2013-2014

Graduate Student Handbook

Department of Forest, Rangeland, and Fire Sciences

University of Idaho

INTRODUCTION

This guide has been prepared by the ***Department of Forest, Rangeland, and Fire Sciences (FRFS)***, to supplement general information and regulations in the *University of Idaho Catalog* concerning graduate education at the University of Idaho. The focus of this guide is on information pertaining to FRFS graduate students. It can also be found on the web at http://www.uidaho.edu/cnr/frfs. Further information may be obtained from the following websites:

University of Idaho (www.uidaho.edu)
Department of Forest, Rangeland, and Fire Sciences (www.uidaho.edu/cnr/frfs)
College of Natural Resources (www.uidaho.edu/cnr)
College of Graduate Studies (COGS) (www.uidaho.edu/cogs)
Graduate & Professional Student Association (GPSA) (www.webpages.uidaho.edu/gpsa)

Acceptance into the Program

An applicant is not admitted to a M.S. or Ph.D. degree program without the concurrence of at least one FRFS faculty member who accepts the responsibility of major professor. A person serving as a major professor must be a member of the UI graduate faculty. If the applicant's interests are diverse and more than one professor expresses a willingness to accept the student, the student should select the major professor from among these professors as soon as possible during the first semester of the graduate program. Communication with the major professor (or potential major professors) is an important first step for the graduate student, and often begins well before the application process and/or the first semester of enrollment.

It is important that graduate students maintain a friendly but professional relationship with their major professors. Major Professors want their students to be productive and successful during their graduate studies and will do their best to help them. The role of the major professor is to provide coursework advice, direction for research, and usually financial support for the student and/or research projects. The major professor is also frequently the key to success in job applications following graduation. If you have questions or problems, talk to your major professor. If that is not possible, contact the Department Head.

Credit Deficiencies

Students entering a graduate program without a related undergraduate or graduate degree may be required to take deficiency courses in the area of research they wish to pursue. These courses may or may not be a portion of the study plan, as determined by the graduate advisory committee.

Role of the Graduate Student

A graduate student is expected to perform independent work and to exhibit individual responsibility in planning and conducting a program of study. *The student*, not the major professor, *is responsible for meeting all deadlines and academic requirements* and for initiating regular communication with the major professor and the graduate advisory committee. The student is urged to study carefully the deadlines in the *Academic Calendar* and the schedule of

activities and deadlines for the graduate program in general described in the *Thesis/Dissertation Handbook*.

The role of a graduate student is quite different from what is expected of undergraduates. In graduate school, your success will depend on your ability to take initiative, create a relevant list of courses, implement and complete creative projects, and build strong working relationships with your major professor, graduate advisory committee members, and fellow graduate students.

- Keep your major professor and committee informed of your progress and go to them for help whenever needed.
- Seek opportunities to gain information about topics and disciplines not directly related to your project. Graduate students should strive to *think broadly* and become well-educated about the procedures and accomplishments of science.
- Develop *leadership* and *communication skills*. Strive to work effectively in team projects. Look for opportunities to present your research to professional and civic organizations. Contribute to the work of the department including assisting in classes.
- Initiate your life as a professional. Become involved in *professional organizations* that are appropriate for your career development in science and/or natural resource management.

Graduate Student Concerns

If you have concerns or conflicts, first discuss them with your major professor. The student should attempt to resolve the problem by informal discussion with those involved before a formal grievance is brought to the Department Head. The Department Head will work with the student to bring the situation to a reasonable conclusion. If necessary the Department Head, the major professor and/or the student may visit the University Ombudsman for additional assistance.

ADMINISTRATION

The College of Graduate Studies (COGS) administers all graduate programs. Approvals for registration, degree, study plan, thesis or dissertation completion, and petitions must be obtained from the Dean of Graduate Studies. Many of the appropriate forms can be downloaded from the web at http://www.uidaho.edu/cogs/forms.

Registration

Consult the UI *Class Schedule* and your major professor to select a schedule of courses for your first semester. Once you have registered via VandalWeb, you will receive billing information. New students will receive a paper bill. All returning students will receive an email billing notification sent to their VandalWeb account. For the last day to pay registration fees without penalty, consult the *Academic Calendar*.

Registration Requirement

Graduate students in the Department of FRFS must be registered (continuously enrolled) for a minimum of one credit every fall and spring semester from the time they begin their programs

until they complete the degree. Failure to maintain continuous enrollment will require re-applying to the department. This applies whether the student is doing the work on or off campus. Students may petition the FRFS Department Head for a leave of absence with the approval of their major professor.

