

# Graduate Student Handbook

(updated 8/17/2010)

This is available as a PDF file at <http://www.ent.uga.edu/academic/GradStudentHbk.pdf>

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[University Website](http://www.uga.edu/) (http://www.uga.edu/)

[College of Agricultural and Environmental Sciences](http://www.caes.uga.edu/) (http://www.caes.uga.edu/)

[Department Website](http://www.ent.uga.edu/) (http://www.ent.uga.edu/)

### Department Address

Department of Entomology  
Biological Sciences, Room 413  
120 Cedar Street  
University of Georgia  
Athens, GA 30602  
USA  
706-542-2816

### Department Office – Biological Sciences 413

|                    |   |
|--------------------|---|
| Marianne Robinette | Undergraduate Advising, Study Abroad and Service-Learning       |
| Sam Waychoff       | Keys, Building Access, Software, & Shipping                     |
| Jennie De la Vega  | Graduate Coordinator Assistant, Extension Accounting/Purchasing |
| Nancy Jordan       | Budget Manager, Research Accounting/Purchasing                  |
| Terry All          | Website Maintenance, Poster Printing                            |

### Telephone

**UGA calls** 5 digits only. For example 706-542-2816 from a UGA phone = 2-2816

**Local calls.** The University has its own phone system; to make local calls off-campus, you must dial "9", then the 10 digit number. Students may make calls from the student phone located in the Computer Lab, Room 526 BioSci.

**Long distance and international calls.** To make long distance calls related to your studies or research, your major professor will provide their **long distance access code**. To place a call, dial "9", then "1", followed by the telephone number. After a short pause and two beeps, enter "8" for domestic long distance calls **OR** "9" for international calls, and then the **long distance access code**.

### FAX machine – Department Office FAX number (706) 542-2279

Directions to send a fax are located on the front of the cabinet at the fax machine. Ask the office staff, if you have questions.

**UGA Faxes:** no charge for sending a FAX to a UGA number 5 digits only (2-2279)

**Local Faxes:** no charge for sending a FAX to a local number (9 + 10 digit number)

**Long Distance Faxes:** Require your advisor's **long-distance access code**

### Copy machine - Biological Sciences 412C

To use the copier, enter the **access code** assigned to your Major Advisor. As a teaching assistant for a course, you may have to copy material, so ask Nancy Jordan for a specific **course access code**.

### Student Computer Room – Biological Sciences 526

To receive a key to the lab, please see the office staff (\$5 refundable deposit/key).  
Computers are also available in the Bio Science Learning Center (BCL) Room 406.

[UGA MyID](https://myid.uga.edu/) (https://myid.uga.edu/)

Each UGA student should obtain a UGA MyID to access your personal UGA email, OASIS, Parking Services and numerous other UGA sites.

[UGAMail](http://www.ugamail.uga.edu/) (http://www.ugamail.uga.edu/)

Each UGA student should obtain a UGA MyID to access your personal UGA email.

### Mail

Each student will be assigned a departmental mailbox. These boxes open by a letter combination from the hall outside the office. U.S. and campus mail may be mailed in the office. UPS and FEDEX routinely pickup and deliver express mail and packages. Postage for **research and instructional materials** may be charged to your Major Advisor or the Department – be sure to get permission first. Personal stamped letters may be left in the office for pickup by the Campus Mail service.

### Entomology conference room - Room 412A

This room may be reserved for meetings by signing the calendar in the office or by speaking to one of the office staff.

### Keys

Students may obtain keys needed for office and laboratory access from the Departmental Office. **A deposit of \$5.00 is required for each key**; this deposit is refunded when the key is returned. Classroom and scope cabinet keys are available in the office. Please see that classroom and lab doors are **locked**, and the lights turned off, when you are the last one to leave.

### Building access

You must have building access afterhours and on the weekends/holidays. See Sam Waychoff with your UGA card to receive building access.

### Audio-visual equipment

Students may check out audio-visual equipment from the Entomology Office, Rm. 413. The equipment available includes: projectors, an overhead machine, digital cameras and a slide projector. These may be checked out for official use only! Equipment **must** be returned to the office immediately after use and signed back in. Audio-visual equipment may also be checked out for class use from the Bio Science Learning Center in Room 406.

### Desk space

The Department Head or Graduate Coordinator will make office/desk assignments. Whenever possible, this will be in an area assigned to your Major Advisor.

### Thefts

It is advisable to keep valuables out-of-sight in your desk, as periodically we have had purses, book bags, and other personal items stolen from offices in the building.

### Purchasing supplies

Please see the office staff about any questions you have on purchasing laboratory supplies. Some are available locally from [Central Research Stores \(CRS\)](http://crs.uga.edu/) (http://crs.uga.edu/). Supplies from CRS are usually delivered in 2-3 days, or on an emergency basis they may be picked up. An account number is required for direct charging. You can get an account number from your Major Advisor or the Department accountant.

UGA has State Contracts with various external vendors. A **purchase order** is required for purchases from external vendors EXCEPT for items paid with a P-Card.

Please see the Department accountant to have a purchase order submitted.

## Travel

If you are authorized to travel using University funds for room, food, mileage or airfare, follow the guidelines below.

### In-state

There are no forms to fill out before the trip. After returning, see below for submitting a Travel Expense Statement to be reimbursed for your expenses.

### Out-of-state

At least ONE week before your out-of-state trip it is MANDATORY to complete a [REQUEST FOR AUTHORITY TO TRAVEL](https://busfin1.busfin.uga.edu/accounts_payable/travel_authority_emp.cfm) (https://busfin1.busfin.uga.edu/accounts\_payable/travel\_authority\_emp.cfm) form and give to the dept accountant to complete and submit for authorization.

### International

At least TWO weeks before your international trip it is MANDATORY to complete a [REQUEST FOR AUTHORITY TO TRAVEL](https://busfin1.busfin.uga.edu/accounts_payable/travel_authority_emp.cfm) (https://busfin1.busfin.uga.edu/accounts\_payable/travel\_authority\_emp.cfm) form in the Office.

### Expense Reimbursement

On completion of the travel you should prepare a [Travel Expense Statement](http://busfin1.busfin.uga.edu/accounts_payable/travel_expense_login.cfm) (http://busfin1.busfin.uga.edu/accounts\_payable/travel\_expense\_login.cfm) that itemizes your reimbursable expenses. You must submit receipts for room, airline tickets, shuttles/buses, parking, and registration fees to the dept accountant for submission and reimbursement.

## State vehicle use

Use of state-owned vehicles must be closely monitored to ensure compliance with state laws and prevention of criticism of the University. State-owned vehicles may **not** be driven to and from a University employee's residence **nor** may they be parked overnight at an employee's residence. They may **not** be used for personal errands, i.e., grocery shopping, laundry, moving, etc. Families, friends, and other unauthorized persons are **not** permitted to ride in state-owned vehicles.

**Driver Requirements:** Only persons with a valid **driver's license**, who are **18** of age and on the UGA payroll, will be permitted to operate a University vehicle. Only UGA employees are fully covered by insurance.

**Seat Belts:** The Georgia state law requires the use of seat belts.

**Speeding:** Any driver fined for speeding or convicted of driving under the influence of alcohol or other drugs will have the use of State vehicles withdrawn.

