**GRADUATE STUDENT**

**POLICIES AND PROCEDURES**

***Department of Entomology***

***Kansas State University***

(Approved by faculty vote May 8th 2015; prior Appendix 1 approved May 6, 2011; prior Appendix 2 approved September 16, 2011)

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# Departmental Mission statement

*Entomological Knowledge for Life*

* Provide entomological knowledge for a safe, sustainable, and competitive food, feed, and fiber system through integrated research and education
* Maintain a stakeholder/clientele driven focus to research, extensions and teaching activities
* Generate fundamental information for the advancement of science and for applied uses
* Train students for professions in education, government, business and industry
* Disseminate useful, unbiased information

# ACADEMIC HONESTY

All students at Kansas State University are bound by the Kansas State University Honor Pledge: "On my honor, as a student, I have neither given nor received unauthorized aid on this academic work.” As such, entomology graduate students are expected to maintain academic honesty in all of their coursework. In the conduct of their research, students are also expected to maintain high standards of ethical behavior. To fulfill these standards, students are expected to develop several traits. These include the use of “searching skepticism” and an open mind when analyzing data; the use of scientific objectivity in developing scientific values; knowing and disclosing conflicts of interest; sharing research materials in a collegial way; and giving credit to others where credit is due. Students are strongly recommended to read *On Being a Scientist: Responsible Conduct in Research*, published by the U. S. National Academy of Science, and available at: [http://www.nap.edu/catalog.php?record\_id=4917#toc.](http://www.nap.edu/catalog.php?record_id=4917&amp;toc)

# Student Learning Outcomes (SLOs)

The departmental academic goals, as set out in our Mission Statement, include training undergraduate and graduate students for professions in education, government, business, and industry. Specifically, by providing a base of knowledge relevant to our discipline, to science, and to society, we strive to instill in all of our students the desire to accomplish the vision set out by the College of Agriculture and K-State Research and Extension: “Knowledge for Life”. To achieve these goals, entomology students pursuing the M.S. degree or Ph.D. degree will be:

**Required to demonstrate:**

* General knowledge of entomology, including fundamental and practical insect biology
* Critical thinking skills and the ability to apply the scientific method
* The ability to conduct original research, including the analysis and interpretation of data
* In-depth knowledge in area of specialization
* General knowledge of current issues and methods in science and technology and development of lifelong habits to maintain currency of this knowledge
* The ability to write scientifically sound research proposals and manuscripts
* The ability to orally present scientific information and research ideas
* The ability to teach by developing and delivering relevant curriculum (Ph.D. students only)

**Expected to:\***

* Synthesize and transfer fundamental knowledge to achieve practical solutions
* Practice ethical, responsible, and professional behavior
* Work collaboratively and with individuals of diverse backgrounds
* Exhibit safe practices in the laboratory and field to protect human and environmental welfare

\*Experiences will be provided to achieve these “expected” outcomes but they will not be assessed as SLOs

# THE M.S. PROGRAM

**MS Timetable Overview**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Task** | **Who is responsible** | **Submit to** | **Notes** |
| ***Prior to completion of 1st semester*** | Form Advisory Committee | Advisor and student | Department Head,  Grad School | Committee consists of at least 3 members.  Submitted on “Program of Study” form (below) |
| ***Prior to completion of 1st semester*** | Hold 1st Advisory Committee meeting | Advisor and student, advisory committee |  | Committee approves program of study; present outline/ proposal for project |
| ***Prior to end of 2nd semester*** | Approve program of study | Advisor and student, advisory committee | Advisory committee, Grad School | [*\*Grad School “Program of Study” Form\**](http://www.k-state.edu/grad/academics/docs/forms/m-pos.pdf) |
| ***Prior to end of 2nd semester*** | Present seminar on proposed research | Advisor and student | Department |  |
| ***Prior to end of 2nd semester*** | Approval of research proposal | Advisor and student, advisory committee | Department |  |
| ***Yearly*** | Annual progress report | Advisor and student | Department by 30 November | *\*Department Form (below)\** |
| ***Before departing*** | Deposit voucher specimens in KSU Museum | Advisor and student | Curator of KSU Museum of Entomological Prairie Arthropod Research | Permanent record of arthropods used in research |
| ***At least 2 months prior to graduation*** | Submit “Approval to Schedule Final Examination” | Advisor and student | Grad School | [*\*Grad School Form\**](http://www.k-state.edu/grad/academics/docs/forms/approval-masters.pdf) |
| ***Within two months preceding graduation*** | Exit interview with department head | Student and Department Head | Department | Schedule through Administrative Assistant  [*\*Department Form (below)\**](#_APPENDIX_3._The) |
| ***At least 3 weeks prior to commencement*** | Defense of thesis, submit final thesis copy | Advisor and student | Grad School |  |

Selecting a Major Professor

* Only members of the Graduate Faculty can serve as major professors
* An ancillary or adjunct faculty member of the department cannot be sole major professor, but can serve as a co-major professor.

## Forming an Advisory Committee (By End of 1st Semester)

* The student and the student’s advisor are responsible for the selection of an Advisory Committee to be presented to the Head of the Department for approval. Ancillary or adjunct faculty members can serve on advisory committees, provided that they are members of the Graduate Faculty or otherwise approved by the Graduate School.
* The advisory committee for M.S. students must consist of at least three KSU Graduate Faculty members, one of whom is the major professor. The Head of the Department can request that the Graduate Affairs Committee review the composition of the Advisory Committee and recommend an additional member to broaden the scope of the student’s experience in cases where it is deemed appropriate.
* Final approval of the committee members at the departmental level is given by the Department Head.
* The Graduate School has the responsibility for the formal appointment of the Advisory Committee, as indicated on the Program of Study form. The committee for Master’s candidates is to be formed prior to the completion of the first semester (Spring or Fall) of study.
* Students are strongly encouraged to have Advisory Committee meetings at least once a year, if not once a semester.

## Before the First Advisory Committee Meeting (By End of 1st Semester)

Prior to the first Advisory Committee meeting in the first semester, the student will

prepare:

* A summary of his or her academic background (transcripts or coursework summary).
* A proposed Program of Study, in consultation with the major professor.
* A proposed outline for a thesis, or report (for non-thesis program,), again in consultation with the major professor.