A student *must* be registered for at least one credit of 500, 599, or 600 during the term in which his/her requirements are *completed*. This includes taking the final examination and submitting an acceptable version of the project, thesis, or dissertation.

Full-Time Load

The Department of Forest, Rangeland, and Fire Sciences **expects that all full-time teaching or research assistants** (being paid 20 hours per week) **enroll for at least 9 credits a semester**, not including audited courses. Out-of-state tuition is waived by the College of Graduate Studies or the Vice President for Research for all students on full-time assistantships. In-state tuition and fees are **not** waived. Less than full-time assistants (being paid less than 20 hours per week) are expected to be enrolled as full-time students and enrolled in 9 credits a semester; however, the out-of-state tuition is only waived in proportion to the percent of time their assistantship represents (which may be a combination of teaching and research). For example, a 10 hr/week assistantship means one-half of the out-of-state tuition and all fees must be paid by the student. All graduate students should be registered for the *maximum* number of credits appropriate to the work effort involved.

Normally, a full-time academic load for a graduate student who is **not** a teaching or research assistant is considered 12 to 15 credits per semester. The credit limit for a graduate student is 16 credits (excluding courses taken for audit). With a successful petition to the College of Graduate Studies, a student may enroll in up to 22 credits in the fall and spring semesters and 18 credits in the summer semester.

Financial Support

The teaching and research of the Department is accomplished through the efforts of the faculty and graduate assistants. Graduate students are often compensated for teaching or conducting research through "assistantships." Teaching and research assistantships are often awarded on a competitive basis. If a student begins a program of study for the M.S. or Ph.D. without funding, the student is expected, with assistance from the major professor, to seek funds for research projects.

> *Teaching (Instructional) Assistantships (TAs):* These assistantships are administered by the department and are awarded for a specific semester and course. Most TAs in the FRFS department are awarded partial appointments (i.e., less than 20 hrs/semester).
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> *Research Assistantships:* The selection process is conducted by each faculty member according to his/her individual research needs. The duration of the appointment is determined by the faculty member who awards the stipend. Most research assistants with full-time stipends are expected to work in a research capacity an average of 20 hours per week during the appointment. The assistantship is not intended to pay for a student's time spent on coursework; it is designed to support research activities.

Graduate and Professional Student Association (GPSA)
All University of Idaho graduate students are eligible for membership in the Graduate and Professional Student Association (GPSA). The Department of FRFS must have a current graduate student representative that regularly attends the GPSA meetings in order for the department's graduate students to apply for GPSA Travel Grants. More information about GPSA is available at http://webpages.uidaho.edu/gpsa.

DEGREE PROGRAMS

Master of Science

Credit Requirements
The MS degree in CNR has one designation: Natural Resources. However, thesis topics must be chosen from disciplinary areas within a department. *The minimum program consists of 30 credit hours, of which 18 credits must be 500-level courses*. (For students in the thesis option, up to 10 of these 500-level credits can be in FOR, FORP, or REM 500 Research and Thesis. For students in the non-thesis/professional paper option, up to five of these 500-level credits can be in FOR, FORP, REM 599 Non-Thesis Research.) See the *University of Idaho Catalog* for additional credit requirements. It is often necessary to take more than the minimum number of credit hours to attain educational objectives, to meet prerequisite requirements for other courses, or to satisfy deficiencies within a field of study. (See also registration requirements in this Guide.)

Both thesis and non-thesis options are offered. The *thesis option* requires completion of a thesis that is the result of original work carried out by the student under the supervision of the major professor and the graduate advisory committee. The *non-thesis option* does not require the completion of a thesis; however, completion of an agreed-upon project and/or professional paper is required. Study plans in both options are tailor-made to the student's individual needs and the availability of courses at the university. The study plan is to be *jointly* developed by the student and the major professor in consultation with the student's graduate advisory committee.

Functions of the Graduate Advisory Committee
The functions of the graduate advisory committee are to: 1) help the student develop a study plan and research proposal, 2) advise and evaluate performance throughout the program, 3) review and approve the thesis or the professional paper (for the non-thesis option), and 4) administer the oral exam/defense.

