

**University of Georgia
Entomology Department**



Graduate Student Handbook

Updated June, 2018

Available Online at <http://www.ent.uga.edu/academic/GradStudentHbk.pdf>

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ADMINISTRATIVE INFORMATION

Websites

University of Georgia <http://www.uga.edu/>

Graduate School <http://grad.uga.edu>

College of Agricultural & Environmental Sciences <http://www.caes.uga.edu/>

Department of Entomology www.caes.uga.edu/departments/entomology.html

Department Address

Department of Entomology
University of Georgia
413 Biological Sciences Building
120 Cedar Street
Athens, GA 30602

Entomology Business Office – Biological Sciences Room 413

Contact Information and Duties for the Staff:

Michele Hatcher, Administrative Specialist II: (706) 542-2816 or dmichele@uga.edu.

1. Pre- and post-travel paperwork, reimbursements, and all other financial related questions or concerns
2. Departmental telephone representative
3. State and Federal Vehicle Receipts, Mileage Logs and Records
4. Mail distribution, shipping and receiving
5. Inventory, supplies and keys
6. Department list-serv co-manager
7. Departmental directory/photo board, poster printing and mailbox/room assignments

Nancy Jordan, Business Manager II: (706) 542-2282 or njordan@uga.edu

1. Research accounting
2. Monthly payroll
3. Instruction accounting
4. Backup for pre- and post-travel paperwork, reimbursements, and all other financial related questions or concerns

Sam Waychoff, Business Manager II: (706) 542-2276 or entoinfo@uga.edu

1. Payroll (hourly and student worker)
2. Departmental technical support/designated network liaison (wired network connections) and building access
3. Website design/maintenance (webmaster) and poster printing

4. Conference Room Scheduling (Room 412 & 526)

Sherry Wrona, Administrative Specialist II: 706-542-7059 or swrona@uga.edu.

1. Graduate Coordinator Assistant and Graduate School liaison
3. Graduate student correspondence, applications, records, and tuition waivers
3. Payroll (grad students) and affiliated paperwork
4. Course loading, course evaluations, student registration, overrides, etc.
5. Department list-serv co-manager
6. Room 426 usage/scheduling

Telephone

UGA Calls: Dial only the last 5 digits. For example, 706-542-2816 from a UGA phone would be 22816.

Local Calls: The University has its own phone system, so in order to make local calls off campus, you must dial “9” to get out, followed by the 10 digit phone number.

Long Distance & International Calls: To make long distance calls related to your studies or research, dial “9”, then “1”, followed by the telephone number.

Fax Machine – Department Office Fax Number 706-542-2279

The fax machine is located in the Business Office. Directions to send a fax are located on the front of the cabinet at the fax machine. Ask the office staff if you have any questions.

Copy Machine – Biological Sciences Room 412C

To use the copier, enter the **access code** – ask an office member for the code.

Student Computer Room

Computers are available for all students to use in the BioScience Learning Center (BLC) in Room 406.

UGA MyID <http://myid.uga.edu/>

Each UGA student is required to obtain a UGA MyID to access all of the University’s electronic database systems, including UGA email, Athena, Parking Services, Student Accounts, and more.

UGAMail <http://ugamail.uga.edu/>

Each UGA student receives a UGAMail account upon the creation of your UGA MyID, and it is your username @uga.edu. All official communications from the University, including important emails from the UGA Graduate School, will be sent to your UGA email address, so be sure to check this mail account frequently. You may either log directly into the mail system, or you may forward your UGA email to another personal account of your choosing.

Internet Access

Internet is available either by Ethernet cable in your assigned workspace, or via wireless access using PAWS

Mail and Shipping

Each student will be assigned a departmental mailbox. These boxes are located in the main department office, room 413. They can be accessed from inside the office during regular business hours, and by a letter combination from the hall outside the office outside of regular business hours.

U.S. and campus mail may be mailed in the office. 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 as well.

FedEx and UPS shipments will be delivered to the main department office for you to pick up. If you have a FedEx or UPS shipment that needs to be prepared and sent out, check with your Major Advisor first to see if they have the materials and/or an established account of their own to prepare the shipment. Otherwise, you can bring the item to the department office and get assistance from one of the office staff for preparing your shipment.

Conference Rooms – Biological Sciences Rooms 412A & 526

These rooms may be reserved for meetings by signing up on the conference room schedule website: <http://caes.uga.edu/departments/entomology/about/conference-room-schedules.html>

Students may obtain keys needed for office and laboratory access from the Departmental Office. Classroom and scope cabinet keys are available in the office, see Teri Berryman. Please see that classroom and lab doors are **locked**, and the lights turned off, when you are the last one to leave.

Building Access & Keys

You must have building access afterhours and on the weekends/holidays. See Sam Waychoff with your UGA card to receive building access. For keys please see Michele Hatcher.

Audio/Visual Equipment & Laptops

Students may check out audio/visual equipment and laptops from the Entomology Office, room 413, 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

Desk assignments are typically made by your Major Advisor. However, if no space is available in your Advisor's area, then the Department Head or Graduate Coordinator will assist with desk assignment.

Thefts and Suspicious Individuals

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.

If unknown, suspicious individuals are walking into classrooms, offices, or laboratories or something is stolen, please call the Campus Police Department: 706-542-2200.