**Parking:** State vehicles are to be parked **ONLY** in **STATE VEHICLE SPACES** not in faculty/staff spaces around the building.

**Accidents:** Every department vehicle should have an Auto Liability Insurance Card that will be presented as insurance verification when asked by law enforcement personnel. Be sure to familiarize yourself with procedures for reporting accidents on the card and at this site

([http://www.busfin.uga.edu/administrative/vehicle\\_insurance\\_card.htm](http://www.busfin.uga.edu/administrative/vehicle_insurance_card.htm)). The State of Georgia Department of Administrative Services (DOAS) Risk Management has developed an Auto Liability Program training video that outlines this procedure and explains when employees are, and, more importantly, when they are not insured. It is imperative that all state employees have the opportunity to see the video which may be accessed by clicking on this link: [DOAS - Auto Program Training Videos](#). The video takes about 15 minutes. It is also very important to complete the participation form which verifies that you have viewed the video. This can be done by clicking on the **register your participation** link which can be found on the left side of each video screen. When completing this participation form, please select "**Regents, Board of**" as your "Parent Agency or Organization" and under "Division" type "**UGA**". Click on the "Submit" button at the bottom of the page to complete the process.

After completing initial reporting procedures, the UGA driver must contact Judy Baxter at 706-425-3083 in the UGA Department of Administrative Services and provide the accident report number. If you need further

information or assistance, please contact Judy Baxter at 706-425-3083. In order for work-related injuries to be covered by Workers Compensation, it is important that the following procedures be strictly observed:

## **STUDENT AMENITIES**

### **Department**

**Seminar** (<http://www.ent.uga.edu/seminars.htm>)

This formal seminar series is held every Monday during the academic year. After each seminar, students meet with the speaker for lunch and discussion. Students are encouraged to enroll for one hour of department seminar (ENTO 8000) each semester and to attend seminars, even if not enrolled. Outstanding individuals from within and outside the University are invited to give seminars describing their current research or interesting programs. The objective is to give students a broad overview of research in Entomology and career opportunities. The Department often co-sponsors seminar speakers in other departments and sends notification to all students. The H. O. Lund Club (see below) selects speakers for the U. E. Brady Entomology Seminar in the fall and the H. O. Lund Seminar in the spring of every academic year.

**H. O. Lund Club** (<http://www.ent.uga.edu/entoclub/>)

This is the "Entomology Club", named in honor of Dr. Horace O. Lund, who was our founding Department Head and started the Entomology Club. The H. O. Lund Club is an informal student organization for outreach and social activities. Members of the Club serve as judges for Entomology-related projects at the Georgia State Science Fair and give awards. Students raise funds by T-shirt sales and other activities to support Club activities.

Club members have a highly successful **Outreach Program** (<http://www.ent.uga.edu/insectzoo/>) that goes to elementary and middle school classes in local schools to talk about insects and show students both live and preserved specimens. The Department, with the help of the students, sponsors an Insect Zoo open to the UGA and Athens community and participants of the Georgia State Science Fair.

The Department and H. O. Lund Club sponsor cookouts for students, staff, and faculty at the beginning of fall semester and at the end of the spring semester. A more formal Winter Holiday Party is sponsored and organized by the Lund Club.

**Lund Week** (<http://www.ent.uga.edu/entoclub/Lund%20Week.html>)

Lund Week is a yearly, weeklong event honoring our founding department head, H. O. Lund, and organized by the H. O. Lund Entomology Club. The event takes place in March with such activities as: student poster competition, photo salon, entomological art competition, movie night, and student oral competition

The week culminates with the Lund Seminar, featuring a visiting professor chosen by the graduate students. A reception and awards banquet in the evening showcases the winners of the competitions, and an opportunity to mingle with department members.

### **Travel support**

Graduate students are encouraged to attend professional meetings and to present their research. Meetings provide an excellent opportunity to become acquainted with professionals in your field of interest. There are several funding sources that support graduate student travel to meetings or workshops and possibly to more distant research sites.

Major advisor through funded research projects

Entomology Department or College of Agricultural and Environmental Sciences – contact the Graduate Coordinator with a specific request.

UGA Graduate School selectively gives travel funds to a Ph.D. student presenting a paper at a regional or national meeting in North America. The student must have a 3.5 GPA with at least two years of full-time graduate study at UGA. Please notify the Graduate Coordinator as early as possible to apply.

### **Student Awards**

The [Entomological Society of America \(ESA\)](http://www.entsoc.org/) (<http://www.entsoc.org/>), [Southeastern Branch of ESA](http://n-fl-bugs.ifas.ufl.edu/SEB/) (<http://n-fl-bugs.ifas.ufl.edu/SEB/>), and [Georgia Entomological Society](http://www.ent.uga.edu/ges/) (<http://www.ent.uga.edu/ges/>) give cash awards for the best student paper and poster presented at their annual meetings. Students can apply for these competitions when registering to attend the meetings.

The H. O. Lund Club and several University, national, and regional organizations hold annual competitions for awards. For specifics about the awards given by the H. O. Lund Club, see the above section. Students will be notified about the requirements and deadlines for other awards by the Graduate Coordinator. Usually, the Department can nominate only one student for competitive awards offered by professional organizations or UGA, so students must notify the Graduate Coordinator if they wish to be considered for nomination. If more than one student asks to be nominated, then the Graduate Coordinator or Faculty Academic Committee will choose one student considered to be the most qualified or competitive. The nominated student and their Major Advisor are expected to assist in the preparation of materials requested for the award application.

## **DEPARTMENT AND COLLEGE FACILITIES AND FIELD SITES**

### **Athens Campus**

#### **Biological Sciences Building**

Teaching Classroom – Room 426 and conference rooms – Room 412A, 12 constant temperature rooms, Department office, and most faculty offices and labs

#### **Poultry Sciences Building**

Teaching Classroom – Room 242 and some faculty offices and labs

#### **Collection of Arthropods**

Natural History Building, Cedar Street  
Drs. J. McHugh and C. Smith

#### **Riverbend Research Building**

College Station Road  
Drs. K. Ross and R. Noblet

#### **Pesticide-free Greenhouse**

College Station Road  
Dr. J. All

#### **Headhouse**, next to Greenhouse

College Station Road  
Dr. W. Berisford

#### **Gypsy Moth Quarantine Lab**

Horticulture Farm  
Dr. W. Berisford

#### **Plant Sciences Farm**

Field plots near Athens  
Dr. J. All

#### **University Apiary and Honey House**

Horticulture Farm  
Dr. K. Delaplane

[Griffin Campus](http://www.caes.uga.edu/campus/griffin/) (http://www.caes.uga.edu/campus/griffin/)

[Tifton Campus](http://www.caes.uga.edu/campus/tifton/index.html) (http://www.caes.uga.edu/campus/tifton/index.html)

## UNIVERSITY SCHOOLS, FACILITIES, AND SERVICES

[Graduate School](http://www.grad.uga.edu/) (http://www.grad.uga.edu/)

[Science Library](http://www.libs.uga.edu/) (library web site http://www.libs.uga.edu/)

