

**University of Georgia
Department of Entomology**



Graduate Student Handbook

Updated December 2022

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

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Welcome and Purpose of Handbook

To those students new to our MS and PhD programs, we welcome you to UGA, our department and our community. Students were selected to join our program because your intellectual and professional interests aligned with those of our program and its faculty. Each student is responsible for meeting all degree requirements on time and thus should be familiar with the policies and procedures outlined by the Graduate School and Entomology Program. The purpose of this handbook is to provide you with the information needed to successfully navigate your degree program. Your success adds tremendous value to the academic, professional and social environment we strive to create at UGA Entomology. Information and links change frequently, but this handbook is usually the best place to start.

A graduate education in Entomology can be life changing. You will develop research, writing, presentation, and thinking skills that will broadly enrich your life. Of course, graduate school can also be challenging and stressful. Your fellow students, the faculty and staff are all here to help to you succeed. We sincerely hope you enjoy your time at UGA.

Administrative Information

Important websites

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

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

College of Agricultural & Environmental Sciences (CAES) <https://www.caes.uga.edu>

Department of Entomology <https://ent.uga.edu>

Department address

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

Personnel Involved in Administering the Graduate Program

The **Graduate Coordinator** (presently Dr. Kerry Oliver) is member of the Entomology faculty who is responsible for the overall administration of the MS and PhD programs, implementing curriculum and policy, coordinating funding and otherwise guiding students through their academic program. The Graduate Coordinator serves as the official liaison between Entomology and the Graduate School, and is responsible for approving all documents and forms as students meet their degree requirements. The Graduate Coordinator serves on numerous committees that enhance graduate education.

The **Graduate Coordinator Assistant** (presently Erin Brinson) handles the day-to-day administration of the Entomology Graduate Program. The Graduate Coordinator Assistant maintains student records and reports, conveys important information and reminders on a regular basis, and is your first point of contact for procedural questions (e.g. forms, course registration). If you need to contact the Graduate School for any reason the Graduate Coordinator Assistant can assist you.

The **Graduate Program Advisor** (presently Dr. Trish Moore) offers independent advice and support to graduate students. This includes concerns over progress within your degree program as well as physical and mental health, and directing students to appropriate support services within UGA when needed. This role differs from the Graduate Coordinator who oversees the program as a whole and is primarily engaged with policy issues and from your major professor who serves as your primary professional and research mentor.

Graduate Program Faculty (GPF) Not all faculty can supervise graduate students. The Graduate School rules require that students' major professor (s) be a member of the GPF, which are elected by a vote of existing Entomology faculty. For co-advised students, one co co-advisor must be a faculty member in Entomology (including **courtesy appointments**) who also is a member of the GPF. In general, tenure-track faculty at UGA have GPF status in Entomology can be sole advisors, while other faculty (e.g., adjuncts, lecturers, research scientists on soft-money) with GPF status in Entomology often choose to be co-advisors.

Entomology Business Office – Biological Sciences Room 413

Contact Information and Duties for the Staff:

Business Manager II: (706) 542-7059 Position presently not filled. Until filled contact **Lilli Stagg** (see below)

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

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

1. State and Federal Vehicle Receipts, Mileage Logs and Records
2. Mail distribution, shipping and receiving
3. Inventory, supplies and keys
4. Department list-serv co-manager
5. Departmental directory/photo board, and mailbox/room assignments
6. Poster printing
7. Website content manager
8. Newsletter editor
9. Conference Room Scheduling

Lilli Stagg, Accountant: (706) 542-2282; lilli.stagg@uga.edu

1. Payroll (hourly and student worker)
2. UGAjobs (tem, hourly and student workers) and associated paperwork
3. Pre- and post-travel paperwork, reimbursements, and all other financial related questions or concerns
4. UGA mart carts/orders
5. P-Card orders

Erin Brinson, Administrative Specialist II: 706-542-2276; erinbrin@uga.edu

1. Graduate Coordinator Assistant and Graduate School liaison
2. Graduate student correspondence, applications, records, and tuition waivers
3. UGAJobs (grad students) and associated paperwork
4. Course loading, course evaluations, student registration, overrides, etc.
5. Department list-serv co-manager
6. Conference Room, room 426 and room 526 scheduling back-up

Basic things you need to know

Internet access. Internet is available either by Ethernet cable in your assigned workspace, or via WI-FI access using PAWS https://eits.uga.edu/network_and_phones/wireless/paws_secure/

UGA MyID https://eits.uga.edu/access_and_security/myid/ Each UGA student is required to obtain a UGA MyID to access all UGA's electronic database systems, including UGA email, Athena, library services, eLC, Parking Services, Student Accounts, and others.

UGAMail <https://ugamail.uga.edu/> Each UGA student receives a UGAMail account upon the creation of your MyID, and it is your username@uga.edu. All official communications from UGA, including important emails from the Graduate School, CAES and the Entomology Department are sent to this email address. **Check this email account frequently.** In addition to web-based email, you can use Microsoft Outlook (provided by UGA as part of the Office 365 suite -see link above) to view and send emails. You may also choose to forward your UGA email to another personal account of your choosing.

Listserv Entomology Graduate Students have a listserv ENTO-GRAD-L@LISTSERV.UGA.EDU. You are automatically added when enrolled but if you not getting emails then please contact the Graduate Coordinator Assistant.

eLC Most courses host materials in the online **eLearning Commons**, eLC. You will use eLC if you are taking a course, and you may also need to manage an eLC site if you are a TA. Documentation and help with eLC is available within the system. eLC can be accessed through **MyUGA Portal** <https://my.uga.edu/htmlportal/index.php?guest=normal/render.uP>

GradStatus is an interactive platform maintained by the Graduate School that facilitates communication among the Graduate School, academic departments/schools, students, and advisory committees. GradStatus contains **required forms** that you will need to complete and have approved to move through your program. You will also submit your thesis or dissertation through GradStatus. <https://grad.uga.edu/index.php/current-students/forms/>

Professional Education Portal (PEP) offers basic online training in a wide range of areas (e.g., lab safety, animal care and use, cybersecurity, motor vehicles, etc.). You will have to complete several modules during your graduate program. If you work with chemicals, then you need to catalogue those chemicals in the **Chematrix system**.

Athena is used to access your Student Account, register for classes, view class schedule or transcripts, add or drop classes, and clear registration holds. Athena can be accessed through **MyUGA Portal** <https://my.uga.edu/htmlportal/index.php?guest=normal/render.uP>

Software As a UGA student, you have access to various software (e.g., Microsoft Office, Zoom, SAS JMP, and much more.). Please refer to Enterprise Information Technology Services (EITS) https://eits.uga.edu/hardware_and_software/

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 – so 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.

Poster Printing. The department has a wide format printer available. Please contact Michele Hatcher to have a poster printed.

Conference rooms – Biological Sciences rooms 412A & 526. These rooms may be reserved for meetings by signing up on the conference room schedule website: <https://caes.uga.edu/departments/entomology/about/conference-room-schedules.html>

Building access & keys. Please see Erin Brinson or Lilli Stagg to have your UGA card coded for access to the building outside of normal operating times, including nights, weekends and holidays. If you need keys to any office or lab spaces within the building then please see Michele Hatcher.

Classroom and scope cabinet keys are available on a temporary basis from Michele Hatcher in the office. To prevent theft and save resources, please ensure that classroom and lab doors are **locked**, and the lights turned off, when you are the last one to leave.

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 BLC in Room 406 (Bio Sciences) and the Graduate School also has a 'Laptop Loaner Program' see <https://grad.uga.edu/index.php/current-students/laptop-loaner-program/>

Desk assignments are typically made by your major advisor. However, if no space is available in your advisor's area, then see Erin Brinson or Michele Hatcher.

Thefts and suspicious individuals. It is advisable to keep valuables out-of-sight in your desk, and closed (if not locked) as periodically we have had items stolen from offices in the building. If suspicious individuals are encountered in classrooms, offices, or laboratories or something is stolen, then please call the Campus Police Department: 706-542-5813

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/http://ovpr.uga.edu/orss/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 Lilli Stagg 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 Lilli Stagg 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 Lilli Stagg 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 and submit a Request for Authority to Travel (or Travel Authority) form (https://busfin1.busfin.uga.edu/accounts_payable/travel_authority_emp.cfm) and give it to Lilli Stagg complete and submit for authorization. If you will be presenting 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 through OneSource (https://busfin1.busfin.uga.edu/accounts_payable/travel_authority_emp.cfm) and give it Lilli Stagg to complete and submit for authorization. If you will be presenting 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 (https://emer.prepare.uga.edu/accounts_payable/travel_expense_login.cfm) and prepare a Travel Expense Statement form that itemizes your reimbursable expenses. You must submit receipts for lodging, airline tickets, shuttles/busses/cabs, car rental, gas, parking, and registration fees to the department accountant 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: 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 their access to the use of State vehicles revoked.

