MICHIGAN STATE UNIVERSITY
DEPARTMENT OF FISHERIES AND WILDLIFE
GRADUATE STUDENT HANDBOOK
(Major revision April 2016; additional revisions January 2017 to address in progress program changes and changes in RCR requirements, Addendums at tops of Sections VI-B,C&I; additional revisions April 2017 based on Graduate School Template in Advance of Graduate School Review; Minor changes August 2017 in response to Graduate School Review)

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I. LETTER OF WELCOME

To: All New Graduate Students in the Department of Fisheries and Wildlife

Welcome to the Department of Fisheries and Wildlife at Michigan State University. This Department is widely recognized as a top program in the field. We are fortunate to have hard-working, dedicated and talented faculty who are also wonderful people. Our staff and students are especially industrious and pleasant colleagues. We are pleased to welcome you to this unique community of scholars and friends.

Our New Graduate Student Orientation Retreat and the Graduate Student Handbook are meant to assist you in your transition into our program. Although the handbook contains a great deal of useful information, please do not hesitate to ask your fellow graduate students or any of the faculty or staff about any questions that you may have. This handbook is a document which is constantly being revised (the most recent version can be accessed from the Graduate Program portion of the Department's web page: http://www.fw.msu.edu/). Any and all suggestions about how this handbook could be improved will be welcomed and appreciated.

We are pleased that you have chosen this department for your graduate studies and look forward to working with you as you develop into an outstanding professional, colleague and alumna/alumnus.

Sincerely,

Scott Winterstein
Department Chair

II. INTRODUCTION

The Department offers a doctoral (Ph.D.) degree and thesis and non-thesis options for Master of Science degrees in Fisheries and Wildlife. Formal certificates, interdepartmental specializations and dual degrees and dual majors are available through the Department's participation in Environmental Toxicology; Resource Economics; and Ecology, Evolutionary Biology and Behavior programs and through other units on campus.

The Department's graduate program is a national leader in the training of fishery and wildlife professionals for careers in research, management, teaching, extension and consulting. Graduates of our master's program are hired by a variety of local, state and federal governmental agencies; private corporations; museums; zoos and nature centers; tribal organizations; and environmental consulting firms, while others continue for the Ph.D. at MSU and elsewhere. Ph.D. graduates are employed on the faculty of leading universities and compete successfully for positions outside of academia.

Graduate student research projects encompass diverse areas including limnology, fisheries, wildlife, and the human dimensions of natural resource conservation. In recent years, roughly 100 students have been pursuing graduate degrees in the Department at one time. Most of these students are supported on research assistantships. Their projects take advantage of modern computing facilities, a world-class library, university research stations, and the tremendous natural resources of Michigan. Graduate students are also involved in projects of national and international scope and present research results to a wide range of regional, national and international audiences.

The Graduate Program of the Department of Fisheries and Wildlife is strongly influenced by the mission, vision, and values of the Department. The mission of the Department is to provide the education, research, and outreach needed by society for the conservation and rehabilitation of fish and wildlife resources and their ecosystems. The Department accomplishes this mission by cooperatively developing understanding of the structure and function of ecosystems to allow reasoned conservation, rehabilitation and management of fisheries and wildlife resources. In this context the goals of the Graduate Program are: (1) to provide an integrated graduate education that fosters independent creative scholars, who are leaders in fisheries and wildlife research, management, and education in the public and private sectors; and (2) to ensure that students: a) appreciate the importance of all aspects of fisheries and wildlife management and ecology, including human dimensions and policy, population and habitat ecology, and organismal biology; b) possess sufficient quantitative and qualitative analytical and critical thinking skills to be effective problem solvers; and c) possess effective skills necessary to communicate scientific concepts, principles and management approaches in public, professional, and academic environments. These goals are pursued within the context of explicit value statements established by the Department.

Michigan State University is the original Land Grant University. The Land Grant Mission is valued by the faculty and staff, and this will influence your graduate program. That mission seeks to provide (1) citizen access to higher education regardless of wealth or social status, (2) excellent instruction in the knowledge and capabilities needed by students for the professions and careers important to society, and (3) a strengthened democratic system and citizenry through programs of education, research, and outreach/extension. One example of the influence of the Land Grant Mission in Fisheries and Wildlife is the Outreach requirement that applies to all our graduate students. The Land Grant Mission is reflected in other Departmental values including a responsibility for natural resource stewardship through the development of methods of sustainable use and maintenance of ecological integrity and commitment to fairness in access to publicly owned resources to accommodate a full range of use. As a consequence, many Departmental faculty, staff, and students are engaged in applied research, demonstration projects, and extensive collaborations with resource managers. While application of knowledge is valued, the Department also values intellectual diversity and heterogeneity in faculty composition and the entire continuum of disciplinary, subject matter, and problem-solving knowledge. Although the Land Grant mission at Michigan State University has historically emphasized service to the Citizens of Michigan, we value activities centered more broadly across the United States and internationally. We believe that these activities will better enable us to address important problems and opportunities in Michigan’s agriculture and natural resource sectors.

The Department equally values education, research, and outreach. As a consequence, your graduate program will include course work, research, and outreach. A key distinguishing characteristic between our graduate program and most undergraduate programs is the increased emphasis on non-coursework activities. To succeed in your program you will need to complete a Ph.D. dissertation or Master’s thesis (or plan B project report) describing original work and an outreach activity in which you typically interact with and communicate information to audiences outside the University. It cannot be over-emphasized that success in your graduate program will require continuous dedicated

efforts to make adequate progress on your research project, to bring it to a successful conclusion in a timely fashion. You should seek regular and frequent advice and feedback from your dissertation or thesis advisor, other members of your graduate committee, and informal mentors to ensure this happens.

The Department of Fisheries and Wildlife at Michigan State University is unusually large and diverse in comparison to similar Departments at other Universities in the diversity of faculty expertise and the range of different projects graduate students are engaged in. In part, this reflects how diverse approaches are valued by our faculty. Our faculty number about 40, many with joint appointments in other departments and colleges. These faculty members cumulatively advise more than 100 Fisheries and Wildlife graduate students. We hope that you take the opportunity to learn about this diversity of approaches faculty and other students are engaged in during your time here. This can be accomplished through organized activities such as attending seminars and symposia, meetings of the Graduate Student Organization (GSO) and becoming active with the GSO. Taking time for informal interactions with other students, faculty, and staff is expected.

The Department values academic freedom and its responsible exercise. You will have both the opportunity and requirement to learn about the responsible conduct of research/scholarship (RCR) and appropriate academic conduct. The University has implemented requirements for RCR training for graduate students funded by particular federal agencies. The department has extended this requirement to all graduate students in recognition of its importance. The Department values both collaborative and individual efforts. We recognize the increasing importance of collaborative efforts to seek solutions to society's needs and problems. It is becoming the norm for student theses and dissertations to include chapters that form the basis for multi-authored peer-reviewed journal articles. This trend further emphasizes the need to understand RCR topics such as what constitutes authorship, who owns ideas, and so on.

During your graduate program you will work hard to learn new ideas and approaches and to apply them to your research. While being productive is important, the Department values a supportive work environment and recognizes that you will have commitments outside your professional life.

In addition to the faculty and students, you will need to rely on the Departmental Support Staff to assist you in logistics related to completing your education and associated research. This may include assistance in navigating the enrollment process, submission of forms to be reimbursed for travel and research expenses, and assistance with computer related problems. You should consult with your advisor, more experienced students, and this manual, regarding procedures. When questions remain, however, our support staff can often answer your questions. If they are consulted early on, this can aid in avoiding problems. With regard to your academic program, your first and primary contact should be your Major Professor (advisor). There may be cases where your advisor is unable to help you, and you may want to contact faculty administrators within the department. Key departmental contacts are listed in the next section.

This Handbook provides numerous details on policies and procedures that you are expected to follow as a graduate student in Fisheries and Wildlife. However, we note that University policies included in the following documents override all inconsistent provisions described herein:

Academic Programs:
https://reg.msu.edu/AcademicPrograms/
Graduate Students Rights and Responsibilities (GSRR):
https://grad.msu.edu/gsrr
MSU/GEU Contract:
https://hr.msu.edu/contracts/documents/GEU2015-2019.pdf
Guidelines for Graduate Student Advising and Mentoring Relationships:
https://grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf
Guidelines for Integrity in Research and Creative Activities:
https://grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf
Policy on Relationship Violence and Sexual Misconduct :
http://www.hr.msu.edu/documents/uwidepolproc/RVSM_Policy.htm
Anti-Discrimination Policy (ADP):
http://oie.msu.edu/policies-procedures-forms/documents/2015%2009-11%20Faculty%20Guide.docx.pdf

III. DEPARTMENTAL KEY CONTACTS

Department Chair: Dr. Scott Winterstein (Room 7; winterst@anr.msu.edu)

Graduate Committee Chair: Dr. Jim Bence (Room 11C; bence@msu.edu)

Administrative Assistant to the Chair:
Sharon Reasoner (Room 7; reasoner@msu.edu)

Financial Officer:
Brian Livingston (Room 9A; livin108@msu.edu)

Graduate and Undergraduate Secretary:
Jill Cruth (Room 40, phone 353-9091, cruth@msu.edu)

Main Office
Marcia Baar (Room 13, 355-4478; baar@msu.edu)

Bookkeeper
Mary Witchell (Room 8, phone 353-3707; witchell@msu.edu)

Computer Support (Room 220)
Jim Brown (UNIX System Administrator; brownja@msu.edu)
PC help 432-4078 fwhelp@msu.edu

Graduate Student Organization Executive Board
Current list available at: http://msufwgso.wixsite.com/fwgso/committee

IV. OVERVIEW OF DEGREE PROGRAMS, SPECIALIZATIONS AND CERTIFICATES

The Department of Fisheries and Wildlife offers Ph.D. (Doctoral) and M.S. (Masters) graduate degree programs. The M.S. degree in Fisheries and Wildlife comes in two plans. Most M.S. students are enrolled in Plan A, which in addition to course work, and an exam, requires a research thesis. At Michigan State University, a Plan B M.S. degree is obtained by exam rather than thesis. However, within Fisheries and Wildlife, a study report (instead of a thesis) is also required for a Plan B M.S. Generally a Plan B M.S. has less emphasis on conducting research, and students completing this degree typically do not subsequently pursue a Ph.D.

All Doctoral students in the Department of Fisheries and Wildlife pursue a Doctor of Philosophy (Ph.D.) degree in Fisheries and Wildlife. The Department participates in two interdepartmental Ph.D. programs for dual majors. These programs lead to both the disciplinary major (Fisheries and Wildlife) and the interdisciplinary major (either Ecology, Evolutionary Biology and Behavior (EEBB) or Environmental Toxicology) being listed on the transcript. These interdisciplinary majors can only be pursued in conjunction with a disciplinary major. To complete the dual major the student needs to be formally admitted to the interdisciplinary program as well as the doctoral program in Fisheries and Wildlife, and needs to complete all the requirements for a Ph.D. in Fisheries and Wildlife and the additional requirements of the interdisciplinary major. Application to these interdisciplinary programs should occur either immediately after application to the Fisheries and Wildlife program (EEBB) or during the first year of the program (either program). If you have interest in these programs, you should immediately review the relevant material in this handbook and at the linked sites, as completing a dual major requires additional planning and coordination. Any plans to participate in these programs should be discussed early in your planning process with your Major Professor.

As part of your graduate program there are also opportunities to participate in specializations and certificate programs. A specialization is defined as an interdisciplinary program including thematically related courses, and completion of a specialization is indicated on your transcripts. There are a wide range of specializations open to graduate students in Fisheries and Wildlife. The requirements and process for pursuing the specializations vary. In addition to specific course work, some programs require including program faculty members on the Guidance Committee, an appropriate thesis and dissertation topic, formal admission to the program, and participation in program events. The specifics for all the potential specializations are not detailed in this handbook, but you are urged to explore what is required for any specialization early in your program and discuss options with your Major Professor. Additional information on specializations and certificates is provided in a separate section.

V. ADMISSIONS AND ACCEPTANCE

Information herein is intended only for students who are already Graduate students at Michigan State University, and primarily for those already in the Department of Fisheries and Wildlife program. Other prospective students should consult the Department's web page (click on link for graduate program) and/or contract the Department's Graduate Secretary (cruth@msu.edu).

Prospective Ph.D. students who complete or are in process of completing an M.S. degree in the Department of Fisheries and Wildlife at Michigan State University must apply for admission to the Ph.D. program by letter to the Department's Graduate Committee Chair. The letter of application should include a concise statement of research interests, professional goals, plans for financial support, if needed, and the name and signature of the Major Professor who will direct the Ph.D. program. This is a much abbreviated process to that required for applicants who are not already in the Department's graduate program.

Students wishing to transfer from graduate programs in other departments within the College of Agriculture and Natural Resources at Michigan State University should submit a letter to the Department Chair clearly stating their request, signed by the Major Professor/advisor who will direct their program in the Department of Fisheries and Wildlife. Students wishing to transfer from a department not in the College of Agriculture and Natural Resources into the Department of Fisheries and Wildlife should consult the Graduate School for procedural advice. Transferring students must also furnish the Department of Fisheries and Wildlife with copies of their transcripts, three letters of recommendation, GRE scores, statement of goals, and TOEFL scores (if international student and English is not the first language). The application must be approved by the Graduate Committee Chair and the Chair of the Department of Fisheries and Wildlife.

Before starting a new graduate program, be advised that the maximum time allowed for a student's completion of their degree begins once she or he is first enrolled in that degree program, regardless of whether the enrollment status is dual (completing one degree program after initiating a new one), provisional, or regular. The time limitation for an M.S. degree is five years, and for a Ph.D., the limit is eight years.

You should be aware of your admission status and if you have been admitted with provisional status, what you need to do and by when. Regular or unconditional admission status is granted to a student with a Bachelor's degree from an accredited university or college and who has undergraduate course work appropriate to support his/her graduate program. Provisional admission status is granted to a student whose application for admission to the graduate program has deficiencies. The student may be admitted to the Department of Fisheries and Wildlife graduate program with "Provisional Status" and as such be eligible for Graduate Research Assistantships. Criteria likely resulting in provisional status include:

1. Students with undergraduate or graduate grade point averages (GPA's) of 2.75-3.00 (cumulatively or over the last two academic years of the undergraduate degree) may be admitted provisionally. Students with GPAs at or below the 2.75 level may be admitted as provisional if they have demonstrated scholarly achievement in two courses at the graduate level (typically measured as a GPA of 3.0 or higher in both courses). Admission status will be changed from provisional to regular if a student maintains a cumulative GPA $\geq$ 3.0 for 12 credit hours over two (2) academic semesters. Courses should be at the graduate level (i.e., 800- or 400-level) with a maximum of six (6) credits from 400-level courses. The curricula for the first two academic semesters for all provisional students must be approved by the Department's Graduate Committee Chair.

