

Department of Plant Pathology

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Graduate Student  
Handbook

August 2007

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## **Welcome to the Department of Plant Pathology**

We are pleased that you have chosen our department for your graduate education. We know that you will find your experience here rewarding. You also will find it challenging. This handbook is designed to let you know what to expect.

Success in graduate school requires dedication. You will quickly find that you will need to work all year, including semester breaks, to get both your research and course work done. Vacations are permitted, but make sure to get approval from your advisor or major professor first; your graduation could be delayed if an ill-timed vacation interferes with an important experiment.

You must also achieve a high level of scientific professionalism. Conducting research is the most important part of your graduate training. It will teach you how science is done, and it will give you a deeper understanding of plant pathology than is possible from classes. Every student, whether planning a future career in research, service, or teaching, is expected to conduct quality research.

A part of being a professional is making the results of your research available to the scientific community. This includes giving presentations at national or international meetings and publishing your research in refereed journals. Presenting a paper is exciting and rewarding, but can be stressful if you are not accustomed to public speaking. Most students find that publication is the most difficult and time-consuming part of their research program. However, it can also be the most stimulating, because it forces you to think critically about what you have done.

The faculty, staff, and graduate students in the Department of Plant Pathology have compiled this handbook to help you succeed in your graduate study. Please read over the entire document; if you have any questions that aren't answered here, your advisor, the Department Chair, or the Graduate Program Assistant will be happy to help.

*But remember, the responsibility for your success rests with you.*

## Upon Arrival at Iowa State

When you first arrive, you may find yourself overwhelmed by the number of tasks you must complete. This is a list of things to do during the first few days and weeks:

1. **Visit the departmental office in 351 Bessey.** The department Chair and office staff will assist you in the administrative details of your graduate program. They will provide you with a brief introduction to the department and a schedule of orientation activities. International students should visit also with the International Students & Scholars (ISS) Office in 3248 Memorial Union.

If you have not already agreed to work with a specific professor, you will be assigned a temporary advisor at this time. Make an appointment to visit your advisor or major professor as soon as possible. You should also introduce yourself to the Graduate Program Assistant, who can help you with any problems that can't be solved by your major professor. The Graduate Program Assistant will keep track of your progress toward graduation.

2. **Attend Orientation Week activities.** Graduate student orientation is held the week before classes begin each fall. It is designed for entering graduate students, and includes instructional campus tours and information about the various benefits and services available to you at ISU. The department provides you with an orientation list that describes orientation activities and identifies those in which you are required to participate. Additional information about Orientation Week activities will be posted on the bulletin board outside of the departmental office, 351 Bessey Hall.
3. **Obtain the following reference materials.** These materials contain all the university regulations and requirements for graduation. Look through them carefully and note the location of important points. It will make your life much easier to know where to look for information when you need it.

*Graduate College Handbook*

[www.grad-college.iastate.edu/publications/gchandbook/homepage.html](http://www.grad-college.iastate.edu/publications/gchandbook/homepage.html)

Graduate College 1137 Pearson Hall

*Graduate College Thesis/Dissertation Website*

[www.grad-college.iastate.edu/thesis/homepage.html](http://www.grad-college.iastate.edu/thesis/homepage.html)

Graduate College 1137 Pearson Hall

*Iowa State University Catalog*

[www.iastate.edu/~catalog/](http://www.iastate.edu/~catalog/)

214 Alumni Hall

*Schedule of Classes*

[www.iastate.edu/~catalog/schedule/](http://www.iastate.edu/~catalog/schedule/)

ISU Bookstore

4. **Meet with your major professor.** Let your major professor (also referred to as advisor) know you are in town. He/She can help you with everything else on this list.
5. **Get your keys.** Your advisor will tell you what keys you will need. Our office secretary will order the keys, and you will be able to pick them up the next day at the General Services Building.
6. **Register for classes.** The Office of the Registrar should have already set up a Registration Authorization Number (RAN) for you so that you can register for classes. Before you register, meet with your advisor to discuss your course selections. To obtain your RAN, please contact our Graduate Program Assistant.

The RAN allows you to register for classes via the AccessPlus Web Registration System (<https://accessplus.iastate.edu/frontdoor/login.jsp>). You will find all the information you need to register online on the Registrar's web page. A copy of this web page is included in this section.

Walk-through registration is also available if you are unable to register online or have missed the registration deadline. Take your registration worksheet to the Registrar's Student Scheduling Office in 10 Alumni Hall. Registration worksheets are available in the main office or are downloadable at [www.iastate.edu/~registrar/forms/regwk.pdf](http://www.iastate.edu/~registrar/forms/regwk.pdf).

7. **If you are to receive an assistantship, sign up for payroll.** Copies of the new employment enrollment forms are included in your departmental orientation notebook. When you have completed the forms, please return them to Human Resources, 3810 Beardshear Hall.
8. **Obtain your ISU Card.** Each student is required to have an ISU identification card to access university services. Cards are issued between 8:00 A.M. and 4:00 P.M. Monday through Friday at the ISU Card Office, Room 0530 Beardshear.
9. **Take the English Placement Test** (for non-native English speaking students only.) Students whose native language is not English and who do not have an undergraduate degree from Iowa State University or from an accredited university in the U.S must take the English Placement Test at the beginning of their first semester.

If you already have a degree from ISU or from an accredited university in the U.S., you are **not** required to take the English Placement Test; however, you do need to contact the Graduate College Office for certification.

Further information on the English Placement Test, given at the beginning of each semester will be emailed to you and also posted on the bulletin board outside 351 Bessey.

**10. Register your car or bicycle.** If you plan to park a car or bicycle on campus during the day, it must be registered with the Parking Systems Office, located in the Armory. It is recommended that bicycles be registered with both the university and City of Ames. Free ISU bicycle licenses are available at the Armory; City of Ames licenses are available at several locations in town (e.g., City Hall and the ISU Bookstore).

The Parking Systems Office tickets improperly parked or unregistered bicycles and cars, especially during the first few weeks of the semester.

**11. Check your mailbox daily.** Each graduate student has a mailbox located in the mailroom between Rooms 351-353 Bessey. The office secretary will point yours out to you. Your “O” key will unlock the mailbox doors.

It is important to check your mailbox daily because, in addition to your mail, you will receive important announcements and notices that may impact your research or academic program.

**12. Obtain an e-mail address and check for messages daily.** Every ISU student is assigned an e-mail address. You can send or receive e-mail messages from almost any computer in the department. Sign up for your e-mail address at 195 Durham Computation Center. Or you can register online at <http://www.asw.iastate.edu>. When you have established your e-mail address, please inform the office secretary. She will add you to the department’s graduate student e-mail list. Most announcements are sent out exclusively via e-mail.