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 parking in the middle of any loading docks outside of the marked state vehicle spaces.

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

or email 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: <https://doas.ga.gov/risk-management/risk-management-education-and-training>

If you have any questions about Auto Liability, please view this site:

<https://insurance.uga.edu/vehicle/#:~:text=Auto%20Liability%20Insurance%20%2D%20Automobile%20Liability,contained%20in%20the%20State%20Tort>

Telephone calls using UGA landlines

Intra-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.

Copy and Fax machines are available in the business office for official business only. See staff for required codes.

Student computer room. Most students will have computer access in their lab spaces. However, computers are available for all students to use in the BioScience Learning Center (BLC) in Room 406.

Student Amenities and Opportunities

Department Seminar <https://ent.uga.edu/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 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 <https://site.caes.uga.edu/entoclub/> The H.O. Lund club is a graduate student led service- and social-oriented student organization. The Lund Club is dedicated to informing members of the latest advancements in the fields of entomology, providing a venue for professional and social interaction, and representing members in departmental, collegiate, and University councils and committees. The primary service provided by the Lund Club is **educational outreach programs** to local schools and UGA events in Athens-Clarke and the surrounding counties. The Department and H.O. Lund Club also sponsor events for students, staff, and faculty throughout the year. We strongly encourage student participation in this club. Dr. Kevin Vogel is presently the faculty advisor to the Lund Club.

Lund week is a yearly, weeklong event honoring our founding department head, Horace Odin Lund, and organized by the Lund Club. The event takes place in late spring semester with professional and social activities including student poster and oral research competitions, photo salon, entomological art competition, movie night, and student oral competition. Lund 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.

Insect Zoo. The department maintains a highly successful Insect Zoo Outreach Program that goes to elementary and middle school classes in local schools to talk about insects and show students both live and preserved specimens. The Lund Club frequently uses Insect Zoo material in their outreach efforts.

Graduate travel support. Graduate students are encouraged to present their research at local, regional, nation and international professional. Meetings provide an excellent opportunity for networking with relevant professionals that further professional goals. There are several ongoing funding sources that support graduate student travel to meetings or workshops. Funds are sometimes available to travel for research purposes. Numerous emails go with information about funding opportunities.

- The majority of travel funds will be provided by your major advisor through grant awards. The first step is to ask your major advisor to support your travel to a conference.

- If your advisor cannot fund your travel request, or do so only partially, there are other mechanisms available to you.
- For PhD students, the first course of action is to apply for funds through the Graduate School's Domestic Travel Grants program. See <https://grad.uga.edu/index.php/current-students/financial-information/travel-funding/> for information about eligibility and deadlines (which are rolling) so **plan in advance**. They also have a program for International Travel.
- The 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. Applicants should read the guidelines and FAQs before applying. <https://csci.franklin.uga.edu/sites/default/files/inline-files/OVPR%20Foreign%20Travel%20Assistance%20Program.pdf>
- The Entomology Department or College (CAES) also routinely support funding to present at conferences when other avenues have been exhausted. Please contact Erin Brinson with a specific request.

Student awards. There are many opportunities for student awards through the department, college, UGA, professional societies, federal agencies and NGOs. These awards recognize outstanding achievement in research, service, outreach and teaching. The department regularly sends out information regarding award opportunities. We encourage you to be proactive in applying for awards. Some awards you apply for directly (often with your major advisor), others involve departmental nominations (but you or your major advisor can indicate your interest in being nominated). Always carefully review eligibility requirements and the scoring rubric so that you can put forth an application with the best likelihood of success.

Below we list a subset of recurring opportunities that are available most years. To be competitive for these awards it is imperative to develop your CV as much as possible.

The **Entomological Society of America** (ESA) (<https://entsoc.org/>), Southeastern Branch of ESA (SEB) (<https://www.entsoc.org/membership/branches/southeastern>), and Georgia Entomological Society (<https://blog.caes.uga.edu/ges/>) 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. ESA/SEB also have annual awards for outstanding MS and PhD students. Other professional societies including Ecology, Evolution, and Microbiology also have student awards for their members.

The **Graduate School** offers numerous annual awards, including several (e.g. Dissertation Completion Award, Interdisciplinary and Innovative Research Grant) that are routinely awarded to Entomology students. Information on Graduate School awards can be found at <https://grad.uga.edu/index.php/graduate-school-award-recipients/>

The UGA Center for Teaching and Learning (CTL) has an **Outstanding Teaching Assistantship Award** <https://ctl.uga.edu/grad-student/teaching-awards/outstanding-teaching-award/>

CAES has the **Broadus Browne Award** for outstanding ‘communication of research’ for both MS and PhD students each Spring Semester. The **CAES Alumni Association** also has an annual Outstanding MS and PhD student awards offered each year (Fall semester).

The **Entomology Department** awards multiple scholarships annually as funds are available including:

Horace Odin Lund Scholarships

Herbert Ross Scholarships

Sparks Award for Outreach

The H.O. Lund Club and several UGA, 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.

Facilities, Schools and Sites Pertinent to Entomology Graduate Students

UGA is a public land grant (https://en.wikipedia.org/wiki/Land-grant_university) R1 (https://en.wikipedia.org/wiki/Carnegie_Classification_of_Institutions_of_Higher_Education) research institution that has outstanding facilities and resources. Below we list space that is frequently used by entomology personnel.

Key Entomology facilities and sites

Biological Sciences Building (120 Cedar St): The majority of faculty labs and offices are located on the 3rd, 4th and 5th floors of the Bio Sci Bldg. Additionally, the departmental offices are found in room 413, our main teaching classroom is room 426, and two conference rooms are located in this building (412A and 526 see above). This building also houses the Insect Zoo, numerous entomological displays on the 4th floor, 12 constant temperature rooms and other specialized research spaces.

Poultry Science Building (110 Cedar St): Teaching classroom in room 242 and some faculty offices & labs

The **UGA Collection of Arthropods (UGCA)** (<https://site.caes.uga.edu/ugca/>) is the official state repository of insects and terrestrial arthropods. It belongs to the Department of Entomology

and the Georgia Museum of Natural History and is located in the Natural History Building on Cedar Street, Drs. Joe McHugh and Rick Hoebeke oversee this collection.

The UGA Black Fly Research and Resource Center. Supported by the Entomology department and NIH and NIAID awards, this is the world's only black fly colony and is invaluable in providing support for black fly research. This facility is managed by Elmer Gray.

Entomology Greenhouses. Entomology has dedicated space in the CAES greenhouses, which are located in multiple locales around the Athens campus, including at the intersection of College Station and Riverbend Road. These facilities were modernized in 2022

<https://greenhouses.caes.uga.edu/>

UGA Bee Laboratory and Apiary is located at the University Horticulture Farm on Hog Mountain Road in Watkinsville. The Program Director is Dr. Keith Delaplane and the lab is managed by Jennifer Berry.

In addition to the Athens campus, UGA Entomology has faculty, staff and students at the **Griffin** (<https://www.caes.uga.edu/departments/griffin-campus.html>) and **Tifton** campuses (<https://tifton.caes.uga.edu/>). These locations are ideal for many types of field-based research, including studies critical to the continued success of agriculture in Georgia and worldwide.

UGA Resources Important to Graduate Students

The **Graduate School** <https://grad.uga.edu/> oversees all graduate programs at UGA. Their website has copious information regarding the policies and procedures regarding graduate education, including those pertinent to current graduate students (<https://grad.uga.edu/index.php/current-students/>), such as enrollment policy, student conduct, awards, student associations, important dates and deadlines and more.