The University has an excellent science library in the Boyd Graduate Studies Building. New issues of journals are placed on tables daily. Most journals are available online at the [ejournals](http://www.libs.uga.edu/ejournals/) site (http://www.libs.uga.edu/ejournals/). New books are on separate shelves for several weeks and the librarian will show you where these are located. You are encouraged to ask for a tour of the Science Library, so that you can see the facilities and the holdings. The stacks are open and study tables are available. There are several search services, which will help you locate literature on a specific topic. Sometimes there is a charge for this service, and you should consult your Major Advisor before starting a search. There is also a "copy room" where articles can be copied for a fee. Make sure you verify your copy account access with the office staff! **IMPORTANT: BEFORE GOING TO THE SCIENCE LIBRARY, please see your major professor about your copy account access with a Bulldawg Bucks card.**

[Statistical Consulting Center \(SCC\)](http://aaron.stat.uga.edu/consulting/welcome.html) (http://aaron.stat.uga.edu/consulting/welcome.html)

Main Office: Rm. 203, Statistics Building, UGA Campus, 706-542-3286, [consult@stat.uga.edu](mailto:consult@stat.uga.edu). The SCC is operated by the Statistics Department with partial financial support provided by various entities, including the Office of the Vice-President of Research, and the Colleges of Arts & Sciences, Agriculture, Education, Forestry, and Family & Consumer Sciences. The links below describe the operation of the SCC, its services and policies. We appreciate any input concerning how we can better serve the statistical consulting needs of the UGA community.

- [Available Services](http://aaron.stat.uga.edu/consulting/availServ.html) (http://aaron.stat.uga.edu/consulting/availServ.html)
- [Staff & Appointment Hours](http://aaron.stat.uga.edu/consulting/staffhours.html) (http://aaron.stat.uga.edu/consulting/staffhours.html)
- [Consulting Fees](http://aaron.stat.uga.edu/consulting/fees.html) (http://aaron.stat.uga.edu/consulting/fees.html)
- [Supervised Statistical Consulting Course - STAT 8000](http://aaron.stat.uga.edu/consulting/statConsultingCourse.html) (http://aaron.stat.uga.edu/consulting/statConsultingCourse.html)
- [Application for Statistical Consulting Assistance](http://aaron.stat.uga.edu/consulting/consultform.html) (http://aaron.stat.uga.edu/consulting/consultform.html)
- [Workshops](http://aaron.stat.uga.edu/consulting/workshops.html) (http://aaron.stat.uga.edu/consulting/workshops.html)
- [Statistical Consulting Feedback Form](http://aaron.stat.uga.edu/consulting/feedbackform.html) (http://aaron.stat.uga.edu/consulting/feedbackform.html)

[Environmental Safety Division](http://www.esd.uga.edu/index.htm) (http://www.esd.uga.edu/index.htm)

The University of Georgia Environmental Safety Division's mission is to work in partnership with the University community to develop and maintain the highest possible standards of health and safety. Please see the website for information on use and training required for hazardous materials and radiation. There is a [Hazard Assessment Response Team](http://www.esd.uga.edu/hart/) (http://www.esd.uga.edu/hart/) for emergencies.

[Office of Research Services](http://ors.uga.edu/) (http://ors.uga.edu/)

[Integrated Biotech Laboratories](http://ibl.uga.edu/) (http://ibl.uga.edu/) provide a range of laboratory services for genetics research. Please visit the following facility Web sites for more detailed information:

[Technology, Electronics, Computing Services](http://tec.uga.edu/) (http://tec.uga.edu)

- [Computer Repair](http://tec.uga.edu/#computer) (http://tec.uga.edu/#computer)
- [Office Equipment Maintenance](http://tec.uga.edu/#office) (http://tec.uga.edu/#office)

- [Scientific Instrumentation Repair](http://tec.uga.edu/#instrumentation) (<http://tec.uga.edu/#instrumentation>)

[Research Computing Center](http://rcc.uga.edu/) (<http://rcc.uga.edu/>)

[Institute of Bioinformatics](http://www.bioinformatics.uga.edu/) (<http://www.bioinformatics.uga.edu/>)

The UGA Institute of Bioinformatics (IOB) brings together a group of scientists on campus from life sciences, physical sciences, mathematical and computational sciences because of their common interests in bioinformatics research and education. The key missions of this interdisciplinary Institute include (a) facilitating interactions and research collaborations between experimental biologists, -omics technologists and computational/mathematical scientists to tackle complex biological problems, and (b) training the next generation of biologists who are capable of using computers and mathematical techniques in dealing with biological problems. The Institute is also responsible for the computing support for campus wide bioinformatics research at UGA.

[Center for Advanced Ultrastructural Research](http://www.uga.edu/caur/) (<http://www.uga.edu/caur/>)

The Center is a unique medley of state-of-the-art equipment, a highly competent technical staff, and a broad education mission. These three ingredients, plus the treatment of each client's scientific problem as being individually unique maximizes the use of the facility.

## **Program Requirements**

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## **GRADUATE PROGRAM FOR MS AND PHD STUDENTS**

The policies and requirements described below are a summary of those covered in more detail at the Graduate School website (<http://www.grad.uga.edu/>; <http://www.uga.edu/gradschool/academics/regulations.html> ). Others are set by the Entomology faculty. If you have questions or need help with a problem, please contact the Graduate Assistant or Graduate Coordinator for assistance.

An Orientation Seminar for new students is offered at the beginning of the Fall Semester each year. This seminar is designed to acquaint students with the policies and amenities of the department and UGA. All students beginning in the Fall or previous Spring semester are expected to attend.

## MAJOR PROFESSOR

Each student is required to have a Major Professor for admission to the Entomology Graduate Program. The Major Professor must be a member of the UGA Graduate Faculty and is the official advisor to the student and chairman of the student's Advisory Committee. After enrolling, the student can petition to change Major Professor by submitting a written request with reasons to the current and new advisor, and Graduate Coordinator. The request will be reviewed, and if the change is acceptable to all parties, it will be granted and entered into the student's department file.

## ADVISORY COMMITTEE

Each student must establish an Advisory Committee in consultation with the Major Professor, as soon as feasible. Once the committee is known, a form should be obtained from the office and submitted to the Graduate Coordinator and Graduate School.

For both M.S. and Ph.D. students, the committee must have a minimum of three members on the UGA Graduate Faculty. A co-Major Professor also may be designated. Major and Co-Major Professors are counted as one, thus all four members must be on the Graduate Faculty. Adjunct Faculty (see list), faculty from other UGA departments, and UGA research scientists may serve on an Advisory Committee, but must be a member of the UGA Graduate Faculty to be considered a "voting" member. Faculty at other Universities are welcome to serve on the committee but will have to be approved for "voting" status.

Major roles for the Advisor and Committee:

- Plan a Program of Study in consultation with the student.
- Develop a plan for research, prospectus, and evaluate progress.
- Administer written and oral preliminary exams for Ph.D. candidates.
- Review manuscripts and the thesis or dissertation submitted for the degree.
- Attend an oral presentation of research accomplished for the Degree and administer a final Defense exam for the M.S. and Ph.D. degree.

## ENROLLMENT REQUIREMENTS

Any student on an assistantship must register for at least 12 credit hours each semester, with the exception of Summer Semester when the minimum is 9 hours. Ph.D. students must be enrolled during the semester when the comprehensive examinations are taken. Graduate students must register for at least 3 hours during the semester in which the defense is completed, and the Thesis/Dissertation is submitted to the Graduate School. Students not on an assistantship must register for at least 3 hours when on campus or actively interacting with faculty.