**13. Meet other graduate students.** Orientation Week provides an opportunity to meet other new graduate students. You will have the chance to interact with current graduate students at both Graduate College and departmental functions during orientation.

The Plant Pathology Graduate Student Organization (GSO) is an active group that participates in departmental activities and has input into the establishment of departmental policies. They also raise money, hold social activities, and provide a billing system for use of the departmental copy machine. If you did not meet with members of this group during orientation, ask the office staff for the name of the current GSO president and introduce yourself to him or her.

## Registration Process

Note: deadlines apply for registration and schedule changes, as well as cancelling and withdrawing from classes. Students are responsible for knowing these deadlines.

To register for classes, you need the following materials and information:

- Registration start date.
- Registration Worksheet.
- A RAN (registration access number) if required by your college.
- Course information from the Online Schedule of Classes.
- Other departmental information applicable to your curriculum, which is available from your adviser.

You are expected to do the following in the advising and registration process:

1. Meet with your adviser, who will provide the following:
  - a. degree audit
  - b. guidance in course selection
  - c. Registration Authorization Card, with RAN, if applicable.
2. Choose specific sections of each course. Students are responsible for choosing their course sections. In most cases advisers will not be involved in selecting meeting times.
3. Review your registration start date/time information and any registration hold information on AccessPlus, under Current Information. If your college requires a four-digit registration access number (RAN), you will meet with your adviser to obtain your Registration Authorization Card on which the RAN is printed.
4. Register for courses using the AccessPlus registration system.

### **Other Information**

**Schedule Changes.** Through the fifth day of classes, students may add courses or make other schedule changes using the registration system. For more information, go to <http://www.iastate.edu/~catalog/2007-2009/geninfo/schedchange.html>.

**Registration holds.** Students with holds on their registration will not have access to registration until the initiating offices have released the holds. Those who attempt to register before the holds have been released will receive a message indicating which offices have placed holds on their registration. Prior to their registration, students may check for holds on AccessPlus.

**Credit limits.** For fall and spring semesters, the credit limit is 18 credits for undergraduates and 15 credits for graduate students. For summer session, the limits are 12 credits for undergraduates and 10 credits for graduate students. Add requests beyond a student's credit limit will be denied. A student must drop credits before they may add another course. In some cases, the college dean may approve a higher or lower credit limit for individual students. Students may request a change in their credit limit by contacting their adviser. Advisers should notify the student's college student services office if the credit limit needs to be changed.

**Restricted courses/sections.** Some courses or sections are restricted to students who meet specified criteria including curriculum/major, college, and/or year in school. In addition, some sections may be restricted to new students to ensure that sufficient spaces are available when new students register during summer orientation. A department may waive a restriction for a student who has extenuating circumstances. The student must obtain the authorization from the department on a Schedule Change/Restriction Waiver form. The form is processed in the Registrar's Student Scheduling Office, 10 Alumni Hall.

**Permission Required courses/sections.** To register for these sections, students must obtain authorization on a Schedule Change/Restriction Waiver form and process the approved form in the Registrar's Student Scheduling Office, 10 Alumni Hall.

**Canceled courses/sections.** In some cases, courses or sections may be cancelled due to low enrollment or departmental staffing considerations. Students who are registered for a cancelled course or section will be notified by the Office of the Registrar, the department, and/or on their AccessPlus schedule.

## Getting Your Degree

After you have completed these initial tasks, you will be able to settle into the routine of research and classes. However, don't let yourself get so involved with your day-to-day chores that you lose sight of your goal. Obtaining a degree requires not just passing courses, but making a significant contribution to science through your research. Doing so within the time frame available requires planning and attention to deadlines.

Early in your first semester, plan your graduate program in detail. A list of some of the things that you will need to do is provided in this section

As you go through this list, keep in mind that, ultimately, you are the person responsible for all aspects of your graduate education. This includes learning about and meeting all deadlines, and satisfying all research, course, and teaching requirements. You are also responsible for the quality of your research and the level of professionalism you achieve. You must motivate yourself.

*Note: All departmental requirements specified in this handbook are in addition to university requirements. Please familiarize yourself with both.*

- 1. Communicate with your major professor (advisor) regularly.** Your major professor provides your main source of guidance. The two of you should confer regularly to review your progress. Your major professor's responsibilities include: approving pre-registration and other forms, determining the grading system to be used for research credits, (Pass/Fail or letter grade), presiding at Program of Study Committee (POS) meetings, recommending changes in your program or status to the Graduate Dean, and constructively criticizing the thesis or dissertation before it is circulated to other POS Committee members.

If you have not selected a major professor or been assigned one prior to your arrival at ISU, you must choose one before the end of your first term. Because of the important role the major professor will have in your program, you should visit with several faculty members about their research programs before making this decision. Visiting with current students during this selection process is also very helpful.

- 2. Prepare a written Research Proposal.** You should prepare a written description of your proposed research early in your graduate program. This is best done during your first term, and certainly no later than during your second. You and your advisor will decide upon the general nature of your research during your first few weeks together. However, it is your responsibility to design, carry out, analyze, and interpret your experiments.

Sit down, first by yourself and then with your advisor, and precisely define your research objectives. Then write out a detailed plan for meeting those objectives. Be prepared to revise the plan as your research progresses. Excellence in research is your responsibility.

- 3. Form your Program of Study (POS) Committee.** Your POS Committee is your second source of guidance. This is the group that determines which courses, in addition to those required by the department, you will need to take. The committee also helps guide your research and, toward the end of your program, determines whether the research you have done is satisfactory. If you are pursuing a Ph.D., your committee will administer your Preliminary Exam.

The Graduate College has rules governing the membership of the POS Committee. Consult the *Graduate College Handbook* for guidelines. Do not assume that all faculty are eligible to be your major professor or serve on your committee. It is necessary to be a member of the Graduate Faculty to serve on a POS Committee. Consult the index in the back of the *Graduate Catalog* for this information.

You and your advisor will select your POS Committee in accordance with departmental and Graduate College guidelines. Your decision will require department Chair approval. Good students pick committee members who can offer them the best research advice. Don't be tempted to pick members simply because they seem "nice" or are rumored to be "easy" on students. Discuss the choices with your advisor.

Your POS Committee should be selected by the end of your first semester. If for some reason you can't get it done during your first term, do it as early in your second term as possible. The forms to appoint the committee are available in the main office. They are also downloadable from the Graduate College web page.

- 4. Establish your Program of Study and present your Research Proposal to your POS Committee.** Meet with your POS Committee to design your degree program (list of required courses) no later than the end of your second term. This is also the time to present your research ideas to the committee. You will get the most help from them by providing members with a copy of your Research Proposal a few weeks before the meeting. Listen to their advice, and modify your plans as necessary.