2. When a student is accepted into a Ph.D. program contingent on completion of a M.S. degree, in which case the student must complete all requirements for the M.S. degree within the first academic semester of residency

Failure to comply with conditions of provisional enrollment may result in removal of graduate assistantships and dismissal from the graduate program.

Dual enrollment as an M.S. and Ph.D. student. In some cases, it is advantageous for a student to enroll in a Ph.D. at MSU while still enrolled in their M.S. degree at MSU. For example, this option could allow a student to complete Ph.D. research credits, while still working on their M.S. degree after they had completed all M.S. course requirements. M.S. students in the Department of Fisheries and Wildlife can dual enroll in a Ph.D. program in

Fisheries and Wildlife, but are required to complete the M.S. program by the end of the second semester they are dually enrolled.

Dual enrollment as an Undergraduate and Graduate student. Dual enrollment provides an opportunity for academically talented undergraduate students to enroll in graduate courses and conduct research towards a graduate degree while completing the last two years of their bachelor's degree(s) programs. Within the first semester of dual enrollment, the student's graduate degree program adviser must be identified and the appropriate graduate degree guidance committee established. The adviser and committee assist the student in developing a program of study for the graduate degree. Admission to graduate study must be approved before work to apply toward a graduate degree program is undertaken. Credits completed prior to admission to graduate study cannot be applied toward a graduate degree program. The student is classified as an undergraduate until the minimum number of credits required for a first bachelor's degree is completed. When the student is classified as a graduate student, eligibility begins for graduate assistantships, other forms of graduate student financial aid, or those services and prerogatives normally reserved for graduate students. Additional details regarding dual enrollment are at: https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111#s328 .

VI. PROGRAM PLANNING AND SUPERVISION

Milestones for successfully moving through your PhD or Plan A MS program, with required completion dates is included in the table below. Details on these and other requirements are described in this section. Plan B MS students have the same milestones as Plan A students other than those directly related to the thesis, and a milestone: "Plan B Master's exam and project completion" replaces the thesis defense milestone.

Milestones and Time Frame for Completion Dates		
DOCTORAL PROGRAM	**MASTERS PROGRAM**	**DUE DATE**
Human or Animal Subjects Approval	Human or Animal Subjects Approval	Before beginning ANY research
Guidance Committee selection	Guidance Committee selection	Before end of second semester in residence
Schedule a committee meeting to complete your Program of Study.	Schedule a committee meeting to complete your Program of Study.	By the end of the second semester in residence
Notify Graduate Secretary of Program of Study meeting	Notify Graduate Secretary of Program of Study meeting	Two weeks before meeting date
Obtain Graduate School Guide for formatting Doctoral Dissertations	Obtain Graduate School Guide for formatting Master's Theses	Two weeks before submission of document
Comprehensive exam	N/A	When the prescribed course work is substantially completed as defined by the guidance committee, the doctoral student is eligible to take the Comprehensive exam
		Must be completed within five years from beginning of residence
Inform the Graduate Secretary of the date of your comprehensive exam	N/A	Two weeks before exam
Dissertation defense	Thesis defense	Inform Graduate Secretary three weeks before defense
Completion of Doctoral Program.	N/A	Within eight years from the time of a student's first enrollment as a doctoral student.
N/A	Completion of Master's Program	Within five years from the time of a student's first enrollment as a master's student
Submission of dissertation to Graduate School	Submission of thesis to Graduate School	See Graduate Secretary
Application for graduation	Application for graduation	During final semester
Exit interview with Chairperson	Exit interview with Chairperson	During final semester

A. Important First Steps

Before you can do virtually anything related to the university, you will need an MSU ID card and MSU NetID. The ID card allows you access to parking lots and buildings, is used as a library card, and provides access to other facilities. Your MSU NetID and associated password allow you to use MSU email and access to online resources at MSU. Instructions on how to obtain both an ID card and a NetID can be found at http://idoffice.msu.edu /. Currently the Fisheries and Wildlife contact for assistance on acquiring an MSU ID and NetID is Marcia Baar, (Room 13, Natural Resources Building). You will need to work with her to ensure that your MSU ID provides you access to needed buildings, rooms, and parking lots.

Graduate Students work closely with their Major Professor, who provide guidance with respect to course work, research, and a wide range of professional activities. In the Department of Fisheries and Wildlife, the Major Professor plays the combined roles of academic advisor, thesis or dissertation advisor, and chair of your examination committee. Sometimes your major professor will just be called your advisor. A Major Professor is determined jointly by the student and potential professor, with approval by the Department Chair, at the time the student is accepted into the program. Typically, you contacted a prospective Major Professor during the application process and will know who this is well ahead of arrival on campus. If you have any question about who your Major Professor is, you should immediately resolve this question. You can check with the Graduate Secretary to ascertain who is assigned and if you have concerns about the assignment you should discuss these with the Chair of the Department's Graduate Committee. You should meet with your Major Professor near to the start of your graduate studies to discuss overall expectations and to develop specific written expectations for your first year. Your Major Professor will formally evaluate your accomplishments and work with you to update expectations annually each spring.

In addition to the Major Professor, the Guidance Committee will play a critical role in guiding your graduate program and evaluating your accomplishments. The Guidance Committee provides input on course work and research plans and typically serves as an examination committee. The Guidance Committee is selected jointly by the student and Major Professor. You should begin discussing the makeup of your Guidance Committee with your Major Professor early on, before the end of your first semester, as this committee needs to be formed before the end of your second semester.

Both M.S. and Ph.D. students need to develop a Program of Study by the end of their second semester as described separately in the M.S. and Ph.D. requirements sections. The Program of Study is essentially a list of courses, as a partial requirement for obtaining your degree(s). The program needs to be approved by the Guidance Committee. Remember that the Guidance Committee members will have busy schedules and it may prove difficult to schedule a meeting without substantial lead time.

Early in the fall of each year there is a New Graduate Student Orientation Retreat, which is a great opportunity to learn about how the Department works and policies associated with the graduate program. Participation in this retreat is required for all new students. Graduate students that matriculate in Spring or Summer semester should attend the following Fall orientation program.

Master's students will need to submit an Outreach Plan (see Outreach Experience Requirement) by the end of their first year, and Ph.D. students by the end of their second year.

You should consult with your Major Professor and Guidance Committee regarding expectations for a written research proposal. Typically a written proposal will need to be developed at some point. Some Major Professors and Guidance Committees expect this to be ready at the first committee meeting. A summary of requirements for M.S. and Ph.D. degrees is given later in this handbook, and a key thing to accomplish during your first year is to establish a schedule for completing these requirements.

Before you initiate your research you should obtain animal use/human subjects approvals (or make sure this was done on your behalf), if appropriate for your research (see the human subjects/animal use section for more detail).

Students must complete and document Responsible Conduct of Research (RCR) training each year. Consult the RCR section for more detail.

You may need to obtain CPR/first aid and other required certifications and training for your program before you start your research. Consult the Departmental Procedures section of the manual and discuss such needs with your Major Professor.

If your acceptance into the Department of Fisheries and Wildlife's graduate program was provisional, make sure all conditions of provisional acceptance are satisfied within the time frame stated on your admission form. You can obtain a copy of your admission form from the Graduate Secretary.

B. Requirements for a Master of Science Degree

Addendum January 2017. In January 2017 the department faculty voted to allow graduate students who began their programs in January 2016 or later to follow a new set of requirements that was approved by FW faculty in October of 2015 but has not yet been approved at the College and University level. All graduate students should have approved programs of study by the end of their second term, but it is especially important to submit your program of studies in a timely fashion if you elect this option. Generally students electing this option will be routinely given a waiver of the official requirements to be replaced by the new requirements at the Department level. However this also needs to be approved at the College and University level. The new requirements differ from the "official" requirements described in detail below. In particular:

- *They include a required specific 2-credit "introductory" seminar*
- *There is no exposure area requirement*
- *An outreach requirement that can be met by (a) the previously required outreach experience process; of (b) enrolling in an outreach seminar which will be offered regularly by the Department*
- *No other seminar requirements or other specific course requirements, beyond the general credit requirements of 30 total credits at appropriate levels, research credits requirements (6-10 FW 899 for Plan A, 4-6 FW 898 for Plan B), and 20-24 course (non-research) credits as detailed in sections below. Of course individual students can be required to take courses they need for research skills and professional development by their graduate committees, as specified in their program of studies.*

Given that the "introductory" seminar and "outreach seminar" are both new classes currently in the approval process, those courses will be offered as FW 891 (Advanced Topics) special sections until they have formal approval. Students electing this option should contact the Graduate Secretary or Graduate Program Director for information on when these courses are being offered and which section of FW891 to sign up for. Current plans are that the "introductory seminar" will be offered in the fall and the "outreach seminar" in the spring.

End of addendum

All students must complete the requirements for the Master's degree within five years after initial enrollment.

The official requirements for a Master of Science degree in the College of Agriculture and Natural Resources and additional requirements of the Department of Fisheries and Wildlife are stated in the Academic Programs catalog, Graduate Degree – Fisheries and Wildlife. The following list of requirements is intended to provide a summary of the official information (with some interpretation). In some cases the information in this handbook will reflect newly adopted policies that have not yet been published in the Graduate Catalog. If you are concerned about an apparent discrepancy please bring this to the attention of the Graduate Secretary or the Chair of the Graduate Committee.

1. Form Guidance Committee and File Program of Study

A Guidance Committee must be formed and an M.S. "Program of Study" form (pdf or Word) must be completed by the end of the student's second semester. The student, in consultation with the Major Professor, develops a Program of Study consistent with departmental requirements. Generally this Program of Study is discussed at the student's first committee meeting and approved by the Guidance Committee at that time. The completed form, signed by the Guidance Committee, is filed with the Graduate Student Secretary. After the Student returns the signed Program of Study form, the Graduate Secretary seeks approval signatures from the Department Graduate Committee Chair, and the Department Chair. Details on the roles of the Major Professor and the graduate committee are in sections VI C and D respectively. The M.S. guidance committee generally

consists of two faculty members in addition to the Major Professor, one of whom must be from the Department of Fisheries and Wildlife, and details on selection and required composition of the committee are in section D.

2. Overall Plan to Complete the MS Degree

An overall plan to complete the M.S. degree is directed by the Guidance Committee. The student should consult with the Major Professor regarding the content and scope of any written plan and when it is needed. Often the written plan will consist of the program of study and a written research or study proposal. Some Major Professors expect the written research proposal at the initial Guidance Committee meeting, while others ask for this at a later date. There are two basic M.S. plans.

Plan A - Thesis: Plan A requires a research thesis. A minimum of six (6) to a maximum of 10 credits of FW 899 (Master's Thesis Research) are required to count toward the degree. The plan will consist of prescribed course work, research, thesis and a final oral examination. The final oral exam consists of a public presentation based on the thesis followed by a closed-door session.

Plan B - Study Program: Plan B is a Master's by exam without thesis option. However, within the Department of Fisheries and Wildlife the plan B option still requires a report in lieu of the thesis. A minimum of four (4) to a maximum of six (6) credits of FW 898 (Master's Research) are required to count toward the degree. The plan will consists of prescribed course work, a required research report (instead of thesis), and a final oral examination. Plan B students in Fisheries and Wildlife also present the results of their research publically followed by their closed-door oral exam.

3. Address Provisional Status

A student with provisional status must fulfill all provisions stipulated for regular admission status. This must be done within the specified time frame for provisional status, or, if not specified, within the first year of residence. Students who fail to complete this requirement may be dismissed from the graduate program.

4. Complete Course Work

The course work prescribed in the program of study must be completed. Officially this will include:

a. Completion of 30 or more credits beyond the bachelor's degree. Note that since a maximum of 10 or 6 credits of research can count toward this for Plan A or Plan B, respectively, this means that at least 20 or 24 course credits needs to be completed, as detailed in the Program of Study. Unless specifically exempted by the Dean of the College, more than half of the credits in the student's program of study must be in courses at the 800 or 900 levels, including approved seminars and research. The final 20 credits for the degree must be earned while enrolled in regular admission status.

b. The overall program needs to be designed to fulfill the Exposure Areas requirements.

c. Two credits of FW 893 (seminar courses) must be included in the Program of Study.

Note that the requirements listed here are minimum, and the Guidance Committee will use its judgment to identify specific coursework needed for your program.

IMPORTANT. Before planning your program consult the addendum at the beginning of section VI.B and discuss this with your advisor, as a more flexible program, as an exception to the official requirements is generally possible!

The MSU policy for incomplete and deferred grades can be found here:
https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s529

5. Required Grade Point Average

A cumulative grade point average of 3.0 on a 4.0 scale must be maintained, not including research credits (FW 898 or 899). If a student's cumulative grade point average is less than 3.0, the Graduate Committee, in consultation with the student's Guidance Committee, must determine if the student should be allowed to continue in the graduate program. A report of this decision will be submitted to the Department Chair for approval.

Students whose GPA falls below a 3.0 will be considered "at risk," and will be required to meet with their Major Professor to discuss the circumstances and factors that have led to unsatisfactory academic performance, and to develop a plan with a strategy for corrective action. Although it is not required to have this plan approved by the Graduate Committee, the student is strongly encouraged to seek their advice. The goal of this plan will be to bring the student's cumulative GPA above a 3.0 in the next academic semester. In the event that the student does not bring his or her cumulative GPA above or equal to 3.0 in the following semester (with the exception that this does not apply for a semester when the student is only enrolled in research credits), the student will become ineligible for a graduate assistantship until his or her cumulative GPA is equal to or exceeds a 3.0. Reinstatement of the graduate assistantship following this time will be at the discretion of the Major Professor. Further, the Major Professor may recommend dismissal from the graduate program, with approval of the Graduate Committee and Department Chair.

6. High Academic and Professional Standards

Students who enter the Master's program are expected to meet the high academic and professional standards commensurate with a graduate degree. You are required to participate in formal responsible conduct of research (RCR) training each year during your program (see RCR section). Standards for research activities and professional development are individualized and generally set in cooperation with the student's major advisor. Annual evaluations with the major advisor are required to document these expectations and the student's performance (see Annual Evaluation section).