The Graduate School is located in Brooks Hall, 310 Herty Drive, Athens, GA 30602. The Graduate School has several divisions, and often the Graduate Coordinator Assistant (Erin Brinson) or Coordinator will communicate with the Graduate School on your behalf. However, there may be times when you will want to contact them directly. For most questions (e.g. about graduation, advisory committees, program of study, admission to candidacy, transfer of credit) you will want to contact **Enrolled Student Services** gradinfo@uga.edu. If you are uncertain which division you need, then contact **general information** at 706-542-1739

The **Division of Student Affairs** <https://studentaffairs.uga.edu/> exists to ensure UGA students have the best learning experience possible. They oversee many important departments and programs and below we provide links to select services, but their general contact is askstudentaffairs@uga.edu, and phone is 706-542-3654.

1. **Student Care and Outreach** <https://sco.uga.edu/> SCO coordinates care and assistance to all students who experience hardship by providing tailored interventions. Contact info: 706-542-7774; sco@uga.edu
2. **University Health Center** <https://svrc.uga.edu/> student health center located at 55 Carlton St. information, patient portal, emergencies and after hour care. Contact info: General 706-542-1162; contact@uhs.uga.edu
24/7 Mental Health Support 706-542-2273
Sexual Assault Hotline (24/7) 706-542-SAFE
3. **Disability Resource Center** <https://drc.uga.edu/> The DRC professional staff work with students to assess their individual disability-related needs and to develop appropriate plans for academic accommodations and services. Contact info: 706-542-8719; drc@uga.edu
4. **Engagement Leadership and Service** <https://els.uga.edu/> ELS delivers programs, services, and events which strengthen students' connection to UGA, cultivate a sense of community, and empower students to be engaged and contributing leaders. Students can join and create student organizations, participate in and lead service opportunities, engage with leadership trainings and content. Contact Info 706-542-6396; ugaels@uga.edu
5. **International Student Life** <https://isl.uga.edu/> ILS seeks to internationalize the campus experience through services that aid international students in their transition to UGA (and life in the USA), events that promote cultural diversity and inclusivity, and provide leadership opportunities that promote global citizenship. Contact info 706-542-5867; isl@uga.edu
6. **Multicultural Services and Programs** <https://msp.uga.edu/> MSP works to create an inclusive campus. Contact info 706-542-5773; mspinfo@uga.edu
7. **Pride Center** <https://pride.uga.edu/> works to foster an informed, inclusive community for LGBTQIA+ individuals through collaboration, education and advocacy. Contact 706-542-4077; pride@uga.edu
8. **Recreational Sports** <https://recsports.uga.edu/> provides a range of physical activities to help fight stress of graduate school and life. Contact info 706-542-5060; recsports@uga.edu
9. **Student Veterans Resource Center** <https://svrc.uga.edu/> provides information, support and advocacy for student veterans. Contact info 706-542-7872; svrc@uga.edu

UGA Shirley Mathis McBay Science Library <https://www.libs.uga.edu/science> houses materials related to the natural, physical and life sciences, including medicine and technology. The library also hosts two **writing support spaces**. The **Writing Center** (room 201) for any student, faculty or staff member that needs help with the writing process, and **GradsWrite** for **graduate students only** including support groups and individual consultations.

Entomology has a **discipline specific librarian** (currently Kelsey Forester kelsey.forester@uga.edu) and extensive databases and resources curated specifically for Entomology:

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

Most journals are now available online and can be accessed the libraries search options:

<https://www.libs.uga.edu/>

UGA's Graduate Student Association (GSA) is composed of all fee-paying graduate and professional students at UGA and is the primary political and social body for graduate students. The Graduate Student Council is focused on advocating, connecting and empowering graduate students. Our current GSA representative is Emily Shelby (through 2023).

<https://els.uga.edu/uga-student-government/gradstudents/>

Core Facilities and Research Services <https://research.uga.edu/core-facilities/>

UGA hosts state-of-the-art equipment and services and graduate students are encouraged to take full advantage of these. Full details are found at the above link, but we highlight several regularly used facilities and services below. Contact facilities for rates and more information.

Statistical Consulting Center (SCC) <https://www.stat.uga.edu/statistical-consulting-center-0>
Room 339, Brooks Hall, Athens Campus, 706-542-3286, consult@stat.uga.edu. The SSC offers graduate students (mentors encouraged to attend) a **free first consultation** for their project. Additional meetings are charged a reasonable rate.

Georgia Genomics and Bioinformatics Core <https://dna.uga.edu/> is UGA's core laboratory for nucleic acid sequencing and bioinformatics. Services include Illumina MiSeq and NextSeq, and PacBio Sequel. Contact info 706-542-6409; ggbc@uga.edu

Georgia Electron Microscopy <https://gem.uga.edu/> provides expertise and training in the use and application of electron and optical microscopy methods. GEM is now located in the STEM Building 1 (302 E Campus Rd, Athens campus) rooms 1001-1017. Contact info 706-542-4080; gem@uga.edu

Biomedical Microscopy Core <https://bmc.uga.edu/> 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. This facility is located in Coverdell Center, room 164. 706-542-4779.

Proteomics and Mass Spectrometry Facility <https://pams.uga.edu/> is equipped with a 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 subsequent 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. Contact 706-542-9454; drp@uga.edu. Located in STEM 1 room 1053.

Environmental Safety Division (ESD) <https://esd.uga.edu/> works closely with the university community to foster a safe working environment for employees, students and visitors. Policies and practices are established to reflect current knowledge and governmental regulations. Through education, training, on-site audits, meetings, consultations, and recommendations, ESD is striving to provide a quality environment for this institution. Please see the website for information on use and training required for hazardous materials and radiation. Contact info: 706-542-3000.

Research Support Services <https://research.uga.edu/orss/> provides products and services that support research. These include research stores to purchase chemical and laboratory supplies <https://research.uga.edu/orss/research-stores/>, ordering oligonucleotides through IDT (Integrated DNA Technologies) <https://research.uga.edu/oligo/>, and instrument design/fabrication and a glass blowing shop.

Georgia Advanced Computing Resource Center <https://gacrc.uga.edu/> 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 Center provides high-performance computing and networking infrastructure located at the Boyd Data Center, a comprehensive collection of scientific applications, as well as consulting and training services.

Institute of Bioinformatics <https://iob.uga.edu/u/> facilitates cutting-edge interdisciplinary research in bioinformatics/computational biology and its application. The IOB trains graduate students to tackle complex biological problems which utilize omics or other complex data types. Their goal is for students to attain mastery and leadership in this rapidly evolving, interdisciplinary field. The IOB offers a Graduate Certificate in Bioinformatics to students enrolled in Entomology.

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

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

The UGA Athens campus is among the most beautiful in the nation. Stately, noble trees provide human scale, a sense of place, cooling shade, and tranquility. The mission of the **Campus Arboretum** is to provide biologically diverse and aesthetic plant collections. Walking tours with named plants (a great stress reliever) can be found at <https://sustainability.uga.edu/community-engagement/campus-arboretum/>

Expectations and resources for ensuring non-discriminatory and non-threatening work environments

Students are expected to demonstrate professional behavior while enrolled in our graduate program and to act in a manner that demonstrates integrity and respect for others and the campus environment. Students must adhere to all UGA policies governing research and academic conduct, non-discrimination and anti-harassment, and workplace violence. Links to these policies, and related resources are below.

Academic Honesty

https://honesty.uga.edu/_resources/documents/UGA_AH_Policy_2022.pdf

Student Code of Conduct <https://conduct.uga.edu/policies/>

UGA Non-Discrimination and Anti-Harassment Policy

https://eoo.uga.edu/civil_rights_NDAH/ndah-policy/

UGA Workplace Violence Policy <https://safeandsecure.uga.edu/workplace-violence/>

Equal Opportunity Office <https://eoo.uga.edu/> ensure UGA compliance with all applicable laws and policies regarding discrimination and harassment on the basis of race, sex (including sexual harassment and pregnancy), gender identity, sexual orientation, ethnicity or national origin, religion, age, genetic information, disability or veteran status. They are located in 278 Brooks Hall on the Athens campus. Contact info 706-542-7912; ugaeoo@uga.edu

Safety in University Facilities <https://safeandsecure.uga.edu/safety-in-university-facilities/>

Safety and Security Online <https://safeandsecure.uga.edu/network-security/>

Preventing and Responding to Sexual Assault <https://safeandsecure.uga.edu/sexual-assault/>

University of Georgia Ombudspersons Program <https://ombuds.domain-account.com/>
Student Ombudsperson: Charisse Harper 706-542-8544, charper@uga.edu

UGA Police Department <https://www.police.uga.edu/>

For emergencies call **911**

For non-Emergency 706-542-5813

Program Information and Requirements

Much of your graduate program will be decided in consultation with your advisory committee, and typically goes beyond coursework. However, in addition to the requirements determined by your advisory committee there are specific curricular requirements put forth by the Graduate School and the Department that must be satisfied to complete your degree. If you have questions regarding your personal Program of Study contact your major professor, but if you have

questions about departmental or Graduate School policies, then please contact the Graduate Coordinator or Assistant.