These materials will be provided to Advisory Committee members one week prior to the initial committee meeting.

## At the First Advisory Committee Meeting (By End of 1st Semester)

At the initial Advisory Committee meeting, the student and Advisory Committee members will:

* Evaluate the student’s academic background.
* Prepare a Program of Study (see below).
* Approve tentative dates for final examinations.
* Review preliminary plans for and make recommendations on proposed thesis research.

## Subsequent Committee Meetings

* Additional committee meetings should be called as necessary to discuss changes to the thesis research, and changes to the Program of Study (which requires submission of an approval form to the Graduate School.
* The Advisory Committee is expected to be in attendance at the student’s thesis proposal seminar (see below).

## The M.S. Program of Study (By End of 2nd Semester)

The proposed Program of Study will be submitted through the Department Head to the Dean of the Graduate School in accordance with university regulations. Approval of a course of study and proposed thesis outline may require more than one meeting, but should be completed, approved, and submitted to the Graduate School no later than the end of the 2nd semester of study. An approved program of study is to be filed by the end of the second semester of residence (not including summer semester). Students and major professors are advised to consult the Graduate School Guidelines before preparing a Program of Study ([http://www.k-state.edu/grad/gscurrent/guideforms /](http://www.k-state.edu/grad/gscurrent/guideforms%20/)).

Minimum requirements for the two Masters study options are:

* Master of Science — 30 credits including a thesis of 6 to 8 credits*. Students are required to have a minimum of 22 hours of coursework (including 1 hour of seminar) as a part of the 30 hours*. Enrollment in Entomology Seminar (ENTOM 995) is required once in the M.S. Program of Study before the end of the second semester. At this seminar, students are required to present and defend their research proposal (see below), and will obtain feedback to improve research plans. ENTOM 995 is a one-credit course that shall be offered only on a “Credit/No Credit” basis. A student may enroll in Entomology Seminar more than once, but may not include the additional seminar credits in the Program of Study. At the start of the academic year (or earlier if possible) in which the seminar will be presented, the advisory committee will discuss with students the criteria by which the committee will award credit.
* Master’s Report — *32 credits including a report of 2 credits*. This degree is no less rigorous than the Master of Science, but is intended for students desiring less emphasis on research. ***Therefore, this option is normally considered a terminal degree in the Department of Entomology.***
* For both Master’s options, *at least 18 hours must be from 700-level courses and above*. Courses at the 600-level may be included, but 500-level courses in the student's major area are expected to have been completed as undergraduate prerequisites to graduate study or as undergraduate deficiency courses assigned upon admission. The use of 500- level supporting courses in master's programs is therefore restricted as follows: (1) No course in the student's major area may be at the 500 level, and (2) normally no more than 6 credit hours may be at the 500 level. No more than 3 hours in problems or other individualized courses may be applied to the master's degree. Graduate work is graded A, B, C, D, F, credit/no-credit, pass/fail, incomplete, or withdrawn. For graduate credit, the grade in a course must be C or higher. To remain in good standing, a student must maintain a cumulative GPA of 3.0 or higher.

## The M.S. Thesis Research Proposal (By End of 2nd Semester)

* At the initial or a subsequent committee meeting, a detailed research proposal in narrative format will be evaluated by the M.S. advisory committee and approved for students pursuing the M.S. thesis option.
* The approved research proposal, with literature review, objectives, hypotheses (or predictions) and procedures, must be placed in the student’s documentation in the department office by the end of the third semester of residency (not counting the summer semester).
* The research proposal will be presented and defended to the department by the student in a public seminar, preferably prior to the end of the 2nd semester in residence. **Students will be expected to clearly state hypotheses and address these during the seminar**. Questions you are attempting to answer are also encouraged in your presentation. All in attendance will be given an evaluation form to assess the quality of the presentation and provide feedback to the student, following procedures described in APPENDIX 1. This experience will help the students develop public speaking skills.

## Thesis Defense and Oral Examination

* Presentation of research at the final oral examination is required of all M.S. thesis program students.
* The final oral examination at the Master’s level will be both comprehensive and a defense of the candidate’s thesis or report. . Negative votes by two or more members of a three- or four-member committee constitute failure. A candidate who fails a master's examination may take a second examination no sooner than two months nor later than 15 months after the failure, unless an extension is granted by the Dean of the Graduate School. No third trial is allowed.
* Final oral examinations are scheduled through the Graduate School. Department policy for these exams is as follows:
  + *The examination date, time, and place will be announced to all faculty and graduate students at least two weeks in advance*.
  + The first portion of the examination session will be an oral research seminar by the student. A time period of one hour or less is allotted for this seminar. This seminar will be open to all who wish to attend. Questions may be asked of the student by persons attending this seminar.
  + Following the seminar, members of the student’s committee, the Department Head, and other graduate faculty wishing to remain will be invited to do so, any of whom is entitled to ask further questions. All others will be excused from this portion of the examination.
  + At the conclusion of the examination, the committee members will meet alone to vote on whether to pass the student.
* Faculty in attendance will assess the quality of the presentation and provide feedback to the student, following procedures and using the form in APPENDIX 1.
* Presentation of research at the final oral examinations cannot be utilized to fulfill requirements for ENTOM 995.
* All examinations for all degrees follow the rules prescribed by the KSU Graduate Handbook (http://www.k-state.edu/grad/graduate\_handbook/) and departmental policy.

## Teaching Not Required – Optional for M.S. Students

* M.S. students may volunteer to teach but are not required to do so. However, it is strongly recommended that graduate advisors encourage master’s students, as well as doctoral students, to seek teaching experience.
* Students who volunteer to teach should register for ENTOM 932 (Topics in General and Systematic Entomology) Entomology Teaching under variable credit after discussion with the instructor of record. The number of credit hours would be variable, depending on the time devoted to the teaching activity. Minimum for one credit hour would be the preparation and possible presentation under the supervision of the course professor of either 2 lectures or 2 laboratory exercises. Professors are encouraged to outline minimum requirements by which students can gain this experience in their course (development of lectures, laboratory presentations, syllabus, etc.).
* A graduate student whose first language is not English needs to demonstrate adequate spoken English language proficiency prior to being considered for appointment as a teaching assistant having classroom or laboratory Instructional responsibility. For detailed information, please check http://www.k-state.edu/hr/forms/per20.pdf.