Membership of a Graduate Advisory Committee
By the completion of the second semester of an M.S. program, a graduate advisory committee consisting of at least three faculty members is to be appointed for both thesis and non-thesis options. All members of the graduate advisory committee must hold at least a MS. The committee must include:

(1) The major professor from the Department of FRFS, who is also a member of the University of Idaho Graduate Faculty*;
(2) A second member from the Department of FRFS+; and

(3) A member from inside or outside the department++.

In addition, at least one-half of the graduate advisory committee (including the major professor) must be members of the University of Idaho Graduate Faculty.

*the major professor must be either a tenure-track or non-tenure track member of both FRFS and the UI Graduate Faculty. Affiliate and Adjunct Faculty are therefore not eligible to serve as major professor

+the second member of the FRFS Department (in addition to the major professor) can be Adjunct or Affiliate Faculty; if they are not a member of the UI Graduate Faculty then the third member must be a member of the UI Graduate Faculty

++the third member is intended to add programmatic breadth to the graduate advisory committee

Appointing the Graduate Advisory Committee

Go to http://www.uidaho.edu/cogs/forms to download the Major Professor and/or Committee Appointment or Change form. Once all the appropriate signatures are obtained, this form is to be submitted to the College of Graduate Studies. See Brenda Haener if you have questions.

After the initial graduate advisory committee meeting and approval of the study plan and proposal, the student should meet with the committee, individually or as a group, *at least* once every six months to review progress of coursework and research.

Preparation of a Study Plan

The study plan is a list of courses to be taken during the graduate program. An individualized study plan is to be completed via *VandalWeb* by each graduate student, in consultation with his/her major professor and graduate advisory committee. This should be done before the end of the student's second semester. Careful thought should be given to the focus and objectives for the student's graduate program. Students entering the graduate program may be required to complete supplemental courses as designated by the major professor and the graduate advisory committee. Go to http://www.uidaho.edu/cogs/forms for complete instructions on how to submit or make changes to the study plan. **Although COGS does not require that committee members sign the Study Plan, the Department of FRFS does. A paper copy of the Study Plan with the signatures from all committee members must be on file in the FRFS department office. The department head will not sign as Department Administrator without signatures from all committee members on the proposed Study Plan.**

Required Courses

All MS degree graduate programs should include two semesters of seminar, at least one of which must be from within the FRFS department. All students must also have at least one quantitative course at the 400-level or above; this course will be determined by the graduate advisory committee.

The Research Proposal

A written research or project proposal and a public presentation of the proposed research or project are required, ordinarily before the end of the second semester for an M.S. degree. This applies to both the thesis and the non-thesis MS.

A research proposal describes the thesis research or non-thesis project that will be conducted for the graduate study. In the case of a thesis, the research proposal must provide appropriate literature review, describe the question(s) to be addressed, postulate the hypotheses to be tested, and outline the data to be collected and analyzed to test the hypothesis and allow appropriate conclusions to be drawn. In the case of a non-thesis project, the proposal must describe the project to be undertaken and its desired outcome in sufficient detail to serve as a guiding document or project plan.

A research proposal or project plan must be completed by each student, in consultation with the major professor and graduate advisory committee, as soon as possible after beginning the program. Committee approval of a written research proposal is required of all students in the graduate program. After receiving committee approval, the student should schedule the public presentation of the proposal. The public presentation must be attended by all your graduate advisory committee members and it is open to CNR faculty, staff, students and others.

Thesis

In general, a thesis is a scholarly report, typically one describing the development and testing of a hypothesis by the scientific method, and demonstrating originality and creativity by the student. A student in the thesis option must submit a thesis or publishable manuscript(s) *at the discretion of the candidate's graduate advisory committee*. If the thesis research is to be prepared and presented as a publication, the report submitted to the department and to the College of Graduate Studies prior to graduation must still be formatted according to the *Thesis and Dissertation Handbook*. In some cases, separate publishable papers are presented as chapters within the thesis format. A maximum of 10 credits of Research and Thesis (FOR, FORP, REM 500) can be counted toward the 30-credit requirement. This does not preclude a student from taking more than 10 credits of FOR, FORP, REM 500 if this is appropriate to the effort expended on the thesis.

The traditional format is a single report of research including an introduction, literature review, methods, results, and discussion, usually in separate chapters. The manuscript format is based on the style required by a publisher of a scientific journal. Usually the manuscript format includes an overall introduction, a chapter(s) that appears as an individual manuscript(s), then, an overall conclusion chapter (especially if several manuscripts are submitted). The format of theses (either traditional or manuscript) is at the discretion of the major professor and graduate advisory committee. Regardless of the format selected, the thesis must be submitted to COGS according to the *Thesis and Dissertation Handbook*. Professional papers are not submitted to COGS, but must meet similar departmental guidelines.