An **Orientation Seminar** led by the Graduate Coordinator for new students is offered at the beginning of the Fall Semester each year. This seminar is designed to acquaint new 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. Watch out for a scheduling email early in the Fall semester.

Many forms, including advisory committee, program of study, and defense examination forms are required to complete your graduate degree. Most of these forms are online and are completed through **Grad Status**. To complete any required form, simply go to this link: <https://grad.uga.edu/index.php/current-students/forms/> and click on the appropriate form. This will take you to Grad Status where you will log in using your MyID to complete the form. If you have any questions about the forms please contact the Graduate Coordinator Assistant.

Each student is required to have a **major professor** (aka major advisor) for admission to the Entomology Graduate Program. The major professor serves as the official advisor to the student and chair of the student's advisory committee. The major professor is the primary professional and research mentor and the student is generally housed in the major professor's space.

Mentor/Mentee relationships. Your relationship with your major professor (s) is important. This relationship can be extremely rewarding, and unfortunately, it can also be challenging at times. Open communication is often key to a successful partnership. Remember that their success is tethered to your success, so they want to help you succeed. Hence, the department encourages students and faculty to work together to **develop Individual Development Plans (IDP)** which establish and track both short- and long-term goals for career development, and/or **Mentor/Mentee compacts** which facilitate ongoing discussions regarding mutually agreed goals and parameters of the relationship. IDP and Mentor/Mentee templates are available at: https://grad.uga.edu/index.php/current-students/individual-development-plan-and-mentor_mentee-compacts/

Conflict resolution. Conflicts may sometimes arise between you and your major professor. In most instances, you will be able to resolve these on your own. However, these conflicts may occasionally be more significant and you may need advice or assistance in navigating the situation. We first encourage you to reach out to anyone you trust to gain advice and guidance. In particular, we hope that you will reach out to the Graduate Program Advisor, the Graduate Coordinator, and/or the Department Head, who can offer advice or serve as a mediator to help resolve the conflict. In some cases involving more serious conflict, the Office of Legal Affairs, Human Resources, the Equal Opportunity Office, including the UGA Ombudspersons may need to become involved.

While unusual, a student can petition to change major professor by submitting a written request with reasons to the current advisor, the proposed advisor, and the Graduate Coordinator. The request will be reviewed and a resolution provided in a timely fashion.

GradFIRST University requirement. Students starting Fall 2022 or later must complete a 1-credit **GradFIRST** seminar (GRSC 7001) during fall or spring of their first year. These seminars focus on professional development and engagement/networking opportunities. For more info please see <https://grad.uga.edu/index.php/gradfirst/> Per Graduate School policy GRSC 7001 does not count toward graduate credit hours in your Program of Study (see below).

Advisory Committee. The advisory committee along with the major professor share responsibilities to monitor graduate student progress and guide the student toward timely completion of their degree program. Each student must establish an **advisory committee** in consultation with the Major professor. Once the committee has been established, complete the advisory committee form (G130) through Grad Status <https://grad.uga.edu/index.php/current-students/forms/>. The form will be routed to the Graduate Coordinator and Graduate School for approval.

Key roles for the major professor and advisory committee include:

- Frame and approve a Program of Study
- Assist in developing a plan for research, which will be outlined in a prospectus
- Evaluate progress of Program of Study and research objectives
- Administer written and oral preliminary exams students in the PhD program
- Review manuscripts and the thesis or dissertation submitted for the degree
- Attend oral presentation of research accomplished for the degree (defense), and administer a final defense exam

MS committee requirements. The MS advisory committee requires at least three members, with the chair and at least one other member being a **Graduate Program Faculty** member. The third member may be a person with a terminal degree holding one of the following ranks at UGA: assistant professor, associate professor, professor, academic professional, senior academic professional, public service assistant, public service associate, senior public service associate, assistant research scientist, associate research scientist, or senior research scientist. The third member can also be a non-UGA faculty member with a terminal degree in his/her field of study (see above), but no more than one non-UGA committee member may be appointed as a voting member. If there are more than three members on the committee, a majority must be members of the GPF.

Doctoral Committee requirements. The doctoral committee must consist of three **Graduate Program Faculty** members with the major professor serving as chair of the committee. Additional voting members may be appointed to the committee, but no more than one non-UGA faculty member (see details below). If your committee has more than three members, then greater than 50% must be GPF. UGA employees holding the following ranks may serve on doctoral committees: assistant professor, associate professor, professor, academic professional, senior academic professional, public service assistant, public service associate, senior public service associate, assistant research scientist, associate research scientist, and senior research scientist. Instructors and lecturers may not serve on advisory committees unless they have GPF status. **Co-major professors** (limited to two) may be appointed to an advisory committee provided both are GPF (and they may comprise two of the three required members of an

advisory committee). Both co-major professors must sign all forms that requires the signature of an advisory committee chair.

In addition to UGA committee members, a person having no official relationship with UGA may serve as a voting member on the advisory committee after nomination by the graduate coordinator and approval of the dean of the Graduate School. When nominating a non-affiliated person, the graduate coordinator must submit the nominee's current resume/CV with an advisory committee form and a letter addressed to the dean of the Graduate School explaining why the services of the non-affiliated person are requested. A nominee must have a terminal degree in their field and distinguished academic credentials in the field of study.

Enrollment Requirements. The Graduate School requires that any student on an assistantship must register for a minimum of 12 credit hours in Fall and Spring semesters and 9 credit hours in summer. Failure to do so will result in the cancellation of your tuition waiver. The department, however, requests that students on an assistantship enroll for **18 credit hours each Fall and Spring semester, and 12 hours in the summer** because our department benefits financially from these hours while it will not cost you more. For example, once you have registered for formal classes, you will fill in the rest of your schedule with the departmental seminar (ENTO 8000) and research hours (ENTO 7000 for MS or ENTO 9000 for PhD) to create a schedule with 18 hours.

Graduate students not on an assistantship must register for at least 3 credit hours during any semester in which they use UGA facilities and/or faculty/staff time. This includes semesters in which they are completing comprehensive examinations and defending a thesis or dissertation. 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 continuous enrollment policy, though registration every semester is required for any student on an assistantship in order to continue to receive assistantship pay. Enrollment Policy:

<https://grad.uga.edu/index.php/current-students/enrollment-policy/>

The Graduate School has several other requirements:

- 1) you must maintain a GPA of 3.0 (else you'll be placed on academic probation-see below);
- 2) only grades of C and above will count towards your Program of Study;
- 3) any "incomplete" grade will convert to an F if it is not completed and re-graded within three semesters.

Residency Requirement: For the PhD, a minimum of 30 hours of continuous course work must be spent in resident study at UGA and included on Program of Study. In addition, a minimum of three full years of study and research beyond the bachelor's degree is expected for the PhD degree.

Time Limits: All requirements for the MS degree must be completed within 6 years of matriculation. A PhD candidate must be admitted to candidacy within 6 years of matriculation and then must complete the remainder of degree requirements within 5 years of admission to candidacy. A PhD 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 departmental records. It must provide a written summary of extenuating reasons and timeline to complete the degree requirements.

Extension of Time: A special request for an extension on the six-year expiration of coursework or the five year expiration of candidacy may be made to the dean of the Graduate School. This request must include specific reasons that the student did not complete requirements in the time allotted by Graduate School policy. A petition of this type must include 1) a specific timeline for the completion of requirements, 2) an approved advisory committee form, if required for the degree, 3) an approved program of study and a letter of support from both the graduate coordinator and the major professor.

Leave of Absence: A leave of absence provides a mechanism for students experiencing unusual circumstance to be temporarily exempt from the continuous enrollment policy. A leave of absence requires approval of the graduate coordinator and the dean of Graduate School and will be granted only for good cause such as serious health-related issues, major financial and employment issues; pregnancy, childbirth, child care, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study. An approved leave of absence does not stop the clock unless the leave is granted for pregnancy, childbirth or adoption (see below): time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought.