## Annual Progress Report

*Annual progress reports from all graduate students are due November 30th*, or the Monday following Thanksgiving (whichever is later). The Head of the department will notify all students by October 1st of the due date for the report. The form is presented in Appendix 4 below.

## Voucher Specimen Requirement

*All students must submit voucher specimens* of the arthropods utilized in their research

to the KSU Museum of Entomological Prairie Arthropod Research and the voucher

specimen number assigned must be cited in the thesis or dissertation and in manuscripts submitted for publication. Specimens must be vouchered prior to completion of the graduate program.

## Exit Interview with Department Head

*All graduating students must schedule an exit interview with the Department Head* prior to departing from Kansas State University. The exit interview provides a reflective opportunity for the student to assess their graduate experience and to provide feedback to promote ongoing improvement of the graduate programs and life in the department. The form used in the exit interview is attached in APPENDIX 3.

# THE Ph.D. PROGRAM

**PhD Timetable Overview**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Task** | **Who** | **Submit to** | **Notes** |
| ***Prior to completion of 2nd semester*** | Form Advisory Committee | Advisor and student | Department Head,  Grad School | Committee consists of at least 4 members, 1 from outside the department. Submitted on “Program of Study” form (below) |
| ***Prior to completion of 2nd semester*** | Hold 1st Advisory Committee meeting | Advisor and student, advisory committee |  | Committee approves program of study; may present outline/ proposal for project |
| ***Prior to end of 2nd semester*** | Approve program of study | Advisor and student, advisory committee | Advisory committee, Grad School | [*\*Grad School “Program of Study” Form\**](http://www.k-state.edu/grad/academics/docs/forms/program-doc.pdf) |
| ***Prior to end of 3rd semester*** | Complete approved research proposal | Advisor and student, advisory committee | Department | Must be in a grant proposal format |
| ***Prior to end of 3rd semester*** | Present seminar on proposed research | Advisor and student | Department |  |
| ***Prior to end of 3rd semester*** | Approval of research proposal | Advisor and student, advisory committee | Department |  |
| ***Before end of 1st semester of the 3rd year*** | Completion of written and oral exams | Advisor and student, advisory committee | Advisory committee, Grad School | Both must be passed for candidacy. Must submit scheduling form at least one month prior.  [*\*Grad School Form\**](http://www.k-state.edu/grad/academics/forms/index.html) |
| ***Yearly*** | Annual progress report | Advisor and student | Department by 30 November | *\*Department Form (below)\** |
| ***Before departing*** | Teaching experience | Advisor and student | Department |  |
| ***Before departing*** | Deposit voucher specimens in KSU Museum | Advisor and student | Curator of KSU Museum of Entomological Prairie Arthropod Research | Permanent record of arthropods used in research |
| ***At least 2 months prior to graduation*** | Submit “Approval to Schedule Final Examination” | Advisor and student | Grad School | [*\*Grad School Form\**](http://www.k-state.edu/grad/academics/docs/forms/approval-doctoral.pdf) |
| ***Within two months preceding graduation*** | Exit interview with department head | Student and Department Head | Department | Schedule through Administrative Assistant  [*\*Department Form (below)\**](#_APPENDIX_3._The) |
| ***At least 3 weeks prior to commencement*** | Defense of dissertation, submit final dissertation copy | Advisor and student | Grad School |  |

## Selecting a Major Professor

* Only members of the Graduate Faculty can serve as major professors
* An ancillary or adjunct faculty member of the department cannot be sole major professor, but can serve as a co-major professor.

## Forming an Advisory Committee

* The student and the student’s advisor are responsible for the selection of an Advisory Committee to be presented to the Head of the Department for approval. Ancillary or adjunct faculty members can serve on advisory committees, provided that they are members of the Graduate Faculty.
* The *advisory committee for Ph.D. students must consist of at least four KSU Graduate Faculty members, one of whom is the major professor, and one of whom holds an appointment in an academic unit outside of Entomology (this does not include the Outside Chairperson, described under “Dissertation Defense and Final Examination” below).* The Head of the Department can request that the Graduate Affairs Committee review the composition of the Advisory Committee and recommend an additional member to broaden the scope of the student’s experience in cases where it is deemed appropriate.
* Final approval of the advisory committee at the departmental level is given by the Department Head, indicated by the signature on the Program of Study form.
* The Graduate School has the responsibility for the formal appointment and final approval of the Advisory Committee.
* For Ph.D. students, the committee should be formed in the first semester of residence, but no later than the end of the second semester of residence.
* Students are strongly encouraged to have Advisory Committee meetings at least once a year, if not once a semester.

## Before the First Advisory Committee Meeting (By End of 2nd Semester)

Prior to the first Advisory Committee meeting, no later than the end of the 2nd semester, the student will prepare:

* A summary of his or her academic background (transcripts or coursework summary)
* A proposed Program of Study, in consultation with the major professor.
* A proposed outline for the dissertation, again in consultation with the major professor.

These materials will be provided to committee members one week prior to the initial committee meeting.

## At the First Advisory Committee Meeting (By End of 2nd Semester)

At the initial Advisory Committee meeting, the student and Advisory Committee members will:

* Evaluate the student’s academic background.
* Prepare and approve a Program of Study (see below).
* Approve tentative dates for final examinations.
* Review preliminary plans for and make recommendations on proposed dissertation research.

## Subsequent Committee Meetings

* Additional committee meetings should be called as necessary, but at least annually, to discuss changes to the dissertation research, and changes to the Program of Study (which requires submission of an approval form to the Graduate School.
* The Advisory Committee is expected to be in attendance at the student’s dissertation proposal seminar (see below).

## The Ph.D. Program of Study (By End of 2nd Semester)

The proposed Program of Study will be submitted through the Department Head to the Dean of the Graduate School in accordance with university regulations ([form available here](http://www.k-state.edu/grad/academics/docs/forms/program-doc.pdf)). Approval of a course of study and proposed dissertation outline may require more than one meeting, but should be completed and submitted to the Graduate School no later than the 2nd semester of study (not counting summer semester). An approved program of study is to be filed by the end of the second semester of residence. Students and major professors are advised to consult the Graduate School Guidelines before preparing a Program of Study ([http://www.k-state.edu/grad/gscurrent/guideforms /](http://www.k-state.edu/grad/gscurrent/guideforms%20/)).