Non-Thesis Papers

One or more papers or projects may be required for the non-thesis student. Normally, 3 to 5

credits of Research (599) are granted for the paper(s). Credits for Research and Thesis (500) are not acceptable in the non-thesis program. If a student decides to switch from thesis to non-thesis (or vice versa), he/she may petition the College of Graduate Studies to change credits earned in FOR 500 to FOR 599 (or vice versa). This decision should be made as early in the program as possible and requires concurrence of the major professor and graduate advisory committee.

Authorship

The student is the sole author of the thesis or dissertation, but authorship of publications from this report is typically multiple. The credit for authorship of publications, i.e., first, second, or third, etc., should be clearly defined between the student and the major professor. The person(s) actively involved in proposal preparation, research design, implementation, and manuscript writing should be included as authors, with the order of authorship determined by the degree of involvement. Important factors to be considered when determining authorship include whose original idea initiated the project, who sought out and procured the funding, who had primary administrative and advisory responsibility for the project, who carried it through, and who continued to provide ideas and leadership in the project.

Application to Graduate and Scheduling the Final Defense

The student must file an application to graduate one semester prior to the expected graduation date, not including summer. This form is completed via *VandalWeb*.

The Request to Proceed with Final Defense form must be filed with COGS before the scheduled defense.

Final Exam ("Defense")

A final examination is required for both non-thesis and thesis options, and is administered by the student's graduate advisory committee. The student must be registered for at least one credit of Research and Thesis, FOR, FORP, REM 500 (thesis option) or Research, FOR, FORP, REM 599 (non-thesis option) to take the examination. The final examination should not be scheduled until the major professor and the graduate advisory committee members have reviewed and expressed satisfaction with a complete (but not necessarily final) draft of the thesis or professional paper. A copy of the thesis draft incorporating input from all committee members must be given to each committee member at least one week prior to the final examination. The final draft of the thesis is prepared after the final examination, and incorporates changes deemed necessary by the committee at time of the examination.

The format of the final exam is agreed upon by the student and the graduate advisory committee. For students in the thesis option, an oral examination ("thesis defense") is required. All of the student's advisory committee members must be present or in phone or video conference for the exam. If any member is unable to attend, special rules apply (check with COGS). Students in the non-thesis option generally take an oral comprehensive examination and/or a written examination.

An announcement of the date, time, place, and subject of the examination is made several days beforehand to all CNR faculty, staff and graduate students. Any UI faculty member may attend.

Students and others may be invited to the oral examination at the discretion of the student and the major professor. See Brenda Haener to obtain the Defense/Presentation form. Once the form is complete, she will advertise your defense via flyers and email.

Thesis defenses typically begin with a 20-30 minute formal presentation of research findings and are followed by up to two hours of questioning (the actual examination). Most typically in the Department of FRFS, the early presentation part of the exam is open, while the latter part, involving questioning by the Committee and any other Graduate Faculty members who wish to stay, is closed. Following the defense, the student makes final revisions to the thesis and must submit it to COGS within six months in a form acceptable to both the committee and the College of Graduate Studies. Consult the *Thesis and Dissertation Handbook*.

At the discretion of the graduate advisory committee, a written examination may be given *in addition to* (and generally prior to) the thesis defense, or *instead of* an oral comprehensive examination for students in the non-thesis option. Written exams are composed of questions submitted by the committee and, at the discretion of the committee, other instructors from whom the student has taken significant courses. The format of questions from individual faculty members is flexible. However, the entire written examination should take about 8 to 10 hours. The committee defines if the written exam is open or closed book.

Dissemination of Research Results

Students are expected to actively participate in the dissemination of research results via publications and/or presentations of papers at professional meetings. Some major professors require this of their graduate students.

Copyright

Generally UI faculty, staff, and students shall retain all rights to copyright and publish works produced by them. Section 5300 of the *University of Idaho Faculty-Staff Handbook* states the policy in detail.

Ownership of Research Information

All records from research funded by the university and funded by external grants through the university (reports, photographs, data, etc.) are the property of the University of Idaho and cooperating research sponsors. This information must remain with the university. Students are permitted access to and may have copies of this information.