## DEGREE REQUIREMENTS

**Residence.** For both the M.S. and Ph.D. degrees, at least two consecutive semesters of enrollment in a minimum of 30 hours of course work must be spent in resident study at the Athens, Griffin or Tifton campus. In addition, a minimum of three full years of study and research beyond the bachelor's degree is expected for the Ph.D. degree.

**Time Limit.** All requirements for the M.S. and Ph.D. degrees must be completed within 6 years beginning with the first semester enrolled for graduate courses. A Ph.D. candidate, who fails to complete all degree requirements within 5 years after passing the written and oral comprehensive exams, and being admitted to candidacy, will be required to take the exams again and be admitted to candidacy a second time. An extension may be requested from the Graduate School, and a copy included in the student's department records. It must provide a written summary of extenuating reasons and timeline to complete the degree requirements.

**Masters Program.** In addition to fulfilling the course requirements for the Program of Study, the following requirements must be met.

- *Thesis Research Prospectus.* The student will prepare a research prospectus in the style and length suggested by the Major Professor. It should include reviews of the relevant literature and methodology and an experimental plan for the proposed research. The prospectus will be revised by the student in consultation with the Major Professor until it provides a clear path for the student's research project. It will then be distributed to members of the Advisory Committee for further review and revision if necessary. When completed, a copy should be submitted and filed in the student's office folder. This process provides the student and Advisory Committee an opportunity to work together to identify important issues and to agree on an approach to address those issues, because the research likely will change as studies are completed.
- *Thesis and Final Defense Examination.* The Thesis must be written in a form and style acceptable to the Major Professor and Advisory Committee. Typically, it will have an Introduction that reviews the research topic, Chapters covering the research methods and results, and a Conclusion that the current state of knowledge and contribution of the candidate's research. Manuscripts already published or in press may be included as Chapters in the Thesis. Data or results not warranting publication but support the research should be given in an Appendix. The Thesis should be organized and formatted as given in the Electronic Thesis and Dissertation guidebook available on the Graduate School website at <http://www.uga.edu/gradschool/academics/thesis.html>.

The Thesis must be submitted to the Major Professor for review, and then to the Advisory Committee AT LEAST TWO WEEKS PRIOR TO THE DEFENSE. Once the Thesis is deemed acceptable by the Major Professor and Advisory Committee, the Graduate School must be notified in writing as to the time, date, and place of the final examination AT LEAST TWO WEEKS PRIOR TO THE EXAMINATION. A completed formatted copy of the Thesis must be electronically submitted to the Graduate School for a format check AT LEAST FOUR WEEKS PRIOR TO GRADUATION.

The M.S. candidate will give a seminar to the Department covering the Thesis research followed by a final oral defense to the Major Professor, Advisory Committee, and any University faculty members wishing to attend the examination. All members of the Advisory Committee must be present for the entire defense. If a member cannot be present, the student must choose one of the following options:

- (1) The absentee member may participate via a teleconference or video conference. The Major Professor must sign the approval form for the absentee member followed by the Major Professor's initials, register his/her vote and indicate that the member's participation was by teleconference or video conference.
- (2) A substitution may be made with another faculty member who can replace the former member in expertise of the subject field and who has knowledge of the student's research. A revised advisory committee form must be submitted to the Graduate School prior to the examination. A minimum of three Graduate Faculty members must be maintained.
- (3) The defense may be canceled or rescheduled at a later time. In either case, the Graduate School must be notified.

**Doctoral Program.** In addition to fulfilling the course requirements for the Program of Study, the following requirements must be met.

- *Teaching Experience.* Students must serve as a teaching assistant for at least one course or section of a laboratory course. An assistantship in ENTO 2010 does NOT fulfill this requirement.
- *Dissertation Research Prospectus.* The student will prepare a research prospectus in the style and length suggested by the Major Professor. It should include reviews of the relevant literature and methodology and an experimental plan for the proposed research. The prospectus will be revised by

the student in consultation with the Major Professor until it provides a clear path for the student's research project. It will then be distributed to members of the Advisory Committee for further review and revision if necessary. When completed, a copy should be submitted and filed in the student's office folder. This process provides the student and Advisory Committee an opportunity to work together to identify important issues and to agree on an approach to address those issues, because the research likely will change as studies are completed.

- *Comprehensive Examinations.* Students are expected to take the examinations after 2 to 3 years of residency. Exceptions will be considered on an individual basis. A Final Program of Study must be submitted and approved by the Advisory Committee, Graduate Coordinator, and Graduate School before the exams are scheduled. All pre-requisites set as a condition to admission must be satisfactorily completed, and the residence requirement met. The Advisory Committee will administer the written and oral comprehensive examinations after the Ph.D. student has completed all courses in the Program of Study.

**Written Examination.** The Advisory Committee will submit written questions to the Major Professor covering the body of knowledge appropriate for the individual student. Additional questions may be solicited from other members of the faculty. "Open" questions or topics may be developed from text and web resources, and "closed" ones with no access to outside resources. This portion of the examination must be completed within a five calendar day period. The examination will be administered by the Major Professor, and answers will be evaluated as "Pass" or "Fail" by the submitting member. A majority of "Pass" marks from the committee members are required to pass. Failed exams may be repeated at the discretion of the Advisory Committee. The Major Professor should notify the Graduate Assistant/Coordinator in writing the outcome of the written exam.

**Oral Examination.** Within one month, the oral examination will be given, and the Graduate Assistant/Coordinator must be informed at least two weeks in advance of the time and place, so that the Graduate School can post the examination date and Department faculty notified. The student must be registered for the appropriate number of hours prior to the exam. All members of the Advisory Committee must be present for the entire exam. Faculty with the rank of Assistant Professor or higher are invited and encouraged to attend oral examinations. Questions may be raised in any area appropriate to the student's training. A majority of "Pass" marks from the committee members are required to pass. Failed exams may be repeated at the discretion of the Advisory Committee. The **Admission to Candidacy** form must be submitted to the Graduate School after the student passes both the written and the oral exams. The Graduate School must be notified if the exam is postponed or the student fails the exam.

- *Dissertation and Final Defense Examination.* The Dissertation must be written in a form and style acceptable to the Major Professor and Advisory Committee. Typically, it will have an Introduction that reviews the research topic, Chapters covering the research methods and results, and a Conclusion that the current state of knowledge and contribution of the candidate's research. Manuscripts already published or in press may be included as Chapters in the Dissertation. Data or results which would not be acceptable to a scientific journal alone should be given in an Appendix. The Dissertation should be organized and formatted as given in the Electronic Thesis and Dissertation guidebook available on the Graduate School website at <http://www.uga.edu/gradschool/academics/thesis.html>.

The Dissertation must be submitted to the Major Professor for review, and then to the Advisory Committee AT LEAST TWO WEEKS PRIOR TO THE DEFENSE. Once the Dissertation is deemed acceptable by the Major Professor and Advisory Committee, the Graduate School must be notified in writing as to the time, date, and place of the examination AT LEAST TWO WEEKS PRIOR TO THE EXAMINATION. A completed formatted copy of the dissertation must be electronically submitted to the Graduate School for a format check AT LEAST FOUR WEEKS PRIOR TO GRADUATION.