**Coursework policies and recommendations for the Ph.D. program are:**

* 90 credits beyond the B.S. degree, or at least 60 credit hours beyond an M.S. degree (incorporating a research thesis), including a dissertation of at least 30 credits.
* *15 of the minimum of 24 hours of directed coursework credit hours* beyond the M.S. degree normally required by the supervisory committee *should be at the 800-level or above*, in addition to doctoral research credit hours.
* For students going directly from the B.S. into a Ph.D. program, a minimum of 90 credit hours of coursework and research beyond the B.S. degree. Of these, at least 36 hours are expected to be in directed coursework, at least 15 hours of which must be at the 800-level or above.
* It is *recommended that all entomology students have as a minimum 15 hours of entomology courses for the Ph.D*. Some of these courses may be taken at the undergraduate level, allowing for more time in the graduate program for supporting courses. Other courses – e.g., toxicology, evolution, genetics, and pest management—are recommended to graduate faculty committees as being valuable for the Ph.D. candidate.
* For coursework beyond the M.S. degree, no more than 6 credit hours of 500-level KSU courses are permitted in a doctoral program.
* No 500-level course taken within Entomology may appear in the Ph.D. Program of Study.
* No more than 12 credit hours of 500 level courses are permitted in a doctoral program (of which a maximum of 6 non-Entomology, and no Entomology credit hours are permissible on the Program of Study).
* *Not more than 6 hours of problems or other individualized courses should ordinarily appear on the Program of Study for the doctoral program*.

## The Ph.D. Dissertation Research Proposal (By End of 3rd Semester)

* At the initial or a subsequent committee meeting, a detailed research proposal will be evaluated and approved.
* The approved research proposal, with literature review, objectives, hypotheses (or predictions), and procedures, must be placed in the student’s documentation in the department office by the end of the third semester of residency (not counting the summer semester).
* **Research Proposal Formatting Expectation for Ph.D. Students**: Ph.D. students are strongly encouraged to prepare their dissertation research proposals in the format of an extramural grant proposal, using the most current formats for USDA, NSF, NIH, EPA, or other appropriate U.S. federal extramural funding agencies. Proposal formats are available from the KSU Office of Sponsored Programs and/or the Entomology Department Business Office. During the third academic semester of their course of study, Ph.D. students are required to submit the proposal to their advisory committee and the department head for review and comment. Research proposals must include any needed institutional approvals for use of animals, research on human subjects, use of radioactive and other hazardous chemicals, recombinant DNA methods, etc.
* Students are strongly encouraged to submit their research proposals to various dissertation improvement grants programs or other programs, as appropriate. The department recognizes that while such opportunities are generally available to US students, there may be restrictions on international students. However, international students can have their advisors submit the proposals for funding, and the same can be specified in the student’s résumé and letters of recommendation. Students intending to actually submit grant proposals must work with the grants manager in the department, and should have the approval of their major advisor.

## Departmental Seminar Requirement (By End of 3rd Semester)

* *Students must register for Entomology Seminar (ENTOM 995) in the semester in which they present their research seminar.* ENTOM 995 is a one-credit course that shall be offered only on a “Credit/No Credit” basis, with credit based on attendance of at least 70% of seminars, and the student’s presentation of a dissertation research proposal.
* Presentation of research at the final oral examinations cannot be utilized to fulfill requirements for ENTOM 995.
* Enrollment in Entomology Seminar is required once in the Ph.D. Program of Study before the end of the third semester, at which time the student should present a seminar detailing the student’s proposal for the dissertation research and will obtain feedback to improve research plans. **Students will be expected to clearly state hypotheses and address these during the seminar**. Questions you are attempting to answer are also encouraged in your presentation.
* All in attendance will be given an evaluation form (APPENDIX 1) to assess the quality of the presentation and provide feedback to the student, following procedures described in APPENDIX 1.

This experience will help the students develop public speaking skills. A student may enroll in Entomology Seminar more often but may not include these additional credits in the Program of Study.

## Ph.D. Teaching Requirement

* Graduate Student Teaching Requirement: *All Ph.D. students are required to engage in a structured teaching experience for at least one semester during their Program of Study*. Students should register for *ENTOM 932 (Topics in General and Systematic Entomology) Entomology Teaching* under variable credit after discussion with the instructor of record. The number of credit hours would be variable, depending on the time devoted to the teaching activity.
* Non-native English speakers will be required to pass the SPEAK test (score of 50 or higher) prior to being permitted to teach. Should a student not pass the SPEAK test two times, the student will be required to enroll in “Principles of College Teaching” (EDCI 943) to satisfy the teaching requirement.
* *Teaching Assistants in General Entomology are required to have had a course in insect taxonomy prior to teaching General Entomology labs*.
* Teaching and/or extension opportunities may be added to these minimum requirements by the student’s Advisory Committee.
* A student can obtain teaching experience as a Graduate Teaching Assistant (GTA) appointed by the Head of the Department. Doctoral students involved in teaching courses as a paid GTA (0.1 to 0.5 FTE) automatically meet the teaching requirements for Ph.D. students.
* The department will announce during the first half of each semester the courses for which there will be an opportunity for student teaching experiences during the subsequent semester.
* The university provides opportunities for graduate students to develop their skills in teaching, and students are strongly encouraged to take advantage of these opportunities.

