurobiology: Mondays at 12:00pm, Gould-Simpson 601. [http://neuroscience.arizona.edu/events]

Statistics Support

UITS statistical consulting http://uits.arizona.edu/services/statistical-consulting

Depending on the course schedule, statistical advising is sometimes available through the University's Statistical Consulting Course:

Faculty and graduate students in the Statistics and Biostatistics programs offer free statistical advice to University of Arizona faculty, staff, and students. This support is offered through the Statistical Consulting Course (CPH 685), and is available via 1 hour scheduled appointments. The consulting team will be composed of graduate students with a PhD mentor. We provide assistance in multiple areas of statistical practice, including:

- choice and application of statistical methods

- design of studies and experiments, including sample size calculation

- data visualization and presentation

- interpretation of analysis results

- preparation of grant proposals

We have expertise with R and SAS, and can provide assistance with most statistical software packages. Statistical help is available through this program during the Spring 2010 semester. We can help with small data analysis projects and sample size calculations. More involved projects will be referred to the Statistics Consulting Lab.

To schedule an appointment contact Juli Riemenschneider, Program Coordinator, Statistics Consulting Lab, jriemen@arizona.edu

Teaching Assistant Requirements

Refer to the Graduate Assistant Manual for information on Graduate Assistantships: http://grad.arizona.edu/funding/ga

Teaching Assistants/Associates must satisfy the following requirements:

TA Training Online (TATO) All TAs must complete TATO. TATO is available through D2L.

Should a student exhaust their number of attempts and not pass, their hiring department must review the training and complete the TATO Remediation form.

More information about TATO is available at:
http://grad.arizona.edu/funding/ga/mandatory-online-training

Information about a student's completion of TATO can be found in UAccess Student:
Records and Enrollment > Transfer Credit Evaluation > Academic Test Summary.

Spoken English Proficiency All International Teaching Assistants/Associates (ITAs) from non-English speaking countries must demonstrate proficiency in spoken English. Attendance at an English-speaking institution does not qualify a student to be a Teaching Assistant. Additional evidence of English proficiency is required to assume the role of a teaching assistant. More information is available here:
http://grad.arizona.edu/funding/ga/english-speaking-proficiency-evaluation

Travel Authorization

Any travel for university-related reasons should be recorded before the departure date using a Travel Authorization form. This is necessary for all travel that will be paid for with university funds and suggested for all off-campus travel. It alerts Risk Management to the travel plans for insurance purposes.

University of Arizona Insect Collection (UAIC)

Over one million pinned and identified insects are curated in the University of Arizona Insect Collection (UAIC) located on the fourth floor of the Forbes building next to the front offices of the Department of Entomology. The UAIC is a valuable resource for insect-related research projects and it is a great place to deposit voucher specimens resulting from your research. Collection tours, insect identification assistance, and loans of collecting equipment and insect-related literature (books and journal articles) are also available. Contact Dr. Gene Hall (Collection Manager, wehall@email.arizona.edu) for more information about the UAIC.

Appendix 1: Satisfactory Academic Progress

Satisfactory Academic Progress is based on a combination of maintaining a 3.0 GPA in program courses, timely completion of steps to degree as outlined in this handbook, and performance against the Expected Student Learning Outcomes described below.

Graduate Student Learning Outcomes Assessment

Upon consultation with the Office of Instruction and Assessment, the Executive Committee of the EIS Program developed the Assessment Rubric consistent with the goals of the program. MS and PhD students are assessed throughout their tenure in the program – details are below.

The EIS Program Assessment Form is available on the program website.

Expected Student Learning Outcomes

1. The student demonstrates understanding of key concepts in insect biology as well as those underlying his/her general subject area (e.g. physiology, molecular biology, genomics, ecology, systematics, evolution or behavior). (Circle a number below)

2. The student exhibits critical thinking skills to evaluate the scientific literature essential for his/her research area and articulates how his/her research fits into and/or advances the discipline.

3. The student develops creative and innovative research ideas and approaches.

4. The student uses multiple research approaches to collect scientific data related to his/her research area, and can interpret, analyze and critique his/her data.

5. The student communicates his/her research (importance, approaches taken, summary and interpretation of results) effectively through oral presentation.

6. The student can describe his/her research and express the potential impact of his/her work on society in lay terms.

Assessments are scored 1 (low) to 5 (high) by each individual faculty member present at the activity. Students also complete a self-assessment.

Assessment Activities
MS students are assessed through:

- Committee meetings

- Annual progress reports
- Final thesis defense

PhD students are assessed through:

- Committee meetings
- Annual progress reports
- Oral comprehensive exam
- Final dissertation defense

The following table indicates the learning outcomes that are assessed in each assessment activity.