The Ph.D. candidate will give a seminar to the Department covering the doctorate research followed by an oral defense to the Major Professor, Advisory Committee, and any University faculty

members wishing to attend the examination. All members of the Advisory Committee must be present for the entire defense. If a member cannot be present, the student must choose one of the following options:

- (1) The absentee member may participate via a teleconference or video conference. The Major Professor must sign the approval form for the absentee member followed by the Major Professor's initials, register his/her vote and indicate that the member's participation was by teleconference or video conference.
- (2) A substitution may be made with another faculty member who can replace the former member in expertise of the subject field and who has knowledge of the student's research. A revised advisory committee form must be submitted to the Graduate School prior to the examination. A minimum of three Graduate Faculty members must be maintained.
- (3) The defense may be canceled or rescheduled at a later time. In either case, the Graduate School must be notified.

**Graduation.** The Application for Graduation must be filed with the Graduate School no later than the Friday of the second full week (the first full week for summer) of classes in the graduation semester. The M.S. or Ph.D. candidate must be enrolled for 3 or more hours during this semester. Once degree requirements have been completed, no further registration is required, even if the official graduation date is in the following semester.

After passing the final defense and acceptance of the Thesis/Dissertation by the Major Professor and Advisory Committee, the Final Defense Approval form must be submitted to the Graduate School. The corrected Thesis/Dissertation must be submitted electronically AT LEAST TWO WEEKS PRIOR TO GRADUATION. All degree requirements must be completed and reported to the Graduate School AT LEAST ONE WEEK PRIOR TO GRADUATION. Students that applied for graduation but do not graduate as planned must notify the Graduate School and request that the graduation date be moved to the next semester.

Bound paper copies of the Thesis/Dissertation should be provided to the Department, Major Professor, and Advisory Committee members (if requested). The Graduate School and the Library DO NOT require bound copies for completion of the degree. The Printing/Copying Services (<http://www.uga.edu/campuslife/services/printcopy.html>) in the Tate Center provides bound copies of the Thesis/Dissertation for a fee. This service accesses the PDF file directly from the Graduate School guaranteeing that the bound document is from the official copy. No pre-printed materials are accepted. The document will be printed and bound and shipped to the student via a parcel delivery service or campus mail.

**PROGRAM OF STUDY.** This program, prepared in consultation with the Major Professor and Committee, must include:

**Course Deficiencies.** Students admitted to the Graduate Program are expected to have completed courses in Biochemistry and Genetics, as recorded on their undergraduate or graduate transcripts, or to take and pass equivalent courses (undergraduate or graduate level) at the University of Georgia. These deficiencies will be noted in Letter of Admission from the Department that each student receives. Courses in Cellular or Molecular Biology may be substituted for the Biochemistry deficiency. If these courses are taken at the undergraduate level at UGA, the credit hours will NOT COUNT for the hours required for the Graduate Program of Study. Completion of deficiencies will be noted in the annual Progress Report submitted by each student.

A written request for exemption from a specific course deficiency must be submitted to the Graduate Coordinator and the Major Professor (Advisory Committee if formed). It must include information showing that a specific course(s) on the student's transcript covered the relevant topic. The decision for the exemption will be sent to the student and entered into the student's department records.

**Core Courses.** ENTO 8010 Insect Taxonomy and ENTO 8250 Insect Physiology are required courses for the M.S. and Ph.D. Program of Study. Students must receive a passing grade (C or better) in core courses. If a new student has taken undergraduate or graduate level courses covering a similar area at another institution, then the corresponding core course may be exempted with the approval of the Major Professor and Advisory Committee. A letter stating the conditions of this exemption must be given to the Graduate Coordinator for review and placed in the student's department records. A copy of this letter must be submitted along with the Preliminary or Final Program of Study to the Graduate School.

In addition, MS students are expected to take at least one and Ph.D. students, two, or more ENTO 8000 level reading/discussion courses that focus on specific areas (see Entomology course listings or the UGA Bulletin (<http://bulletin.uga.edu/CoursesHome.aspx>)).

| <b>Courses</b>                                      | <b>Semester</b> | <b>Year</b> |
|---|-----------------|-------------|
| ENTO 8570 Molecular Entomology                      | Fall            | Even        |
| ENTO 8050 Phylogenetics, Systematics, and Evolution | Spring          | Even        |
| ENTO 8940 Aquatic Entomology & Lab                  | Spring          | Even        |
| ENTO 8500 Insect Ecology                            | Fall            | Odd         |
| ENTO 8150 Wetland Ecology & Lab                     | Spring          | Odd         |
| ENTO 8820 Concepts in Integrated Pest Management    | Spring          | Every       |

**Masters Program of Study.** The M.S. Program of Study approved by the Advisory Committee must be submitted to the Graduate Coordinator as soon as possible after the first year in residence. A minimum of 30 credit hours for courses must be taken consecutively for the residency requirement. No grade below C will be accepted for a course in the Program of Study. A student must maintain a 3.0 GPA to graduate. At least 24 hours must be at the graduate level (6000-9000) with the following requirements:

1. A minimum of 12 hours of courses at the 6000-8000 level open only to graduate students.
  - Up to 3 hours of ENTO 8900 Special Problems with any one instructor can be counted towards this requirement, but only to a maximum of 9 hours.
  - A minimum of 2 hours must come from ENTO 8000 level reading/discussion courses (see above).
  - Credit hours for ENTO 8000 Seminar, ENTO 7000 Research and ENTO 7300 Thesis DO NOT COUNT towards this requirement.
2. The other 12 or more hours of the 30 hour total must come from 6000 to 8000 level courses. Undergraduate courses (3000/4000 level) taken to fulfill undergraduate course deficiencies DO NOT count towards this requirement.
  - ENTO 6000 General Entomology may be included in this category, upon recommendation by the Major Professor and Advisory Committee, if the student has not taken an introductory entomology course.
  - Only 2 hours of ENTO 8000 Seminar count.
  - Only 6 hours of ENTO 7000 Research count.
  - Only 3 hours of ENTO 7300 Thesis count.
  - Additional hours of ENTO 8900 Special Problems do NOT COUNT towards this requirement.

**Doctoral Program of Study.** The Preliminary Program of Study approved by the Advisory Committee must be submitted to the Graduate Coordinator as soon as possible after the first year in residence. The Final Program of Study must be submitted to the Graduate School PRIOR to taking the comprehensive examinations. No grade below C will be accepted for a course in the Program of Study. A student must maintain a 3.0 GPA to graduate. A minimum of 30 credit hours at the graduate level (6000-9000) must be taken consecutively for the residency requirement with the following requirements:

1. A minimum of 16 hours of courses at the 8000/9000 level. Students bypassing the M.S. degree must take at least 20 hours (UGA Graduate School requirement).
  - Up to 3 hours of ENTO 8900 Special Problems with any one instructor can be counted towards this requirement, but only to a maximum of 9 hours.
  - A minimum of 4 hours must come from ENTO 8000 level reading/discussion courses (see above).
  - Credit hours for ENTO 8000 Seminar, ENTO 9000 Research and ENTO 9300 Dissertation DO NOT COUNT towards this requirement.
2. The other 14 or more hours of the 30 hour total must come from 6000 to 8000 level courses. Undergraduate courses (3000/4000 level) taken to fulfill undergraduate course deficiencies DO NOT count towards this requirement.
  - ENTO 6000 General Entomology may be included in this category, upon recommendation by the Major Professor and Advisory Committee, if the student has not taken an introductory entomology course.
  - Only 2 hours of ENTO 8000 Seminar count.
  - Only 6 hours of ENTO 9000 Research count.
  - Only 3 hours of ENTO 9300 Dissertation count.
  - Additional hours of ENTO 8900 Special Problems do NOT COUNT towards this requirement.