A graduate student whose first language is not English needs to demonstrate adequate spoken English language proficiency prior to being considered for appointment as a teaching assistant having classroom or laboratory Instructional responsibility. For detailed information, please check [http://www.k-state.edu/hr/forms/per20.pdf.](http://www.k-state.edu/hr/forms/per20.pdf)

## Candidacy Examination: Written and Oral Components (By End of 5th Semester)

* A Ph.D. preliminary examination is composed of both written and oral components. The preliminary exam should be taken no later than the semester following completion of the second year of the student’s program (i.e., the 5th semester of study), but must be completed at least 7 months before the dissertation defense. *A scheduling form (*[*available online*](http://www.k-state.edu/grad/academics/docs/forms/approval-doctoral.pdf)*) must be submitted to the Graduate School at least one month prior to the examination*.
* Students are encouraged to visit with advisory committee members for suggestions on exam preparation topics and ideas. The primary intent of the written half of the preliminary exam is to verify that the student has achieved adequate mastery of, and competence in, applying entomological and relevant complementary knowledge. In addition, written exams are designed to assess critical thinking, written communication skills, and knowledge of research approaches. The oral half of the preliminary exam also tests the student’s ability to reason, to synthesize facts and concepts, to communicate verbally and to interact professionally with the examination committee. The program of study for all students should prepare them to demonstrate proficiency to the Advisory Committee and department graduate faculty in the preliminary exams for at least four of the following areas:
* Morphology and Anatomy
* Taxonomy/Systematics
* Physiology
* Behavior
* Genetics
* Ecology
* Integrated Pest Management
* Biological control
* Toxicology
* Host Resistance
* Evolution
* Stored Products
* Vector Biology
* Veterinary Entomology
* Genomics
* Other relevant areas deemed important by the committee
* At least one area of specialization outside the department (i.e., statistics, biochemistry, plant or animal physiology, etc.).
* Each committee member will administer a written examination to the student, and the entire written examination process should be completed in a four-week time period within a regular semester or combined summer sessions between spring and fall semesters. The oral preliminary exam will be scheduled at least two weeks and no more than four weeks after successful completion of the written portion. The entire preliminary exam, both written and oral parts, must be completed within an 8-week period.
* The decision as to whether a student passes or fails the written examination rests with the committee, after it has received evaluations of all examiners. The major professor shall consult with and present the views of all non-committee graduate faculty members who were asked to contribute to written exams.
* The student’s performance on the written exam, plus any comments or recommendations, will be communicated to the student as soon as they are available. This may be done either by the major professor or in the form of a committee meeting with the student. This meeting can also serve as a planning session for the oral examination to follow. If no committee meeting is held, it is recommended that the student consult individually with each member of the examining committee regarding responses to the respective member’s exam questions.
* Pass or Fail Determination and Outcomes. Although the preliminary examination for the Entomology Ph.D. consists of both written and oral parts, it is considered as a single examination by the Graduate School. Both parts must be completed successfully for the student to have met the preliminary examination requirement for the university and department. The student may proceed to the oral examination only after the written portion is deemed acceptable by consensus of the examiners. Within one week following the completion and determination of the results of the preliminary examination (written and oral parts together), the advisory committee must sign the ballot indicating that the preliminary examination has been completed and recommending approval or disapproval of the student's admission to candidacy for the doctoral degree. The student is considered to have passed the examination and to be recommended to candidacy if at least three fourths of the supervisory committee voted to approve candidacy. *In the event of failure, no more than one additional attempt may be permitted without Graduate Council approval, and the second attempt can occur no sooner than three months after the initial failure*. The circumstances under which a second attempt may involve the entire written portion or merely a repetition of failed sections are determined by the student’s advisory committee in consultation with the Department Head. In the event of a second failure, approval of any further attempt must come from the faculty and should be considered highly unlikely.
* An announcement will be sent by the major professor to the entomology graduate faculty not less than two weeks prior to any scheduled oral preliminary examination date. In accordance with departmental policy, attendance is restricted to KSU graduate faculty except by written permission of both the major professor and the Department Head. The exam will be administered primarily by the committee, but there may be supplementary questions from faculty in attendance as time permits. It is the responsibility of the major professor to solicit and to regulate questions.
* At the conclusion of the oral examination, the student will leave the room, and the major professor will invite input from faculty in attendance regarding the student’s performance. All faculty, particularly those leaving early, are encouraged to leave written comments with the major professor. It is expected that the major professor will consider the comments in his/her own deliberations and, as in the written examinations, present them to the committee. Non-committee members will then leave the room, and the committee will make the final decision as to whether or not the student passes or fails.
* Both written and oral portions of the examination must be passed before the student’s Graduate School ballot is approved as a PASS. If the student receives a PASS, the student is formally admitted to candidacy for the Ph.D. degree.
* Each member of the examining committee is expected to complete an evaluation form (APPENDIX 2) before leaving the examination to provide more detailed feedback to the student and the department on the strengths and weaknesses of the student’s performance on the oral exam. This is separate from the Graduate School ballot and independent of the Pass/Fail decision. (Added by Faculty vote September 16, 2011)

## Dissertation Defense and Final Oral Examination

* **Outside Chairperson**. Following successful completion of the candidacy examinations, the Dean of the Graduate School will appoint a member of the graduate faculty from outside the Advisory Committee to serve as Outside Chairperson. “The outside chairperson, as the representative of the Graduate School, is responsible for conducting the final examination in an orderly manner, evaluating it as a test of the candidate's expertise, submitting the final examination ballot, and making other reports as appropriate or required. As a member of the examining committee, the chairperson also has the right and the responsibility to evaluate the candidate's performance and to cast a vote. The outside chair is responsible for returning the signed ballot and evaluation form to the Graduate School immediately after the oral examination.” (Graduate Handbook, Chapter 3, Section L)
* Presentation of the dissertation research at the final oral examination is required of all Ph.D. students.
* The final oral examination for the Ph.D. degree will be a defense of the candidate’s written dissertation.
* **Final oral examinations are scheduled through the Graduate School**. Department policy for these exams is as follows:
  + *The examination date, time, and place will be announced to all faculty and graduate students at least two weeks in advance*.
  + The first portion of the examination session will be an oral research review presentation (“seminar”) by the student. This review will be open to all faculty members, graduate students, and others who wish to attend. Questions may be asked of the student by persons attending this review.
  + Following the review, members of the student’s committee, the Department Head, and other graduate faculty wishing to remain will be invited to do so, any of whom is entitled to ask further questions. All others will be excused from this portion of the examination.
  + At the conclusion of the examination, the committee members will meet alone to vote on whether to pass the student.
* All examinations for all degrees must follow the rules prescribed by the KSU Graduate Handbook (<http://www.k-state.edu/grad/graduate_handbook/>) and departmental policy.
* Faculty in attendance will assess the quality of the presentation and provide feedback to the student, following procedures and using the form in APPENDIX 1.