7. Outreach Experience

All Master's students will need to complete the Outreach Experience requirement. This includes development of a plan during your first year and report on the experience before graduation.

8. Thesis or Study Report and Presentation

All Master's graduate students must undertake and complete a research or study project which will be presented either as a thesis or a study project report as outlined below. Results of the thesis or study project must be presented publically at a departmental seminar (not for FW 893 credit) by the candidate prior to graduation. This is generally immediately prior to the oral final examination. Graduate students are encouraged to publish results in their thesis or report and should work with their Major Professor to find an appropriate outlet.

Plan A - Thesis Requirements: The thesis, when submitted to the Guidance Committee, must be written in an appropriate scientific style and meet the appropriate degree requirements of The Graduate School specifications as stated in the *Formatting Guide for Master's Theses and Doctoral Dissertations*. The student must revise the thesis in light of recommended change(s) and corrections suggested during the oral examination in defense of the thesis, before presenting it to the Major Professor for final review and signature of the etd approval form. The student must submit the revised electronic copy of the thesis online and the approval form signed by the thesis advisor must be submitted to the Graduate School in accord with instructions at http://grad.msu.edu/etd/. You are encouraged to participate in the Graduate Schools exit survey (links included with the online instructions for survey) at the time you are submitting your thesis.

In addition to the main body of a thesis or dissertation, the Graduate School now permits the submission of supplementary materials to ProQuest. These supplemental materials will not be reviewed by the Graduate School for formatting requirements, but they must be acceptable by ProQuest and comply with ProQuest's criteria and storage limits. All supplementary materials need the written approval of the thesis/dissertation committee chair.

Be aware that electronic submission does not mean your thesis has been accepted by the Graduate School. After electronic submission, the Graduate School may require some changes to be consistent with formatting requirements, and you may need to resubmit your thesis several times online until it is acceptable. To graduate in a given semester your thesis must be approved by the Graduate School at least five working days before the first day of classes for the next semester.

You can submit and/or obtain final Graduate School approvals after the deadline or into the next semester, and graduate in that semester, without re-enrolling for that semester. Although not recommended, it is even possible to submit and/or obtain final Graduate School approval more than a semester after your final oral

examination, provided you graduate within the five year program time limit.

Plan B - Study Project Report: Upon completion of the study project, the report must be written in an appropriate scientific style. Generally part of the oral examination will focus on an evaluation of the written report, so a poor quality report could lead to failure.

Graduate students are encouraged to publish results in their thesis or study report and should work with their Major Professor to find an appropriate outlet. In some cases, chapters of a thesis are submitted for publication prior to the completion of the entire thesis. Graduate students are encouraged to make draft manuscripts available to their committee members prior to submission for publication.

9. Oral Final Exam ("defense")

The candidate must pass an oral final examination before an examination committee, consisting of the Major Professor and the Guidance Committee. The Major Professor acts as the chairperson of the examination committee. Other faculty members may attend at the Department chairperson's discretion. The student must be registered for at least one credit during the semester of the final oral examination. This requirement may be waived if the examination is administered during the summer session immediately following a spring semester during which the student was registered and/or prior to a fall semester in which the student will be registered. Typically this examination occurs immediately after the public seminar where the thesis or study results are presented. For Plan A students the final oral examination is officially in defense of the thesis and hence the Master's oral final examination often is called a "defense". The oral final examination must be scheduled for a date not earlier than two weeks after the final draft of the thesis or study report has been submitted to the Guidance (Examination) Committee. Generally Plan A oral examinations focus on the thesis content, but the committee can examine the candidate more broadly on their program of studies. Plan B examinations will typically cover a broader range of material than that specific to the study report, but will also cover the study report. In case of a failure, the candidate may apply for reexamination at a time to be specified by the examining committee. We strongly recommend that you consult with your committee well in advance regarding the likely scope of the exam.

C. Requirements for a Doctor of Philosophy Degree

Addendum January 2017. In January 2017 the department faculty voted to allow graduate students who began their programs in January 2016 or later to follow a new set of requirements that was approved by FW faculty in October of 2015 but has not yet been approved at the College and University level. All graduate students should have approved programs of study by the end of their second term, but it is especially important to submit your program of studies in a timely fashion if you elect this option. Generally students electing this option will be routinely given a waiver of the official requirements to be replaced by the new requirements at the Department level. However this also needs to be approved at the College and University level. The new requirements differ from the "official" requirements described in detail below. In particular:

- *They include a required specific 2-credit "introductory" seminar*
- *There is no exposure area requirement*
- *An outreach requirement that can be met by (a) the previously required outreach experience process; of (b) enrolling in an outreach seminar which will be offered regularly by the Department*
- *No other seminar requirements or other specific course requirements, beyond the general University research credit requirement (24 credits of FW 999). Of course individual students can be required to take courses they need for research skills and professional development by their graduate committees, as specified in their program of studies.*

Given that the "introductory" seminar and "outreach seminar" are both new classes currently in the approval process, those courses will be offered as FW 891 (Advanced Topics) special sections until they have formal approval. Students electing this option should contact the Graduate Secretary or Graduate Program Director for information on when these courses are being offered and which section of FW891 to sign up for.

All students must complete the requirements for the Ph.D. degree within eight years after initial registration.

Ph.D. students must complete at least one year of residence prior to obtaining their degree. A year of residence will be made up of two consecutive semesters, involving the completion of credits at the level of full-time status of graduate work each semester.

The official requirements for a Ph.D. degree in the College of Agriculture and Natural Resources and additional requirements of the Department of Fisheries and Wildlife are stated in the Academic Programs catalog, Graduate Degree – Fisheries and Wildlife. The following list of requirements is intended to provide a summary of the official information (with some interpretation). In some cases the information in this handbook will reflect newly adopted policies that have not yet been published at in the Graduate Catalog. If you are concerned about an apparent discrepancy please bring this to the attention of the Graduate Secretary or the Chair of the Graduate Committee.

1. Form Guidance Committee and file Program of Study

A Guidance Committee must be formed and a Ph.D. Program of Study must be filed by the end of the student's third semester. The PhD guidance committee generally consists of at least three regular MSU faculty members in addition to the Major Professor, one of whom must have an appointment outside the Department of Fisheries and Wildlife. Details on selection and required composition of the committee (and procedures for exceptions) are in section VI D. The Program of Study should be entered by the student into GradPlan. GradPlan was developed for Ph.D. students to lay out their Ph.D. program of study, record faculty approval, and make notes on all the degree requirements as they are completed. **GradPlan will be the only way final degree certification/degree audit will be conducted beginning in Spring 2017**. GradPlan replaces the Report of the Guidance Committee, Record of Comprehensive Exam, and the Dissertation Final Defense forms and the final certification form. The Graduate School will certify the acceptance of each dissertation final format using GradAudit. The Graduate Secretary or other department or college level designee has the final GradAudit sign off. The Office of the Registrar and the departments will access Degree Audit to complete degree certification once a student completes an application for graduation and all degree requirements are met. GradPlan, GradInfo and GradAudit help guides may be found at: https://gradinfo.msu.edu/help.asp. All Ph.D. students graduating during or after the Spring 2017 semester must have their program information recorded in GradPlan, even if their Program of Study was initially developed before GradPlan was implemented.

The student, in consultation with the Major Professor, develops a Program of Study consistent with departmental requirements. This is essentially a list of courses that need to be completed and comprehensive examination areas for each committee member. Generally this Program of Study is discussed at the student's first committee meeting and approved by the Guidance Committee at that time. The student then is in a position to enter the information into GradPlan. To accomplish entry into GradPlan the student will need the following information: Committee members' names or MSU NetIDs, course codes for planned courses, comprehensive exam areas, tentative dissertation topic, and specific program requirements. Help on using GradPlan and a paper instruction manual can be obtained from the Graduate Secretary. Once the Program of Study is within GradPlan, it will be routed for the required approvals, starting with the Major Professor and Guidance Committee.

2. Overall Plan to Complete the Ph.D. Degree

An overall plan to complete the Ph.D. degree is directed by the Guidance Committee. The student should consult with the Major Professor regarding the content and scope of any written plan and when it is needed. Often the written plan will consist of the program of study and a written research proposal. Some Major Professors expect the written research proposal at the initial Guidance Committee meeting, while others ask for this at a later date.

3. Address Provisional Status

A student with provisional status must fulfill all provisions stipulated for regular admission status. This must be done within the specified time frame for provisional status, or, if not specified, within the first year of residence. Students who fail to complete this requirement may be dismissed from the graduate program.

4. Complete Course Work

The course work requirements specified in the Program of Study must be completed successfully. Officially the program needs to include the following:

a. A minimum of 24 credits of dissertation research (FW 999)

b. Fulfillment of the Exposure Areas requirements.

c. Three credits of FW 893 (seminar courses). This requirement may be waived by the Guidance Committee, but only in writing, and subject to approval by the Department Chair. Such a waiver may be granted when the student has had equivalent professional experience or if the requirement imposes a hardship.

Additional course work included in the Program of Study is chosen to meet the individual student's needs for professional and educational goals, and to develop the comprehensive knowledge in the major and related fields they will be examined on.

IMPORTANT. Before planning your program consult the addendum at the beginning of section VI.C and discuss this with your advisor, as a more flexible program, as an exception to the official requirements is generally possible!

999 Credits: **24 credits are required for graduation; students can enroll for a maximum of 36.** Requests for overrides to exceed the maximum of 36 credits credits of 999 must be directed to the Office of the Registrar. To do so, access the ***"Request for RNR Override" at the Registrar's Online Forms Menu at https://www.reg.msu.edu/Forms/FormsMenu.aspx. Select the RN override and fill in the requested information.*** Should the total number of credits go above 45 the RO will confer with the Graduate School before considering the request for an override.

The MSU policy for incomplete and deferred grades can be found here:
https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s529

5. Required Grade Point Average

A cumulative grade point average of 3.0 on a 4.0 scale must be maintained in all courses of a student's program of study, not including research credits (FW 999). If the student's cumulative grade point average is less that 3.0, the Graduate Committee in consultation with the Guidance Committee, must determine if the student should be allowed to continue. A report of this decision will be submitted to the Department Chair for approval.

Students whose GPA falls below a 3.0 will be considered "at risk," will be required to meet with their major professor to discuss the circumstances and factors that have led to unsatisfactory academic performance, and will be required to develop a plan with a strategy for corrective action. Although it is not required to have this plan approved by the Graduate Committee, the student is strongly encouraged to seek their advice. The goal of this plan will be to bring the student's cumulative GPA above a 3.0 in the next academic semester. In the event that the student does not bring his or her cumulative GPA above or equal to 3.0 in the following semester (with the exception that this does not apply for a semester when the student is only enrolled in research credits), the student will become ineligible for a graduate assistantship until his or her cumulative GPA is equal to or exceeds a 3.0. Reinstatement of the graduate assistantship following this time will be at the discretion of the major advisor. Further, the major advisor may recommend dismissal from the graduate program, with approval by the Graduate Committee and Department Chair.

6. High Academic and Professional Standards

Students who enter the Ph.D. program are expected to meet the high academic and professional standards commensurate with a graduate degree. You are required to participate in formal responsible conduct of research (RCR) training each year during your program (see RCR section). Standards for research activities and professional development are individualized and generally set in cooperation with the student's major advisor. Annual evaluations with the major advisor are required to document these expectations and the student's performance (see Annual Evaluation section).

7. Outreach Experience

All Ph.D. students will need to complete the Outreach Experience requirement. This includes development of a one page written plan by the end of your second year and short written report on the experience before graduation.

8. Comprehensive Exams

Each student must demonstrate, by both written and oral examination, a comprehensive knowledge in the major and related fields. The comprehensive exam should be scheduled within the semester following completion of approximately 80% of the course work as specified in the student's Program of Study, and must be passed within five years of starting the program. Furthermore the comprehensive exam must be completed at least two semesters prior to the final oral examination in defense of the dissertation.

The student must be registered for at least one credit during the semester of examination. This requirement is waived for students who take their comprehensive exam during a summer semester and were enrolled in the prior spring semester or will be enrolled in the subsequent fall semester.

The Comprehensive exams are administered as follows:

a. Generally, the examination committee consists of the Guidance Committee. The Department Chair has the option of selecting an additional member of the faculty to serve on the examining committee. If such a person is included, they will be identified at least four weeks prior to the examination. The member will participate in the written and oral portions of the examination.. Regular members of the Guidance Committee will be responsible for specialty areas as specified on the Program of Study.

b. The written exam is taken first and completion of the entire written exam must be accomplished within a two-week period, or less, as prescribed by the Examination Committee. The details of how the written exam is administered vary greatly, so you should consult with your Major Professor and the examination committee to clarify how this will occur.

c. The oral exam will normally follow within 30 days of the written exam.

d. Upon completion of both portions of the examination, the Guidance Committee will decide during the formal session whether the student passes or fails. The student will not pass if more than one committee member dissents. If the student fails, a minimum of one semester of additional work toward the degree is required before another examination can be scheduled. Students will be given two opportunities to pass the comprehensive examinations. Any student failing a second attempt will be terminated as a Ph.D. student in the Department of Fisheries and Wildlife.

e. It is intended that the specific requirements for comprehensive exams listed above should apply to all doctoral students in the Department of Fisheries and Wildlife. Considerations of exceptions shall be the responsibility of the Department Graduate Committee which shall receive such requests in writing from the student's Major Professor.

9. The Dissertation and Oral Presentation

A written draft of the dissertation must be submitted to the Major Professor, all Guidance Committee members, and any appointed examiner at least two weeks before the scheduled date for the defense. The final oral examination (defense) cannot be conducted before the dissertation is in an acceptable form and meets approval of the Major Professor. What constitutes an acceptable dissertation is specific to each committee. In general, the dissertation will need to meet scholarly norms expected of published literature, make substantial new contributions to knowledge in the field and often will form the basis for multiple papers that will be submitted for publication to scientific journals. The dissertation, when submitted to the Guidance Committee, must be written in an appropriate scientific style and meet the appropriate formatting requirements of the Graduate School.

Results of the dissertation research must be presented publically at a departmental seminar (not for FW 893 credit) by the candidate immediately prior to the oral final examination. This is a requirement for graduation and is considered a necessary lead in to the defense.