Purchasing Supplies

Please see the office staff about any questions you have on purchasing laboratory supplies. Some are available locally from Central Resource Stores (CRS) (<https://research.uga.edu/crs/>). Supplies from CRS are usually delivered in 2-3 days, or on an emergency basis they may be picked up. A wider range of supplies is available online through UGA mart (<https://ugamart.uga.edu/UGAmart/index.jsp>) and accessed via your MyID account. Purchases from either source require an account number for direct charging. You can get an account number from your Major Advisor or from Nancy Jordan in the office.

UGA has State Contracts with various external vendors as well. A **purchase order** is required for purchases from external vendors EXCEPT for items paid with a P-Card. Please see Nancy Jordan 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. Please check with Michele Hatcher to obtain the per diem rates for food & lodging expenses for your area of travel.

In-State Travel: 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 Travel: At least ONE WEEK before your out-of-state trip, it is **mandatory** to complete a Request for Authority to Travel (or Travel Authority) form (https://busfin1.busfin.uga.edu/accounts_payable/travel_authority_emp.cfm) and submit to Michele Hatcher for further processing. If you are traveling to present research, please include the title of the work you are presenting in the detailed justification area of the form.

International Travel: At least TWO WEEKS before your out-of-state trip, it is **mandatory** to complete and submit a Request for Authority to Travel (or Travel Authority) form (https://busfin1.busfin.uga.edu/accounts_payable/travel_authority_emp.cfm) and submit to Michele Hatcher. If you are traveling to present research, please include the title of the work you are presenting in the detailed justification area of the form.

Expense Reimbursement: On completion of the travel, you should sign into the Accounts Payable Travel Expense Login site and prepare a Travel Expense Statement form that itemizes your reimbursable expenses (https://emer.prepare.uga.edu/accounts_payable/travel_expense_login.cfm). You must submit to Nancy Jordan receipts for lodging, airline tickets, shuttles/busses/cabs, car rental, gas, parking, and registration fees along with the travel expense statement for submission and reimbursement. You do not need receipts for food expenses, but no charges for alcoholic beverages can be included in meal expenses.

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 years of age or older and on the UGA payroll, will be permitted to operate a University vehicle. Only UGA employees are fully covered by insurance and a background check is required.

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

Speeding or Other Driving Violations: 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** parking spaces, not in faculty/staff spaces around the building. Vehicles are also not to be parked in loading dock areas outside of spaces marked for state vehicles.

Accidents: The Auto Liability Insurance Card in each department vehicle should be presented as insurance verification when asked by law enforcement personnel. Regardless of who is at fault, all accidents must be reported within 48 hours to the Claims Center. This requirement applies to all accidents involving state vehicles and all accidents involving state employees operating personal or rental vehicles while on official state business. The 24 hour toll free number to call is 1-877-656-7475. Time is of the essence; please do not delay reporting the claim because you do not have all of the information or the police report. Any additional information can be provided at a later date. The Claims Center will assign each accident a report number. Please also contact Vance Silcott, UGA Insurance and Claims Manager, with your report number. Vance can be reached at vsilcott@uga.edu or 706-425-3083.

The University of Georgia is self-insured through the Department of Administrative Services (DOAS) Risk Management for liability insurance, which provides coverage for injuries and/or property damage that you cause others while acting in the course and scope of employment.

This coverage is subject to Section 51-21-22(7) of the Tort Claims Act and the limits of this coverage are \$1,000,000 per person and \$3,000,000 in the aggregate. Coverage does not apply when you deviate from your official course and scope of duties.

Additionally, the Georgia Department of Administrative Services (DOAS) Risk Management recommends that all employees view the Auto Program Training videos. The first video is *Auto Liability Coverage* and will explain key information about auto coverage and whether a person is covered by the State Auto Liability Insurance program or their own personal insurance policy. The second video, *Driving Do's and Don'ts*, discusses best practices when operating a state vehicle or any vehicle on behalf of the state. Please view the videos at this link, scroll down to Auto Program Training videos: <http://doas.ga.gov/risk-management/risk-management-education-and-training>

If you have any questions about Auto Liability, please view this site: <http://www.busfin.uga.edu/administrative/vehicle.html>

STUDENT AMENITIES

Department Seminar

<http://www.caes.uga.edu/departments/entomology/about/seminars.html>

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 provide information about diverse 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://students.caes.uga.edu/current/clubs/h-o--lund-entomology-club.html>

This is our entomology club, named in honor of Dr. Horace O. Lund, our founding Department Head. The H.O. Lund Club is an informal student organization for professional development, outreach, social activities, and departmental service. The Department and H.O. Lund Club sponsor a social event for students, staff, and faculty at the beginning of fall semester. Each year, at the end of the spring semester, the Club organizes Lund Week (see below), a celebration of entomology at UGA, which includes student research competitions, social events, and an awards banquet with an invited speaker.

Insect Zoo <http://www.insectzoo.uga.edu/Home.html>

Dr. Shockley oversees the operation of an active Insect Zoo Outreach Program that goes to local schools and community organizations to talk about insects and to show live and

preserved specimens. Each year, the Department and our students host several insect educational community-wide events such as the Insectival and the Insect Zoo Open House.