## Annual Progress Report

*Annual progress reports from all graduate students are due November 30th*, or the Monday following Thanksgiving (whichever is later). The Head of the department will notify all students by October 1st of the due date for the report. The form is presented in Appendix 4 below.

## Voucher Specimen Requirement

*All students must submit voucher specimens* of the arthropods utilized in their research

to the KSU Museum of Entomological Prairie Arthropod Research and the voucher

specimen number assigned must be cited in the thesis or dissertation and in manuscripts submitted for publication. Specimens must be vouchered prior to completion of the graduate program.

## Exit Interview with Department Head

*All graduating students must schedule an exit interview with the Department Head* prior to departing from Kansas State University. The exit interview provides a reflective opportunity for the student to assess their graduate experience and to provide feedback to promote ongoing improvement of the graduate programs and life in the department. The form used in the exit interview is attached in APPENDIX 3.

# GRADUATE RESEARCH AND TEACHING ASSISTANTS

* **Enrollment Hours Requirements**
  + The *maximum number of credit hours in which a graduate student employed on an assistantship can enroll is 12 hours for the fall and spring terms and 9 hours in the summer*.
  + Students desiring to enroll in credit hours exceeding the maximum number permitted should be in good academic standing and obtain permission from their advisor and forward the permission to the Graduate School for final approval.
  + To fulfill the obligation that students pursue studies full-time, graduate assistants must be enrolled for a minimum of 6 hours of credit during fall and spring terms.
  + *The Department of Entomology does not require that students on assistantships be enrolled in the summer semester. However, students who are unenrolled or enrolled for less than 3 credit hours will have taxes removed from their paychecks during the summer semester* because of Internal Revenue Service regulations.
* **Tuition and Tuition Waivers**
  + Tuition responsibilities for graduate students depend on the nature of the appointment. Students holding a 0.4 to 0.5 FTE GRA, GTA, or GA appointment (or any combination of these appointments) are assessed tuition at the resident rates according to an established schedule.
  + Graduate students appointed as a GTA are eligible for a tuition waiver. Graduate students appointed on a full-time GTA appointment (0.5 FTE) receive a tuition waiver for a maximum of 10 hours in the fall and spring terms and 6 hours in the summer term.
  + GTA waivers for appointments of less than 0.5 FTE are proportional to the appointment: 20% of tuition waived per 0.1 FTE in the spring and fall; summer waivers are more variable, but are approximately 15% per 0.1 FTE (see [http://www.k-state.edu/grad/graduate-handbook/chapter1.html#Graduate Assistants](http://www.k-state.edu/grad/graduate-handbook/chapter1.html%23Graduate%20Assistants) for more details).
  + To be eligible for a GTA tuition waiver in the summer, the student must be enrolled in 3 hours.
  + *Tuition may or may not be covered by the major professor. Communicate with your major professor to clarify this point*.

# application AND ADMISSION PROCESS

## Initial Contact and Procedures

* Potential applicants are encouraged to contact the Department of Entomology via email (entomology@ksu.edu) or via telephone (785-532-6154) for opportunities in the graduate program and application information. The Department will email application information to the applicant regarding the online application URL and procedures. Information about the faculty and graduate program opportunities are available on the department’s website <http://www.entomology.k-state.edu.>
* Potential applicants should also refer to the website of the Graduate School of Kansas State University (<http://www.k-state.edu/grad/students/prospective.html>) for current application requirements, details, and useful supplemental information.
* All applicants are automatically considered for any graduate research assistantships available at the time of their application.

## Application Materials and the Process

* Application materials are submitted online through the Graduate School’s website (<http://www.k-state.edu/grad/admissions/application-process/>) and the online dossier is submitted to the department when all materials are present. Application materials to be provided consist of:
  + Statement of Purpose
  + Curriculum vitae
  + Official transcripts of any and all undergraduate and graduate coursework (sent directly from institution to the department in sealed envelope); unofficial transcripts may be submitted initially to assist in the selection process, but no formal decision will be made without official transcripts being on file
  + Three reference letters
  + GRE scores if available. GRE scores are not required by Kansas State University or the Department of Entomology, but GRE scores can be helpful in the application process, if available.
* Students who have received the M.S. degree in Entomology at Kansas State University are required to apply for admission if they wish to continue towards the Ph.D. and should follow the guidelines described below:
  + The student must submit to the Graduate Affairs Committee a request, including a current KSU transcript, a description of future professional goals, and a supporting statement of purpose. All members of the student’s M.S. Advisory Committee and the proposed Ph.D. advisor must submit letters of support for the applicant. The Graduate Affairs Committee is responsible for forwarding the request through the Department Head to the Dean of the Graduate School along with their written recommendations, whether the committee supports the request or not.
  + If either the Graduate Affairs Committee or the Department Head does not support the request, the student must be notified in writing of the reasons for denial of admission to the Ph.D. program. The student then has the opportunity to reply in writing to the Graduate Affairs Committee and the Department Head. Copies of the communications will be kept in the student’s personnel file and will be made available to the Graduate School at the student’s request.
* Once complete, applications are distributed to members of the Department of Entomology Graduate Affairs Committee for review and recommendations. Each committee member acts independently.
* The Graduate Affairs Committee will compile their reviews, then direct the reviewed application with their recommendations to the Department Head for review.
* Each applicant’s dossier (application, statement of purpose, transcripts, reference letters, other materials), containing comments from the Graduate Affairs Committee and Department Head, is made available to interested faculty willing to serve as an advisor.