The student must revise the dissertation in light of recommended change(s) and corrections suggested during the defense, before presenting it to the Major Professor for final review and signature of the approval form. The student must submit the revised electronic copy of the dissertation online and the approval form signed by the Major Professor must be submitted to the Graduate School in accord with instructions at http://grad.msu.edu/etd/. You are encouraged to participate in the Graduate Schools exit survey (links included with the online instructions for survey) at the time you are submitting your dissertation.

In addition to the main body of a thesis or dissertation, the Graduate School now permits the submission of supplementary materials to ProQuest. These supplemental materials will not be reviewed by the Graduate School for formatting requirements, but they must be acceptable by ProQuest and comply with ProQuest's criteria and storage limits. All supplementary materials need the written approval of the thesis/dissertation committee chair.

Be aware that electronic submission does not mean your dissertation has been accepted by the Graduate School. After electronic submission, the Graduate School may require some changes to be consistent with formatting requirements. You may need to resubmit your dissertation online several times before it is accepted. To graduate in a given semester your dissertation must be approved by the Graduate School at least five working days before the first day of classes for the next semester (see deadlines).

Frequently, it is not possible to make all needed revisions following a defense in time to submit the dissertation for graduation that semester. In fact, you could defend your dissertation after the deadline for having your dissertation approved by the Graduate School. Nonetheless, you are allowed to submit or obtain Graduate School approvals for your dissertation and graduate the next semester without enrolling as a student in the subsequent semester. Although not advised, it may be possible to obtain final Graduate School approval for your dissertation more than one semester after your defense, provided this is within the overall eight year program time limit.

> Graduate students are encouraged to publish results in their dissertation and should work with their Major Professor to find an appropriate outlet. In many cases, chapters of a dissertation are submitted for publication prior to the completion of the entire dissertation. Graduate students are encouraged to make draft manuscripts available to their committee members prior to submission for publication

10. The Defense

An oral final examination in defense of the dissertation must be passed. The final oral examination, primarily in defense of the dissertation, is to be preceded immediately by a formal seminar open to the public. This public presentation is a requirement for graduation. The oral examination typically is conducted by the Guidance Committee, which may be supplemented at the discretion of the Dean by one appointed faculty member. Other faculty members may attend the exam at the discretion of the Major Professor.

The technical details of what is required for a passing vote can get confusing. For practical purposes, however, it is simple. All but one of your examiners must vote to pass you unless the number of examiners is very large (eight or more). The more detailed definition of a passing vote on the oral final exam is that it requires that the dissertation and the student's performance on the final oral examination be approved by a positive vote of at least three–fourths of the voting examiners, and with not more than one dissenting vote from among the Michigan State University regular faculty members (MSU "regular faculty" is defined in MSU's Academic bylaws, and for the Department's faculty this is equivalent to tenure-stream faculty) of the guidance committee. Thus for very large examination committees you could potentially pass with two negative votes, but it could depend on the status of the faculty who cast the no votes. Hopefully this is purely a theoretical case given that very large guidance committees are not advised!

You must be registered for at least one credit during the semester when the defense takes place, including summer terms. Waivers for summer enrollment are not allowed for the defense.

The defense should not be scheduled for a date earlier than two weeks after the final draft of the dissertation has been submitted to the Major Professor, all Guidance Committee members, and any appointed examiner. The final oral examinations cannot be conducted before the dissertation is in an acceptable form and meets approval of the Major Professor.

11. Survey of Earned Doctorates (SED)

Ph.D. students are required to complete the SED following instructions at: http://grad.msu.edu/etd/ following submission of their dissertations. This is required, and the graduate school monitors participation as part of certifying your completion of requirements. Note that this is distinct from the Graduate School's exit survey, and for problems related to this send an email to exitsurvey@grd.msu.edu .

D. Major Professor

The Major Professor is selected by mutual consent of the student and professor, subject to approval by the Department Chair. This occurs before the student begins graduate studies. In general, the Major Professor must be a Regular MSU Department of Fisheries and Wildlife faculty member, and for Ph.D. programs must have an earned doctorate (for further description of regular faculty and exceptions see "Guidance Committee" section).

In the Department of Fisheries and Wildlife the Major Professor serves in as academic advisor, thesis or dissertation research advisor, chair of the Guidance Committee, and Chair of examination Committees. The Major Professor's duties include: (1) assisting the student in the planning of his/her complete Program of Study and selection of a guidance committee; (2) directing the student's research program and thesis/dissertation preparation; (3) conducting written annual evaluation of the student's progress; (4) overseeing examinations; and (4) approving final certification for the degree. We encourage students to collaborate with their Major Professor to generate individual development plans http://caffe.grd.msu.edu/ that take into account the strengths and challenges of the student as well as the students' career goals. Guidelines for successful faculty advising can be found here: *https://grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf*

On occasion, by mutual consent, a student may elect to change Major Professors. This should be coordinated among the Major Professor, Chair of the Department Graduate Committee, and the Department Chair.

In the unforeseen case of a Major Professor leaving the University, efforts will be made by the Department Chair and the Chair of the Department Graduate Committee to find a replacement. If you find yourself in this situation you can seek advice and assistance from the departing Major Professor if this is feasible and initiate discussions with potential new Major Professors, but as you proceed, make sure to discuss the situation with the Chair of the Department's Graduate Committee.

E. Guidance Committee

1. The Function and Duties of the Guidance Committee

Each student works under the guidance of a committee, which is selected by both the student and the Major Professor, and is subject to approval by the Department Chair. The Guidance Committee shall be formed by the end of the second semester, or within two semesters beyond the Master's degree or its equivalent for PhD students (in cases of dual enrollment). The Guidance Committee works with the Major Professor to review and approve a student's Program of Study, and to see that the student completes all requirements for the degree. The Guidance Committee should meet with the student to review his/her proposed project, thesis, or dissertation research. The Guidance Committee usually serves as the examination committee for comprehensive examinations (Ph.D) and final oral exams, also called defenses (both M.S. and Ph.D. programs), although as described in the sections for comprehensive exams and defenses, the examination committees can be supplemented with an additional examiner. Generally M.S. Guidance Committees will meet at least two or three times. At the initial meeting the Program of Study is approved and the final meeting is the oral final examination. If the proposed Master's research plan is not presented at the initial meeting, an additional meeting is required for this. Ph.D. Guidance committees will ordinarily meet a minimum of four times. The first meeting is to approve the program of studies. Within one semester after the committee has met, the chairperson of the guidance committee shall file a guidance committee report with the dean of the college, listing all degree requirements. At a second meeting, typically progress to date is reviewed, and if satisfactory, the proposed research program is approved. A third meeting is needed to conduct the oral comprehensive exam. A fourth meeting is needed for the defense. The number of meetings described here are minimum numbers. Often Ph.D. committees will meet with students annually to review progress.

2. Makeup of the Guidance Committee

The Guidance Committee consists of the Major Professor, who serves as chairperson, and additional faculty members, at least one of which must be from the Department. For the Master's degree, the guidance committee must total at least three (3) members; for the Ph.D., it must total at least four (4) members. Guidance Committee members must be regular MSU faculty (NOTE: adjunct status does not mean "regular faculty member" status and does not mean the adjunct faculty member is approved to serve on graduate committees), and for the Ph.D., at least three must have earned doctorates, preferably in related fields. One of the Guidance Committee members for Ph.D. committees must have an MSU faculty appointment outside the Department of Fisheries and

Wildlife. In most circumstances regular faculty can be considered equivalent to tenure-system (although potentially pre-tenure) faculty. In our Department the only "regular" MSU faculty members are the tenure-stream faculty although this is defined in the MSU Academic Bylaws slightly more broadly. Faculty will know if they are in the tenure system or not. In the Department of Fisheries and Wildlife, our bylaws include certain fixed-term faculty as core voting members. Although they technically are not MSU regular faculty, most of these faculty members have received standing Graduate School approval to serve on Guidance Committees as described below, but you should verify this is the case for faculty you are considering for your committee.

Guidance Committees can be larger than the required size. The usual reason for expanding the size of committee beyond the required size is to allow participation by persons with special skills or background that can enhance the work of the committee. In general, committees with more than one extra member are quite unusual and are not encouraged.

It is possible to obtain an exception to the policy regarding the inclusion of only regular MSU faculty on Guidance Committees. This requires approval of the Dean of the Graduate School. Such approvals can either be on a one time basis (just for your committee), or to allow the individual to serve on any committee without additional approvals. In general only one outside In general, only one non-regular faculty committee member can serve on a committee, and when exceptions are made regular MSU faculty must constitute the majority of the committee. When you are considering Guidance Committee members you should verify that the potential member is in a tenure-stream position at MSU, or has received prior blanket approval to serve on Guidance Committees, or you should ask your Major Professor to explore the possibility of obtaining an approval for them to serve on your committee. Please note that having adjunct faculty status is not sufficient to allow a person to serve on Guidance Committees. The Graduate Secretary can verify if a potential committee member has the needed approval by querying an online database maintained by the Graduate School. Note that it is possible to request an approval for professional experts with no appointment at MSU to serve on Guidance Committees, provided they have comparable qualifications to those of MSU faculty. The procedure for requesting approvals for non-regular faculty or outside experts to serve on committees can be found here, and requires a letter of request by the prospective committee member and a letter of support by the Department Chair.

Generally, Emeritus faculty (retired faculty) can be approved to serve on Guidance Committees or to continue to chair a Guidance Committee with approval of the Department Chairperson. This is explicit in the University academic catalog for Ph.D. students. If you find yourself in this situation, you should bring this issue to the attention of the Graduate Secretary. The Graduate Secretary can work with the Department's Graduate Program Chair to make sure that this role is approved at the Department level, and that any steps needed for the Emeritus faculty to be included in the Graduate School's database of approved Guidance Committee members are taken.

As indicated above, the Major Professor and at least one other required member of each committee needs to be a faculty member of the Department of Fisheries and Wildlife (sometimes called "inside" members). In addition, at least one of the required members for Ph.D. Guidance Committees needs to have an MSU appointment in another department (sometimes called an "outside" member). Although it may seem illogical and confusing, this means that a non-MSU individual approved to serve on a committee would not be considered an "outside" member unless they had an adjunct appointment in another department at MSU. To be considered an inside member, the individual must have an appointment in the Department of Fisheries and Wildlife, although they can also have appointments in other units. When someone you are considering for your committee holds appointments in both Fisheries and Wildlife and other departments, they can be selected as either inside or outside members of a Guidance Committee. An exception is that core (voting) Fisheries and Wildlife faculty whose only appointments in other departments are adjunct cannot be outside members.

If students need to make changes in the composition of their Guidance Committee after it has been established, they should complete a Committee Member Change form (available from the Department Graduate Secretary), who will circulate the form for the appropriate signatures. Ph.D. students who are using GradPlan for their program of studies would also change their committee using this online system.

F. Exposure Areas

Students must provide evidence of background and/or education in the following exposure areas: (a) organismal biology related to the area of research/study, (b) population/habitat dynamics and management, and (c) human

dimensions/policy. Typically, this background or education will be in the form of successful completion of one or more semester-long courses in each of these areas. Course work taken prior to entering the graduate program can be used to satisfy this requirement. This requirement is satisfied by successful completion of an approved Program of Study, certified by the student's Guidance Committee, and the Exposure Areas Requirement Form (pdf or word), approved by the Graduate Committee Chair and Department Chair. Waiver of this requirement requires review by the Graduate Committee and approval by the Department Chair, or by delegation, the Graduate Committee Chair. Typically such waivers would be used to improve a student's overall career development program, e.g., to allow a student to take advantage of course timing and sequences when pursuing a combined M.S. and Ph.D. program within the Department.

Examples – and, these are only some examples **–** of courses offered at MSU that might be used to meet the exposure areas requirement follow. These examples are non-exclusive and must correspond to the student's overall research, educational, and career goals.

EXAMPLES of Organismal Biology Area: Aquatic Entomology (ENT 422), Ichthyology (FW 471), Biology of Birds (ZOL 360), Biology of Mammals (ZOL 365), Biology of Amphibians and Reptiles (ZOL 384).

EXAMPLES of Population/Habitat Dynamics and Management Area: Upland Ecosystem Management (FW 410), Aquatic Ecosystem Management (FW 414), Marine Ecosystem Management (FW 416), Wetland Ecosystem Management (FW 417), Stream Ecology (FW 420), Population Analysis and Management (FW 424), Restoration Ecology (FW 443), Conservation Biology (FW 444), Hydrology for Watershed Management (FW 454), Limnology (FW 472), Fisheries Management (FW 479), Analysis of Wildlife Population (FW 824), Fish Population Dynamics (FW 877), Advanced Limnology (FW 879).

EXAMPLES of Human Dimensions/Policy Area: Natural Resource Economics (FOR 464), Natural Resource Policy (FOR 466), Human Dimensions of Fisheries and Wildlife Management (FW 434), Human Dimensions Research in Fisheries and Wildlife (FW 810), Adaptive Management of Natural Resource Systems (FW 854), Gender, Justice and Environmental Change: Issues and Concepts (FW 858), Leadership in Natural Resources and Environmental Management (FW 885).

G. Outreach Experience

The mission of the Department is to provide the education, research, and outreach needed by society for the conservation and rehabilitation of fish and wildlife resources and their ecosystems. Outreach is the process of passing on knowledge and skills to those outside your specialized discipline and/or the University community in a way that will allow them to benefit from the scholarship. It also often involves interacting with stakeholders to better focus research and education on society's needs. Given the importance of outreach to natural resource management, all graduate students in the Department are required to participate in an outreach experience as part of their degree program. See the Department's Outreach page for more information on outreach.

M.S. students should submit their Outreach Experience plan to the Graduate Secretary by the end of their first year at MSU. Ph.D. students should submit their plan by the end of their second year at MSU. Plans should be in the form of an abstract, not to exceed one page, and should be reviewed by and approved by the Major Professor before being submitted. These plans will be reviewed by the Chair of the Department's Graduate Committee, and if acceptable, will be put in their files. The plan should describe who will participate in the experience, the learning objectives of the experience, where the experience will occur, and when. The extent of the Outreach Experience will vary depending upon student's educational objectives. Students are encouraged to examine examples of past Outreach Experience plans, and to consult with their Major Professor and other faculty and students with outreach experience as they develop their plans.