Completion of Degree Requirements

There is a difference between passing the final defense of a thesis and submitting signed, acceptable, final copies to the College of Graduate Studies. *Both* are required to complete degree requirements. The final defense is an important step in the process of completing a thesis, but passing the final defense does *not* mean that the thesis is completed and that no more revising is necessary. Additional work remaining on the thesis (from small editorial corrections to more substantive revisions) is typically discussed during the defense. A majority vote of the committee is required to pass the defense and to enable the student to move on to make revisions required by the committee. Within six months of passing the defense, the student must have made the changes in a manner satisfactory to all members of the

committee, as indicated by committee signatures on the Authorization to Submit page in the thesis.

Completion Dates

Your thesis/professional paper should be given to the Department Head for review at least 48 hours before you expect the Department Head's signature of approval. An exit interview should also be scheduled with the Department Head, preferably at the time you plan to pick up your signed thesis or professional paper. A thesis and/or report of the comprehensive examination must be submitted to COGS, in fully acceptable form and with all required signatures, by 5 p.m. on Friday of exam week for a student to be considered a graduate of that semester. The thesis or project can be turned in by the Friday before classes start for the *following* semester. If this is done, the student will graduate at the end of the following semester, but will not have to register for that semester. *Check with the College of Graduate Studies for exact dates.*

Copies

Graduate students typically give a copy of their thesis to their major professor, graduate advisory committee and others who substantially contributed to the project's success. Check with these people to see if they want a copy and in what form (e.g., hard-bound, spiral-bound, unbound, or electronic).

Non-thesis students must submit a copy of their professional paper or project report to the department as the UI Library does not keep copies of non-thesis reports.

Completing the Thesis in Absentia

Based on considerable experience, the faculty discourages students from leaving campus and/or taking a full-time position before their theses are completed. Under such circumstances, finishing the work is often countered by job demands or family responsibilities and the likelihood of finishing the degree is substantially reduced. Refer to the *University of Idaho Catalog* for maximum time limits for completion.

Transition from M.S. Degree to Doctoral Program

A student who completes a M.S. degree in the Department of Forest, Rangeland, and Fire Sciences may continue into the Ph.D. program in the College with the agreement of the major professor.

Doctor of Philosophy

Many students entering the doctoral program have successfully completed a M.S. degree program with thesis. The thesis demonstrates that the student has the necessary ability and experience initiating, carrying out, and completing an independent research project before he/she undertakes the more ambitious and demanding research project required at the doctoral level. Admission to the doctoral program without completing a M.S. degree is possible with the agreement by the major professor and approval by the faculty who review an applicant's admission materials.

Credit Requirements

The Ph.D. degree in CNR has one designation: "Natural Resources." However, dissertation topics must be chosen from disciplinary areas within a department. *A minimum of 78 graduate credit hours beyond the bachelor's degree, including the dissertation research, is required for the doctoral degree. Of these, at least 52 credit hours must be in courses numbered 500 or above, and at least 33 of the 78 credits must be in courses other than 600.* The number of credits from the M.S. degree program that can count toward the Ph.D. is determined by the student's graduate advisory committee, but not more than 10 actual thesis credits can be included and counted in the doctoral study plan. At least 39 of the minimum 78 credits must be in UI courses. Proficiency in a foreign language is not required by the College of Natural Resources.

Functions of the Graduate Advisory Committee

The functions of the graduate advisory committee are to: 1) help the student develop a study plan and research proposal, 2) advise and evaluate performance throughout the program, 3) review and approve the dissertation, 4) administer the preliminary exam (both written and oral portions), and 5) administer the oral exam/defense.

Membership of a Graduate Advisory Committee

A graduate advisory committee, consisting of at least four members should be selected during the first year in a doctoral program. All members of doctoral committees must have a Ph.D. The committee must include at least:

(1) The major professor from the Department of FRFS, who is also a member of the University of Idaho Graduate Faculty*;
(2) A second member from the Department of FRFS+;
(3) A member from either inside or outside of the department++; and
(4) A member from outside the department.

In addition, at least one-half of the graduate advisory committee (including the major professor) must be members of the University of Idaho Graduate Faculty.