## Criteria for Admission

The following criteria are used as general guidelines for admission:

* A strong background in biology, in addition to a minimum of two years of chemistry, one year of mathematics, and one semester of physics.
* An overall 3.0 GPA (B average) is expected in the undergraduate program. Admission of any student with an undergraduate GPA below 3.0 will require that the student be placed on academic probation at the start of enrollment (details about probationary enrollment are in the Graduate School Catalog, found here: <http://catalog.k-state.edu/content.php?catoid=2&navoid=87>).
* Successful completion of the M.S. degree at another university does not automatically result in acceptance to the Ph. D. program; the student’s B.S. program background will be considered along with that of the M.S. program, as applicable.
* The KSU Graduate School requires that international students present evidence of satisfactory knowledge of English (as of 2013, requirements are a minimum cumulative score of 550 in the paper-based TOEFL, or 79 in the internet-based TOEFL. See specific requirements here: <http://www.k-state.edu/grad/students/international.html>

## Admission Decisions

* Admission into the Entomology graduate degree program is based upon recommendation of acceptance by the Graduate Affairs Committee to the Department Head, availability of funding to support the student, availability of a faculty member willing to serve as the student’s advisor, and admission by the Graduate School. Qualified applicants lacking suitable funding (stipend and research support) and/or a major advisor will typically not be admitted to the program.
* A student is admitted into either a Ph.D. or an M.S. program based on the recommendation of the Graduate Affairs Committee, Department Head, and proposed advisor. Any change in the student’s status (e.g. switching from an M.S. to a Ph.D. program or from a research M.S. to the Master’s Report option) must be approved by the Graduate Affairs Committee, the Department Head, the major advisor, and the Graduate School.
* Upon admission by the Department of Entomology and the Graduate School, the Department Head corresponds with each applicant on the following items: 1) name of advisor, 2) general area of research (when appropriate), 3) funding status, if any, 4) expected date of arrival, and 5) other information as deemed appropriate by the Department Head and faculty.
* Non-degree students: Students admitted on a non-degree basis must meet the same departmental entrance requirements as regular status students. Non-degree students may be considered for regular status if their performance meets the departmental standards (including overall GPA of 3.0 on work completed at Kansas State University). The request for change of status is forwarded to the Graduate Affairs Committee and should be supported by the student’s advisor.
* Direct Admission to Ph.D. Program: The department generally does not encourage students with a B. S. degree to apply for direct admission into the Ph.D. program of study. Truly exceptional applicants with extensive coursework, research experience, and/or research publications may be admitted on a probationary basis. Final decisions on whether a student is eventually offered official admission into the Ph.D. program will be based on performance in coursework, relative class standing, and research progress in the first year of study. The change from probationary status must be supported by the student’s advisory committee and approved by the Graduate Affairs Committee, the Department Head and the Graduate School. The direct Ph.D. will require a cumulative minimum of 90 credit hours of coursework and research beyond the B.S. degree. Of these, approximately 36-45 hours are expected to be in directed coursework, at least 15 hours of which must be at the 800-level or above.
* If the department does not recommend the applicant for admission, the Department Head informs the applicant of this decision.

## Internal Admission to Ph.D. Program For Finishing KSU M.S. Entomology Students

Students who are in the process of completing an M.S. in Entomology at Kansas State University and are in a position to continue a Ph.D. program under the same supervisor may continue into a Ph.D. program in the department after application and approval. The following is required for admission:

* Application to KSU Graduate School for the Entomology Ph.D. program, but transcripts, letters of recommendation, and statement of purpose are not required. All appropriate visa and other relevant immigration documents for international students are required as outlined by the Graduate School and Office of International Programs (<http://www.k-state.edu/oip/for/international.html>).
* Confirmation by the proposed Ph.D. major professor of acceptance and funding support.
* A letter of support from the Department Head to be forwarded to the Graduate School. This approval will be forwarded to the Graduate School to finalize acceptance.

## Change from M.S. to Ph.D. Program Prior to Completion of M.S.

Students in the M.S. program with exceptional credentials and ability, and with an appropriate research direction, may consider having their M.S. program converted to a Ph.D. program without completion of the M.S. degree. This conversion requires:

* Demonstration of exceptional academic and professional performance by the student.
* Written approval and support from the student’s M.S. major professor.
* A letter of approval and recommendation from the Department Head to be transmitted to the Graduate School with major professor’s documentation.
* Final approval from the Graduate School.

APPENDIX 1. Performance Standards for Graduate Student Presentations **– Research Proposal and Final Defense (Approved by Faculty vote May 6, 2011)**

1. Evaluation forms will be collected by the Graduate Coordinator and reviewed and discussed with members of the student’s advisory committee, and the results of the presentation and committee discussion will then be shared with the student by the major advisor.

2. Final decisions about the acceptability of the student’s presentation will involve each member of the student advisory committee, with input from the Graduate Coordinator, and will be based on the audience comments on evaluation forms and any additional feedback after the presentation.

3. In the event of deficiencies in the research proposal seminar presentation or final oral defense, the student advisory committee and the Graduate Coordinator will design a remedial process for the student that may involve redesigning and re-presenting the presentation.

**Student Presentation Evaluation** Presenter: Click here to enter text.

Research proposal seminar  Final defense

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Criteria | Excellent  Minor errors do not interfere with meaning | | Acceptable  Errors affect clarity, but do not obscure meaning | Deficient  Serious weaknesses; errors obscure meaning or make incoherent | Comments | | |
| Original and creative; likely to make at least one significant intellectual contribution |  | |  |  | Click here to enter text. | | |
| Raises and addresses important questions or issues, formulates them precisely |  | |  |  | Click here to enter text. | | |
| Evidence of breadth and depth in understanding and analysis of topic |  | |  |  | Click here to enter text. | | |
| Main points developed and supported with relevant information |  | |  |  | Click here to enter text. | | |
| Well organized, with logical flow and well-reasoned conclusions |  | |  |  | Click here to enter text. | | |
| Recognizes assumptions, implications, and/or practical consequences |  | |  |  | Click here to enter text. | | |
| Careful word choice; sentences constructed with skill and purpose |  | |  |  | Click here to enter text. | | |
| Appropriate transitions, summaries, and conclusions |  | |  |  | Click here to enter text. | | |
| Able to answer questions with knowledge and respect |  | |  |  | Click here to enter text. | | |
| Technical – thoughtful image layout; clear graphics; good enunciation and voice projection |  | |  |  | Click here to enter text. | | |
| Evaluator (sign and print name): | | Click here to enter text. | | | | Date: | Click here to enter text. |

APPENDIX 2. Performance Standards for Oral Preliminary Examination **– (Approved by Faculty vote September 16, 2011)**

1. An evaluation form (APPENDIX 2, TABLE 1) will be completed by each member of the student¹s advisory committee at the end of the oral preliminary examination after review and discussion of the student¹s performance. The completed forms will be given to the Graduate Coordinator who will review them with the major advisor and the student. These forms are for the use of the department and are separate from the Graduate School ballot.