Masters Program: the following requirements must be completed for the MS degree:

- ***Thesis Research Prospectus.*** The student will prepare a research prospectus in the style and length suggested 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 must be submitted to the Graduate Coordinator Assistant to become part of the student's record. This process provides all parties 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 undertaken. Ideally the prospectus is completed by the end of year 1.
- ***Program of Study.*** The POS is prepared in consultation with the major professor and advisory committee and must note and rectify any course deficiencies (noted in your offer letter), list courses required to complete the current degree, and any research skills required by your advisory committee. See details below.
- ***Thesis and Final Defense Examination.*** The MS 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 thesis chapters. Data or results not warranting publication but supporting the research should be given in an Appendix. The Thesis must be organized and formatted as given in the Graduate School Style Manual <https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/>

The Graduate School requires that you need to notify the Graduate Coordinator Assistant AT LEAST TWO WEEKS in advance of the thesis defense seminar and examination and provide the date, time, place and title of your thesis. For these reasons, your thesis needs to be submitted to the major professor and advisory committee MORE THAN TWO WEEKS PRIOR TO THE DEFENSE so that you provide them with adequate time to deem the thesis acceptable before scheduling the defense.

A 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 <https://grad.uga.edu/index.php/current-students/important-dates-deadlines/>. The version you submit for format checking should be complete, but does not need to be the final polished thesis as their function is to confirm your thesis is properly formatted for publication following their guidelines <https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/>.

The MS candidate will give a defense seminar to the Department, which is open to the public, covering the thesis research. Please arrange your examination so that it is available to Tifton, Griffin, and Athens campus via Zoom or whatever current video conferencing platform is standard at the time of your defense. If you choose to use another means of video conferencing please test beforehand to confirm it works well. The public thesis defense will be followed by an oral exam administered by the advisory committee.

All members of the advisory committee must be present for the entire defense. The student and Chair of the committee must be present in person for both portions of the defense. Other committee members can participate via video conference. If the major professor is not able to attend the defense in person, they can designate a substitute chair who is a current member of the committee. Under special circumstances, the defense can be held completely remotely if approved in advance by the Graduate Coordinator and the Department Head.

Doctoral Program: the following requirements must be completed for the PhD degree:

- **Teaching Experience.** Students must serve as a Teaching Assistant for at least one course or section of a laboratory course that contains significant interactions with students. If you are unsure if your TA assignment meets this criterion then please ask the Graduate Coordinator.
- **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 must be submitted to the Graduate Coordinator Assistant to become part of the student's record. 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 undertaken. Ideally, the prospectus is completed before the end of the 3rd semester.

- **Program of Study.** The POS is prepared in consultation with the major professor and advisory committee and must note and rectify any course deficiencies (noted in your offer letter), list courses required to complete the current degree, and any research skills required by your advisory committee. PhD students complete both a preliminary and final POS (details below).

Comprehensive (aka Preliminary or Qualifying) Examinations. A student must pass comprehensive written and oral examinations, administered by the advisory committee, before being admitted to candidacy for the degree. Students are expected to take the examinations after 2 to 3 years of residency. Exceptions will be considered on an individual basis. **Before the oral exam can be scheduled a Final Program of Study (see below) must be submitted and approved by the advisory committee, Graduate Coordinator, and Graduate School.** All pre-requisites set as a condition to admission (i.e. course deficiencies) must be satisfactorily completed, and the residency requirement met before the exams can proceed.

1. **Written Examination:** The major professor will solicit written questions from advisory committee members covering the body of knowledge appropriate for the individual student (i.e. related to the prospectus topic) and then administer the examination. The standard format is for the major professor to assign one set of questions from an advisory committee member per day. Instructions may indicate the expected length of the answer and/or how much time the student is allowed in preparing the answer. Instructions will also indicate whether the questions are "open book" such that original answers can be developed from print and internet resources, or "closed book" allowing no access to outside resources. The written portion of the examination must be completed within five calendar days. A minimum of three written questions (or question sets) is required, but for larger committees, there is no requirement that all committee members provide questions sets. Hence, a committee with 5 members could choose to provide 3, 4 or 5 written questions. Students are encouraged to discuss the format of the written exam with their advisory committee and speak with individual committee members to ascertain the range of topics they may be asked about.

Answers to each written question 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 Coordinator Assistant in writing the outcome of the written exam.

2. **Oral Examination:** Within one month after the completion of the written exam, the oral examination will be given. The Graduate 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 for the committee. All members of the advisory committee must be present for the entire exam. And while the student and major professor must appear in person, other members can attend remotely. Under unusual circumstances, the entire oral examination can occur remotely with the prior approval of the Graduate Coordinator and Department Head. Note that Graduate School policy indicates that the oral exam is open to all members of the faculty, but in practice attendance outside of the advisory committee is rare. Questions in the oral exam 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 if the exam is postponed or the student fails the exam.
- **Admission to Candidacy.** Admission to candidacy for a doctoral student is typically requested immediately after successful completion of the comprehensive oral examination. The following lists the requirements for admission to candidacy:
 1. all prerequisites set as a condition of admission have been satisfactorily completed
 2. research skills requirements, if applicable, have been met
 3. the final Program of Study has been approved by the advisory committee, the Graduate Coordinator, and the Dean of the Graduate School
 4. a GPA average of 3.0 (B) has been maintained for all graduate courses taken and for all completed courses on the POS (no grade below C may be included on the final POS)
 5. written and oral comprehensive examinations have been passed and reported to the Graduate School
 6. the advisory committee, including any necessary changes in the membership, is confirmed and all members have been notified of their appointment
 7. a dissertation prospectus has been approved (and on file in the department)
 8. the residence requirement has been met.
 - **Dissertation and Final Defense Examination.** The dissertation must be written in a form and style acceptable to the major professor and advisory committee and according to the Graduate School Style Manual (see below). 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 Graduate School requires that you need to notify the Graduate Coordinator Assistant AT LEAST TWO WEEKS in advance of the thesis defense seminar and examination and

provide the date, time, place and title of your dissertation. For these reasons, your dissertation needs to be submitted to the Major professor and advisory committee **MORE THAN TWO WEEKS PRIOR TO THE DEFENSE** so that you provide them with adequate time to deem the dissertation acceptable before scheduling the defense.

A 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 <https://grad.uga.edu/index.php/current-students/important-dates-deadlines/> Note that the version submitted for format checking should be roughly complete, but does NOT need to be the final polished thesis as their function is confirm your document is properly formatted (i.e. they are not evaluating the content) for publication following their guidelines <https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/>.

The PhD candidate will give a defense seminar to the Department covering the research followed by an oral defense exam administered by the advisory committee. Please arrange your examination so that is available to Tifton, Griffin, and Athens campus via Zoom or whatever current video conferencing platform is standard at the time of your defense.

All members of the advisory committee must be present for the entire defense. The student and Chair of the committee must be present in person for both portions of the defense. Other committee members can participate via video conference. If the major professor is not able to attend the defense in person, they can designate a substitute chair who is a current member of the committee. Under special circumstances, the defense can be held completely remotely if approved in advance by the graduate coordinator and the department head.

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 MS or PhD candidate must be enrolled for 3 or more hours during this semester (If you are on an assistantship then enroll for the 15-18 credit hours as you would normally). 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 <https://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 (gradinfo@uga.edu) 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 Library do not accept bound copies for completion of the degree. Print & Copy Services at the Tate Student Center provides bound copies of the thesis/dissertation for a fee -see link at <https://tate.uga.edu/print-and-copy/>. 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 via a parcel delivery service or campus mail.

Program of Study

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 at the undergraduate or graduate level during their graduate tenure (AT UGA or elsewhere). These deficiencies will be noted in the Letter of Admission (aka offer letter) from the Department that each student receives. Courses in Microbiology, Cellular or Molecular Biology may be substituted for the Biochemistry deficiency. If you are notified that you have a course deficiency but think that a course you have previously completed meets the requirement, then notify the Graduate Coordinator explaining this with a copy of the course syllabus. The decision for the exemption will be sent to the student and entered into the student's department records.

Note that any course deficiencies rectified by taking undergraduate courses at UGA will not count towards the hours required for the Graduate Program of Study, nor will the grades from these courses impact your graduate GPA. Course deficiencies rectified by graduate coursework do count toward the Program of Study and also impact your graduate GPA. Completion of deficiencies will be noted in the Annual Progress Report submitted by each student and included on the POS form.