The best time to meet is as soon as the POS Committee has been approved by the Graduate College. Program of Study forms, like Committee Appointment forms, are available either in the departmental office or on the web ([www.grad-college.iastate.edu/forms/forms.html](http://www.grad-college.iastate.edu/forms/forms.html)).

- 5. Present your Research Proposal Seminar.** Presentation of a formal seminar describing your research plans is a requirement for graduation. This should be done as part of the departmental seminar series (PIP 698) or as part of the "brown-bag" noon discussion series. It may be done before, at the same time, or after you present your ideas to your committee.
- 6. Update your POS Committee on your progress.** Meet with your POS Committee, either formally or informally, to let them know how your research is proceeding and to get their advice. Continuing discussion is required to ensure the

best and fastest progress; it also can prevent unpleasant surprises at the end of your degree program.

7. **Complete course requirements.** Departmental course requirements are listed in Departmental Academic Requirements section of this manual. Try to complete your courses as early in your program as possible. Many students prefer to have at least one semester at the end of their program free from classes; this gives them time to conclude their research and write their thesis or dissertation.
8. **Take the Preliminary Exam (if you are working towards a Ph.D.).** You will need to pass this exam in order to advance to candidacy, a step on the way to obtaining a Ph.D. You must take and pass the Preliminary Exam within the first three years of your Ph.D. program and no later than six months prior to your Defense. A description of this exam is given in the Departmental Academic Requirements section of this manual.
9. **Write your thesis or dissertation.** Start writing your thesis or dissertation at least six months before you plan to graduate. Many students find this the most difficult part of their program. Procrastination, however, may cause needless difficulty in meeting deadlines. If you have never before written a research paper, begin this one at least a year before it is due. A wise student will begin writing the Literature Review, Statement of Purpose, Rationale for the Experimental Approach, and Methods even before the data are complete.

Your thesis must comply with the Graduate College requirements as stated in the Thesis Manual. The manual is available online or downloadable as an MS Word or Adobe PDF document. Before final submission, the Graduate College staff is available to advise you on any formatting problems your thesis might contain. They can also review the thesis for you prior to its final printing.

Submission deadlines are published by the Graduate College each semester. A thesis that does not meet format requirements by the deadline can result in the cancellation of graduation for that term. Therefore, you are strongly encouraged to submit your thesis to the Graduate College for a "preliminary format check" no later than the deadline for the final oral examination.

More than one format is possible for your thesis or dissertation. See the *Graduate College Thesis Manual* for details. Many students and professors prefer to use the "alternate format," in which your research is written as one or more publication-quality papers. Using this format greatly facilitates final publication of your work. The format to be used should be decided upon by the student and major professor.

Remember that you are responsible for writing and editing your thesis/dissertation and papers. This includes maintaining high standards for the quality of your publications and for publishing in a timely manner. Your major professor can only help you.

- 10. Be aware of Graduate College deadlines.** As you near graduation, you must pay especially close attention to deadlines imposed by the Graduate College. Consult the *Graduate College Handbook*, the *Graduate College Thesis Manual*, and notices posted on the departmental bulletin board for these deadlines. Failure to meet any of the deadlines can delay your graduation a semester.
- 11. Present your Defense Seminar.** After you have completed your research and the thesis is done or nearly done, you must present a formal seminar describing your research accomplishments. This should be part of the departmental seminar series, and your POS Committee members should be invited to attend.
- 12. Present your Defense.** After your thesis has been revised to your major professor's satisfaction, you must give copies to your POS Committee members and conduct a Defense. This is the time to defend your research and convince your POS Committee that your research is new, significant, and constitutes a quality contribution to science. Forms for scheduling the Defense are available in the office or on the web. (Please remember to bring a copy of the thesis/dissertation for your own reference during your defense.)

Graduate College policy stipulates that the completed thesis or dissertation must be provided to your POS Committee two weeks before your Defense. Do not assume that you can provide the committee members copies of your thesis or dissertation less than two weeks before your Defense (regardless of what other graduate students report having done with their committees).

- 13. Revise your thesis or dissertation and submit it to the Graduate College.** Virtually all students will be asked by their POS Committees to revise portions of their theses or dissertations before submitting the final copies to the Graduate College. The extent of the revisions can vary greatly. After the POS Committee has approved the recommended revisions, the final version can be submitted to the Graduate College.
- 14. Submit your research for publication.** Although not required for graduation, publishing your research is essential to your career. It is best to submit your paper(s) while you are still a student. Preparing a professional manuscript and taking it through the review and galley proof processes is much easier when your major professor is there to help.

## Financial Support

The department will provide financial support whenever possible so that you will be able to concentrate on your studies. Generally, this support is in the form of Research Assistantships (RAs) funded by grants. Graduate students on assistantships are considered “C-base” university employees. Note that all graduate students are required to assist in teaching if requested to do so, regardless of the source or level of departmental support.

The benefits and responsibilities for students on assistantships are similar, no matter what the source of funds. The standard stipends for research assistants supported by the Plant Pathology department for the 2007-2008 academic year are shown below. Most students are on 1/2-time C-base appointments, although this may vary depending on responsibilities.

In accordance with departmental policy, the standard stipend for graduate students housed in Plant Pathology will increase each fiscal year by, at a minimum, the average salary increase given to Professional and Scientific employees by the University. Stipends for Ph.D. candidates increase after passing the Preliminary Exam. This increase in stipend is a good incentive for not delaying this exam.

### Standard Stipends for 2007-2008 Academic Year

<u>Level</u>	<u>Appointment Fraction</u>	<u>Stipend</u>
Master or Doctoral	1/2-time C-base	\$18,212
Doctoral Candidate	1/2-time C-base	\$18,764

Students in interdepartmental majors may be paid either the standard stipend of the Plant Pathology department or the standard stipend of their major, at the discretion of their major professor.

Students on RAs are expected to work for their advisor a number of hours per week proportional to their appointment, i.e., 1/2-time C-base equals 20 hours per week. This work may or may not be related to the student’s own research.

Graduate students on 1/2-time assistantships may register for a maximum of 12 credits per semester during the academic year. Please see the *Graduate College Handbook* for additional information on credit limitations.

A 1/2-time C-base RA accrues eight hours vacation and six hours sick leave per month. No compensation is made for unused leave accruals at the end of a C-base appointment. Graduate Assistants need to arrange leave times with their advisors. Leave Usage cards, which must be approved by both the advisor and department Chair, are available in the main office. Both sick leave and vacation usage are recorded on these cards.

Work performed for the State of Iowa Phytosanitary Inspection Program (“corn inspection”) is employment outside of the department and does not meet your responsibilities to your assistantship. Corn inspection work is a second priority to performing your degree research. Consequently, if you are supported on an

assistantship, you should obtain permission from your major professor to participate in corn inspection, and you must record the days used as vacation on an Absence Request Card.