Assessment Outcomes	1	2	3	4	5
Committee Meeting	*	*	*	*	*
Annual review					*
Oral comprehensive exam	*	*	*	*	*
Final Oral	*	*	*	*	*

Annual Reviews

Annual progress reports are required from all current students. Progress reports are generally due at the end of May, after the second semester has concluded – students will receive a notification in the Spring semester on the deadline for progress reports. The Advisory committee then meets to discuss all of the student reports. Each student and their advisor receives a letter with the summary of the Committee's thoughts and concerns. When there's concern about the progress of a student, the report and letter from the Committee will be forwarded to the EIS Chair for further discussion with the student and advisor. Copies of all letters from the Advisory Committee will be filed with the Executive Committee and in the students' files. If students fail to make progress in successive years, the Advisory Committee may recommend probation or termination.

The format for annual progress reports is available in Appendix 3.

Failure to Achieve Satisfactory Progress

When a student fails to meet program guidelines for satisfactory progress, the student will receive written notification with a clear statement of what the student must do and a date by which such actions must be completed. The Graduate College will receive a copy of letters of unsatisfactory progress. Students will be given an opportunity to appeal or rebut, as described in

Appendix 2: Student Appeals. Students who fail to remediate by the deadlines specified may be dismissed from the program.

Appendix 2: Student Appeals

All students of the EIS GIDP have the right to appeal decisions which impact their academic standing.

Graduation Requirements

Appeals for changes in the graduation requirements can be made to the Program Chair and will be considered at the next Executive Committee meeting.

Course Grades

University policy for grade appeals can be found under Grade Appeal in the University's General Catalog (catalog.arizona.edu).

Examination Results

Step 1: Within two weeks of receiving the results of the Qualifying Exam, the student shall carefully formulate an appeal in writing (including contested questions), and submit it to the Chair of the Examinations Committee with a copy to the Program Chair.

Step 2: Within two weeks from the date of receipt of the student's written statement, the Chair of the Examinations Committee shall respond to the student in writing. The Chair of the Examinations Committee should explain the grading procedures and how the grade in question was determined as well as other issues raised in the student's statement.

Step 3: If the Chair of the Examinations Committee is not available or does not resolve the matter within the two-week period, the student shall, within one week thereafter, readdress and submit the written appeal to the Program Chair.

Step 4: The Program Chair has two weeks to consider the student's written statement, the Chair of the Examinations Committee's written statement, and confer with each. The Program Chair may not change the grade, but shall inform the Chair of the Examinations Committee and the student in writing of his/her recommendation. If a grade change is recommended, the Chair of the Examinations Committee may refuse to accept the recommendation. The Chair of the Examinations Committee shall notify the Program Chair and the student in writing of his/her decision.

Step 5: If the Program Chair does not act on or resolve this matter to the student's satisfaction within a two-week period, the student shall, within one week thereafter, readdress and submit the written appeal to the dean.

The process for the dean's processing of grade appeals can be found in the University General Catalog (catalog.arizona.edu).

Unsatisfactory Academic Progress

Students who receive notification of unsatisfactory progress from the Advisory committee will be given an opportunity to appeal the actions and/or deadlines required to prevent program termination as dictated by the committee. Appeals can be made to the Program Chair and will be considered at the next Executive Committee meeting.

In any case, should a student feel that there is a conflict of interest that may interfere with the objective review of their appeal, this issue should be raised with either the Program Chair or the Program Coordinator.

Appendix 3: Progress Report Format

Note: Progress Report Format is subject to change – when completing your report, use the format provided by the Program Coordinator in the spring semester.

Part A will be <u>no longer than 2 pages</u>, (could be just over 1 page)

1.
   a. Your name
   b. Your program (MS or PhD)
   c. Matriculation term
   d. Expected graduation term
   e. Awards/Funding sources from the past academic year
   f. Your major advisor
   g. The names of the members of your graduate committee (if you have one)
   h. The last time your graduate committee met (if they have met)
   i. If in a PhD program: Have you passed your comprehensive examinations?
   j. Your current grade point average
   k. Have met your 1 semester teaching requirement, or equivalent?
   l. Have you met your speaking requirement?
      (Note: Close to finishing students whose committee has not insisted on a teaching experience and/or speaking experiences may be exempt, but let us know anyway)

m. If in PhD program: number of 920 units completed

2. A paragraph summary of the thesis/dissertation research project (even if preliminary). Please write this for educated non-specialists (i.e. not just for your advisor).

3. Goals of the past calendar year (from last year's report), and a discussion of how those goals were met, or not met, and if the latter, why not. If you are a first year student, or haven't submitted one of these before, you may have to think back on what your goals were, exactly.

4. Goals for the next twelve months. These should be two to five concrete statements, and should include research objectives as well as other aspects of progress in your program. (Some hypothetical goals for different students could be: Form a committee and have a committee meeting, Collect a second season of field data on the effect of stress on whitefly population dynamics, Finish coursework requirements, or Submit draft of master's thesis to committee). Try to make them realistic, because these goals will be measured against your progress at the end of next year.

5. (optional) Other things that you think pertinent.

Part B: A current <u>2 page</u> CV. Should include contact information, education, experience (academic work/research/teaching), awards and honors, service/activities, presentations, and publications. There is no prescribed format - you can use the format you prefer. However, **please highlight (with the Microsoft Word highlight function, with an asterisk or in bold) the awards, presentations, TAs, or publications of the past year.**

Part C: *Program Assessment Form*