In the event of failure in the oral preliminary examination, the student¹s advisor and advisory committee will design a remedial process for the student; this must be submitted to and approved by the Graduate Coordinator. Note that the written portion of the preliminary examination cannot be undertaken until the oral portion is passed. Satisfactory completion of this process will be determined by the student¹s advisor, advisory committee, and Graduate Coordinator.

**Preliminary Examination Evaluation**

**Presenter:** Click here to enter text. **Date:** Click here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Excellent**  Minor errors;  indicates in-depth understanding | **Acceptable**  Errors indicate basic but  incomplete understanding | **Deficient**  Serious weaknesses;  errors require remediation |
| Familiar with  literature, facts and principles relevant to field(s) of specialization | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Knows supporting facts  and principles relevant to  entomology | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Well-organized, indicates the  ability to analyze  complex ideas | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Recognizes assumptions,  implications, and/or practical  consequences | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Logical, well-reasoned  responses;  answers in a  professional and respectful manner | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Other | Click here to enter text. | Click here to enter text. | Click here to enter text. |

Click here to enter text.

**Evaluator/Reviewer Signature (please sign and print your name)**

# APPENDIX 3. The Exit Interview.

**K-State Entomology Graduate Student Exit Interview**

Student name: Click here to enter text. Date: Click here to enter text.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Criteria | Rating\* | | | | Comments | |
| 1 | 2 | 3 | 4 |  |
| Advisor mentoring and interactions |  |  |  |  | Click here to enter text. |
| Committee involvement and input |  |  |  |  | Click here to enter text. |
| Breadth of courses available |  |  |  |  | Click here to enter text. |
| Quality of courses attended |  |  |  |  | Click here to enter text. |
| Opportunities for professional growth & networking (meeting & service opportunities, etc.) |  |  |  |  | Click here to enter text. |
| Facilities to conduct research |  |  |  |  | Click here to enter text. |
| Other research support (supplies, training, etc.) |  |  |  |  | Click here to enter text. |
| Access to faculty outside of advisory committee |  |  |  |  | Click here to enter text. |
| Departmental atmosphere |  |  |  |  | Click here to enter text. |
| Orientation to department – Understanding what is expected and when |  |  |  |  | Click here to enter text. |
| Support from office staff and department head |  |  |  |  | Click here to enter text. |

\*Ratings: 1 = Poor, 2 = Fair, 3 = Good, 4 = Excellent

**Additional Questions:**

**1. Overall, do you feel that you received a quality education in our department?**

Click here to enter text.

**2. What were two or three aspects of your academic experience that were most positive and beneficial to you?**

Click here to enter text.

**3. How would you evaluate the overall support of departmental personnel?**

Click here to enter text.

**4. How would you rate the rigor of courses in the department? How do they compare with courses you may have taken in other departments?**

Click here to enter text.

**5. How do you feel the graduate experience in the department could be improved? What activities in the department or Popenoe Club do you feel should or could be added?**

Click here to enter text.

**6. Based on your experiences, would you recommend the Kansas State Department of Entomology to others looking for a positive and challenging graduate experience?**

Click here to enter text.

APPENDIX 4. Annual Progress Report Form

**Department of Entomology**

**Kansas State University**

**GRADUATE STUDENT ANNUAL PROGRESS REPORT**

Period Covered from 1 January to 31 December of Click here to enter text.

Annual progress report is required of all students, and must be submitted no later than **December 20th of the evaluated year**. The report should include enough detail to cover the subject, and include objectives tested, results obtained, publications or presentations, and coursework progress. Use additional pages as necessary.

**Name:** Click here to enter text. **Major Professor:** Click here to enter text.

**Semester and Year Admitted:** Choose an item. **Year:** Click here to enter text.

**Degree Program:** Choose an item.

**Goals for the Past Year:**

Click here to enter text.

**Results (provide brief description of findings and the next steps):**

Click here to enter text.

**List Publications:**

Click here to enter text.

**List Presentations:**

Click here to enter text.

**List Awards (Prize won, awarding entity, location, year):**

Click here to enter text.

**Coursework taken during review period:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course No.** | **Course Title** | **Semester** | **Grade** |
| Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. |
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| Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Choose an item. | Click here to enter text. |

**Statement of Goals for the next year:**

Click here to enter text.

**Major Professor Comments on Student’s Progress:**

Click here to enter text.

**Student Signature:** Click here to enter text. **Date:**Click here to enter text.

**Major Professor Signature:** Click here to enter text. **Date:** Click here to enter text.

APPENDIX 5. Faculty Advisor Evaluation Form

**Advisor Evaluation**

**Student: Please DO NOT IDENTIFY YOURSELF. Fill in the requested information to the best of your ability. Provide additional comments at the bottom, as needed and return to EVELYN by 5:00 PM, December 20th of evaluated year.**

**Advisor’s Name: Click here to enter text. Date:** Click here to enter text.

**Use the following scale to rate your advisor on the items listed below:**

5–Strongly Agree 2–Disagree

4–Agree 1–Strongly Disagree

3–Neutral 0–Does not apply

|  |  |
| --- | --- |
| **Rating**  **(1-5)** | **Issue** |
| Choose an item. | Keeps his or her office hours as posted |
| Choose an item. | Seems to enjoy advising |
| Choose an item. | Knows the university and department policies |
| Choose an item. | Is familiar with my academic background |
| Choose an item. | Helps me to examine my needs, interests, and values |
| Choose an item. | Is willing to discuss research ideas |
| Choose an item. | Provides the necessary support for my research |
| Choose an item. | Has a hands-on approach to my academic/research program |
| Choose an item. | Is knowledgeable about courses/research outside my major area of study |
| Choose an item. | Is approachable and easy to talk to |
| Choose an item. | Helps me explore careers in my field of interest |
| Choose an item. | Shows concern for my personal growth and development |
| Choose an item. | Keeps personal information confidential |
| Choose an item. | Encourages my involvement in extracurricular activities |
| Choose an item. | Is a helpful, effective advisor whom I would recommend to other students |

**Additional Comments:**

Click here to enter text.