## Tuition Support

As of Fall 2006, all qualifying Ph.D. students receive a scholarship that pays 100% of their tuition and M.S. students continue to receive a scholarship that pays 50% of their tuition. This scholarship is supported by funds from the Graduate College and grants.

To be eligible for a graduate tuition scholarship, the student 1) must be in good academic standing, upholding at least a 3.0 grade point average and 2) must not be on restricted admission status. The tuition scholarships for graduate students housed in Plant Pathology during 2007-2008 are summarized below. Faculty members, at their discretion, however, may pay the student portion in part or in full for their students.

### Table of Tuition Scholarships (% of Tuition)

For students on a ½ -time graduate assistantship

	Ph.D. Students Tuition Scholarship	Student's Portion	M.S. Students Tuition Scholarship	Student's Portion
Fall 2007 Spring 2008	100%	0%	50%	50%

For students on a ¼-time graduate assistantship

	Ph.D. Students Tuition Scholarship	Student's Portion	M.S. Students Tuition Scholarship	Student's Portion
Fall 2007 Spring 2008	50%	50%	25%	75%

### **Summer Registration and Fee Schedule**

**For students supported on assistantships:** Graduate students on assistantships are required to register for at least one credit hour during the summer term to retain their assistantships. Fees are assessed, however, at the current resident tuition rate, which is equivalent to the cost of five credits.

Although six is the maximum credit load for summer, an additional six credits of research may be taken for no additional charge.

**For students not supported on assistantships:** Summer fees for graduate students not supported on assistantships are assessed on a per-credit basis.

*For additional information, please refer to the detailed explanations of fee assessment policies in the Graduate College Handbook and the Iowa State University Bulletin.*

### **Travel Support**

Attendance and presentation of research results at professional meetings are essential aspects of graduate student training. All students should attend at least one national or international meeting during their graduate programs.

To help you attend professional meetings, the department supplements, to the extent possible, funds provided by the Graduate College, Graduate Student Senate, and major professor. To be eligible for departmental travel support, you must be making a presentation at the meeting, you must have given a formal oral presentation at a Plant Pathology seminar event in the previous 12-months, and you must apply for a Graduate College and Graduate Student Senate travel grant. The Request for Professional Advancement Grant application is available in the office or on the Graduate College web page at <http://www.grad-college.iastate.edu/forms/forms.html>.

Meetings eligible for departmental support include any professional meeting in the continental U.S. or Canada at which you are presenting research results. You are not eligible for any funds from the Graduate College, Graduate Student Senate, or department if you attend a professional meeting but do not make a presentation. Funds are limited to one meeting per academic year. You must also maintain an excellent attendance and participation record at required departmental activities to receive departmental travel funds.

The maximum expenses covered, from all sources, are: Registration fee (excluding optional social events); the least expensive, most practical means of transportation; the least expensive lodging available; and \$30.00 per day for food. Forms for requesting travel reimbursement are available in the main office.

Departmental travel funds often are limited, and the amount may vary from one year to the next. Therefore, you should discuss additional funding sources with your major professor. For particularly expensive meetings, use of personal funds may be necessary.

The department will provide a van for travel to American Phytopathological Society regional meetings. Students are welcome to travel in this van whether or not they are presenting a paper.

Please contact the Graduate Program Assistant regarding student travel policies and procedures well in advance of your meeting.

### **Charles J. Gould Graduate Student Travel Award**

The Charles J. Gould Graduate Student Travel Award in Plant Pathology is funded by a gift from Mrs. Charles J. Gould in honor of her husband, who received his Ph.D. from ISU in 1942. He spent his career studying diseases of horticultural plants.

The award is open to all graduate students in the department and is for travel that furthers their professional development. Recipients will be selected based on need and the benefit to their professional development. Preference will be given to travel not normally supported by the usual departmental, university or grant sources.

The recipients must agree to express acceptance and appreciation of the award in writing to Mrs. Gould within six weeks of announcement of the award and agree to be photographed receiving the award. Recipients must be in good standing and must have met any departmental deadlines for fulfilling their academic requirements.

Decisions on funding will be made by the department chair twice yearly. The number of awards each year and the amount of the award will vary depending on the earnings of the Gould endowment. Awards will generally be in the range of \$250 to \$500 with one to four given each year.

Graduate students planning a particularly important or unusual trip that need additional funds to make it possible should send an e-mail to the department chair describing their travel plans and their reasons for seeking the award, specifically, how the travel will further their professional development. The e-mail should be no more than 300 words.

Deadlines for applications will be January 1 and July 1, or other dates chosen by the chair and spaced about six months apart.

## Departmental Academic Requirements

The following departmental requirements are *in addition* to all university and Graduate College requirements. Be sure to consult current editions of the *Graduate College Handbook* and the Iowa State University Bulletin for the latter requirements. A copy of the form the department uses to track your academic progress is at the back of this handbook.

### Grade Point

Both the Graduate College and Department of Plant Pathology require students to maintain a 3.0 GPA in courses taken at ISU. Failure to maintain a 3.0 will result in academic probation. Grades earned for research credits (PIP 699) are not included in calculation of the GPA.

### Graduate Core Curriculum

All graduate students majoring in Plant Pathology are required to take the core curriculum. These courses are designed to ensure that all students receive graduate-level training in all major areas of plant pathology. Ideally, these core courses should be taken during a student's first year. However, exceptions can be made so that they may be taken later in the program.

The core courses are required for all M.S. students and for Ph.D. students who have not previously taken the core. However, exemption from one or more of the cores is possible for students with prior graduate training in all topics covered by a particular core course. Approval of exemption from taking a core course is not automatic. The Department Chair, your POS Committee and the course instructor(s) must approve the request.

### Core Courses

M.S. and Ph.D.	PIP 506	Plant-Pathogen Interactions
	PIP 508 *	Principles of Plant Pathology
	Micro 456 or Micro 555X	Principles of Mycology Fungal Biology
	PIP 530 or PIP 543	Ecologically Based Pest Management Strategies Plant Disease Epidemiology
1 for M.S. 2 for Ph.D.	PIP 509 PIP 574 PIP 577	Plant Virology Plant Nematology Bacterial-Plant Interactions

\* For students with no previous coursework in plant pathology

## Seminar

All students majoring in Plant Pathology are required to register for the departmental seminar series (PIP 698) during both fall and spring semesters. Exceptions may be granted to students who present legitimate conflicts. Grading is satisfactory/fail and is based solely on seminar attendance. Students are expected to attend all seminars in the series. Students in interdepartmental graduate programs who are housed in the Plant Pathology Department are encouraged to attend the departmental seminar series.