Lund Week

This is a weeklong event honoring our founding department head, H. O. Lund, and celebrating the department's accomplishments of the previous year. It is organized by the Lund Club and takes place late in the spring semester. Lund Week includes a variety of student activities, such as research presentation competitions, entomological photography and art competitions, and social events. The week culminates with the Lund Banquet, featuring a visiting seminar speaker, award ceremony, and dinner. It is a great opportunity to mingle with other department members.

Graduate Travel Support

Graduate students are encouraged to attend professional meetings, especially to present their research. Meetings provide an excellent opportunity to become acquainted with professionals in your field, showcase your research, and develop presentation skills. There are several funding sources that support graduate student travel to meetings. Funds may also be available to attend workshops or support travel to research sites:

- Major advisor support through funded research projects
- Entomology Department or College of Agricultural and Environmental Sciences – contact the Graduate Coordinator with a specific request.
- Office of the Vice President of Research Foreign Travel Assistance Program provides assistance in the form of round-trip airfare for travel to foreign destinations specifically to participate in conferences for faculty, postdocs and graduate students. Awards are made through a competitive process. The deadlines will be as follows: the second Tuesdays in January, March, May, July, September and November. Complete a web-based form accessible from the [guidelines](#) posted on the OVPR webpage. Applicants should read the guidelines and FAQs before applying.
- 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 Assistant as early as possible to apply before the deadlines. This site has guidelines and deadline dates <http://grad.uga.edu/index.php/current-students/financial-information/travel-funding/>

Student Awards

At the end of each academic year (June) students are required to turn in an updated CV and annual progress report (details on these below), which are used to select our annual H.O. Lund Outstanding Student of the Year Awards. In typical years, we provide awards for outstanding achievement in: Professional Service, Teaching and Departmental Citizenship (M.S. & Ph.D.), and Scholarship & Research (M.S. & Ph.D.). Awards are announced at our annual Fall Party and include a cash prize. The H.O. Lund also sponsors awards for student competitions and are announced at the Lund Week Banquet.

The Entomological Society of America (ESA) (<http://entsoc.org/>), Southeastern Branch of ESA (SEB) (<http://entsoc.org/Southeastern>), and Georgia Entomological Society (<https://blog.caes.uga.edu/ges/>) each provide awards for the best oral and poster presentations at their annual meetings. Students can apply for these competitions when registering to attend the meetings. Other professional societies provide similar opportunities.

University, national, and regional organizations also hold annual competitions for awards. 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 & COLLEGE FACILITIES & FIELD SITES

Athens Campus

Biological Sciences Building: Teaching classroom in room 426, conference rooms in rooms 412A and 526, 12 constant temperature rooms, department office in room 413, and most faculty offices and labs

Poultry Science Building: Teaching classroom in Rm. 242 and some faculty offices & labs

Collection of Arthropods: Natural History Museum Building, 101 Cedar Street, Dr. J. McHugh and R. Hoebeke. <https://site.caes.uga.edu/ugca/>

Riverbend Research Building: College Station Road, Drs. K. Ross and R. Noblet

Pesticide-Free Greenhouse: College Station Road

Headhouse: next to greenhouse on College Station Road

Quarantine Lab: Horticulture Farm

Plant Sciences Farm: field plots near Athens

University Apiary and Honey House: Horticulture Farm, Dr. K. Delaplane

Griffin Campus <http://www.caes.uga.edu/campus/griffin/>

Tifton Campus <http://caes.uga.edu/campus/tifton/index.html>

UNIVERSITY SERVICES, SCHOOLS, AND FACILITIES

Division of Student Affairs

Many programs and services can be accessed through this site:

<http://studentaffairs.uga.edu/site/departments>

Center for Leadership and Service <http://cls.uga.edu/>

Disability Resource Center <https://drc.uga.edu/>

International Student Life <http://isl.uga.edu/>

LGBT Resource Center <http://lgbtcenter.uga.edu/>

Multicultural Services and Programs <http://msp.uga.edu/>

Recreational Sports <http://recsports.uga.edu/>

Student Veterans Resource Center <http://dos.uga.edu/svrc/>

University Health Center <https://www.uhs.uga.edu/>

University Housing <https://housing.uga.edu/>

Graduate School www.grad.uga.edu

210 S. Jackson St.

Athens, GA 30602

Front Desk/General Information – 706-542-1739

Admissions – gradadm@uga.edu

Enrolled Student Services – gradinfo@uga.edu

Recruitment & Diversity Initiatives – grecurit@uga.edu

Business Office – gsfinanc@uga.edu

Dean's Office – graddean@uga.edu

Science Library <http://www.libs.uga.edu/science/>

The University has an excellent Science Library in the Boyd Graduate Studies Building. Most journals are available online at the E-Journals website <http://libs.uga.edu/ejournals/>

Diana Hartle dhartle@uga.edu is a librarian in the Science Library serving as Entomology liaison. She is available to assist you with research needs.

Extensive databases and resources are available for Entomology:

<http://guides.libs.uga.edu/entomology-databases>

New books are on separate shelves for several weeks and the librarian will show you where these are located. Ask for a tour of the Science Library to see the facilities and 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.

Research Core Facilities <http://research.uga.edu/core-facilities/>

This site provides access to facilities that provide state-of-the-art equipment and services to university researchers. Contact facilities for rates and more information. The following facilities are important resources for our faculty and students.

Statistical Consulting Center (SCC) <http://stat.uga.edu/consulting>
Main Office: Rm. 203, Statistics Building, UGA Campus, 706-542-3286,
consult@stat.uga.edu.