Students should submit a one page abstract describing the outcome of their Outreach Experience to the Graduate Secretary at the time they schedule their defense or oral final exam, and at this time they should also distribute a copy of the abstract to their Guidance Committee members. It is assumed that students will have interacted with their Major Professor during and after their outreach to insure that what was done was acceptable. The outcome report should describe what groups were interacted with, what was done, and the results. It is recognized that there may be substantial differences between what was planned and what was conducted. Following the defense or oral exam, the Major Professor will sign the Outreach Experience report (which may be a revision of what was submitted if the original version needed modifications to be acceptable)

and return this with the paperwork to the Graduate Secretary indicating they passed the defense/exam.

H. The Annual Performance Evaluation

The Department requires an annual written performance evaluation. The evaluation is conducted by the Major Professor. New students should initiate a discussion with their Major Professor and work jointly to establish written performance expectations during the semester they are admitted. Annual performance is evaluated each year prior to the end of the spring semester based on the existing performance expectations. The Graduate Program Director will announce a deadline for the receipt of evaluations each spring. The process for completing the evaluations is for the student to initiate this by filling out an evaluation form detailing their accomplishments and proposing new expectations for the next year, with the Major Professor commenting on and evaluating the accomplishments and suggesting revisions to the new expectations. The Major Professor and student meet to discuss the evaluation and both sign the form. Ultimately the Major Professor decides on how the student has performed and expectations for the next year. The student signs the form to acknowledge that the review took place and that they were apprised of the results. If a student disagrees with the contents of his or her written evaluation, he or she may draft a letter to the Major Professor and the Chair of the Department's Graduate Committee, stating the nature of the disagreement. This letter will be kept in the student's file.

After the evaluation form is completed and signed it should be given to the Graduate Secretary to be put in the students file. The department has template forms for evaluations (pdf or word), but also allows individual faculty to tailor a version of the form if that will better meet their evaluation needs. Key aspects of any written evaluation are a description of progress based on the previous year's expectations, an overall evaluation of whether the student is making satisfactory progress, and written expectations for the next year.

The Department wishes to emphasize the importance of the yearly evaluation process as a means of establishing a written record of professional performance. This document stands primarily as a positive source of interaction between a student and their faculty supervisor. However, in situations of poor research performance or unprofessional conduct, such documentation can be critical to documenting a history of substandard performance which can be used as grounds for invoking "probationary status" or for removal of assistantships and/or dismissal.

I. Annual Responsible Conduct of Research Training

January 2017 Addendum: The requirements given below are those for students who began their programs before spring term 2017 (January 1, 2017). Students who began their programs in January 2017 or later are covered under a new set of RCR requirements. The essence of these requirements is as follows. (1) All graduate students are required to complete 4 specific online modules during their first academic year and 6 hours of discussion training before the end of their program. (2) All Plan A (thesis option) MS students and all PhD students are required to complete 3 additional online modules from a specific list by the end of their second academic year. (3) All PhD students are required to complete 3 hours of refresher training annually starting in the third year of their program. The details of these new requirements and how to satisfy them are available at http://www.canr.msu.edu/fw/research/responsible_conduct_of_research. End of Addendum.

The Department requires that all graduate students participating in MSU-based research under a FW faculty member, regardless of the source of funds for research assistantships, complete and document their RCR training. Training for each individual must initially include a minimum of 5 hours. Training must be updated annually with a minimum of 3 additional hours of training. The annual cycle begins with the fall semester (August 16) and ends on August 15. Training must be reported annually and should be entered into the system soon after it is completed. Be aware that the system currently does not allow you to enter data for an academic year once a new year has started. Details on training requirements, resources, and how to document your training activities can be found here

Some funding agencies such as NSF and NIH require RCR training, and the MSU system used to document the requirements of these agencies is the same one used by Fisheries and Wildlife to track our RCR requirement. Do not assume that meeting the FW requirement will meet a funding agency requirement, and you should check with the Principal Investigator of the grant that you are working on to make sure that you meet the grant requirements with regard to the amount, timing, and type of training.

In cases where grant requirement timing mismatches substantially with the Fisheries and Wildlife RCR annual calendar or the annual schedule poses serious issues, you should discuss this with your Major Professor. He or she can potentially get a modified schedule approved by the Department Chair, although any such modified schedule will still basically require that you complete five hours during your first year in the program and three years during each subsequent year.

J. Departmental Graduate Program Administration

The graduate program in the Department of Fisheries and Wildlife is monitored by the Department Graduate Committee, with assistance by the Graduate Secretary. The Committee consists of Department Faculty and one graduate student representative appointed by the Department Chair. The Graduate Committee interfaces with graduate students and their programs by (1) reviewing qualifications of candidates for admission to the program recommended by faculty to ensure they meet minimum standards required for admission, (2) reviewing the progress of a student and, when appropriate, recommending a change in status or withdrawal, (3) overseeing the filing of annual reports by Major Professors; (4) assisting with formalized grievances and changes in Major Professors when needed, and (5) reviewing and advancing applications for University Distinguished Fellowships and other graduate student awards. The Graduate Secretary can often help in explaining the details of the various processes. The Graduate Committee Chair should only be consulted about program requirements when questions remain that could not be resolved by this handbook, your Major Professor, or the Graduate Secretary.

K. Graduate Student Grievances

Consult the document titled "Graduate Student Rights and Responsibilities" posted on the Graduate School's web page for general information about rights and responsibilities and the hearing procedure process for grievances brought by and against graduate students. Students are expected to be familiar with content of this document with respect to such grievances.

The Department of Fisheries and Wildlife Hearing Board is the initial Hearing Board for academic grievance hearings involving Department graduate students who allege violations of academic rights or who seek to contest an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records).

Graduate students are encouraged to settle disputes informally. Informal procedures should involve discussions with the instructor (when the grievance is course related), the Department Chairperson, and when appropriate the Major Professor and the Department Graduate Committee Chair. If informal procedures do not settle a grievance, a party or parties may file a formal grievance, in writing, with the Department Chairperson, who will usually refer the complaint to a Department Hearing Board. This body will consists of two core (voting) Fisheries and Wildlife faculty, two graduate students, and a core faculty member as Hearing Board Chairperson. The Hearing Board Chairperson is non-voting except to break ties. As appropriate, after consultation with the Dean, the Department Chairperson can waive jurisdiction to the College Hearing Board. In cases of ambiguous jurisdiction the Dean of the Graduate School will refer a grievance to the appropriate hearing board.

A written request for an academic grievance hearing must (1) specify the alleged violation(s) of academic rights in sufficient detail to justify a hearing, (2) identify the individual against whom the grievance is filed (the respondent) and (3) state the desired redress. Anonymous grievances will not be accepted.

Normally the deadline for filing a written grievance is the midpoint of the semester following that semester in which the grievance is perceived. In cases where a student seeks to contest an allegation of academic misconduct, and the student's Dean has called for an academic disciplinary hearing, the student has 10 class days to file a written request for a hearing before the appropriate hearing board.

Further details of how graduate student grievances are handled can be found on the University Ombudsperson's web site at **(** https://ombud.msu.edu/Academic%20Grievance-procedures/index.html .

L. Graduate Specializations

A specialization is defined as an interdisciplinary program including thematically related courses, and completion of a specialization is indicated on your transcripts. There are many specializations open to graduate

students in Fisheries and Wildlife. The requirements and process for pursuing the specializations vary. In addition to specific course work, requirements can include representation of program faculty members on the Guidance Committee, an appropriate thesis and dissertation topic, formal admission to the program, and participation in program events. Some specializations are only open to graduate students in particular Departments or Colleges. Some specializations are open only to students pursuing the Ph.D. or only to those pursuing a Masters' degree.

The College of Agriculture and Natural Resources offers a specialization in Environmental Toxicology open to Masters' students, a specialization in Gender, Justice, and Environmental Change open to M.S. and Ph.D. students, and a specialization in Environmental and Resource Economics open to M.S. and Ph.D. students. The Department of Fisheries and Wildlife offers a specialization in Fish and Wildlife Disease Ecology and Conservation Medicine open to M.S. and Ph.D. students. In addition, there are other specializations offered by other colleges and other departments, and many are potentially open to students in our Department. For example, there is a specialization in Ecology, Evolutionary Biology and Behavior open to M.S. students (see also the dual degree program for Ph.D. students) which is administered in the College of Natural Science, and specializations in environmental policy and Environmental Science and Policy administered in the College of Social Science.

The specifics for all the potential specializations are not detailed in this handbook, but you are urged to explore what is required for any specialization early in your program, and discuss options with your Major Professor. A list of all specializations available at MSU with links to additional information on them can be found at https://reg.msu.edu/academicprograms/Programs.aspx?PType=SPCG .

M. Graduate Certificates

Generally speaking, certificates provide recognition that you have completed course work or professional training, or developed specific skills or competency levels. At Michigan State University certificate programs come in four distinct types. From the perspective of Fisheries and Wildlife graduate students, these certificates are distinguished by whether the completion of them is recorded on the transcript (types 2 and 4) or not (type 3). A more full description of certificates at MSU is at:

Participating in a certificate program is an option open to Fisheries and Wildlife graduate students, but is not a requirement of nor integrated into our graduate degree programs. Some other graduate programs include type 1 certificates as integrated parts of the degree requirements.

The Department of Fisheries and Wildlife administers a certificate in Conservation Law. By pursuing this certificate you can become more familiar with the law discipline and work to integrate conservation law with a disciplinary field in Fisheries and Wildlife. This is a type 2 certificate and completion of the certificate will be noted on your transcript. You can contact the Department's Graduate Secretary about steps you need to take to pursue this certificate. The College of Agriculture and Natural Resources has an approved program as part of the University level Certificate in College Teaching, which is an initiative of the Graduate School. This is a type 4 certificate and appears on the transcript. Details of the CCT can be found at: https://reg.msu.edu/Read/UCC/gradcert.pdf . Departmental students can also pursue a Graduate Certification in Community Engagement (Type 4), overseen by the Office of University Outreach and Engagement in partnership with the Graduate School. This certificate in intended to further understanding and practice of engaged scholarship and research, engaged teaching, and engaged service to communities. See https://gradcert.engage.msu.edu/ for additional information.

A full list of College and Departmental certificates with links to the corresponding sections of the academic catalog can be found at: https://reg.msu.edu/AcademicPrograms/Programs.aspx?PType=GC .

N. Dual Major Doctoral Programs

The Department participates in two interdepartmental Ph.D. programs for dual majors. These programs lead to both the disciplinary major (Fisheries and Wildlife) and the interdisciplinary major (either Ecology, Evolutionary Biology and Behavior (EEBB) or Environmental Toxicology) being listed on the transcript. These interdisciplinary majors can only be pursued in conjunction with a disciplinary major. To complete the dual major the student needs to be formally admitted to the interdisciplinary program as well as the doctoral

program in Fisheries and Wildlife, and needs to complete all the requirements for a Ph.D. in Fisheries and Wildlife and the additional requirements of the interdisciplinary major. All dual major doctoral degrees must be approved by the Dean of the Graduate School. A request for the dual major degree must be submitted within one semester following its development and within the first two years of the student's enrollment at Michigan State University. A copy of the guidance committee report must be attached. See Academic Programs (https://www.reg.msu.edu/academicprograms/Text.aspx?Section=111#s407) for details.

The EEBB program is administered by the College of Natural Science. To pursue this dual major your Ph.D. program should include coursework on ecology, evolutionary biology and behavior. You can apply to the EEBB program either immediately after applying to the Ph.D. program in Fisheries and Wildlife or later during your first year. To apply to this program your Major Professor must be an EEBB faculty member and you would need at least one additional EEBB faculty member on your guidance committee. Other requirements include 800-900 level courses in ecology, evolution, and quantitative methods. More background on the EEBB program and how to apply to it is at: http://eebb.msu.edu/

The Environmental Toxicology program is coordinated through the Institute for Integrative Toxicology. You should apply to this program during the first year of your Ph.D. program. Students pursuing this dual major are expected to be engaged in toxicology related dissertation research. There is an extensive set of course requirements that differ depending on whether you enroll in the Toxicology or Environmental track. You are expected to participate in toxicology seminars and at least two members of your Guidance Committee need to be members of the Environmental and Integrative Toxicology Program. More background on this program and the Institute for Integrative Toxicology can be found here.

If you have interest in these programs you should immediately review the material on them, as completing a dual major requires additional planning and coordination. Any plans to participate in these programs should be discussed early in your planning process with your Major Professor.

It is also possible, in theory, to design your own dual major doctoral program with assistance from faculty in each program involved and approval of the associated Academic Deans and Graduate Dean as described here. Although this is a possibility, no such dual programs have been pursued by Fisheries and Wildlife doctoral students in recent years.

VII. GRADUATE ASSISTANTSHIPS AND FELLOWSHIPS

Most Graduate Assistantships in the Department of Fisheries and Wildlife are Research Assistantships (RA). The details provided here with regard to enrollment requirements, stipends, and benefits are for such RAs. The Graduate School web page has more information regarding research assistantships. The details for Teaching Assistantships are similar but not identical as they are subject to a collective bargaining agreement. For details regarding teaching assistantships see the MSU/Graduate Employees Union (GEU) contract.

The primary purpose of a Graduate Assistantship is to provide financial support for the student's graduate studies while he or she performs specific job related duties that need to be accomplished. Assistantships pay a stipend and include a number of benefits including health insurance and a tuition waiver.

Fellowships are intended to support graduate studies but do not have specific associated job duties associated with them. Be aware that the terms of fellowships are much different that assistantships, and generally they do not include benefits such as health insurance and tuition waivers. Also note that fellowships are viewed as taxable income by state and federal governments. For more details see the fellowship section.

A. Enrollment Requirements for Research Assistantships

All graduate Research Assistants must be registered as graduate students and enroll for at least a minimum and not more than a maximum number of credits. For Ph.D. students who have not advanced to candidacy (i.e.., passed the comprehensive exams) prior to the appointment period, the required minimum is 3 credits for each semester including the summer. The minimum for Ph.D. students that have advanced to candidacy prior to the appointment the minimum enrollment is 1 credit.

For M.S. students who have a ¼ or ½ assistantship appointment the minimum number of credits is 6 during fall and spring terms and 3 during the summer. For M.S. students with a ¾ time appointment the minimum is 3 credits for all semesters including the summer.

Assistants are allowed to enroll in just one credit the semester they have applied to graduate, but are allowed this exception to the normal minimum enrollment just one time.

Ph.D. students that have passed their comprehensive exams may choose an RA appointment option for summer that does not incur fringe charges and does not include tuition. See http://www.hr.msu.edu/hiring/studentemployment/gradasst/grad_nofringe/index.htm for details.