## Seminar Presentation

M.S. and Ph.D. students are required to present both a Research Proposal Seminar and a Defense Seminar. The Research Proposal Seminar should outline your research plans and be given before the end of the second semester of either an M.S. or Ph.D. program. The Defense Seminar is a presentation of your final research results and conclusions. It should be given during your last term of study. All seminars should be highly refined and be equivalent in quality to a job interview seminar. They should be presented, if at all possible, as part of the departmental seminar series. At least a week before the seminar, you are expected to prepare an abstract of the talk, including references, and submit it to the seminar coordinator for approval. The abstract should then be distributed to all members of the department and to the POS Committee.

Seminars must be presented on the date scheduled. Exceptions are possible only for circumstances beyond the student's control. Failure to present on the scheduled date without adequate justification will result in a grade of I (Incomplete) in PIP 698 for that term. Conversion of this mark to an S (Satisfactory) is possible by rescheduling and presenting the seminar in a timely manner, preferably during the next term. Students needing to reschedule a seminar due to circumstances beyond their control may do so with the approval of the faculty member in charge of PIP 698 that term. Slower than expected research progress or incomplete seminar preparation are not adequate justifications for the delay of a seminar.

Be sure to notify all members of your POS Committee of both the Proposal and Defense Seminars. If possible, arrangements should be made so that all can attend.

## Colloquia

All graduate students are expected to register for and participate in colloquia. Students must register for one colloquium (PIP 694) during an M.S. program and two during a Ph.D. program. The format of the colloquia will vary each term, depending on the topic and the faculty member in charge. However, each student must give at least one presentation at each colloquium for which he or she registers.

## Teaching Experience

All Plant Pathology graduate students and qualified students in interdepartmental programs are expected to assist in teaching, if requested, for at least one semester during an M.S. program and one additional semester during a Ph.D. program. Students entering directly into a Ph.D. program will be expected to assist in teaching for two semesters during their programs.

## **Preliminary Exam for Ph.D. Students**

All students seeking doctoral degrees in Plant Pathology are required to take a Preliminary Exam. The purpose of this exam is to determine whether the students have achieved scientific maturity sufficient to advance to candidacy. This includes the ability to read and synthesize literature, and to think critically and creatively, especially in their research areas. The students also are evaluated for their ability to express themselves clearly and professionally. Passing this exam advances the student to candidacy.

Students must pass their Preliminary Exam within the first three years of their Ph.D. program. Students with prior master's degrees are encouraged to complete their exams within the first two years of their Ph.D. program. The exam must be taken at least six months prior to the Dissertation Defense. The student's POS committee administers the exam. Each exam must include an oral examination, it may, at the discretion of the POS committee, also include a written examination.

**Optional Written Examination:** One to two weeks prior to their oral Preliminary Exam, the students will be given written, open-book questions from their POS Committee that challenge them to do such things as: search literature, synthesize information from literature; critique literature, design experiments; and interpret data, especially in their research area.

**Required Oral Examination:** During the oral Preliminary Exam, the POS committee will ask students questions that probe their knowledge of the literature and challenge them to synthesize information and think critically, especially in their research area. The POS committee also may use this meeting to further probe the student's general knowledge. All faculty members in the department are eligible to participate in the oral examination. Announcements should be made at least two weeks before the exam.

<p>Evaluation of the student's performance is the responsibility of the POS Committee. In accordance with Graduate College policy, the POS committee has four options: pass; meet specific additional requirements; fail and have the opportunity to take the exam again after at least six months; or fail and discontinue work towards a Ph.D. at Iowa State.</p>
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## **Other Required Activities**

Graduate students in Plant Pathology are required to participate in certain non-course activities as part of their training. These activities are designed to assure your awareness of scientific, safety, and ethical issues that should concern all scientists. Please note that these activities are required. Failure to attend even one of them may result in loss of departmental travel support for one year after the missed event.

### Safety training

All Plant Pathology graduate students must receive formal safety training during their first year in the department. The training must cover the Chemical Hygiene Plan, the use of fire extinguishers, and good laboratory safety practices. Currently approved sessions, “Chemical Hygiene Plan and Laboratory Science Safety” and “Fire Extinguisher Training” are offered as part of the Orientation Week schedule.

### Scientific ethics

A formal training session on scientific ethics also is required during your first year in the department. The session covers issues such as plagiarism, authorship practices, ownership of notebooks, data, and research materials, intellectual honesty, and self-deception in science. The department Chair must approve the session in order to meet the requirement. The “Scientific Ethics Workshop” program offered during Orientation Week (August or early September) fulfills this requirement. Students who enter in the spring or are unable to attend the fall workshop are encouraged to enroll in PLP 565A.

## **Admission to the Doctoral Program**

### **Students with Bachelor's Degrees**

Students whose highest prior degree is a B.S. or B.A. normally are admitted only to an M.S. program. Exceptional students with Bachelor's degrees may be admitted directly into a Ph.D. program. Such applicants must meet higher standards than those applying for the M.S. program and their admission must be approved by a vote of the full faculty. Transfer from an M.S. program to a Ph.D. program without the completion of all requirements may be possible for outstanding students with exceptional research talents and superior knowledge of the biological sciences.

Application for the change must be made to the student's major professor, POS committee, the Graduate Admissions Committee, and the department Chair; all must agree with the change for it to take effect. The student must present documentation of accomplishments and competence in research normally expected in Ph.D. students. This documentation can include, but is not limited to, publications, research reports, or presentations at professional meetings. The student also must present evidence of knowledge of plant pathology normally expected in Ph.D. students. This documentation can include, but is not limited to, superior performance on standardized tests, grades, and supporting letters from the major professor or other faculty. The quality of the documentation will be evaluated on a case-by-case basis by the major professor, POS and Graduate Admissions Committees, and the department Chair. Unsuccessful applicants can appeal to the department Chair.

The degree program for students initiating a Ph.D. before completing an M.S. generally is longer than for students with a prior M.S. The total departmental financial support (if provided) is limited to four years from the date of admission to the Department, with the possibility of an additional semester for delays beyond the student's control.

### **Students with prior Masters' Degrees**

Students with an M.S. degree from a U.S. institution normally are admitted to a Ph.D. program. Students with an M.S. degree from an institution outside the U.S. may be admitted to either an M.S. program or a Ph.D. program depending on their qualifications. Students admitted to an M.S. program may petition to change to a Ph.D. program after their arrival.