Required Courses. PhD students are required to take both ENTO 8010 **Insect Taxonomy** and ENTO 8250 **Insect Physiology**, while MS students are required to take *either* ENTO 8010 Insect Taxonomy or ENTO 8250 Insect Physiology. Note the these are baseline departmental requirements and your advisory committee may require that a MS student take **both** courses. Students must receive a passing grade (C or better) in core courses. If a new student has taken courses covering a similar area at another institution, then the corresponding 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.

In addition, MS students are expected to take at least one 8000-level reading/discussion courses and PhD students are required to take at least two. A full list of Entomology courses can be found in the UGA Bulletin (<https://www.bulletin.uga.edu/CoursesHome>). The following **core**

courses are listed here because one is offered each semester (allowing you to better plan your POS) but other 8000-level ENTO courses (e.g. ENTO8150) meet this requirement.

Core Courses (2 credit hours each)	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

Research Skills: Courses fulfilling the “Research Skills” requirement are determined by the student, major professor, and advisory committee. Coursework may include but not necessarily be limited to statistics, bioinformatics, microscopy, and molecular techniques.

Note that some courses are not allowed by the Graduate School to count toward the Program of Study even though they may be required for all or some students. These include GRSC 7001 (GradFirst seminar), GRSC 7770, WIPP 7001 and LLED 7768/7769; one or more of which are required for Teaching Assistant assignments.

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, admission to candidacy, or consider requests for assistantship or travel funding until rectified. An “Incomplete” grade is automatically 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.

Masters Program of Study: MS students should discuss their **Program of Study** in their first committee meeting. The MS Program of Study for approved by the advisory committee is submitted through Grad Status (form at <https://grad.uga.edu/index.php/current-students/forms/>) near the end of the second semester of residence. At least 30 total credit hours must be taken for the MS degree, including:

- **A minimum of 12 hours of courses at the 6000-9000 level open only to graduate students:**
 - A minimum of 5 hours generally come from required Entomology courses (e.g. ENTO 8010 or 8250, plus one 8000-level reading course (see above)
 - 6000 or 7000 level courses with no undergraduate component (e.g. FANR 6750) can be included, but split-level courses (e.g. ENTO 4000/6000) **do not count** as “grad-only”.
 - Up to 3 hours of ENTO 8900 Special Problems with any one instructor can be counted towards this requirement, to a maximum of 9 credit hours.
 - Non-graded graduate courses (i.e those graded S/U) generally do NOT count toward the 12 ‘grad only’ credit hours. Not counted courses include ENTO 8000 (Seminar), ENTO Research Discussion 8070, ENTO 7000 Research, and ENTO 7300 Thesis
 - If you are uncertain whether or not a course counts you can ask the Coordinator

- **At least 18 additional credit hours (to a minimum of 30 total) must come from other graduate (6000 to 8000) level courses:**

All students must include:

- 6 hours of ENTO 7000 Research (additional hours do not count)
- 3 hours of ENTO 7300 Thesis in defense semester (additional hours do not count)

Other options that count toward this requirement:

- Up to 2 hours of ENTO 8000 Seminar
- Up to 2 hours of ENTO 8070 Research Discussion
- 1 hour 8950 Profession of Entomology
- Unlimited hours of 6000 level of split-level courses containing an undergraduate section (e.g. ENTO 6000 General Entomology, which is not required but your advisory committee may recommend if you have not taken an introductory entomology course)

Example MS Program of Study (total 30 hours)

<u>12 'grad only' hours</u>	<u>18 additional credit hours</u>
ENTO 8010/L (5)	ENTO 7000 (6)
ENTO 8250 (3)	ENTO 7300 (3)
ENTO 8500 (2)	ENTO 8000 (2)
PBIO 8820 (2)	ENTO 6000 (4)
	ENTO 8950 (1)
	ENTO 8070 (2)

Doctoral Program of Study: PhD students should discuss their **Program of Study** in their first committee meeting. PhD students will first do a **Preliminary Program of Study**. This is a hardcopy form that is printed from the Graduate School website <https://grad.uga.edu/index.php/current-students/forms/> and approved by the committee and Graduate Coordinator then kept on file in the Department by the Graduate Assistant (i.e. this is not provided to the Graduate School). Prior to taking the oral exam (see above) a **Final Program of Study** must be approved by the advisory committee and the form completed through Grad Status <https://grad.uga.edu/index.php/current-students/forms/>.

A minimum of 30 total credit hours must be taken for the PhD degree, including:

- **16 hours of 8000/9000 level courses** (excluding 9000 doctoral research and 9300 dissertation writing).
 - 12 credit hours generally come from 8000-level Entomology courses (ENTO 8010/L, ENTO 8250, and two 8000-level reading courses)

- Up to 3 hours of ENTO 8900 Special Problems with any one instructor can be counted towards this requirement, to a maximum of 9 credit hours.
 - Non-graded graduate courses (i.e. those graded S/U) generally do NOT count toward ‘grad only’ credit hours. Not counted courses include ENTO 8000 (Seminar), ENTO Research Discussion 8070, ENTO 9000 Research, and ENTO 9300 Dissertation
 - Students bypassing the MS degree must take an additional 4 hours of “grad only” credits (could include a 6000 level course with no undergrad component (e.g. FNAR 6750))
- **Additional credit hours (to a minimum of 30 total) must come from other graduate (6000 to 9000) level courses:**

All students must include:

- 6 hours of ENTO 9000 Research (additional hours do not count)
- 3 hours of ENTO 9300 Dissertation writing (typically taken the final semester; additional hours do not count)

Other options that count toward this requirement:

- Up to 2 hours of ENTO 8000 Seminar
- Up to 2 hours of ENTO 8070 Research Discussion
- 6000 level with (e.g. ENTO 4000/6000) or without (e.g. FANR 6750) can be included,

Example PhD Program of Study (total 30 hours)

16 ‘grad only’ hours

ENTO 8010/L (5)
 ENTO 8250 (3)
 ENTO 8500 (2)
 ENTO 8570 (2)
 PBIO 8820 (2)
 ENTO 8900 (2)

14 additional credit hours

ENTO 7000 (6)
 ENTO 7300 (3)
 ENTO 8000 (2)
 ENTO 8950 (1)
 ENTO 8070 (2)

Taking control of the process. You can take control of many aspects of your training. Do not expect that your major professor or advisory committee members will remember everything related to the process of the Program of Study or your specific project. Remind them of key details to facilitate more effective discussions and efficient procedures. You should direct your own program to get the most out of your training and advance your professional goals. Lead, but also be respectful of, and attentive to, advice from your advisor(s).

Ownership of Intellectual Property & Research Data. Information regarding UGA's intellectual property policy can be found at <https://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. Students are required to maintain a graduate GPA of 3.0. Students with a cumulative graduate course GPA below 3.0 will first receive a warning letter from the Graduate School explaining the probation procedure. If a student's graduate course GPA is below 3.0 for two consecutive terms, the student will be placed on academic probation by the Graduate School. The student must maintain a 3.0 graduate course GPA each semester while on probation. Probation status ends when the student's cumulative graduate course GPA reaches at least a 3.0. If the semester graduate course GPA drops below 3.0 while the student is on probation, the student will be dismissed from the Graduate School. When a student repeats a graduate course, the last grade will be utilized to calculate the cumulative graduate course GPA that is used for probation, dismissal, admission to candidacy, and graduation. Courses that are created as "repeatable" for additional credit constitute an exception to this rule and grades earned in these courses do not replace the previous grade. Grades of S, U, I, and V will not be used in calculating the cumulative graduate course GPA. However, when a grade of I converts to F, this may result in an action of probation or dismissal for the semester when the conversion takes place, even if the student is not registered for that semester.

Students dismissed by the Graduate School for academic reasons may appeal the dismissal to the Dean of the Graduate School. The appeal must be submitted to the Dean within 30 calendar days following receipt of the notice of dismissal. Students subject to Graduate School dismissal may, with the support of their department/program, take advantage of an expedited review of their dismissal. Within two business days of the release of grades, the Graduate School will contact the program of each student subject to dismissal, giving the program two days to request an expedited review. (Any later review requests would go through the normal appeals process.) Information concerning the appeal process may be found in the Graduate School Bulletin <https://grad.uga.edu/index.php/current-students/policies-procedures/graduate-bulletin/graduate-bulletin-a-c/>

Students may also be dismissed by the department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Failure to follow the Program of Study or other departmental and Graduate School guidelines, low grades, and lack of progress on a dissertation or thesis are among the reasons dismissal might occur.