*the major professor must be either a tenure-track or non-tenure track member of both FRFS and the UI Graduate Faculty. Affiliate and Adjunct Faculty are therefore not eligible to serve as major professor

+the second member of the FRFS Department (in addition to the major professor) can be Adjunct or Affiliate Faculty; if they are not a member of the UI Graduate Faculty then the third member must be a member of the UI Graduate Faculty

++the third member is intended to add programmatic breadth to the graduate advisory committee

Appointing the Graduate Advisory Committee

Go to http://www.uidaho.edu/cogs/forms to download the Major Professor and/or Committee Appointment or Change form. Once all the appropriate signatures are obtained, this form is to be submitted to the College of Graduate Studies. See Brenda Haener if you have questions.

After the initial graduate advisory committee meeting and approval of the study plan and proposal, the student should meet with the committee, individually or as a group, *at least* once every six months to review progress of coursework and research.

Preparation of a Study Plan

The study plan is a list of courses to be taken during the graduate program. An individualized study plan is to be completed via *VandalWeb* by each graduate student, in consultation with his/her major professor and graduate advisory committee. This should be done before the end of the student's second semester. Careful thought should be given to the focus and objectives for the student's graduate program. Students entering the FRFS graduate program may be required to complete supplemental courses as designated by the major professor and the graduate advisory committee. Go to (http://www.uidaho.edu/cogs/forms for complete instructions on how to submit or make changes to the study plan. **Although COGS does not require that committee members sign this form, the Department of FRFS does. A paper copy of the Study Plan with the signatures from all committee members must be on file in the FRFS department office. The department head will not sign as Department Administrator without signatures from all committee members on the proposed Study Plan.**

Required Courses

All Ph.D. degree graduate programs should include three semesters of seminar, at least one of which must be from within the FRFS department. All students must have at least one quantitative course at the 400-level or above; this course will be determined by the graduate advisory committee.

The Research Proposal

A written research or project proposal and a public presentation of the proposed research are required, ordinarily before the end of the third semester for a Ph.D.

A research proposal describes the research that will be conducted for the graduate study. The research proposal must provide appropriate literature review, describe the question(s) to be addressed, postulate the hypotheses to be tested, and outline the data to be collected and analyzed to test the hypothesis and allow appropriate conclusions to be drawn.

A research proposal must be completed by each student, in consultation with the major professor and graduate advisory committee. Committee approval of a written research proposal is required of all students in the graduate program. After receiving committee approval, the student should schedule the public presentation of the proposal. The public presentation must be attended by all your graduate advisory committee members and it is open to CNR faculty, staff, students and others.

Ph.D. Students as Teaching Assistants

Every Ph.D. student must serve one semester as a teaching assistant. It is possible to get credit for this work (FOR, FORP, REM 597, Practicum). Participation in a two-day Teaching Assistant Training workshop is a requirement for all new students being appointed as fulltime (20 hrs/wk) or part-time teaching assistants. The student must complete the workshops the first semester of the assistantship. The information presented provides both a personal and a professional benefit. See www.uidaho.edu/cogs (click on Teaching Assistant Institute) for the latest workshop outline and agenda.

Ph.D. Residency Requirement

In order to qualify for the Ph.D., the Department of FRFS requires that all Ph.D. students spend at least one semester in residence at the UI campus (in Moscow) and take, during that time in residence, at least 9 credits of 500 or above graduate course work, not to include directed studies and dissertation research credits.

Preliminary Exam

The preliminary exam is scheduled after the student has completed the majority of the courses in the study plan. It is recommended that all Ph.D. students take their prelim exam within the first 36 months after they begin the doctoral program. Students can petition to the FRFS faculty for an extension in the time needed before taking the preliminary exam without re-applying. This policy applies to doctoral students entering in fall semester 2009 or after.

The exam should include both written and oral portions. This exam is administered by the graduate advisory committee, all members of which must be present at the oral portion of the exam. The format of the exam is agreed upon by the student and the graduate advisory committee. Each subset of written questions from committee members and others may take up to a day to complete, and the entire written portion of the exam generally takes no more than 3 to 5 working days to complete. Evaluation of the written examination by the committee is completed prior to the oral exam. Performance on the written exam may be discussed with the student before the oral exam, but the student's performance in *both* written and oral parts of the exam is the basis for evaluating overall performance (passing/failing) on the preliminary examination.

The oral portion of the exam takes place no later than one month (four weeks) after completion of the written exam. Although the oral portion of the preliminary examination is usually closed (i.e., committee only), other faculty members may be invited to participate at the discretion of the graduate advisory committee and the student. Alternatively, the oral preliminary examination may begin as an open forum for the student to formally present his or her research proposal. Once a doctoral student passes the preliminary exam, the major professor certifies that all requirements for the advancement to candidacy have been met and submits the "Report of Preliminary Examination" form to COGS. The student is then considered a "candidate" for the Ph.D. (that is, the student has "advanced to candidacy.")