Application for the change must be approved by the student's major professor, majorities of the POS and Graduate Admissions Committees, and the department Chair. The student must present documentation of accomplishments and competence in research normally expected in Ph.D. students. This documentation can include, but is not limited to, publications, research reports, a prior M.S. thesis, or presentations at professional meetings. The student also must present evidence of knowledge of plant pathology normally expected in Ph.D. students. This documentation can include, but is not limited to, superior performance on standardized tests, grades, and supporting letters from the major professor or other faculty. The quality of the documentation will be evaluated on a

case-by-case basis by the major professor, POS and Graduate Admissions Committees, and the department Chair.

The degree program for these students is the same as for other Ph.D. students. The total duration of departmental financial support to such students is limited to three years from the date of admission to the department, with the possibility of an additional semester for delays beyond the student's control.

**Department of Plant Pathology**  
**Graduate Student Dismissal Policy**

(Approved by the Plant Pathology Faculty on January 21, 2005.)

Continuing registration as a graduate student at Iowa State University is contingent on maintaining good standing in a graduate major. There are several situations in which students may be dismissed from their major. The situations that may result in dismissal and procedures for dismissal in the Department of Plant Pathology are described below.

**1. Dismissal Criteria**

A student may be dismissed, that is, removed from their degree program and not permitted to register as a Plant Pathology major, for the following reasons:

**a) Failure to progress satisfactorily in their degree program**

This may be due to lack of research progress, a lack of aptitude for plant pathology, or a failure to maintain a satisfactory academic standing, as defined by the Iowa State University Graduate College Handbook.

**b) Lack of a major professor**

Because graduate degrees in Plant Pathology are centered about mentored research projects, it is impossible to complete a degree without a major professor. To maintain good standing and earn a degree in Plant Pathology, a student must have a Plant Pathology faculty member serving as his or her major professor.

Occasionally, students are admitted to the Plant Pathology major on rotation. A student admitted on rotation has up to six months from the date of entry into the program to find a faculty member willing to serve as his or her major professor.

In most cases, students stay with a single major professor during their entire degree program. However, occasionally a faculty member may become unable to serve due a change in job status. Alternatively, a student or faculty member may decide the professor-student relationship is not working well and decide to terminate the relationship. Such decisions should be made carefully and only after attempts to resolve any differences between the parties concerned. Students or faculty members desiring to terminate their professor-student relationship may do so by notifying the Chair in writing. A student without a major professor has up to three months after the date the Plant Pathology Chair is notified to identify another faculty member willing to serve.

If a student desires, the Plant Pathology Chair will help the student search for a major professor; however, success cannot be guaranteed.

**c) Academic dishonesty**

The proper conduct of science requires the highest standards of personal integrity. Because of this, dishonesty in the classroom or in the conduct of research is considered a serious offense by the department and by the university. Students accused of academic dishonesty will be dealt with according to the procedures outlined in the University Catalog and the Faculty Handbook. Possible punishments can include dismissal from the program and expulsion from the University, depending on the severity of the offense.

## **2. Dismissal Procedures**

A student's POS committee, or if the student has no POS committee, the student's major professor or temporary advisor, can recommend the dismissal of a student for any of the reasons listed above. Recommendations for dismissal are made to the Chair and are acted upon by the Faculty.

Procedures for dismissal are described in the Iowa State University Graduate College Handbook. Before a dismissal is decided, the Chair must give the student a written justification for why dismissal is being considered. The Chair must also discuss the situation with the student, as well as his or her POS committee, major professor, or temporary advisor in an attempt to find a satisfactory resolution. This discussion constitutes the "informal conference" as described in the Graduate College Handbook. If a satisfactory resolution cannot be reached and the Faculty votes to dismiss the student, either party may bring the issue to the attention of the Graduate College for a decision. The student may appeal the decision of the Graduate College, as described in the Graduate College Handbook.

## **3. Responsibilities of the Department and the Major Professor**

It is the responsibility of the Department to counsel students who are having academic difficulties, to help students search for an acceptable major professor, or if students are unable to overcome these difficulties, to help the students identify and apply to other appropriate degree programs.

It is the responsibility of the major professor to advise students who are not progressing adequately of any actions the students need to take to improve.

## **4. Relationship between Status in Plant Pathology and Termination of Financial Support**

Although students in Plant Pathology are normally supported on graduate assistantships, this is not a requirement for continued participation in the major. Students not on assistantship will continue to have regular status in the major so long as they have a major professor, remain in good standing and are registered.

When students are brought into the program on assistantship, the likely source and duration of their support should be indicated in their assistantship offer. However, because assistantship support at Iowa State requires that a student be a member of a graduate program, dismissal from Plant Pathology requires that assistantship support be terminated, unless the student is able to transfer to another graduate program at ISU and the entity providing the assistantship agrees that the assistantship can be transferred as well.

Students with any doubt about their assistantship status should discuss their situation with their major professor, the Chair, and/or the entity providing their assistantship support. For further information on termination of assistantship appointments, see the Graduate College Handbook.

## **5. Appeal Process**

The University has established appeal processes for student grievances. These vary depending on the nature of the grievance and are described in the Graduate Handbook. Generally, these procedures begin with the Chair. It is usually best for all parties if a satisfactory resolution can be reached without initiating a formal appeal

process. The staff at the Graduate College are available to informally consult with students and faculty.

## Policy on Plant Pathology Seminars

### Goals:

1. Increase interaction and participation.
2. Provide more opportunities for students to present their research.
3. Increase awareness about what others in the department are doing.
4. Get interdepartmental students more involved in the department.

### Proposed yearly cycle of seminars and their organization and structure:

#### 1. Fall Plant Pathology Seminar Series

- a. The seminars will be co-organized by faculty members with molecular and non-molecular research orientations.
- b. Invite departmental and outside speakers and student defense seminars.
- c. To the extent possible, alternate molecular and non-molecular talks to maintain broad interest.
- d. Plant Pathology majors will be required to attend 2X for an MS and 4X (total) for a PhD.
- e. Require registered students to ask two questions per semester and turn in a speaker evaluation form each week. The faculty member running the seminar will use this form to track attendance and record participation. Three absences will be allowed.
- f. Hold this seminar at 4:00 PM on Tuesday in 210 Bessey.
- g. Cookies will be provided.

#### 2. Spring Plant Pathology Seminar Series

- a. Organized by students with the President of the Graduate Student Organization, or person appointed by the President, responsible for lining up the speakers.
- b. Students give ~25 minute talks on their research projects or proposed research or 50 minute defense seminars.
- c. Pair up molecular and non-molecular talks for broad interest each week.
- d. Required 2X for PLP MS students; required 4X (total) for PLP PhD students.
- e. Every student, regardless of his or her major, will be expected to attend and give a seminar each spring.
- f. Provide speaker evaluation forms to help students identify areas to improve their presentation skills. The faculty member responsible for overseeing the course will use this sheet to track attendance and participation. Each student must ask two questions over the semester. Three absences will be allowed.
- g. Any student who does not meet the minimum expectations for participation will not be eligible for departmental travel funds in the subsequent 12-month period.
- h. Any extra time slots could be filled with informal talks by faculty or staff.
- i. Hold this seminar at Tuesday 4:10 PM in 210 Bessey.
- j. Cookies will be provided.