**Research Skills.** Courses fulfilling the "Research Skills" requirement are determined by the student and Advisory Committee. Coursework may include but not necessarily be limited to statistics, computer science, foreign languages, microscopy, and molecular techniques.

**GRSC 7770.** Graduate students, who lack teaching experience at the college level in the United States, must enroll in GRSC 7770 Graduate Seminar before they are given sole responsibility for a course or laboratory section. Check the UGA class schedule for GRSC 7770 to identify suitable sections offered by other Agriculture or Life Science departments. This course can be taken during the same semester as the first teaching assistant assignment. Please review: [Screening, Training, and Instructional Support for Graduate Assistants at UGA, http://www.ctl.uga.edu/teach\\_asst/TApolicy.html#fallorientation](http://www.ctl.uga.edu/teach_asst/TApolicy.html#fallorientation).

International students assigned a teaching assistantship may be required to take LLED 7768/7769 before enrolling in GRSC 7770, depending on their TOEFL score.

**Incomplete Grade.** If a student has received an "Incomplete" (I) for a course, the Graduate School WILL NOT allow enrollment in more than 12 credit hours for a semester, WILL NOT admit to candidacy, and WILL NOT consider requests for assistantship or travel funding. An Incomplete automatically is changed to the "Failed" (F) grade if the course requirements are not completed within a year.

## **OWNERSHIP OF RESEARCH DATA AND INTELLECTUAL PROPERTY**

The University of Georgia Intellectual Property Policy, which can be found at the following link (<http://www.ovpr.uga.edu/docs/policies/tco/intellectual-property>), is applicable to University employees and graduate students who make use of University resources in performing research. The Policy identifies those instances when the intellectual and tangible products of research may be owned by the University. Under the Policy, intellectual property and research data, notebooks, and reports created from University research typically will be owned by the University. While the University makes every effort to provide graduate students with a fair opportunity to use data resulting from their research projects, ultimately the use of such data is subject to the Policy and the University's contractual obligations with any external sponsor who participated in funding the project. Upon project completion, a graduate student's original research data, notebooks, records, and reports must remain with the Major Advisor. If a graduate student desires to continue his or her research at another location, materials or other University resources may only be transferred with the permission of the

student's Major Professor and formal written approval from the University's Technology Commercialization Office.

## **PROBATION AND DISMISSAL**

A student with a graduate course average below 3.0 in one semester is placed on Academic Warning for the next semester by the Graduate School. While on probation, a student may not enroll for ENTO 8900 Special Problems. If the course average DOES NOT INCREASE to 3.0 or higher during that semester, then the student is placed on Academic Probation for the next semester. If graduate average does not increase to 3.0 or higher for that semester, then the student is dismissed from the University. A student may appeal the dismissal to the Dean of the Graduate School. The appeal must be submitted within 30 calendar days following receipt of notice of dismissal. Information concerning the appeal process may be obtained from the Graduate School.

When a student repeats a graduate course, the last grade will be utilized to calculate the cumulative graduate average that is used for probation, dismissal, admission to candidacy and graduation. Grades of S, U, I, and V will not be used in calculating the cumulative graduate average. However, when a grade of I converts to F, this may result in an action of probation or dismissal for the semester in which the conversion takes place, even if the student is not registered for the semester in which it converted.

A student may be dismissed from the Department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Termination of a student will be decided by the Major Professor and Advisory Committee, if formed. Written notice of the dismissal will be given immediately to the student, Graduate Coordinator, Department Head, and Graduate School. Dismissal may be appealed to the Dean of the Graduate School after all avenues are exhausted at the departmental level. This should be completed within 30 calendar days of the decision resulting from an appeal to the department.

## **APPEAL OF ACADEMIC DECISIONS**

The appeal of grades or Department/Major Professor/Advisory Committee decisions or requirements goes first to the Department Head. An unfavorable ruling can be appealed through the CAES Office of Academic Affairs (542-1611). A clear process is established but timely notification is required.

## **ASSISTANTSHIPS**

A student given a paid assistantship is an employee of UGA and the State of Georgia. While on an assistantship, the student is covered by Worker's Compensation and must have medical insurance, which is covered partly by UGA. Students on assistantships are paid monthly on the last week day of each month. The base amount for M.S. and Ph.D. students is set by UGA. This amount may be supplemented with funds from grants or contracts given to the Major Professor. Students on an assistantship are exempt from out-of-state tuition and must pay student fees and be enrolled for a minimum of 12 credit hours during the Fall and Spring semesters or 9 hours, Summer semester. Sick and vacation leave must be arranged through the Major Professor and instructor of the course, if a teaching assistant.

**Teaching Assistantships (TAs).** TAs in Entomology and the Biology Program are assigned by the Graduate Program Committee every Fall and Spring semester.

Policies and programs for TAs are coordinated by the Center for Teaching and Learning ([http://www.ctl.uga.edu/teach\\_asst/teach\\_asst.htm](http://www.ctl.uga.edu/teach_asst/teach_asst.htm)) and provide instructional support for the pedagogical development of graduate assistants in preparation for instructional responsibilities at UGA and future careers.

**TA orientation.** All new graduate students assigned a TA with instructional responsibilities in department classes or laboratories MUST ATTEND the TA Orientation offered by the Graduate School in

August before the beginning of fall semester classes. Returning graduate students are encouraged to attend sessions of interest. Sessions include instructional methods and strategies as well as important legal and managerial information for beginning instructors.

**GRSC 7770.** All students must take GRSC 7770 (see Program of Study) to be assigned a TA, with the exception of TAs for ENTO 2010 Insects and the Environment. This course may be taken concurrently with the first TA assignment.

**International students.** Students can only be assigned instructional activity in the classroom or in the course-related laboratory or breakout sessions if they have an IBT TOEFL speaking score of at least 26 or if a native English speaker is on-site at all times as a co-instructor. This policy applies regardless of the student's appointment classification (e.g., GA, GRA, GTA, GLA, RA). Graduate admission with a score of 20 on the speaking portion of TOEFL is not adequate for a teaching assignment. Students must have at least a 26 to be considered for a teaching or laboratory assistantship.

International students with less than a 26 who wish to be considered for a teaching assistantship for the duties described above must take language development courses LLED 7768 and LLED 7769 before they enroll in departmental teaching support classes (e.g., GRSC 7770).

Generally, Entomology TAs will be assigned to one course or laboratory section each semester and are expected to work 12-16 hours/week for the whole semester. The course instructor will provide a schedule or syllabus and discuss duties for the course or laboratory. Duties consist of preparing materials and presentations, assisting students, putting materials away after the class periods, and grading exams. Biology TAs must attend training sessions offered through the Biology Program. At the end of each semester, students in the course and the instructor may fill out a report on the TA's performance. If you have a course preference, please see the Graduate Assistant/Coordinator before the semester starts.