Georgia Electron Microscopy <https://gem.uga.edu>

This facility is home to electron microscopy resources for training and conducting multi-disciplinary research. A highly knowledgeable technical staff with diverse backgrounds treats each client's unique scientific questions personally to maximize useful results. GEM prides itself on a broad mission of research, teaching, and service functions.

Biomedical Microscopy Core <http://bmc.uga.edu/>

This facility provides access to confocal, deconvolution, super resolution and other optical microscope systems that are useful for multicolor imaging of live and fixed cells and tissue samples, and high-content screening. This state-of-the-art microscopy facility serves UGA by providing microscopy related expertise, training and assistance for advancing their projects.

Georgia Genomics Facility <http://dna.uga.edu/>

This facility is the core sequencing and genotyping laboratory of UGA. Sequencing services include single tube and 96-well plate based capillary (Sanger) sequencing as well as [Next Generation DNA Sequencing](#). Our genotyping services include capillary fragment analyses (e.g., microsatellite DNA) and multiple platforms for SNP genotyping.

Proteomics and Mass Spectrometry Facility <http://pams.uga.edu/>

This facility is equipped with an ThermoScientific Orbitrap Elite mass spectrometer for high resolution and high mass accuracy analysis. It is coupled with a nano HPLC, increasing its capacity to analyze more complex protein mixtures. The facility also has a Bruker Autoflex MALDI for quick analysis of tryptic digests of pure proteins. The facility offers in-gel digestion and subsequence analysis for protein identification. The facility also has an in-house version of Mascot that provides customers with the option of loading a database to search for protein identification.

Environmental Safety Division <https://esd.uga.edu/>

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/>) for emergencies.

Office of Research Support Services <http://research.uga.edu/orss/>

View this site to find specific sites that provide access to state-of-the-art analytical instrumentation, chemicals, laboratory supplies and equipment, technical expertise, and cost-competitive services. ORSS offers such specialties as glass blowing and instrument design, fabrication and repair.

Georgia Advanced Computing Resource Center <http://gacrc.uga.edu>

The Georgia Advanced Computing Resource Center (GACRC) is the result of a collaborative partnership between the Office of the Vice President for Research and the Office of the Vice President for Information Technology.

The GACRC is administered by UGA's Enterprise Information Technology Services (EITS).

The Center provides to the UGA research and education community an advanced computing environment comprised of a high-performance computing and networking infrastructure located at the Boyd Data Center, a comprehensive collection of scientific, engineering and business applications, as well as consulting and training services.

Institute of Bioinformatics <http://bioinformatics.uga.edu/>

The key missions of this interdisciplinary Institute include (a) facilitating interactions and research collaborations between experimental biologists, genomics 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.

UGA's Graduate-Professional Student Association (GPSA) mission is "to build, support, and illuminate a strong, vibrant, and inclusive graduate and professional student community through programming, outreach, and advocacy"
<http://graduatestudents.org/>

The UGA Athens campus has been designated an arboretum. See <http://www.caes.uga.edu/departments/horticulture/research/uga-arboretum-walking-tour-of-trees.html> for a walking tour of trees on campus.

The State Botanical Garden of Georgia is part of UGA and located a few miles south of campus <http://botgarden.uga.edu/>

The Office of Sustainability <https://sustainability.uga.edu/> This unit is committed to "stronger communities and thriving natural systems". This office provides many opportunities to get involved with efforts to make UGA sustainable.

PROGRAM INFORMATION & REQUIREMENTS

The policies and requirements for current students described below are a summary of those covered in more detail at the Grad School website <http://grad.uga.edu/index.php/current-students/>. Other policies are set by the Entomology faculty. If you have questions or need help with a problem, please contact the Graduate Coordinator or Assistant.

An Orientation Seminar for new students is offered at the beginning of each Fall Semester. 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 or Summer semesters are expected to attend.

Most forms that will be necessary during the course of your program can be found at <http://grad.uga.edu/index.php/current-students/forms/> and are sorted by degree. The corresponding deadline dates for the current and two following semesters by which each item is due in order to graduate can be found at <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>. These are summarized in a checklist at the end of this document.

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 chair 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, an Advisory Committee form should be 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. A co-Major Professor also may be designated, but the Major and Co-Major Professors are counted as one committee member (i.e. you need a minimum of four members). For M.S. committees, the chair and at least one other member must be a member of the Graduate Faculty. The third member may be a member of the Graduate Faculty or a person with a terminal degree holding one of the following ranks in our department or another one at UGA: professor, associate professor, assistant professor, academic professional, public service assistant, public service associate, senior public service associate, assistant research scientist, associate research scientist, or senior research scientist. A UGA employee who holds such a rank or a terminal degree in his/her field may be appointed as a third member upon approval by the departmental Graduate Faculty and the dean of the Graduate School. The third member can also be a non-UGA faculty member with a terminal degree in his/her field of study, but requires approval by the Graduate School.

The Ph.D. committee must consist of a minimum of three members of the Graduate Faculty. Additional voting members may be appointed to the committee as above, including no more than one non-UGA faculty, who must hold the terminal degree in their field of study. Non-affiliated persons serving on the advisory committee must be nominated by the Graduate Coordinator and approved by the Graduate School. If there are more than three members, more than 50% must be members of the Graduate Faculty.