#### 3. Early Summer – Plant Pathology Retreat

- a. Student-invited speaker – using Miller funds.
- b. Faculty-invited speaker.
- c. Retreat will include a BBQ/potluck meal and social/interaction events.

## **Annual Report of Graduate Student Activities**

An important component of all academic programs is assessment of how well they meet the needs of the students, the university and society. Because these needs change, this assessment must be continual and woven into the fabric of the program.

The Plant Pathology Department is establishing an assessment process for its graduate program. This process requires annual data collected on the activities of students and faculty in the program. Each spring, every faculty member submits an Annual Report of Faculty Activities. Effective fall 2005, all students majoring in Plant Pathology will be required to submit an Annual Report of Student Activities. This report is to include cumulative activities related to the completion of the formal graduation requirements and all additional professional activities that have occurred in the prior academic year (September 1 to August 31).

The information to be included and the format are described below. Please submit this form to your major advisor with instructions for your advisor to forward it to the Chair ([tbaum@iastate.edu](mailto:tbaum@iastate.edu)) by **September 15, 2007**. Use only the headings for which you have something significant to report. In addition, please include an **updated CV** that reflects your cumulative career activities.

**NOTE:** The Plant Pathology Department must have your completed Annual Report of Student Activities before the Chair will approve departmental funds for travel or sign the forms needed for advancement through the degree program.

**ANNUAL REPORT OF STUDENT ACTIVITIES**

**September 1, 2006 to August 31, 2007**

***I. Introduction***

Name \_\_\_\_\_ Degree sought \_\_\_\_\_ Entry date \_\_\_\_\_  
Advisor \_\_\_\_\_ Co-advisor \_\_\_\_\_  
Major \_\_\_\_\_ Co-Major \_\_\_\_\_ Minor \_\_\_\_\_

***II. Completion of Graduation Requirements***

(Expected semester or year of completion is indicated in parentheses; indicate date of completion.)

Program of Study Committee formed (semester 2) \_\_\_\_\_  
Program of Study approved by the Graduate College (semester 2) \_\_\_\_\_  
Research Proposal Seminar (semester 2) \_\_\_\_\_  
Research Proposal Abstract (semester 2) \_\_\_\_\_  
Ph.D. students only: Qualifying Exam (year 3) \_\_\_\_\_  
Ph.D. students only: Preliminary Exam (at least 6 months before defense) \_\_\_\_\_  
Defense Seminar \_\_\_\_\_  
Defense Abstract \_\_\_\_\_  
Thesis Defense \_\_\_\_\_

***III. Courses completed***

*Required courses for students entering before Fall 2004* (Indicate semester and year taken.)

Biology of Plant Pathogens (PI P 503) or equivalent (indicate name) \_\_\_\_\_  
Plant Pathogen Interactions (PI P 506) \_\_\_\_\_  
Epidemiology and Disease Management (PI P 507) \_\_\_\_\_  
Colloquium in Plant Pathology (PI P 694) (1 for M.S., 2 for Ph.D.) \_\_\_\_\_  
Seminar in Plant Pathology (PI P 698) (list each term registered) \_\_\_\_\_  
Ethics requirement \_\_\_\_\_

*Required courses for students entering Fall 2004 or later* (indicate semester and year taken):

Introductory course in Plant Pathology (PI P 508 or course prior to graduate school) \_\_\_\_\_  
Plant Pathogen Interactions (PI P 506) \_\_\_\_\_  
Fungal Biology (Micro 456 or Micro 555X) \_\_\_\_\_  
Biology of other Phytopathogenic Microorganisms (1 for M.S., 2 for Ph.D.):  
    Plant Virology (PI P 509) \_\_\_\_\_  
    Nematology (PI P 574) \_\_\_\_\_  
    Phylobacteriology (PI P 577) \_\_\_\_\_  
Epidemiology and Management (1 for M.S. or Ph.D.)  
    Plant Disease Epidemiology (PI P 543) \_\_\_\_\_  
    Ecologically Based Pest Management Strategies (PI P 530) \_\_\_\_\_  
Colloquium in Plant Pathology (PI P 694) (1 for M.S., 2 for Ph.D.) \_\_\_\_\_  
Seminar in Plant Pathology (PI P 698) (list each term registered) \_\_\_\_\_  
Ethics requirement \_\_\_\_\_

*Additional courses taken during your degree program*

List course name, number, credits, semester, and year taken.

#### **IV. Research Activities**

*Progress:* Describe progress made in research during the reporting year (limit 500 words).

#### **V. Publications**

*Progress:*

For publications during the reporting year, provide authors, date, title, name of journal or publication, volume, and pages. For each publication, estimate the percentage of the total contributions to the publication that were *your* contributions in each of the following areas: concept development and design (X%); data acquisition (X%); data analysis (X%); and writing (X%).

- A. Refereed journal articles (published, in press and in the review process; do not include articles in preparation.)
- B. Non-refereed journal articles, newsletters, and conference proceedings in technical, semi-technical and popular publications.
- C. Books and chapters in books.
- D. Published abstracts.
- E. Published book reviews and letters or comments to the editor.
- F. General audience publications such as bulletins, pamphlets, brochures, state-of-the-art updates, fact sheets, home study materials, etc.

#### **VI. Presentations**

*Progress:*

Include oral and written presentations on campus, such as in seminar series, at scientific conferences, and at other professional meetings; provide the name of the presentation, date, name of the conference/meeting/seminar series, the type of presentation, such as a talk or poster, and estimate the attendance at your presentation.

#### **VII. Grants**

*Progress:*

For proposals that you have submitted or that list you as a participant, provide the following: title of proposal, name of granting agency, amount of funds requested, effective dates of grant, principal investigators, and your role in the grant. Provide this information for both proposals submitted and grants funded. For funded grants, indicate the amount funded and the amount going to support your stipend and/or research or professional development expenses.

#### **VIII. Teaching Activities**

*Progress:*

Courses taught and evaluations:

List course number, course title, semester taught, credit hours, and number enrolled; describe your teaching responsibilities; if possible, include evidence of evaluate teaching effectiveness, including student evaluation summaries.

Course development:

Describe innovative teaching techniques and materials developed.

Mentor activities:

Describe activities in which you mentored other scientists, including children, high school students, undergraduate students, other graduate students, post-doctoral researchers, visiting scientists, and faculty.

Other teaching accomplishments:

Include peer review of teaching activities and other significant activities of the past year not already discussed.