The maximum number of credits is 16 for a ¼ time, 12 for a ½ time, and 8 for a ¾ time assistantship. These maximums do not include research credits (FW 898, FW 899, FW 999).

Unless registering for more than nine credits during fall or spring or more than five credits during the summer, nearly all costs associated with meeting the enrollment requirement for Assistants are covered by a tuition waiver.

B. Selection of Graduate Assistants

Final selection of Graduate Assistants is made by the Department Chair upon consideration of recommendations from faculty members. Appointments of Graduate Assistants will be made on a semester basis, with a maximum appointment of one year. Reappointments will be contingent upon continued satisfactory performance of duties, the need to rotate assistantships among qualified graduate students, and the continuing availability of funds. Often graduate students are recruited to work on a specific research project and are reappointed as Research Assistants on that project for multiple years.

By March 31st of each calendar year, the Department Chair will advise each Graduate Assistant in writing on one or more of the following:

1. The assistantship will be renewed for the following academic year;

2. The assistantship will be renewed provided the student is able to meet certain specified conditions;

3. The assistantship will be renewed provided the Department is able to meet certain specified conditions; and

4. If the assistantship will not be renewed for the following academic year, the reason shall be indicated.

C. Assistantship Responsibilities and Evaluation

The normal work load for ½ time assistantships is 20 hours (10 hours for a ¼-time, 30 hours for a ¾-time) per week, averaged over the length of the appointment. Note that for many Research Assistants, the distinction between the work they are paid for and the work they are doing to complete their dissertation or thesis is not obvious. In such cases students are often expected to work on their research as part of their degree requirements, beyond the assistantship workload.

All University policies on assistantships should be followed. Additionally, policies and requirements as specified in the MSU/Graduate Employees Union (GEU) contract should be followed for teaching assistantships.

Expectations for assistantship performance depends upon the level and type of appointment (i.e., whether a Graduate Research Assistant or Teaching Assistant).

Research Assistants are generally given duties related to research. The scope of duties can be broader than what is normally viewed as research but needs to reflect the scope of duties assigned to Research Assistantships prior to February 2, 2001 (i.e., prior to the collective bargaining agreement for teaching assistants).

Teaching Assistants are involved in instruction. Normally they directly interact with students by running discussion sections or labs, and also prepare handouts, monitor examinations, and are involved in other instructional duties as specified in the appointment letter.

Level 1: Students with less than one year of experience as a Graduate Assistant or a full support fellow.

Level 2: Must hold a Master's degree and/or possess one year of experience as a Graduate Assistant or full support fellow in the appointing Department/Unit or in a Department/Unit considered relevant by the Chairperson of the appointing Department. Advancement from Level 1 to Level 2 is routine on completion of 45 credits or one year (two semesters) of experience at Level 1. Advancement is normally accompanied by an increase in the graduate student's stipend.

Level 3: Successful completion of doctoral comprehensive exams, as defined by the department in which the student is enrolled, and six semesters of experience as a Graduate Assistant at Michigan State University, or equivalent. The definition of equivalent experience as a Graduate Assistant is left to the discretion of the Chairperson of the appointing unit, but it is expected that only experience in research-oriented assignments will count toward the six semesters of experience as a Research Assistant. Consistent with current practice, ¼ time and ¾ time appointments count the same as ½ time appointments, and Summer Semesters count the same as Fall and Spring Semesters.

The assistantship supervisor (typically the Major Professor or in the case of teaching assistants, the class lecturer) should make assignments and/or duties clear to the assistant. If there is a question of clarity or disagreement about these assignments or duties, then it should be the responsibility of the Graduate Assistant and the assistantship supervisor to develop a written agreement on the assistant's assignments and duties and have it signed by both parties.

The University expects graduate research and teaching assistants to follow the Code of Teaching Responsibility. The University provides opportunities for those teaching assistants with interest in improving their instruction skills (see Teaching Assistant Program).

Mandatory Training: All TAs and RAs must complete the on-line training about the Relationship Violence and Sexual Misconduct Policy. Information on the required training can be found here: http://titleix.msu.edu/learn-more/online-education-programs.html. You should receive a notification about this training requirement at the beginning of each academic year.

Each Major Professor must file a written progress report (the Annual Evaluation) for each Graduate Student

with the Department Graduate Committee each spring semester. The progress reports should take into account performance as a Graduate Assistant, even when the assistantship was supervised by another faculty member. The Graduate Assistant is expected to remind his or her Major Professor to include a review of performance as an assistant in the annual evaluation, especially if the assistantship was supervised by another faculty member. Note that these evaluations are in addition to evaluations that are required for each Teaching Assistantship appointment (i.e, for each semester) and are conducted by the Faculty Supervisor of the course the Teaching Assistant is assigned to (per the MSU/GEU contract).

D. Graduate Assistantship Stipends

The exact amount of the stipend will be determined by the Department Chair in consultation with the Major Professor. All stipends will be within ranges established and published by the Provost's Office. Advancement and promotion of Graduate Assistants will be determined by the Department Chair with the advice of Faculty members.

The pay period begins on August 16 of every year and the Graduate Assistant is paid bi-weekly. If the pay date falls on a Saturday or Sunday, checks arrive the Friday before. Graduate Assistants can arrange to have paychecks direct-deposited by completing the appropriate on-line form that can be found on the University's Enterprise Business System (a login is required).

Rules governing tax status are according to Internal Revenue Service (IRS) guidelines. Stipends are subject to income taxes with few exceptions. The taxability of stipends is subject to review by the IRS. Please call the Payroll office (355-5010) for more information. Graduate Assistants are required to file a W-4 Withholding Allowance Certificate. The Graduate Student Secretary can assist you and your supervisor with the necessary forms required for your hiring.

E. Tuition Waiver

Tuition for up to nine credit hours during the fall and spring terms and five credits during the summer term is paid for by MSU as benefit for Graduate Assistants. In addition, a waiver of out-of-state tuition is granted to out-of-state students during the semester of appointment. Most fees associated with enrolling each semester are also waived. Student taxes are not waived and are the student's responsibility.

F. Graduate Assistantship Health and Dental Insurance

Michigan State University provides Graduate Assistants with health insurance, including coverage in the summer if they served as an assistant during the spring semester. You can optionally enroll a legal spouse/ and/or dependent children, which are partially covered by the insurance plan, by contacting the MSU Benefits Office at 353-4434. To review the cost for enrolling spouse and/or children or for specific questions on the Graduate Student health plan go to MSU HR web page on student insurance plans.

Graduate Assistants are also eligible for an optional dental insurance plan, and MSU will cover 50% of the premium costs. For more information see the HR department's page on dental insurance.

G. Parking for Graduate Assistants

As a Graduate Assistant, you are allowed to purchase a permit that allows you to park in all Faculty/Staff lots south of the Red Cedar River. On-line vehicle registration for Graduate Assistants is available at http://www.dpps.msu.edu, or at the Police and Public Safety Building, 87 S. Red Cedar Road. Vehicle registration, proof of insurance, and a copy of the Graduate Assistant's signed appointment form (obtained from the Graduate Secretary) is required for in-person registration. NOTE: Gate cards require a refundable deposit. On-line registration is for one semester at a time. For in-person registration, the permit can be issued for up to a year but is limited to the term of the student's appointment.

Hourly and daily parking permits issued by the Department of Fisheries and Wildlife are NOT to be used by graduate students for their personal use. These permits are only to be used for visitors to the Department on Department business. Special parking permits can be arranged in advance with Public Safety. Public Safety reviews the validity and need for special permits prior to their distribution.

H. Limits on Number of Terms of Assistantship Support

The University policy for term limits is a maximum of five years for a Master's degree and a maximum of eight years for a Doctorate degree.

The Departmental policy follows these maximum guidelines. However, most Graduate Research Assistantships depend on outside grant funding that typically has limits on the number of semesters/years the position is funded. Graduate Students should discuss the length of time funding is expected to be available for assistantship support with their Major Professor.

Departmental responsibility for funding a Graduate Assistant shall not extend beyond the semester in which the appointment was made. An assistantship may be terminated in less than one semester if the assistant fails to meet the grade standards, because of poor performance as an assistant, or because the student has not satisfactorily completed the minimum credit hours required in each semester that she or he is enrolled.

I. Termination of Appointment

The assistantship will terminate upon degree completion. A student who wishes to terminate an assistantship prior to that time should notify the Major Professor (and the assistantship supervisor if different) and Graduate Secretary.

Substandard Performance: The Department may terminate a Graduate Assistantship for substandard performance or inability to perform expected duties. Substandard performance may be brought to the attention of the Department Chair, typically through the normal annual evaluation process. Academic difficulty will result in a review of the student's overall situation by the Department's Graduate Committee. If there is a conflict of interest between a graduate Teaching Assistant and his/her students, the Teaching Assistant's performance may be considered substandard.

Violations: The Department may also terminate an assistantship in cases of violation of the General Student Regulations contained in the *Spartan Life* handbook, or of the provisions concerning graduate student responsibilities contained in the "Graduate Student Rights and Responsibilities." This action may be initiated by the Department Chair or by the student's Major Professor or assistantship supervisor.

Budgetary Constraints: The Department may also terminate assistantships for budgetary reasons. Should this be necessary, continuing Graduate Assistants will be given some priority over new appointees depending on their qualifications to perform the required activities.

J. Graduate Assistant Illness/Injury/Pregnancy Leave and Vacation Policy, and Grief Absence Policy

A Graduate Assistant unable to fulfill the duties of his/her appointment because of illness or injury shall notify his/her Major Professor as soon as circumstances permit. Similarly, a Graduate Assistant unable to fulfill the duties of her appointment because of pregnancy shall notify her Major Professor as soon as circumstances permit.

During the illness, injury~~,~~ or pregnancy the Major Professor shall adjust (reduce, waive, or reschedule) the Graduate Assistant's duties as those duties and the assistant's physical circumstances reasonably dictate. If total absence from duties becomes necessary, the Major Professor shall maintain the stipend of the appointment, provided the Graduate Assistant is still enrolled, for a period of two months, or to the end of the appointment period or of the semester, whichever should occur first. The Graduate Assistant shall have the right to return to the assistantship, within the original terms of the appointment, at such time as he or she is able to resume their duties.

If you are called for Jury Duty, the following policy applies:
http://www.hr.msu.edu/documents/supportstaffpolproc/jurydutypay.htm

There is no formal program of leave for Research Assistants who are new fathers or those who have adopted children. Teaching Assistants can request such unpaid leave for up to two months. If you are a Research

Assistant and wish unpaid leave you should discuss whether this is an option with your Major Professor and assistantship supervisor.

Vacation time should be arranged in advance with the Major Professor and assistantship supervisor. Normally students are expected to work on average the appropriate number of hours over the term of their appointment (e.g., 20 hours per week for a ½ time position) so that time spent on vacation typically means more time is spent on assistantship duties during other periods.

For master's (Plan A), master's (Plan B) with research responsibilities, and doctoral students, it is the responsibility of the student to: a) notify their advisor/major professor and faculty of the courses in which they are enrolled of the need for a grief absence in a timely manner, but no later than one week from the student's initial knowledge of the situation, b) provide appropriate verification of the grief absence as specified by the advisor/major professor and faculty, and c) complete all missed work as determined in consultation with the advisor/major professor and faculty. It is the responsibility of the advisor/major professor to: a) determine with the student the expected period of absence – it is expected that some bereavement processes may be more extensive than others depending on individual circumstances, b) receive verification of the authenticity of a grief absence request upon the student's return, and c) make reasonable accommodations so that the student is not penalized due to a verified grief absence. If employed as a RA or TE, the graduate student must also notify their employer. Both employer and student will swiftly communicate to determine how the student's responsibilities will be covered during their absence. Graduate teaching assistants (TAs) should refer to the bereavement policy in the MSU GEU CBU Article 18. Students in the graduate professional colleges (CHM, COM, CVM, LAW) with their own grief absence policies are excluded from the above and should follow their own policies. Students who believe their rights under this policy have been violated should contact the University Ombudsperson.

K. Outside Work for Pay by Graduate Assistants

The assistantship represents an obligation for the student to perform various duties of benefit to the Department in return for financial assistance. It is assumed that these duties in combination with the normal course of studies will amount to a full-time work load.

Outside work for Graduate Research Assistants is discouraged. Outside work is allowed for teaching assistantships as part of the collective bargaining agreement. Before beginning outside employment, the assistant should discuss with the Major Professor and assistantship supervisor the outside employment and how the assistantship obligations will be fulfilled. Each student employed by the Department is expected to fulfill his/her assigned responsibilities to the satisfaction of the Major Professor. Any non-University employment that may conflict with the responsibilities of a Graduate Assistantship must be made known to the Department Chair for approval of continuation of the assistantship.

L. Fellowships

Fellowships are not the same as assistantships. Fellowships are offered through various sources, e.g., Science to Achieve Results (STAR), NASA Graduate Student Research Program, and some can offer the same benefits as an assistantship if done properly. If the student receives a fellowship, communication between the student, the Major Professor, and the Department's Bookkeeper and Graduate Secretary is **VITAL**. Some sources of fellowships are listed in the Financial Aid section.

In general (with some exceptions) fellowships cover just the student's stipend. They **do not** generally (see below) cover health insurance, tuition fees, and incidentals. However, some fellowships allow the student to request monies in addition to the stipend to cover these expenses. If the student receives monies beyond the stipend, he or she must notify the Department Bookkeeper and Graduate Secretary IMMEDIATELY. If the student receives a fellowship, he or she is not ordinarily granted in-state residency (unless already a Michigan resident) and needs to be aware of out-of-state tuition rates. Coverage of health benefits requires a letter to Human Resources from the Department Chair (see Graduate Secretary to initiate). To ensure that health coverage begins at the same time as the fellowship, letters need to be sent prior to the start of the fellowship. Additionally, to ensure that enough monies are available to cover additional expenses, verification of available monies must be approved by the Department Bookkeeper.

To be eligible for a parking permit the fellowship must be over $1,000. If the fellowship is for one semester, the student will be eligible for a permit during that semester. If the fellowship is for Fall through Spring semester, he or she may obtain a permit for the entire year. The student will be required to show a copy of his or her fellowship appointment form to receive the permit at the Department of Police & Public Safety (DPPS).

Dissertation Completion Fellowships require only a minimum enrollment of one credit and this is not viewed as full time status by the Registrar's Office. This can be critical for students who are deferring their loans. You should check with the lending agency about this so that there are no surprises.