Major roles for the Major Professor and Committee include:

- 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

The Entomology Department requires that any student on an Assistantship for Fall and Spring semesters must register for 15 to 18 hours. The minimum for Summer Semester is 9 hours. Failure to register for the minimum credit hours can result in loss of tuition waiver associated with your Assistantship. Ph.D. students must be enrolled during the semester when the comprehensive examinations are taken. Graduate students must register for at least 3 hours of ENTO 7300 for Masters and ENTO 9300 for Doctoral credit 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. Students must register for at least 2 out of 3 semesters each academic year (Fall, Spring, Summer) in order to remain in compliance with the Graduate School enrollment policy, though registration every semester is required for any student on an assistantship in order to continue to receive stipend. Enrollment Policy: <http://grad.uga.edu/index.php/current-students/policies-procedures/academics/enrollment-policy/>

Degree Requirements

Residence: For both the M.S. and Ph.D. degrees, at least two consecutive semesters of enrollment and 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. degree must be completed within 6 years beginning with the first semester enrolled for graduate courses. A Ph.D. candidate must be admitted to candidacy within 6 years beginning with the first semester enrolled for graduate courses and then must complete the remainder of degree requirements within 5 years of admission to candidacy. 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 (see below), the following requirements must be met:

- **Thesis Research Prospectus.** The student will prepare a research prospectus in the style and length directed by the Major Professor and Advisory Committee. 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 and Advisory Committee until it provides a clear path for the student's research project. When completed, a copy should be submitted and filed in the student's office folder. This process provides all parties an opportunity to work together to identify any areas of concern and to agree on an approach to address those issues.

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 Graduate School Style Manual at <http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>

To graduate in a given semester, students must complete an 'application for graduation' at the beginning of the semester (this can be withdrawn if necessary) and meet several important deadlines related to thesis submission and scheduling the defense. 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 time, date, and place of the final examination may be scheduled with the department. 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. Graduation requirement deadlines for the current and two future semesters can be found at <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

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. **Please arrange your examination so that is available to Tifton, Griffin, and Athens campus via video conferencing. The current preferred technology is Zoom, but this is subject to change.** 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 videoconference. 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.

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 (lecture or laboratory) that has a substantial teaching component. Opportunities are offered each semester, including lab instructor positions (GLAs) to teach Biology courses (e.g. BIOL 1107 & 1108) and departmental TAs to assist with Entomology courses. Note that some assistantships (e.g. ENTO 2010) do not fulfill this requirement as students duties do not include providing lectures.
- **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 all parties an opportunity to work together to identify any areas of concern and to agree on an approach to address those issues.
- **Comprehensive (Preliminary) 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, the residency requirement met, and all coursework in the Program of Study completed before the Advisory Committee will administer the written and oral comprehensive examinations.
 1. **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.
 2. **Oral Examination:** Within one month of completing the written exam, the oral examination will be given. The Graduate Coordinator Assistant **must be informed at least two weeks in advance** of the time and place, so that the

Graduate School can post the examination date, prepare necessary paperwork, and notify interested parties. All members of the Advisory Committee must be present for the entire exam. All faculty members with the rank of Assistant Professor or higher may 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 Graduate School must be notified of the exam outcome, or if it is postponed.

- **Admission to Candidacy.** Following the successful passing of both the written and the oral comprehensive exams, the Admission to Candidacy form should be submitted to the Graduate School along with the comp exam results form.
- **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 Graduate School Style Manual at <http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>

To graduate in a given semester, students must complete an 'application for graduation' at the beginning of the semester (this can be withdrawn if necessary) and meet several important deadlines related to dissertation submission and scheduling the defense. 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 by the Graduate Coordinator Assistant. 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. Graduation requirement deadlines for the current and two future semesters can be found at <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

The Ph.D. candidate will give a seminar to the Department covering the Dissertation research followed by a final oral defense to the Major Professor, Advisory Committee, and any University faculty members wishing to attend the examination. **Please arrange your examination so that is available to Tifton, Griffin, and Athens campus via video conferencing. The current preferred technology is Zoom, but this is subject to change.** 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 videoconference. 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 of the latter two cases, 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 & ETD Submission Approval form must be submitted to the Graduate School AT LEAST TWO WEEKS PRIOR TO GRADUATION. The corrected Thesis/Dissertation must be submitted electronically, also AT LEAST TWO WEEKS PRIOR TO GRADUATION (specific deadlines are listed at <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>). 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 (nor will they accept) bound copies for completion of the degree. Print & Copy Services at the Tate Student Center (<http://tate.uga.edu/services/printcopy.html>) 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 form should be submitted to the Graduate Coordinator and Graduate School either following the submission of the Advisory Committee form or alongside the Advisory Committee form. 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 towards the hours required for the Graduate Program of Study. Completion of deficiencies will be noted in the annual Progress Report submitted by each student.