Appeal of other 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 (706-542-1611). 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 MS and PhD 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 along with a reduced tuition rate of \$25/semester and be enrolled full time as described above. Sick and vacation leave must be arranged through the major professor and course instructor, if serving as a TA.

Teaching Assistantships (TAs): TAs in Entomology and the Biology Program are assigned by the Graduate Coordinator. Policies and programs for TAs are coordinated by the Center for Teaching and Learning (<https://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.** <https://ctl.uga.edu/grad-student/ta-orientation/>
All new graduate students assigned a TA with instructional responsibilities in department classes or laboratories **MUST ATTEND** the TA Orientation. Orientations are offered Fall and Spring semester (you can use the above link to register). Graduate students who have taught before are encouraged to repeat sessions of interest. Sessions include instructional methods and strategies as well as important legal and managerial information for beginning instructors.
- **GRSC 7770.** All TAs must take the pedagogy course GRSC 7770. This course may be taken prior to or concurrently with the first TA assignment. Graduate students with teaching experience at the college or university level may be exempted from this requirement. Check the UGA class schedule for GRSC 7770 to identify suitable sections. Dr. Trish Moore usually offers this course once per year, and we strongly encourage you take this section. If not available, then try to find sections offered by other Life Science departments.
- In order to serve as a TA, **international students** from non-English speaking countries must **demonstrate English proficiency**. UGA is committed to providing training to international students who do not meet minimum requirements. The Graduate School determines country-specific requirements and these can be seen at

<https://grad.uga.edu/index.php/prospective-students/international-application-information/international-supplement/country-specific/>

- International students who have completed a four-year undergraduate degree at an accredited institution in a country where English is the primary language (as recognized by the Graduate School) no more than four years prior to beginning your degree at UGA are exempt from this requirement.
- **International students** not exempted above can only be assigned instructional activity in the classroom or in course-related laboratory or breakout sessions if they have an TOEFL speaking score of at least 26, IELTS speaking band score of at least 8.0 or Duolingo overall score of at least 135. Those students only need take GRSC 7770 and the TA Orientation to serve as a TA (as required of all TAs). Scores below these values require either LLED 7769 or LLED 7768 and LLED 7769 -see <https://ctl.uga.edu/resources/documents/guide-to-demonstrating-english-language-proficiency-feb-2022.pdf> for details and ask the Graduate Coordinator if you have questions about this requirement. Note that students that take LLED 7769 do not need to take GRSC 7770 as the former can now substitute for the latter.

Availability of Entomology TAs varies by semester, but generally require 10 -12 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 are more time consuming (average 18- 20 hrs/wk) including mandatory attendance in laboratory preparation 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. TA assignments are based on student, advisor and instructor needs.

During the summer most students are supported as research assistants (RA's) by their major advisor. however, one or two TAs are typically available for curating our insect teaching collections used in laboratory courses.

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 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 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 at semester's end. The instructor may also provide an evaluation of the TA. This information is used to to improve their teaching skills.

Annual Progress Report

All students must complete an annual report form (see next page), which is discussed with the major advisor, signed then returned to the Entomology office by the deadline (Typically July 1). Students are must also provide an updated CV that conforms to the departmental format (see page 36). A reminder email with the due date will be sent approximately one month in advance. The purpose of this report is to document degree program progress for you and your major professor and collect accomplishments for reporting and recruiting purposes. If you have a mentor/mentee compact this is a good time to revisit. This report also provides space for you to formally provide feedback about the program. This report and CV are also the primary basis for numerous departmental awards and CVs not meeting the format will not be considered for the annual Entomology awards.

ANNUAL REPORT FOR ENTOMOLOGY GRADUATE STUDENTS:

Please complete form, discuss with your major advisor, and then return the completed, signed form to the Entomology office by the deadline (Typically July 1). CVs should conform to the Departmental format stated in the Graduate Student Handbook (page 31). Any CVs not meeting the format will not be considered for the annual Entomology awards.

Student Name: _____ **Degree Objective:** _____
Major Professor: _____ **Semester/Year Started:** _____
Committee Members (if known): _____

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

	Date Completed		Date Completed
Program of Study (POS)		Advisory Committee	
• Preliminary POS (PhD only)		• Committee Formed	
• Final POS (MS and PhD)		• Prospectus submitted	
• Undergrad Course Deficiencies rectified (if applicable)		• Most recent Committee Meeting	
• TA requirement met (PhD only)		• Thesis/Dissertation submitted	

B. Student Accomplishments for the current year (note: it is expected that many students will not complete all the rows. Feel free to delete as appropriate.)

Research (Scholarship) Highlights	
Outputs	Quality & Impact Indicators
Publications: • # published/in press • # submitted	Here, please tell us what papers you have published (including accepted or 'in press' papers), submitted, or are currently preparing for submission this year. Indicate whether or not these are 'peer reviewed' and outline your contribution to the manuscripts, particularly if you are an interior author. For papers 'in prep', please include a timeline for submission. Also use this space to list other research outputs you have produced this cycle.
Funding: • grants awarded • grants submitted	Please provide any funding obtained. Please detail your contribution to this funding if you aren't the sole awardee. Feel free to include any awards to the lab or PI, if you contributed to development or writing of the grant proposal, making sure to outline your contribution. You may also highlight grants submitted, even if they were not successful.
Teaching & Mentoring (Instruction) Accomplishments	
Courses taught: • TA • other	Please highlight any teaching related activities you undertook this year, including TA assignments. Feel free to include any informal teaching activities that you contributed to.
Mentoring:	Here please discuss any activities you engaged in that supported your lab, such as mentoring undergraduate or MS research.
Professional development activities	Here please summarize any professional development activities undertaken in the year under review. These could include workshops, lab visits, or working to improve science communication skills.
Outreach and Extension Accomplishments	

Outreach/Extension activities:	Please highlight any outreach or extension activities, being sure to provide your contribution (planning, execution, etc...)
Other Accomplishments	
Professional meetings attended:	Please highlight any meetings attended and the nature of your involvement (poster, talk, workshop)
Service to Dept., UGA or Profession	Please indicate service roles and accomplishments during this report cycle (e.g. Lund Club officer, service on Graduate Student Association, judging scientific competitions, article peer reviews, or other professional activities.)
Honors or Awards:	Please highlight any honors, awards, or prizes won during the year in review.
Other:	Please use this row to highlight any additional accomplishments made during the year in review

C. Goals for the next year. These should include both research goals (experiments, papers, grants and presentations you plan to complete) and professional development goals (workshops you hope to attend, technical skills you hope to cultivate, or outreach projects you plan to complete to support your career preparation). Please make your goals specific, achievable, and measurable where possible.

D. Self-reflection. In a few sentences, describe your most significant accomplishment, or your greatest challenge, or a lesson learned this year.

E. Are there any workshops or training areas that would support you in the coming year?

F. Notes from annual evaluation meeting between student and supervisor:

- Has the student met or exceeded the supervisor's expectations? If not, please be sure to discuss the reasons and what the student could do to meet expectations moving forward.
- Which research and professional development goals should the student prioritize to best prepare for their desired career?

Required Signatures

Major Professor: _____

Date: _____

Students: _____

Date: _____

Updated Curriculum Vitae. Graduate students need to develop their curriculum vitae (CV) to be successful in applying for awards or job positions after graduation. In the **Profession of Entomology** course (ENTO 8950) we offer a module on CV development. Below we provide basic guidance on developing a CV that is based on what is required for Entomological Society of America awards. The department requires each student to submit an updated CV each year, which is used for departmental awards and scholarships.

Curriculum Vitae

1. Name/Address/Phone Number/Email
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

Checklists for MS and PhD 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 and in this handbook. If you have additional questions, consult your major professor, the Graduate Coordinator, or Graduate Coordinator Assistant.