In the summer, one or two TAs may be available for curating insect collections used in laboratory courses or other departmental duties. During this time, most students are supported as research assistants (RAs) by their major advisor. If such support is not available, please contact the Graduate Assistant/Coordinator before the summer session to arrange support.

**Research Assistantships (RAs).** RAs may be provided by a Major Professor through their grants or contracts. Duties and a work schedule will be set by the Major Professor.

**Faculty and teaching assistant evaluations.** Forms to evaluate the performance of faculty and students serving as teaching assistants (TAs) are given to students enrolled in Entomology courses and turned in to the department office at the end of every semester.

**Instructor Evaluations:** Data from instructor evaluations at the end of each semester are summarized and recorded as a percentage score of the standardized evaluation form used for each course. Students' comments are typed and the evaluation summary is returned to the course instructor after the end of the semester. This information is used as part of promotion dossiers and in annual faculty evaluations for merit raises. Faculty appreciate your feedback, which can improve the instructional program.

**TA Evaluations:** Data from TA evaluations at the end of each semester are similarly summarized and recorded as a percentage score on the standardized TA evaluation form used for each course. Students' comments are typed to maintain anonymity, and the evaluation summary is returned to the student TA after the end of the semester. The instructor also provides an evaluation. This information is used to determine whether the student will continue to receive TA support and to improve their teaching experience.

**ANNUAL PROGRESS REPORT**

This form will be sent to each student and must be submitted by the end of Spring Semester each year to receive assistantship support.

**ANNUAL REPORT FOR ENTOMOLOGY GRADUATE STUDENTS:  
May 20XX – May 20XX**

**FORM TO BE COMPLETED BY STUDENT**

**DUE MAY XX, 201X – SUBMIT PRINTED AND SIGNED FORM  
TO JENNIE DE LA VEGA**

Student Name: \_\_\_\_\_ Degree Objective: \_\_\_\_\_  
Major Professor: \_\_\_\_\_ Semester/Year Started: \_\_\_\_\_

Committee Members (if known): \_\_\_\_\_

Date of Most Recent Committee Meeting: \_\_\_\_\_

**A. Progress toward fulfilling degree requirements** (indicate progress to date and expected completion dates if known)

|   | Date completed |   | Date completed |
|---|----------------|---|----------------|
| Program of Study/Classes                    |                | Committee Formed  |                |
| Undergrad Course Deficiencies – UGA courses |                | Research Prospectus – copy must be submitted for folder |                |
| Ph.D. – TA requirement                      |                | Thesis/Dissertation                                     |                |

**B. Research objectives for the next year**

**C. Student Accomplishments (please provide complete information)**

- 1. Teaching or Research Assistantships served**
- 2. Honors or Awards**
- 3. Participation or attendance at professional meetings**
- 4. Outreach participation**
- 5. Publications**
- 6. Other**

**Comments/ Recommendations for Entomology Graduate Program**

**Required Signatures**

Major Professor: \_\_\_\_\_ Date: \_\_\_\_\_  
Student: \_\_\_\_\_ Date: \_\_\_\_\_

## CURRICULUM VITAE FOR AWARDS

Because students need to maintain a curriculum vitae (CV) or resume when applying for awards or job positions after graduation, the Department requires each student to submit an updated CV to the Administrative Coordinator each year, no later than January 31. The CV should follow the format given below (examples are available in the Office), because it is similar to that required for applications competing for Entomological Society of America awards. In addition, these CVs are reviewed by a faculty committee to select students for the "Outstanding M.S. Student" and "Outstanding Ph.D. Student" awards to be announced at the end of Lund Week held every Spring.

I. **Curriculum Vitae** ("Vitae" is the genitive case of the noun "vita" and stays the same for one curriculum or many. (It is not plural!))

1. Name/Address/Phone Number

2. Education

Beginning with the undergraduate institution list dates, degrees, thesis title, institution granting degree, advisor's name and GPA.

3. Relevant Employment

List jobs held and provide a brief summary of responsibilities.

4. Non-degree Related Research and Extension Experience

Experience in research and/or extension not indicated by publications.

5. Teaching Experience

List course(s) taught or assisted. Include a brief summary of responsibilities.

6. Research Support/Grants Funded

Grants or Cooperative Agreements: list all grant proposals funded. Include agency, amount, and duration of support. If not senior author, describe contribution to work. List Fellowships and competitive Grants-in-Aid, Assistantships or similar monetary awards (amounts need not be listed).

7. Publications (refereed)

List all published material in chronological order. If not senior author, describe contribution to each publication. Include a reprint (manuscript if in press) of what the nominee considers to be his/her major contribution to entomology. Papers in press: a copy of the acceptance correspondence must accompany each accepted publication.

8. Publications (non-refereed)

List all published materials in chronological order. If not senior author, describe contribution to each publication. Include papers in press with the appropriate documentation described above.

9. Presentations at Professional Meetings

Include author(s), title, meeting, type of presentation (e.g., 3 minute, 12 minute, Poster Session, Workshop, Symposium, etc.). If not senior author, describe contribution to each presentation.

10. Other Presentations

Include author(s), title, meeting, type of presentation. If not senior author, describe contribution to each presentation.

11. Professional Memberships

Professional and Honor Societies. Include any offices held.

12. Professional Activities

Professional Committees, moderating sessions at meetings, participation in working groups, etc.

13. Committee Participation

University, College or Departmental Committees.

14. Honors and Awards

Academic, professional, research or service awards.

**II. Thesis or Dissertation Research**

Include an abstract if completed; if not, submit a summary of research plan for thesis (max. 2 pages).

**III. Career Goals**

Provide a statement of your career goals (max. 1/2 page).

**IV. Courses**

List courses (excluding 7000 and 9000-level) taken at UGA, the grade received, and the date taken.

**CHECKLIST FOR M.S. DEGREE AND CHECKLIST FOR PH.D. DEGREE** are provided for your information and record. Each student is responsible for meeting all degree requirements on time and should be familiar with the requirements detailed at the Graduate School website. Do not submit the form to the Entomology office. If you have additional questions, consult your Major Professor, Graduate Coordinator, or Assistant Coordinator.

**NOTE:** All required forms will be sent to the Graduate School by the Graduate Coordinator or Assistant, and copies will be given to you and held in your department file. The relevant forms can be viewed at [http://www.uga.edu/gradschool/forms&publications/currentstudent\\_forms.html](http://www.uga.edu/gradschool/forms&publications/currentstudent_forms.html) .