Dissertation

A dissertation is required of all doctoral students. A significant level of originality and creativity must be displayed by the student in developing, carrying out, and writing the dissertation

research project. Committee approval of a written research proposal is required of all graduate students in the Ph.D. program. **Also required is a public presentation of the proposed research by the end of the fourth semester in the doctoral program.** The student should meet with his or her committee as a whole *at least* once a year (and with individual committee members more often) to review progress on the coursework and research.

As with an M.S. thesis, the dissertation may be written as a paper, or papers, for submission to refereed journal(s), but the report submitted to the College of Graduate Studies and the department must be formatted according to the *Thesis and Dissertation Handbook*.

Authorship

The student is the sole author of the thesis or dissertation, but authorship of publications from this report is typically multiple. The credit for authorship of publications, i.e., first, second, or third, etc., should be clearly defined between the student and the major professor. The person(s) actively involved in proposal preparation, research design, implementation, and manuscript writing should be included as authors, with the order of authorship determined by the degree of involvement. Important factors to be considered when determining authorship include whose original idea initiated the project, who sought out and procured the funding, who had primary administrative and advisory responsibility for the project, who carried it through, and who continued to provide ideas and leadership in the project.

Application to Graduate and Scheduling the Final Defense

The student must file an application to graduate one semester prior to the expected graduation date, not including summer. This form is completed via *VandalWeb*.

The Request to Proceed with Final Defense form must be filed with COGS at least 10 days prior to the scheduled defense.

Final Exam ("Defense")

The final examination is administered by the student's graduate advisory committee. The student must be registered for at least one credit of Research and Dissertation, FOR, FORP, REM 600 to take the examination. The final exam should not be scheduled until the major professor and the graduate advisory committee members have provided input and approved a complete (but not necessarily final) draft of the dissertation conforming to university format guidelines. A copy of this draft of the dissertation (incorporating comments by all committee members) must be given to each committee member at least 10 working days prior to the final examination and signatures obtained for permission to schedule the defense.

The exam date, time, place, and subject must be advertised through the College of Graduate Studies (they need 10 working days' notice) and the Department of FRFS. An announcement is made several days beforehand to all CNR faculty, staff and graduate students. Any UI faculty member may attend. Students and others may be invited to the oral examination at the discretion of the student and the major professor. See Brenda Haener to obtain the Defense/Presentation form. Once the form is complete, she will advertise your defense via flyers and email.

The format of the final exam is agreed upon by the student and the graduate advisory committee. The final exam is oral and typically begins with a 30 to 40minute formal presentation of the research findings, followed by up to two hours of questioning (the actual examination). Other topics may be included if the committee desires. All members of the graduate advisory committee must be present or in phone or video conference for the exam. If any member is unable to attend, special rules apply (check with COGS). Most typically in the Department of FRFS, the early presentation part of the exam is open, while the latter part, involving questioning by the committee and any other Graduate Faculty members who wish to stay, is closed. Following the defense, the student makes final revisions to the dissertation and must submit it to COGS within six months in a form acceptable to both the committee and the College of Graduate Studies. Consult the *Thesis and Dissertation Handbook*.

Dissemination of Research Results

Students are expected to actively participate in the dissemination of research results via publications and/or presentations of papers at professional meetings. Some major professors require this of their graduate students.

Copyright

In general, UI faculty, staff, and students retain all rights to copyright and publish works produced by them. Section 5300 of the *University of Idaho Faculty-Staff Handbook* states the policy in detail.

Ownership of Research Information

All records from research funded by the university and funded by external grants through the university (reports, photographs, data, etc.) are the property of the University of Idaho and cooperating research sponsors. This information must remain with the university. Students are permitted access to and may have copies of this information.

Completion of Degree Requirements

There is a difference between passing the final defense of a dissertation and submitting signed, acceptable final copies to the College of Graduate Studies. *Both* are required to complete degree requirements. The final defense is an important step in the process of completing a dissertation, but passing the final defense does not mean that the dissertation is completed and that no more revising is necessary. Additional work remaining on the dissertation (from small editorial corrections to more substantive revisions) is typically discussed during the defense. A majority vote of the committee is required to pass the defense and to enable the student to move on to make revisions required by the committee. Within six months of passing the defense, the student must have made the changes in a manner satisfactory to all members of the committee, as indicated by committee signatures on the Authorization to Submit page in the dissertation.