NOTE: Required forms are available at <https://grad.uga.edu/index.php/current-students/forms>. Most forms are initiated by the student but some are submitted by the Graduate Coordinator Assistant. Important dates related to some of these forms can be found at <https://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

MS Requirements	Deadline
<p>Appointment of Advisory Committee</p> <ul style="list-style-type: none"> Composed of the student's major professor, who serves as chair, and at least two other members the majority of which must be Graduate Program Faculty Student will submit advisory committee Form (G130) on Grad Status 	<p>Typically completed by the end of the first year of residence</p>
<p>Developing a Research Prospectus. The student will develop a prospectus as directed by the major advisor. Once the advisory committee has agreed the prospectus is suitable a copy is provided to the Graduate Coordinator Assistant and becomes part of the student's record.</p>	<p>Typically completed by the end of the first year of residence</p>
<p>First Advisory Committee Meeting. The first committee meeting is typically convened for an oral presentation of the prospectus with a copy provided to the committee beforehand. If guidance regarding the prospectus is needed, then an earlier meeting can be convened. The first meeting also considers the Program of Study, so come prepared to discuss courses taken, and those you plan to take</p>	<p>Typically completed by the end of the first year of residence</p>
<p>Annual Report and Updated CV</p>	<p>Due July 1 each year (students starting in summer are not required to do this in year 1).</p>
<p>Program of Study</p> <ul style="list-style-type: none"> The MS Program of Study includes a minimum of 30 hours with at least 12 hours of graduate-only credit. See above for details. Continuous enrollment is required The student will submit a Program of Study form (G138). 	<p>The MS POS form online should be submitted as soon as the residency and departmental requirements are met, but before the thesis defense. This is typically around the end of the third semester.</p>

<p>Additional Committee Meeting(s)</p>	<p>As needed. You can call a committee meeting anytime you think you need one. But many MS students only have the prospectus meeting and a defense meeting.</p>
<p>Getting Ready to Defend and Graduate</p> <ol style="list-style-type: none"> 1. Register for Thesis Hours (ENTO 7300) 2. Apply for Graduation - instructions at https://grad.uga.edu/index.php/current-students/forms/ 3. Complete a Thesis Format Check: See https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/ 4. Provide your advisory committee with your thesis. 5. Prepare and schedule your defense seminar and exam. Submit the Approval Form for Master's Thesis and Final Oral Examination form (G140) with the required information. This will prompt the Grad Coord Assistant add additional necessary required by the Grad School and notify the department. 6. Promote your defense seminar 	<ol style="list-style-type: none"> 1. Students must be registered for or have completed at least 3 hours to graduate. You must also be enrolled during the semester when degree requirements are completed for graduation. 2. This must be submitted no later than the second week of classes of the student's graduating semester. Final deadline dates issued by the Graduate School at: https://grad.uga.edu/index.php/current-students/important-dates-deadlines/ 3. A thesis draft must be electronically submitted for approval by the deadline set by the Graduate School for the semester of your intended graduation. 4. This must be submitted to the advisory committee for approval and to advisory committee MORE THAN TWO WEEKS before the defense presentation and oral defense exam. 5. You must notify the Grad Coord Assistant AT LEAST TWO WEEKS in advance of the Dissertation seminar and examination. Please provide the date, time, place and title of the thesis. 6. As much as you want
<p>ETD Submission Approval. The student will submit the ETD Submission Approval form (G129), which is the final corrected and approved version of the thesis that must be electronically submitted by the deadline set by the Graduate School for the semester of your intended graduation</p>	<p>Every graduation semester has a deadline for ETD submission see - https://grad.uga.edu/index.php/current-students/important-dates-deadlines/</p>

PhD Requirements	Deadline
<p>Appointment of advisory committee</p> <ul style="list-style-type: none"> • Composed of the student's major professor, who serves as chair, and at least two other members of the Graduate Program Faculty with the majority of the advisory committee having GFP status • Student will submit advisory committee Form (G130) on Grad Status 	<p>Typically completed by the end of the third semester of residence</p>

<p>Developing a Research Prospectus. The student will develop a prospectus as directed by the major professor and advisory committee. Once the advisory committee has agreed the prospectus is suitable a copy is provided to the Grad Coord Assistant and becomes part of the student's record.</p>	<p>Typically completed by the end of the third semester of residence</p>
<p>Preliminary Program of Study</p> <ul style="list-style-type: none"> • The PhD Program of Study includes a minimum of 30 hours with at least 16 hours of graduate-only credit (20 if no MS). See the POS section of the graduate handbook for details. This PDF form is found at https://grad.uga.edu/index.php/current-students/forms/ and is NOT submitted to the Graduate School. Instead the form is provided to the Grad Coord Assistant to become part of your records. 	<p>Typically completed by the end of the third semester of residence</p>
<p>First Advisory Committee Meeting. The first committee meeting is typically convened for an oral presentation of the prospectus, which should be provided to the committee beforehand. If guidance regarding the prospectus is needed, then an earlier meeting can be convened. The first meeting also considers the Preliminary Program of Study, so come prepared to discuss courses.</p>	<p>Typically completed by the end of the third semester of residence.</p>
<p>Annual Report and Updated CV</p>	<p>due July 1 each year (students starting in summer are not required to do this in year 1).</p>
<p>Final Program of Study</p> <ul style="list-style-type: none"> • The Final PhD Program of Study includes a minimum of 30 with at least 16 hours of graduate-only credit (20 if no MS). See the POS section of the graduate handbook for details. • Continuous enrollment is required • The student will submit a Program of Study form (G138). 	<p>Must be completed after the 30 hour residency requirement has been met, but before the Comprehensive Exams.</p>
<p>Preliminary Exams/Oral Comprehensive Exam</p> <ul style="list-style-type: none"> • The Comprehensive Exam contain written and oral portions • The written portion is organized by the advisory committee (typically one set of questions per day from each committee member). • If the written portion is passed, the major professor will notify the Graduate Coordinator Assistant through email to schedule the oral exam providing the date, time, building, and room number of the exam. 	<p>Send notice to the Grad Coordinator Assistant at least two weeks in advance. The oral portion needs to happen within a month of passing the written portion. The Graduate School must be notified if the exam is postponed or the student fails the exam.</p> <p>The completed exam form should be signed and turned in the same week as the Comprehensive Exam</p>

<ul style="list-style-type: none"> • The Graduate Coordinator Assistant will complete the Comprehensive Exam form (G118) on Grad Status • Upon successful completion of the Comprehensive Exam, the student will have a form emailed to them by the Graduate School to be signed by the advisory committee and Graduate Coordinator. The Graduate Coordinator Assistant will then file the completed form in the student’s record and at the Graduate School. 	
<p>Application for Candidacy. The student will apply for candidacy in Grad Status using the Application for Admission to Candidacy for Doctoral Degrees form (G162) AFTER they have successfully completed their Comprehensive Examination.</p>	<p>This form should be submitted to the Grad School no later than the Friday of the second full week of classes (first full week in summer) of the graduating semester. Usually, it is submitted just after comp exams.</p>
<p>Additional Committee Meeting(s)</p>	<p>As needed. Can be called by the student, major professor, or advisory committee members</p>
<p>Getting Ready to Defend and Graduate</p> <ol style="list-style-type: none"> 1. Register for Dissertation Hours (ENTO 9300) 2. Apply for Graduation - instructions at https://grad.uga.edu/index.php/current-students/forms/ 3. Complete a Dissertation Format Check: See https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/ 4. Provide your advisory committee with your dissertation. 5. Prepare and schedule your defense seminar and exam. Submit the Approval Form for Doctoral Dissertation and Final Oral Examination form (G164) with the required information. This will prompt the Grad Coord Assistant add additional necessary required by the Grad School and notify the department. 6. Promote your defense seminar 	<ol style="list-style-type: none"> 1. Students must register for or have completed at least 3 hours of 9300 to graduate. You must also be enrolled during the semester when degree requirements are completed for graduation. 2. This must be submitted no later than the second week of classes of the student’s graduating semester. Final deadline dates issued by the Graduate School at: https://grad.uga.edu/index.php/current-students/important-dates-deadlines/ 3. A dissertation draft must be submitted electronically for approval by the date set by the Graduate School for the semester of your intended graduation. 4. The dissertation must be submitted to the advisory committee for approval MORE THAN TWO WEEKS before the defense presentation and oral defense exam. 5. You must notify the Grad Coord Assistant AT LEAST TWO WEEKS in advance of the Dissertation seminar and examination. Please provide the date, time, place and title of the thesis. 6. As much as you want
<p>ETD Submission Approval. The student will submit the ETD Submission Approval form (G129), which is the final corrected and approved version of the thesis that must be electronically submitted by the deadline set by the Graduate School for the semester of your intended graduation</p>	<p>- Every graduation semester has a deadline for ETD submission see - https://grad.uga.edu/index.php/current-students/important-dates-deadlines/</p>