If the student believes that a prior course taken meets a noted deficiency, then the student may submit an email request for corrective action to the Graduate Coordinator (with the Major Professor copied) that includes information (e.g. syllabus) showing that one or more specific courses on their 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. In addition, M.S. students are required to take one additional ENTO 8000-level reading/discussion course, while Ph.D. students are required to take two. The department offers the following 'Core Courses' on a regular basis to ensure Program of Study requirements can be met on a timely basis:

	Semester	Year
ENTO 8570 Molecular Entomology	Fall	Even
ENTO 8050 Phylogenetics, Systematics, & Evolution	Spring	Even
ENTO 8500 Insect Ecology	Fall	Odd
ENTO 8820 Concepts in Integrated Pest Management	Spring	Odd

However, other Ento-8000 level courses can meet aforementioned requirements. See the Entomology course listings in the UGA Bulletin <http://bulletin.uga.edu/CoursesHome.aspx>

If a student has taken undergraduate or graduate level courses covering similar content, 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.

Masters Program of Study: The M.S. Program of Study approved by the Advisory Committee must be submitted to the Graduate Coordinator Assistant as soon as possible after the first year in residence. A minimum of 30 graduate credit hours must be taken consecutively to meet the residency requirement. A grade of C or better is required for a course to be accepted in the Program of Study and a student must maintain a 3.0 GPA to graduate. The following requirement must be met to satisfy the Program of Study:

- **Students must take at least 12 hours of credit from courses open only to graduate students:**
 - This excludes split level courses (e.g. 4000/6000), but includes 6000 level courses open only to graduate students.

- Up to 3 hours of ENTO 8900 Special Problems with any one instructor can count towards this requirement, to a maximum of 9 hours total
- Some courses open only to graduate student DO NOT COUNT for this category: These include ENTO 8000 Seminar, ENTO Research Discussion, ENTO 7000 Research, and ENTO 7300 Thesis.
- Example: A typical student taking ENTO 8010/8010L (5 hr), ENTO 8250 (3 hr) and the one additional required 8000-level (2h) reading course would thus need only 2 additional 'grad-only' credit hours (totaling 12) to satisfy requirements of this category.
- **Another 18 hours of graduate level credit must be taken:**
 - This includes split level courses (e.g. 4000/6000) taken at the 6000 level. For example, ENTO 6000 General Entomology may be recommended by the Major Professor/Advisory Committee and would count toward this category.
 - 3 hours of ENTO 7300 MUST be included on the Program of Study, but additional hours do NOT COUNT towards this requirement
 - Additional hours of ENTO 8900 Special Problems do NOT COUNT towards this requirement
 - Credit hours allowed on the Program of Study are 'capped' for the following, repeatable courses:
 - Only 2 hours of ENTO 8000 Seminar count
 - Only 2 hours of ENTO 8070 Research Discussion count
 - Only 6 hours of ENTO 7000 Research count
 - * when completing the Program of Study, only include the maximum allowable credit hours for each of these courses (e.g. for ENTO 7000 only put 6 hours)
- **Some courses do not count toward the Program of study.** These include GRSC 7770 and WIPP 7001 (although they are considered departmental requirements for teaching assistants), LLED 7768/7769 (although they may be required for international students in order to TA), and undergraduate courses (3000/4000 level), such as those taken to make up course deficiencies.

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 Coordinator and Graduate School PRIOR to taking the comprehensive examinations

- **Students must take a minimum of 16 credit 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 count towards this requirement, to a maximum of 9 hours total
 - Some courses open only to graduate student DO NOT COUNT for this category: These include ENTO 8000 Seminar, ENTO Research Discussion, ENTO 9000 Research, and ENTO 9300 Dissertation.
 - Example: A typical student taking ENTO 8010/8010L (5 hr), ENTO 8250 (3 hr) and the two additional required 8000-level (2h each) reading course would thus

need only 4 additional 'grad-only' credit hours (totaling 16) to satisfy requirements of this category.

- **Another 14 or more hours of graduate credit must be taken:**
 - This includes split level courses (e.g. 4000/6000) taken at the 6000 level. For example, ENTO 6000 General Entomology may be recommended by the Major Professor/Advisory Committee and would count toward this category.
 - 3 hours of ENTO 9300 MUST be included on the Program of Study, but additional hours do NOT COUNT towards this requirement
 - Additional hours of ENTO 8900 Special Problems do NOT COUNT towards this category.
 - Credit hours allowed on the Program of Study are 'capped' for the following, repeatable courses:
 - Only 2 hours of ENTO 8000 Seminar count
 - Only 2 hours of ENTO 8070 Research Discussion count
 - Only 6 hours of ENTO 7000 Research count* when completing the Program of Study, only include the maximum allowable credit hours for each of these courses (e.g. for ENTO 7000 only put 6 hours)
- **Some courses do not count toward the Program of study.** These include GRSC 7770 and WIPP 7001 (although they are considered departmental requirements for teaching assistants), LLED 7768/7769 (although they may be required for international students in order to TA), and undergraduate courses (3000/4000 level), such as those taken to make up course deficiencies.

Research Skills: Courses fulfilling the "Research Skills" requirement are determined by the Major Professor 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 or university level, 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 Entomology or other suitable departments. This course can be taken during the same semester as the first teaching assistant assignment. Please review teaching assistant policy at <http://www.ctl.uga.edu/pages/ta-policy> and services and programs at <http://www.ctl.uga.edu/#ta-services-and-programs>.

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

Incomplete Grades: 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 a grade of "F" (for A-F graded classes) or "U" for (Satisfactory/Unsatisfactory graded classes) if the course requirements are not completed within a year.