Receipt of externally funded fellowships by students who have written their own grant applications and worth at least $24,000 (direct costs) makes the students eligible to apply for the in-state tuition rate. This program is known as the Top up award. The in-state tuition rate applies only to the semesters during which the student is supported by the fellowship. This policy applies only to grants funded through a competitive process by a US institution/agency/foundation. Funds obtained through non-competitive processes (e.g., need-based fellowships) or from international sources do not qualify the students for in-state tuition rates. For more information contact Melissa Del Rio (mdelrio@msu.edu) in 110 Linton Hall or review the Top Up award brochure.

VIII. APPROVAL TO USE HUMANS AND ANIMALS IN RESEARCH

Students must ensure they have valid authorization to use vertebrate animals or conduct research involving humans. Use of vertebrate animals and humans in research requires approval prior to the beginning of the research. Surveys, focus groups and related sociological/human dimensions research is considered research involving humans. In some special cases, where there is use of invertebrates in human health application~~s~~, approvals are also needed. The Graduate School will check whether appropriate approvals were obtained at the time the student's thesis or dissertation is submitted. **Failure to ensure that graduate research was done with advance approvals could delay or prevent graduation.**

A. Research Involving Human Subjects

The MSU Institutional Review Board (IRB) is responsible for review of all human subject research activities. The definitions of "human subject" and "research" required by regulation are included in MSU's HRPP 3-1 policy titled "Human Research Protection Program." MSU's HRPP, however, also applies to activities that may be more broadly defined by the MSU academic community as "research." These broader definitions are critical to protecting the human subjects with whom MSU investigators interact or about whom MSU investigators obtain private information. When there is a question about whether an activity constitutes human subject research subject to IRB review, MSU requires that "a qualified person or persons other than the investigator or research team" verify that the activity qualifies for exemption from IRB review. An application must be completed for every project involving human subjects. For non-exempt research the researchers must have an IRB approval letter (Initial or continuing review) prior to conducting research. The full review process typically requires a minimum of one month to complete, but may be longer when revisions are necessary. Expedited and Full review projects must be renewed annually, and before each portion of research involving human subjects is performed. The IRB office is located at 207 Olds Hall. For information or consultation, call 355-2180 or visit the web site: http://hrpp.msu.edu .

B. Use of Vertebrate Animals

The use of vertebrate animals in research, teaching, and outreach activities must be approved by the Institutional Animal Care and Use Committee (IACUC). Only faculty who are Principal Investigators on a project can submit the animal use form. Graduate students and others who are active in certain activities on a project need to be listed on the form and receive training. Information and/or copies of the form may be obtained from the IACUC office: current contact is Candace Flynn, ph. 517-432-4151 or e-mail iacuc@msu.edu. The application must be typed and complete in its entirety. If the application is not complete, it will be returned. The full review process typically requires 4-6 weeks. Once approved, the application is valid for three years. Each year, Principal Investigators will be sent, and are required to complete, sign and return, a brief Annual Review Letter. Failure to return the Annual Review Letter will lead to inactivation of IACUC approval to animal use. Any significant changes in animal research activities must be processed and approved through IACUC. Although the faculty Principal Investigator is responsible for filing animal use forms, it is the student's responsibility to

ensure that his or her research is covered under an approved and active project. All Graduate students and anyone else working on the project with the animals (e.g., undergraduates, lab assistants, etc.) must EACH fill out a personnel form and take required trainings (https://animalcare.msu.edu/training). Personnel forms can be added to the AUF at any time during the project period.

If your research project does not involve actual live vertebrate animals but only analysis of previously collected samples, data, or modeling you may still be requested to provide an animal use form or exemption form when you submit your thesis or dissertation. This can occur even if you check that you did not use vertebrate animals but the content of the dissertation reflects research related to vertebrates. If your project involves vertebrates in such ways you should make sure that your Major Professor submits an exemption form and you should obtain a copy of the letter approving the exemption. This is a simple one-page form and typically is reviewed quickly. The exemption is good for three years. Obtaining the exemption in advance of conducting any of the research will avoid unpleasant surprises (such as a last minute request for an exemption not being approved).

IX. IMPORTANT LAST STEPS

A. Important Steps for Graduation

Some of this repeats earlier materials but is listed in short form so as to be a useful checklist to be consulted as you approach completion. Ideally you should review these needed steps before your last semester starts.
If you are on an assistantship and are sure that it will be your last semester, check with the Graduate Secretary before enrolling in the usual minimum number of credits. This is most relevant to Masters students who usually, with a ½ time assistantship, would need to enroll in 6 credits but may be able to enroll in just one credit if that is all that is needed to graduate. This must be discussed with and approved by the Major Professor.

An application for graduation must be completed by the graduate student. This application may be submitted on-line or downloaded from the Registrar's Office web page. This must be completed at the beginning of the semester in which graduation will take place.

The graduate student must schedule a room for his/her seminar and defense (see the Graduate Secretary in Room 40 for procedures).

At least **three weeks prior** to the defense, the graduate student should bring the date, time, place and title of the thesis/dissertation to the Graduate Secretary. This long lead time is required by University regulations regarding the announcement of defense seminars.

A review of the graduate student's Program of Study will be done by the Graduate Secretary when he/she is informed of the defense date to assure that it is still correct, and that the graduate student has completed the required courses and credit totals. Any changes in committee members or courses require a form that is signed by the Major Professor for approval by the Department Chair and the Associate Dean of the CANR.

The student must contact the Graduate Secretary to have an announcement of his or her seminar typed and distributed to the faculty, committee members, and submitted to the MSU News Bulletin. If the student would like additional copies, he or she should notify the Graduate Secretary in advance. If the thesis title changes after the defense, the student must notify the Graduate Secretary. The Graduate Secretary will prepare a letter that will be signed by the student's Major Professor and Department Chair, then sent to the Dean's office with any change in the title of the graduate student thesis or dissertation. This will assure no complications in graduation proceedings.

The dissertation or thesis needs to be distributed to the Guidance Committee **at least two weeks** before the scheduled defense date. The thesis should be complete and formatted according to Graduate School guidelines as described at: http://grad.msu.edu/etd/.

The dissertation or thesis needs to be revised based on Guidance Committee comments, approved by your Major Professor, and submitted online. You need to deliver a signed approval form to the Graduate School. You may need to subsequently revise the version you submit online to obtain Graduate School approval. Depending upon the care you take in following formatting requirements, and how fast you make revisions this process could take from several days to a number of weeks. The final version you submit needs to be accepted by the Graduate School at least five working days before the first class day of the next semester in order to graduate in the current semester.

Ph.D. students are required to complete the survey of earned doctorates (SED), accessible at the same online location with instructions on how to submit your dissertation.

B. Voluntary Departure Prior to Completion of the Degree

If a student decides to leave the Graduate Program and does not intend to return, he or she should be sure to discuss this decision with their Major Professor, or other faculty such as the Graduate Committee Chair or the Department Chair. The student must write a short memo to the Graduate Committee Chair stating his or her intent. Prompt notification is requested to ensure that the student's assistantship responsibilities can be met in other ways. Usually, if the student takes this step, any financial support cannot be held should the student change their mind.

In some cases a student needs to take a leave of absence. The student should discuss this with his or her Major Professor, and so that she/he can make arrangements concerning any assistantship duties. Note that there is no formal paper work to be filed with the University if the student leaves the program or takes a leave of absence; failure to enroll initiates a leave of absence. If for any reason enrollment is interrupted for three consecutive semesters (including summers) the student will need to apply for readmission. If the student fails to enroll for the first semester for which he or she was admitted to the program he or she will need to apply for readmission (former MSU students) or request renewal of application within a year (students who have not previously attended MSU).

Should a graduate student have to leave when a degree is incomplete, prior to defending or turning in his/her thesis/dissertation, he or she should check with the Graduate Secretary on:

- A time limit to complete the graduate degree;
- A review of the Program of Study, with courses that have been taken;
- Number~~s~~ of credits or courses still required; and
- Completing "Important Steps for Graduation" above.

C. Last Things to Do Before All Departures

Before you leave Michigan State University as a graduate student you should:

1. Have an exit interview with the Department Chairperson;

2. Remove all your personal items from office/lab space;

3. Turn in your keys;

4. Leave copies of all data associated with your research with your Major Professor. This is essential for funded projects where Michigan State is responsible for curating the data.

5. Leave all samples associated with your research at Michigan State University, or if you are transporting samples, make sure this is in agreement with your Major Professor and follows all hazardous sample procedures. Again MSU is responsible for curating samples associated with funded research and removal of such samples should only be done as part of agreed upon plans for further work on the project.

6. Turn in bound hard copies of the thesis/dissertation for your Major Professor and Guidance Committee in

accord with any agreements about this.

7. Leave a forwarding address with the Graduate Secretary.

8. Complete a Student Reference Request and Release of Information Authorization form (http://www.canr.msu.edu/fw/graduate/graduate-forms/) and leave this with the Graduate Secretary. This will make it easier for your Major Professor and others to write you letters of reference.

9. Fill out a placement information form (http://www.canr.msu.edu/fw/graduate/graduate-forms/) and leave this with the Graduate Secretary.

10. Give the Graduate Secretary an electronic (pdf) copy of your thesis or dissertation.

X. FINANCIAL AID

A. Graduate Research and Teaching Assistantships

Research and Teaching Assistantships are available in the Department, check with the Graduate Committee Chair or Major Professor for availability. See Section on Graduate Assistantships.

B. Other Financial Aid and Financial Resources

1. Department of Fisheries and Wildlife

The Department sometimes provides matching travel funding when students apply for travel funds from the Graduate School or the College. These applications require approval of the Department Chairperson and include space for the unit to contribute matching funds. In general, graduate students will not receive matching travel support from the Department multiple times, particularly within a single academic year.

Graduate Fellowship Awards. The Department receives University funds each academic year for Graduate Fellowship Awards. These funds can be used to supplement existing funding or used when other funding is not available. They are often used to reward significant accomplishments or service contributions by deserving graduate students. They are distributed at the discretion of the Department Chairperson.

Graduate Out-of-State Tuition Award for students who, for whatever reason, are not eligible for the tuition waiver available to Graduate Assistants and some fellowship recipients. This award reimburses the student for his/her tuition expenses. The student should discuss his or her need for fellowship funds with his or her Major Professor, as the Major Professor will need to support an application to the Department Chair.

GSO Travel Grants are awarded three times per year at the beginning of the fall, spring and summer semesters. Funding is awarded to GSO members for attending a meeting or other professional development activity (workshop or short course etc). Instructions and applications can be obtained from the GSO website at or by contacting a member of the GSO Travel Committee (list posted on website). The GSO Travel Grant Committee is responsible for reviewing applications and awarding grants.

2. College of Agriculture and Natural Resources

Academic Achievement Graduate Assistantships (AAGA). The Graduate School offers a graduate assistantship program that provides financial support for students in the College of Agriculture and Natural Resources who are accepted into a master's or a doctoral degree program and whose enrollment will enhance the diversity of the student body of the program into which they are admitted. In particular, the Graduate School's AAGA recruitment program is designed to assist academic units in attracting a cohort of diverse students who have traditionally not participated in graduate programs in their units and whose lack of participation adversely affects the unit's ability to achieve the educational benefits derived from a diverse graduate student body. Funds are provided directly to the College to offer these assistantships as part of the overall financial aid package needed to attract these students to Michigan State. The Graduate School provides the first year (two semesters) of funding and the department, College and/or advisor is obligated to provide additional years of funding, as long as the student is making satisfactory academic progress toward

the degree, for the duration of the student's program. The student needs to have the support and nomination of their Major Professor when applying for this program. There are also travel monies available through the CANR. Typically, these grants are provided to match Department and Graduate School contributions. For more information see the Graduate Committee Chair. In addition, some Graduate School fellowships are selected at the college level (see below).

3. University

A variety of different funding opportunities are identified on the Graduate School's web page. Funding opportunities include but are not limited to:

Graduate Student Research Enhancement Award: Funds are available to support research activities, travel to participate in workshops, data collection, short courses and extramural laboratory rotations. The application can be found here.

Travel Funding Fellowship: Funds are available to support graduate students to travel to present their research at professional conferences. Criteria for applying and the application can be found here.

Education Opportunity Fellowship: Funds are available to students who are graduating either in the summer or fall semester of the same year they receive the award. Applications are due April 15th of each year; funds are available on a first-served basis until all funds are disbursed.

Emergency Fellowship Funding: Limited funds area available for graduate students for unusual or unforeseen emergency expenses provided on a one-time only basis. This fellowship does not include student health insurance or tuition/fee waivers. Application and instructions can be found here.

University Distinguished Fellowship and University Enrichment Fellowship: Funds are available to provide financial support for recruiting outstanding doctoral students. Students must be nominated by the Department and College; applications are due in January. See the nomination form and brochure for applications available from the Graduate School (http://grad.msu.edu/universityfellowships), but be aware that the Departmental deadline will be substantially earlier than when nominees are due to the Graduate School from the College. During the review process, candidates will also be considered for the Rasmussen Recruitment Award and the CUMREC Award.

Dissertation Completion Fellowships: Funds are made available annually to allow students to devote full time to writing the dissertation with the goal that the dissertation will be completed during the tenure of the fellowship. Contact the CANR Associate Dean's office to find out the CANR procedure

King-Chavez-Parks Future Faculty Fellowship: Funds are available to applicants who wish to become future faculty and broaden the inclusiveness of faculty in the social sciences, humanities, or education. View the application here.

Student Affairs Assistantships. Assistantships with specific duties are available competitively through the Division of Student Affairs and Services at MSU. For more information and an application, contact: Division of Student Affairs and Services, Department of Residence Life, phone: 517.353.3780, email: reslife@msu.edu.

Council of Graduate Students Disciplinary Leadership Award: Funds dedicated to recognizing disciplinary leadership by graduate students. View the application here.

The links for these funding opportunities are updated from time to time. Check the Graduate School web page, funding section, if the links don't work.

4. The Council of Graduate Students (COGS)

COGS Loans: Loans up to $500 to MSU graduate students are available. ASMSU administers a $250 loan program for COGS. To obtain a loan, bring a valid MSU ID and a picture ID to 307 Student Services. The loan is interest-free for 6 weeks. Since the loan fund is a limited resource, money may not always be available. Loans are not available during the last 3 weeks of any term. The Office of Financial Aid administers a COGS-funded $500 loan program. Applications for the $500 loan are available in 252 Student Services, and take 2-3 business days to process. Make sure you write ³COGS LOAN² clearly at the top of the application form! This loan is interest-free for up to 60 days.