Completion Dates

Your dissertation must be given to the Department Head for review at least 48 hours before you expect the Department Head's signature of approval. An exit interview should also be scheduled with the Department Head, preferably at the time you plan to pick up your signed dissertation. The dissertation must be submitted to COGS, in fully acceptable form and with all

required signatures, by 5 p.m. on Friday of exam week for a student to be considered a graduate of that semester. The dissertation can be turned in by the Friday before classes start for the *following* semester. If this is done, the student will graduate at the end of the following semester, but will not have to register for that semester. *Check with the College of Graduate Studies for exact dates.*

Copies

Graduate students typically give a copy of their dissertation to their major professor, graduate advisory committee and others who substantially contributed to the project's success. Check with these people to see if they want a copy and in what form (e.g., hard-bound, spiral-bound, unbound, or electronic).

Completing the Dissertation in Absentia

Based on considerable experience, the faculty discourages students from leaving campus and/or taking a full-time position before their dissertations are completed. Under such circumstances, finishing the work is often countered by job demands or family responsibilities and the likelihood of finishing the degree is substantially reduced. Refer to the *University of Idaho Catalog* for maximum time limits for completion.

PROFESSIONAL CONDUCT AND ETHICS[1]

[1] This sections on Professional Conduct and Ethics, Academic Honesty, and Harassment are adapted from the UI Biological Sciences Department Graduate Student Handbook (www.uidaho.edu/sci/biology/academics/grad).

As graduate students and professional scholars-in-training, you are expected to exercise high standards of ethical and professional behavior toward your peers and your professors. Science as a whole can only make progress if individual scientists are truthful and trustworthy. As academic professionals and members of the larger community of scientists, graduate students should practice intellectual honesty at all times. You should exercise scholarly discipline and good critical skills, while engaging in civil, collegial discussion of scientific and professional matters. Ideally, scientific professionals should strive to be objective and fair in their criticism and discussion of colleagues' work. Graduate students must never engage in, permit or otherwise support professional misconduct, including plagiarism, falsification of information, or deception of any kind. Each of us is obligated to report professional misconduct to a supervisor or Department Chair as appropriate.

Academic Honesty

As stated above, graduate students are expected to uphold high standards of intellectual and academic honesty at all times, and to enforce university and departmental standards for academic honesty. This is true particularly when it comes to your own academic and scientific work and the work of your students. The University Faculty and Staff Handbook states that "cheating on classroom or outside assignments, examinations or tests is a violation of [the academic honesty] code. Plagiarism, falsification of academic records, and the acquisition or use of test materials without faculty authorization are considered forms of academic dishonesty…" Should you encounter academic dishonesty on the part of one of your students,

you should immediately bring it to the attention of your teaching supervisor. Other instances should be discussed with your major professor or the Department Chair.

Harassment

Graduate students are expected to treat their students, peers, professors, and other colleagues in the university workplace respectfully at all times. By the same token, you are also entitled to respectful behavior on the part of your coworkers. “Harassment” in the workplace is often defined in sexual terms. However, harassment in a broader sense can also take the form of teasing, insults and other hostile or harsh speech, crude gestures, or otherwise acting toward another person in an extremely objectionable or humiliating manner, even when that behavior lacks a sexual context. Legally prohibited harassment includes not only sexual harassment but also harassment based on race, color, national origin, religion, age, disability, or status as a war veteran. The University of Idaho Faculty and Staff Handbook Policy 3220 defines sexual harassment as “unwelcome sexual advances, requests for sexual behaviors, or other verbal or physical conduct of a sexual nature.” Such conduct is deemed especially deplorable when it occurs in a relationship where there is a significant power differential, such as harassment of a student by an instructor, “…creating an intimidating, hostile, or offensive learning environment,” or interfering with a student’s education. Under no circumstances should a graduate student engage in behavior that might be construed as harassment, sexual or otherwise. If you feel you have been harassed or are aware of a possible violation of the University’s harassment policy, you are strongly encouraged to contact the University’s Office of Diversity and Human Rights, the Women’s Center, your major professor, supervisor, or the Department Chair.

PLEASE NOTE: We update this publication annually. However, changes occur in academic regulations and other matters from time to time during the year. Check with the College of Graduate Studies for the latest changes.