***IX. Awards and Honors***

***X. Professional Improvement Activities***

*Progress:*

Membership in Professional and Honor Societies:

Include the Plant Pathology Graduate Organization.

Meetings, Conferences and Workshops:

Indicate name, date and location of the meetings attended.

***XI. Institutional and Professional Service***

*Progress:*

Committee Activities:

Indicate membership on departmental, institutional and professional committees, offices held and length of service; describe activities.

Other significant institutional and professional activities not already discussed:

***XII. Other Information Useful in Assessing Your Activities***

***XIII. Program Feedback***

If you have any comments, suggestions, or feedback on your courses, the Plant Pathology program, or other factors that are influencing your training program, you are welcome to include them.

## **Annual Report of Interdepartmental Student Activities**

An important component of all academic programs is assessment of how well they meet the needs of the students, the university and society. Because these needs change, this assessment must be continual and woven into the fabric of the program.

The Plant Pathology Department is establishing an assessment process to help improve the experiences we provide to both departmental and interdepartmental majors housed in Plant Pathology. This process requires annual data collected on the activities of students and faculty in the program. Each spring, every faculty member submits an Annual Report of Faculty Activities. Effective fall 2005, all students housed in Plant Pathology will be required to submit an annual report of their activities. The report for Interdepartmental Students is abbreviated and contains only those items that are essential for the department to evaluate its progress in serving these students. The report is to include cumulative activities related to the completion of the formal graduation requirements and additional professional activities that have occurred in the prior academic year (September 1 to August 31).

The information to be included and the format are described below. Or, you may use the reporting form of your major if it contains the requested information. Please submit this form (or your major's form) to your major advisor with instructions for your advisor to forward it to the Chair ([tbaum@iastate.edu](mailto:tbaum@iastate.edu)) by September 15, 2007. Please include an updated CV that reflects your cumulative career activities.

**NOTE:** The Plant Pathology Department must have your completed Annual Report of Interdepartmental Student Activities and your updated CV before the Chair will approve departmental funds for travel.

**ANNUAL REPORT OF INTERDEPARTMENTAL STUDENT ACTIVITIES**

**September 1, 2006 to August 31, 2007**

***I. Introduction***

Name \_\_\_\_\_ Degree sought \_\_\_\_\_ Entry date \_\_\_\_\_  
Advisor \_\_\_\_\_ Co-advisor \_\_\_\_\_  
Major \_\_\_\_\_ Co-Major \_\_\_\_\_ Minor \_\_\_\_\_

***II. Completion of Graduate College Requirements***

(Indicate date of completion.)

Program of Study Committee formed \_\_\_\_\_

Program of Study approved by the Graduate College \_\_\_\_\_

Ph.D. students only: Preliminary Exam (at least 6 months before defense) \_\_\_\_\_

Defense Seminar \_\_\_\_\_

Thesis Defense \_\_\_\_\_

***III. Publications***

For publications during the reporting year, provide authors, date, title, name of journal or publication, volume, and pages. For each publication, estimate the percentage of the total contributions to the publication that were *your* contributions in each of the following areas: concept development and design (X%); data acquisition (X%); data analysis (X%); and writing (X%).

- A. Refereed journal articles (published, in press and in the review process; do not include articles in preparation.)
- B. Non-refereed journal articles, newsletters, and conference proceedings in technical, semi-technical and popular publications.
- C. Books and chapters in books.
- D. Published abstracts.
- E. Published book reviews and letters or comments to the editor.
- F. General audience publications such as bulletins, pamphlets, brochures, state-of-the-art updates, fact sheets, home study materials, etc.

***IV. Presentations***

Include oral and written presentations on campus, such as in seminar series, at scientific conferences, and at other professional meetings; provide the name of the presentation, date, name of the conference/meeting/seminar series, the type of presentation, such as a talk or poster, and estimate the attendance at your presentation.

***V. Grants***

For proposals that you have submitted or that list you as a participant, provide the following: title of proposal, name of granting agency, amount of funds requested, effective dates of grant, principal investigators, and your role in the grant. Provide this information for both proposals submitted and grants funded. For funded grants, indicate the amount funded and the amount going to support your stipend and/or research or professional development expenses.

***VI. Teaching Activities***

Courses taught and evaluations:

List course number, course title, semester taught, credit hours, and number enrolled; describe your teaching responsibilities; if possible, include evidence of evaluate teaching effectiveness, including student evaluation summaries.

Course development:

Describe innovative teaching techniques and materials developed.

Mentor activities:

Describe activities in which you mentored other scientists, including children, high school students, undergraduate students, other graduate students, post-doctoral researchers, visiting scientists, and faculty.

Other teaching accomplishments:

Include peer review of teaching activities and other significant activities of the past year not already discussed.

### ***VII. Awards and Honors***

### ***VIII. Professional Improvement Activities***

Membership in Professional and Honor Societies:

Include the Plant Pathology Graduate Organization if you participate in it.

Meetings, Conferences and Workshops:

Indicate name, date and location of the meetings attended.

### ***IX. Institutional and Professional Service***

Committee Activities:

Indicate membership on departmental, institutional and professional committees, offices held and length of service; describe activities.

Other significant institutional and professional activities not already discussed:

### ***X. Other Information Useful in Assessing Your Activities***

### ***XI. Feedback***

If you have any comments, suggestions, or feedback on your experiences as in interdepartmental student housed in Plant Pathology, or other factors that are influencing your training program, you are welcome to include them.

## Useful Telephone Numbers

### Plant Pathology Department

Chair	Thomas Baum	351 Bessey	294-1741
Graduate Program Assistant	Dai Nguyen	351 Bessey	294-7159
Office Secretary	Carla Harris	351 Bessey	294-1741
Office Accountant	Brenda Downs	351 Bessey	294-2420
Graduate Coordinator	Gregory Tylka	321 Bessey	294-3021
Advisor, Graduate Student Organization	Mark Gleason	313 Bessey	294-0579
Chair, Graduate Admissions Committee	Mark Gleason	313 Bessey	294-0579
President, Graduate Student Organization	Oscar Perez Hernandez	328 Bessey	294-3692

### Campus and Community

Graduate Admissions	100 Alumni Hall	294-0818
University Bookstore	Memorial Union	294-5684
Graduate College	10 Pearson Hall	294-4531
Residence Halls (single)	1215 Friley Hall	294-2900
Student Apartments	133 University Village	294-5360
ISU Treasurer	122 Beardshear	294-4363
Financial Aid	12 Beardshear	294-2223
ISU Registrar	214 Alumni Hall	294-1840
Cy-Ride (city bus service)	1700 Sixth Street	292-1100
International Students & Scholars (IES)	250 Memorial Union	294-1120
Student Health Center	Sheldon Ave. & Union Drive	294-5801