Ownership of Intellectual Property & Research Data

The University of Georgia subscribes to the general principle that ownership of intellectual property created by a student resides with the University. Provisions of a commercial or government sponsored research grant also may affect ownership of intellectual property obtained from research by a student funded by that grant. Students should be aware of the Intellectual Property Policy of the University of Georgia (<http://research.uga.edu/documents/intellectual-property/>). Graduate students will be given a fair opportunity to use data resulting from university or extramural sponsored research grants in the thesis or dissertation and subsequent publications. The use of such data is subject to the university's obligations with respect to those grants and a general obligation to publish the results of scientific investigation. Consequently, the student's right to control data collected under sponsorship is not exclusive. Typically, the student's original research notebooks or records must remain with the Major Advisor, but copies can be retained by the student, after completion of the degree. If a student wants to continue the research at another location, materials or other university resources can only be transferred with the permission of your major professor and may require completion of a Materials Transfer Agreement.

Academic 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. Students on Academic Probation must make an average GPA of 3.0 or higher each SEMESTER until their GPA ≥ 3.0 (when taken off probation). If a student on probation makes a semester GPA below 3.0 then they are 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, but the Major Advisor may increase this amount up to a maximum amount. Students on an assistantship are exempt from out-of-state tuition and must pay student fees along with a reduced tuition rate of \$25/semester and be enrolled for a minimum of 15 credit hours during 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 Coordinator every Fall and Spring semester. Policies and programs for TAs are coordinated by the Center for Teaching and Learning (<http://ctl.uga.edu/#ta-services-and-programs>) 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 to be assigned a TA. This course may be taken concurrently with the first TA assignment.
- **WIPP 7001.** Student TA for writing intensive courses (e.g. introduction biology lab courses) are required to take WIPP 7001 (Pedagogy of Writing).
- **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).

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 (RA's) by their major advisor. If such support is not available, please contact the Graduate 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.

UNIVERSITY RESOURCES FOR ENSURING NON-DISCRIMINATORY AND NON-THREATING WORK ENVIRONMENTS

Equal Opportunity Office

University of Georgia
119 Holmes-Hunter Academic Building
Athens, GA 30602
Phone: (706) 542-7912
Fax: (706) 542-2822
Email: ugaeoo@uga.edu
Hours: 8am to 5pm, Monday – Friday

Safe & Secure: A Guide for Students, Faculty, Staff, and Visitors of the University of Georgia: <http://safeandsecure.uga.edu/>

University of Georgia Non-Discrimination and Anti-Harassment Policy
<https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy>

University of Georgia Workplace Violence Policy
<http://safeandsecure.uga.edu/workplace.html>

Student Code of Conduct http://www.conduct.uga.edu/code_of_conduct/index.html

UGA Police Department <http://www.police.uga.edu/>
Contact: Non-Emergency 706-542-5813, Emergency 706-542-2200

University of Georgia Ombudspersons Program
<http://uga.edu/ombudsperson/index.html>
Student Ombudsperson: Karen Saunders 706-542-7774, ksaunders@uga.edu

ANNUAL PROGRESS REPORT

This form will be sent out after Spring Semester each year and must be submitted to the Graduate Coordinator Assistant by July 1st. The purpose is to document degree program progress and collect accomplishments for reporting and recruiting.

THREE STEPS TO COMPLETE THE ANNUAL REPORT:

- 1. FORM BELOW COMPLETED BY STUDENT AND SIGNED BY MAJOR PROFESSOR. Submit to Sherry Wrona as original, paper copy, or scanned PDF by email.**
- 2. SUMMARY OF ACCOMPLISHMENTS FOR THIS YEAR. Fill out form on next page and email to Sherry Wrona as pdf or word doc – paper copy not accepted.**
- 3. UPDATED CURRICULUM VITAE. Use or adapt format in the graduate student handbook. Email to Sherry Wrona as pdf or word doc – paper copy not accepted.**

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	

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, along with the Annual Report. The CV can follow other formats or the one below, as it is similar to the one required for applications competing for Entomological Society of America awards.

I. Curriculum Vitae

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. ½ page).

IV. Courses

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

CHECKLISTS FOR M.S. AND Ph.D. DEGREES

These checklists are provided for your personal 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. If you have additional questions, consult your Major Professor, Graduate Coordinator/Assistant.

NOTE: The required forms are available at <http://grad.uga.edu/index.php/current-students/forms/> and can be filled out by the student or by the Graduate Coordinator Assistant and must be submitted to the Graduate School by the Graduate Coordinator Assistant. Copies will be given to you and held in your department file. The corresponding deadline dates by which the forms must be at the Graduate School is found here <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

Entomology Graduate Program: Checklist for M.S. Degree

Name

Beginning Semester

Major Professor

Advisory Committee Members

Date Completed:

Major Professor selected upon admission or changed

Advisory Committee appointed and the form, **Advisory Committee (M.A. & M.S.)**, must be submitted to the Graduate School.

Program of Study completed and the form, **Program of Study (M.A. & M.S.)**, must be submitted to the Graduate School.

Research Prospectus 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 Form filed with the Graduate School by the Department Graduate Assistant. 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.

Register for at least 3 hours of ENTO 7300 thesis hours prior to graduation (can be completed your final semester). You must also be enrolled during the semester when degree requirements are completed for graduation.

Thesis Review. A draft of the Thesis should be submitted to Major Professor for approval and to Advisory Committee **AT LEAST TWO WEEKS** before the defense presentation and oral defense exam.