## Entomology Graduate Program: Checklist for M.S. Degree

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Name

Beginning Semester

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Major Professor

Advisory Committee

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### **Date completed:**

- \_\_\_\_\_ **Major Professor** selected upon admission or changed \_\_\_\_\_
- \_\_\_\_\_ **Advisory Committee** appointed. The form, **Advisory Committee for Master of Arts and Master of Science Candidates**, must be submitted to the Graduate School.
- \_\_\_\_\_ **Program of Study** - See course and credit hour requirements, especially core courses and undergraduate course deficiencies. If any required courses are waived, provide a letter from the Major Professor. This form, **Program of Study for Master of Arts and Master of Science Candidates**, must be submitted to the Graduate School by the Friday of the second full week of classes of the semester in which degree requirements are completed.
- \_\_\_\_\_ **Research Prospectus** must be approved by the Major Professor and Advisory Committee. A copy MUST be submitted to the Graduate Coordinator/Assistant for the student's records.
- \_\_\_\_\_ **Application for Graduation** ([http://gradschoolforms.webapps.uga.edu/form\\_types/1](http://gradschoolforms.webapps.uga.edu/form_types/1)) must be filed with the Graduate School. This form must be submitted no later than the Friday of the second full week of classes (first full week for summer) in the graduation semester.
- \_\_\_\_\_ **Approval Form For Master's Thesis, Defense, And Final Examination Master Of Arts And Master Of Science Candidates (3 Pages: Includes ETD Submission Approval Form)**
- \_\_\_\_\_ Candidate must register for at least three hours of thesis, ENTO 7300, prior to graduation, and be enrolled during the semester when the degree requirements are completed for Graduation.
- \_\_\_\_\_ **Thesis.** A draft of the Thesis should be submitted to Major Professor for approval and to Advisory Committee AT LEAST FOUR WEEKS before the defense presentation and oral defense exam.
- \_\_\_\_\_ **Thesis format check.** A complete Thesis draft must be electronically submitted by the deadline set by the Graduate School each semester – see <http://www.grad.uga.edu/academics/thesis.html> .
- \_\_\_\_\_ **Thesis Seminar and Examination.** Notify the Graduate Assistant AT LEAST TWO WEEKS in advance of the Thesis seminar and examination. Please provide the date, time, place and title of thesis. This information is sent to the Graduate School, and notification of the event will be distributed within the Department. The examination immediately follows the Thesis seminar.
- \_\_\_\_\_ **Final examination by Major Professor and Advisory Committee.** After the Thesis Seminar and oral examination, the **Final Defense Approval** form must be completed by Major Professor and Advisory Committee. A minimum of two positive votes are required for approval of both the defense of the thesis and the examination. Suggested changes to the thesis if requested must be approved by the Major Professor or members of the Advisory Committee before graduation.
- \_\_\_\_\_ **Final Thesis Submission.** The **Electronic Thesis and Dissertation (ETD) Submission Approval** form must be submitted along with the corrected original of the Dissertation to the Graduate School by the deadline set each semester – see <http://www.grad.uga.edu/academics/thesis.html>. The Graduate School and the Library DO NOT require bound paper copies of the Thesis for final submission for the completion of the degree. Copies for Department or Major Advisor? The Printing/Copying Services in the Tate Center print and bind copies of the Dissertation for a fee.
- \_\_\_\_\_ All of the above requirements for the M.S. degree completed and reported to the Graduate School, including submission of the final copy of the Thesis, AT LEAST ONE WEEK PRIOR TO GRADUATION.

**Entomology Graduate Program: Checklist for Ph.D. Degree**

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|                 |                    |
|-----------------|--------------------|
| Name            | Beginning Semester |
| Major Professor | Advisory Committee |

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**Date completed:**

- \_\_\_\_\_ **Major Professor** selected upon admission or changed \_\_\_\_\_
- \_\_\_\_\_ **Advisory Committee** appointed. The form, **Advisory Committee for Doctoral Candidates**, must be submitted to the Graduate School.
- \_\_\_\_\_ **Program of Study**. See course and credit hour requirements given above, especially core courses and undergraduate course deficiencies. If any department required courses are waived, provide a letter from the Major Professor. A preliminary program of study will be developed by the Major Professor and the doctoral student and approved by a majority of the Advisory Committee by the end of the student's first year of residence. The **Preliminary Doctoral Program of Study** form will be submitted to the Graduate Assistant and is NOT sent to the Graduate School.  
See below for the **Final Doctoral Program of Study** form that must be submitted before Graduation.
- \_\_\_\_\_ **Research Prospectus** must be approved by the Major Professor and Advisory Committee. A copy MUST be submitted to the Graduate Coordinator/Assistant for the student's department file.
- \_\_\_\_\_ **Comprehensive Examinations**. The written examination will be given first. The Major Professor will notify the Graduate Coordinator/Assistant in writing that the written exam was passed. Within one month, the oral examination will be given, and the Graduate Assistant/Coordinator must be informed AT LEAST TWO WEEKS in advance of the time and place, so that the Graduate School (**Announcement of Doctoral Oral Comprehensive Examination** form) and Department faculty can be notified. The student must be registered for the appropriate number of hours and have an approved Advisory Committee form and an approved Final Program of Study form on file with the Graduate School prior to this announcement. The Graduate School must be notified if the exam is postponed or the student fails the exam.
- \_\_\_\_\_ **Application for Graduation** ([http://gradschoolforms.webapps.uga.edu/form\\_types/1](http://gradschoolforms.webapps.uga.edu/form_types/1)) must be filed with the Graduate School. This form must be submitted no later than the Friday of the second full week of classes (first full week for summer) in the graduation semester.
- \_\_\_\_\_ **Doctoral Commencement Information** ([http://gradschoolforms.webapps.uga.edu/form\\_types/2](http://gradschoolforms.webapps.uga.edu/form_types/2))
- \_\_\_\_\_ **Application for Admission to Candidacy for Doctoral Degrees** form must be submitted to the Graduate School no later than the Friday of the second full week of classes (first full week for summer) in the graduation semester.
- \_\_\_\_\_ **Approval Form for Doctoral Dissertation and Final Oral Examination (3 pages including the ETD Submission Approval Form)**.
- \_\_\_\_\_ **Final Doctoral Program of Study** form must be submitted by the Friday of the second full week of classes of the semester in which degree requirements are completed.
- \_\_\_\_\_ Candidate must register for at least three hours of Dissertation credit, ENTO 9300, prior to graduation, and be enrolled during the semester when the degree requirements are completed for Graduation.
- \_\_\_\_\_ **Dissertation**. A draft of the Dissertation should be submitted to Major Professor for approval and to Advisory Committee AT LEAST FOUR WEEKS before the defense presentation and oral defense exam.

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**Dissertation format check.** A complete Dissertation draft must be electronically submitted by the deadline set by the Graduate School each semester – see <http://www.grad.uga.edu/academics/thesis.html>.

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**Dissertation Seminar and Examination.** Notify the Graduate Assistant/Coordinator AT LEAST TWO WEEKS in advance of the Dissertation seminar and examination. Please provide the date, time, place and title of thesis. This information is sent to the Graduate School, and notification of the event will be distributed within the Department. The examination immediately follows the Dissertation seminar.

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**Final examination by Major Professor and Advisory Committee.** After the Dissertation Seminar and oral examination, the **Final Defense Approval** form must be completed by Major Professor and Advisory Committee. A minimum of two positive votes are required for approval of both the defense of the Dissertation and the examination. Suggested changes to the Dissertation if requested must be approved by the Major Professor or members of the Advisory Committee before graduation.

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**Final Dissertation Submission.** The **Electronic Thesis and Dissertation (ETD) Submission Approval** form must be submitted along with the corrected original of the Dissertation to the Graduate School by the deadline set each semester – see <http://www.grad.uga.edu/academics/thesis.html>. The Graduate School and the Library DO NOT require bound paper copies of the Dissertation for final submission for the completion of the degree. Copies for Department or Major Advisor? The Printing/Copying Services in the Tate Center print and bind copies of the Dissertation for a fee.

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All of the above requirements for the Ph.D. degree completed and reported to the Graduate School, including submission of the final copy of the Dissertation, AT LEAST ONE WEEK PRIOR TO GRADUATION.