Thesis Format Check – see <http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/format-check/>

A Thesis draft must be electronically submitted for approval by the deadline set by the Graduate School for the semester of your intended graduation.

Thesis Seminar and Defense Examination. Notify the Graduate Coordinator 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 will be used to provide notification of the event to the Department. The examination immediately follows the Thesis seminar.

Final Defense Examination by Major Professor and Advisory Committee. After the Thesis seminar, successful completion of an oral examination with your Major Professor and Committee is required. A majority of positive votes are required for approval of both the Thesis itself and the defense examination. Suggested changes to the thesis if requested must be approved by the Major Professor or members of the Advisory Committee before graduation.

Master's Thesis and Final Examination Approval (M.A. & M.S.) Form. This form should be filled out and printed prior to the seminar and defense, and completed by the student, Major Professor, and Advisory Committee after the exam for submission by the Graduate Coordinator Assistant to the Graduate School by the deadline. The Graduate School must be notified if the exam is postponed or the student fails the exam.

Electronic Thesis and Dissertation (ETD) Submission Approval Form. The final corrected and approved version of your Thesis must be electronically submitted by the deadline set by the Graduate School for the semester of your intended graduation. The Graduate School and the Library DO NOT require (nor will they accept) bound paper copies of the Thesis for final submission for the completion of the degree. Print & Copy Services at the Tate Student Center (<http://tate.uga.edu/services/printcopy.html>) provides bound copies of the Thesis/Dissertation for a fee. Bound paper copies of the Thesis/Dissertation should be provided to the Department, Major Professor, and Advisory Committee members (if requested).

Application for Graduation Form – see Instructions at <http://grad.uga.edu/index.php/current-students/forms/>

Entomology Graduate Program: Checklist for Ph.D. Degree

Name

Beginning Semester

Major Professor

Advisory Committee Members

Date Completed:

Major Professor selected upon admission or changed

Advisory Committee appointed and the form, **Advisory Committee**, must be submitted to the Graduate School.

Program of Study completed. The form, **Preliminary Doctoral 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 Program of Study form will be submitted to the Graduate Coordinator Assistant and IS NOT sent to the Graduate School. The form, **Final Doctoral Program of Study**, must be submitted to the Graduate School *prior to* the scheduling of the Comprehensive Examinations, following the completion of the 30 hour residency requirement.

Research Prospectus approved by the Major Professor and Advisory Committee. A copy **MUST** be submitted to the Graduate Coordinator/Assistant for the student's records.

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 Coordinator Assistant must be informed **AT LEAST TWO WEEKS** in advance of the time and place to notify the Graduate School so the examination date and place can be posted, forms prepared, and the Department faculty 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.**

Following the written and oral examinations, each member of the advisory committee will cast a written vote of pass or fail on the examination. To pass each examination, the agreement of the advisory committee is achieved with no more than one dissenting vote. An abstention is not an appropriate vote for the comprehensive examination. The results of both examinations will be reported to the Graduate School within two weeks following the oral examination. The Graduate School must be notified if the exam is postponed.

Application for Admission to Candidacy Form. After passing both the written and the oral comprehensive exams, this form should 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.

Register for at least 3 hours of ENTO 9300 dissertation hours prior to graduation (can be completed your final semester). You must also be enrolled during the semester when degree requirements are completed for graduation, and have completed at least 10 hours of graduate-level credit following admission to candidacy (or be registered for at least 10 hours if being admitted to candidacy the same semester in which you are graduating).

Dissertation Review. A draft of the Dissertation should be submitted to Major Professor for approval and to Advisory Committee AT LEAST TWO WEEKS before the defense presentation and oral defense exam.

Dissertation Format Check – see <http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/format-check/>
A Dissertation draft must be electronically submitted for approval by the deadline set by the Graduate School for the semester of your intended graduation

Dissertation Seminar and Defense Examination. Notify the Graduate Coordinator Assistant 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 will be used to provide notification of the event to the Department. The examination immediately follows the Dissertation seminar.

Final Defense Examination. After the Dissertation seminar, successful completion of an oral examination with your Major Professor and Committee is required. A majority of positive votes

are required for approval of both the Thesis itself and the defense examination. Suggested changes to the thesis if requested must be approved by the Major Professor or members of the Advisory Committee before graduation.

Dissertation and Final Examination Approval Form. This form should be filled out and printed prior to the seminar and defense, and completed by the student, Major Professor, and Advisory Committee after the exam for submission by the Graduate Coordinator Assistant to the Graduate School by the deadline. The Graduate School must be notified if the exam is postponed or the student fails the exam.

Electronic Thesis and Dissertation (ETD) Submission Approval Form. The final corrected and approved version of the Dissertation must be electronically submitted by the deadline set by the Graduate School for the semester of your intended graduation. The Graduate School and the Library DO NOT require (nor will they accept) bound paper copies of the Thesis for final submission for the completion of the degree. Print & Copy Services at the Tate Student Center (<http://tate.uga.edu/services/printcopy.html>) provides bound copies of the Thesis/Dissertation for a fee. Bound paper copies of the Thesis/Dissertation should be provided to the Department, Major Professor, and Advisory Committee members (if requested).

Application for Graduation Form – see Instructions at <http://grad.uga.edu/index.php/current-students/forms/>