COGS Conference Grants: Funds are available for up to $300. Apply before the first Friday of classes of the semester in which the conference will take place. Awards are drawn by lottery. You can download and application here

5. Other Sources of Funding

Additional funding opportunities include Foreign Language and Area Studies Fellowships (FLAS), Fulbright Grants, National/International Fellowships and Scholarships (NIFS), and Michigan Intercollegiate Graduate Studies Scholarships (MIGS).

Additional funding resources can be found at:
- Environmental Science and Policy Program
- MSU Library Grants Resources
- Office of Financial Aid

Additional non-University funding resources can be found at:
- National Science Foundation (NSF) Graduate Research Fellowship Program (GRFP)
- fastWeb
- Fellowship Support for Students by Agency
- FinAID
- Medical and Health Sciences Foundation Fellowships
- Science/Engineering Foundation Fellowships
- Women's Education, Education, Law and Miscellaneous Foundation Fellowships
- Community of Science Funding Opportunities Database

XI. DEPARTMENT POLICIES, PROCEDURES, AND FACILITIES

Many of the non-academic policies (e.g., on purchasing, reserving departmental resources, travel, and use of copier/FAX/Phone) are described more generally and in greater detail in the Departmental Standard Operating Procedures. Much of the information presented in this section is based on material in that document.

A. Academic Policies and Student Conduct

1. Statement on Scholarly Integrity

All members of the Department are expected to conduct themselves with respect for the original works of others, by extending due credit to persons whose ideas, labor, and results were used to form the basis of their work, and by refraining from falsely claiming responsibility for the ideas, works, and findings of others. For additional information regarding scholarly integrity, see the Graduate School's Research Integrity pages. Due to the Department's commitment to scholarly integrity all graduate students are required to participate in training in responsible conduct of research (RCR) each year.

2. Writing Standards

Students should refer to appropriate published style manuals for assistance in writing papers for courses or

publications. The MSU Writing Center is a good resource. Consider forming a graduate student writing group.

3. The Student's Department File

There are numerous documents describing the student's progress which are kept on file. Many of these must be submitted to the Department within the time limits noted elsewhere in this handbook. Records concerning each student's program of study, grade reports, completion of the departmental comprehensive examination, annual review documents, and other important materials are kept in Graduate Secretary's office (Room 40). Faculty and staff access to these materials is restricted. Students may request to examine their own files; the only material that will be withheld are letters of recommendation if the student has waived the right to examine them.

4. Conflict Resolution

Student may become uncertain or confused as to a policy or procedure with regard to course selection, requirements, or any of a number of other issues related to rules, regulations, rights, and responsibilities established in the interest of intellectual and personal development. When in doubt, students should consult their Major Professor. If a satisfactory solution to a problem is not reached, then the student should discuss the matter with the Department Chair, Department Associate Chair, and/or the Chair of the Department Graduate Committee, who can advise the student as to further lines of appeal.

Additional resources for how to avoid and or deal with challenges within the university include:

Graduate Student Rights and Responsibilities
Office of the Ombudsperson
Research Integrity Office

The Graduate Student Rights and Responsibilities specifically address student conduct, academic pursuits, keeping of records and publications. It describes procedures for formulating regulations governing student conduct and for providing due process in the adjudication of student disciplinary cases. It also defines channels and procedures for student complaints and grievances. While students are urged to try to settle conflicts in an informal manner, a party or parties can file a formal grievance.

5. Dismissal Policy

a. A student that fails to meet University and Departmental academic or professional standards may be dismissed at the end of a semester based on a decision by the Major Professor, Graduate Committee, and the Department Chair. Notice of dismissal will be given to the student by the Department Chair. The Dean of the College is also notified of the dismissal.

b. Students admitted to the Department on a provisional basis must meet certain minimum requirements which are determined at the beginning of the student's program. Failure to meet these standards may result in dismissal. The University establishes minimum requirements for course grades required for graduate students. See the Academic Programs catalog for more information.

c. If the student fails to enroll for three consecutive semesters including summers, he or she will need to apply for readmission.

B. Purchases and Expenditures

1. Account Numbers

Business transactions within the University use accounts and account numbers. Students' use of account numbers are largely governed by individual advisors or employers. The Department requires that the student obtain permission from their Major Professor or the Bookkeeper to use an account number.

2. Account Receipts

All receipts for materials purchased (either on-campus or off-campus) packing slips, library copy receipts, proof of Stores delivery, long distance telephone call slips, anything relating to Department or research accounts, are

to be turned into the Bookkeeper's mailbox; further processing and distribution will be handled by her office. Please check packages carefully both inside and outside, for any paperwork related to the purchase. Be sure that the account to be charged appears on the paperwork, indicate whether order was received, and note any discrepancies or damage on the packing slip before turning it over to bookkeeper.

3. Purchase/and Repair of Computer Hardware and Software

The Department has an Information Technology Center, located in Room 220, Natural Resources, available for arranging computer hardware/software purchases, repairs and consultation. All computer hardware purchases for university business should be run through this office. To request purchasing assistance, please contact this office at 432-4078 or send an email to fwhelp@msu.edu. Given that the staff work in room 220 part-time and also work in other departments, email contact is the best way to obtain assistance. The IT staff can assist you with obtaining and renewing licenses for a variety of software packages supported through the University. It is strongly recommended that you work with the IT staff for your software needs.

4. General and Biochemistry Stores

MSU General Stores carries complete inventories of hardware, construction materials, office supplies, and some photographic and scientific supplies. A Stores catalog is available online. Worksheets for requisitions are located in Room 12. A requisition and/or purchase order must be completed before anything is ordered or purchased otherwise payment may be denied by the University. Materials may be picked up at Stores or delivery may be requested. When filling out the General Stores order form, please be sure to fill in the price of the items. Return all receipts to the Bookkeeper. Biochemistry Stores, Room 2 of the Biochemistry Building, specializes in laboratory glassware and supplies. Use this facility only when time does not allow purchase through regular off-campus channels. Return all receipts to the Bookkeeper.

5. Off-campus Purchases

Materials not available on campus may be ordered from the manufacturer through use of open order/purchase requisition or P-Card if within guidelines (no worksheet needed for P-card purchase). Worksheets for requisitions are located in the copy-room (room 12) near the door entrance on the left as you enter the room. Information on approved suppliers can be found on Kuali Financial System vendor lookup. The University Purchasing Department has a bidding procedure for both equipment purchases and purchases that quantitatively total $5,000 and above. The order will go out to bid to various vendors including the specifications listed. See Department Staff or the Department Operating Procedures manual for additional information on the MSU purchasing process. Students should complete a requisition worksheet, have their Major Professor provide the account number, and put the worksheet in the Bookkeeper's mailbox for further processing.

REMEMBER: the length of time for delivery of orders varies; it may be as long as a month before an order is received. Worksheets for requisitions are located in the copy room off the main office. A requisition and purchase order *must be done before anything is ordered or purchased* otherwise payment may be denied by the University.

6. Returning Merchandise to Vendors

When any item is returned to a vendor, as in the case of duplicate shipments, exchange of items, sending materials off campus for repairs or trade-in, or return of equipment due to expiration of a lease, a Material Return form needs to be completed. A full description of the articles being returned should be given so that if the shipment is lost, a claim can be filed with the carrier. Particular attention should be given to completing the following blocks on the form: 1) material received on purchase order number, 2) account number, 3) dollar value of shipment, 4) why material is being shipped. The form requires a Department authorized signature. See the Bookkeeper to fill out the form. A requisition may also be necessary should there be charges other than shipping the item.

C. Online Reservation System

The online reservation system is used to reserve departmental resources, such as the Departmental truck, Departmental conference rooms, projectors, and loaner laptop computers. To make use of this system you need to have a user ID and password. To obtain a password you should contact the IT office by emailing fwhelp@msu.edu. To make a reservation, go to http://www.reservations.fw.msu.edu/login.php and login to FW

Reservation System → View Calendar of all reservations to see if the resource (asset) that you are interested in is already reserved → if not return to main menu → select "Make Reservation" → Using the Asset drop down arrow select the resource, then complete the correct day and time for your reservation and click on the "Reserve Asset" button.

D. Work-Related Travel

It is your responsibility as the traveler to be familiar with the University's travel policies and what documents/receipts are required for you to get reimbursed for travel. The MSU Controllers Office maintains a comprehensive travel web site that has useful information and summaries of policies. The information listed below is only a guide and in no way inclusive of all the policies and regulations that may apply to you when traveling. Travel costs in general are paid by the traveler and reimbursed after travel is completed. Graduate students are eligible for travel advances.

1. Direct Bill of Tickets

Eligible University business travelers are offered the option to have airline and rail ticket purchases directly billed to a University spending account (if applicable) when booked through an authorized travel agent. As of August 2012 there is just one such agent (Passageways Travel). A major advantage is that you do not need to pay out of pocket for the substantial cost of tickets. There is a fee for using the direct bill service and this may NOT be the cheapest travel cost compared to many web services available. Before you can utilize this service, a Travel Profile needs to be completed and on file with the travel office as directed by university travel policies. A guide for creating a Travel Profile form can be found here. You will still be responsible for providing the necessary receipts upon completion of your travel via a travel reimbursement voucher. You should generally check with your Major Professor or the PI of the project funding your travel regarding how to make travel arrangements.

2. Trip Authorizations

For a student to be reimbursed for Department-related travel expenses a travel authorization form must be completed PRIOR to your traveling. If a signed travel authorization is not on file prior to traveling, MSU Voucher Processing can choose not to reimburse for travel expenses related to the trip. Each student must complete a travel authorization form available at: http://www.fw.msu.edu/forms. The account number that will be charged for the trip must be supplied by your Major Professor. The account number can be entered at the top right hand side of the voucher in section B. When completed, email the file to the Main Office Secretary with "Travel Authorization" in the subject line. If you save the document on your computer, you can save time in completing the voucher portion for reimbursement upon return of travel. If repeated travel to the same area is to take place, the student should talk to their Major Professor about a blanket travel authorization letter. If a blanket travel letter is on file, the student needs only to turn in a worksheet upon incurring expenses. In general, you need to keep your Major Professor or the principle investigator for your project informed as you make travel plans that will incur expenses that need to be budgeted for.

3. Blanket Travel Authorization

Blanket Travel Authorization covers travel within Michigan for up to a 12-month period. When University business requires a student to travel extensively in the defined area and a University vehicle is unavailable for such travel, reimbursement for expenses related to travel may be authorized. Departments must keep (on file) memoranda approved by the department head that documents the responsibilities of employees eligible for blanket travel. The memoranda will serve as the authorization within the state of Michigan, for up to a 12-month period. This only covers travel related to research or teaching. Travel for any other reason or out of state travel will need a separate travel authorization. See the Main Office Secretary for a Blanket Travel Authorization form.

4. Reimbursements/Travel Vouchers

Upon completion of travel, the Travel Reimbursement form (available at: http://www.fw.msu.edu/forms) should be completed and returned to Main Office Secretary in Room 13, along with conference/meeting agendas or

programs and original receipts. There are provisions for food per diem and rates for travel by personal car or departmental trucks which are commonly used. (Please refer to the University Reimbursement Chart for up to date rates and additional requirements). Airfare may be billed to a University account up to 120 days prior to the trip departure date. The authorization to travel should be completed prior to discussing any reservation arrangements. The passenger receipt copy of a ticket and the travel agent invoice must be submitted with the travel voucher after travel is completed; they must be turned in even if there are no other expenses incurred. If travel is booked online, a copy of the flight schedule and proof of payment (e.g., cash receipt or copy of your credit card statement) are required for reimbursement. Upon returning from travel, the student should complete the travel voucher reimbursement; attach all receipts (e.g., gas, lodging, bridge tolls); and put the worksheet and receipts in the Bookkeeper's mailbox and email a copy to the Main Office Secretary. When renting a car, please remember that there is no reimbursement for rental car insurance or choosing the option to have the rental car company refill the gas tank at the end of your trip.

5. Travel Advances

Students with assistantships may receive cash travel advances by presenting a copy of the Travel Authorization form and cash advance form (http://www.fw.msu.edu/forms), which has been signed by the Department Chair, at the Travel Advance Office in the Administration Building no earlier than 30 days prior to travel. This request must be approved by your Major Professor.

6. International Travel

Travel from the point of origin and return is considered part of international travel. All international travel, including Mexico and Canada, must comply with the Fly America Act. For students traveling abroad:

a. You are strongly encouraged to sign up using the International Travelers Database (even if they are not being reimbursed for travel). This is the best way for MSU to stay in touch with our students if there is an emergency.

b. Check with the MSU Travel Clinic! They will let you know of any health risks or immunizations.

c. Check the International Studies and Programs website for issues related to safety around the world, including additional pre-departure health preparation information.

d. Prior to traveling abroad visit the "Travel Smart" website.

e. Apply for assistance with travel funding via the Graduate School. If the Graduate School provides funding, they will also provide a MEDEX emergency card.

f. Obtain the "Know Before You Go" card from the Travel Office.

If you are appointed as a TA or an RA and will be traveling outside the U.S. to conduct required thesis or dissertation research, TA duties, or to collaborate with investigators conducting research abroad, the department or a research grant supporting the work will pay for all the vaccinations and/or medications (e.g., anti-malarial) as determined by the MSU Travel Clinic as needed for the trip. Students may include those costs in applications for funds from the Research Enhancement or Travel Grant programs administered by the Graduate School (see above).

7. Conference Registration

Conference registration fees may be paid for in advance of a conference on an account number by using a Direct Voucher if 5 or more people are going and/or if a credit card (P-Card) is not accepted. Allow ample time for processing and mailing. Put the original registration form with a copy showing all information required, including account number, in the Main Office Secretary's mailbox in Room 14. Every effort should be made to utilize the early registration date and lower cost. Remember: an agenda or itinerary of the conference MUST be included with the Travel Reimbursement form.

8. Use of Department Trucks

The department currently has one truck available for research-related use. Instructions for use of this vehicle can be found in the Department Standard Operating Procedures document.

9. Availability of Other University Vehicles

The University has a Motor Pool (353-5280) from which vehicles may be checked out by graduate assistants. This facility uses account numbers and requires authorization via a trip authorization form. A copy of the travel authorization form signed by the Department Chair will be required when picking up the vehicle. You should submit your travel authorization at least one week in advance of travel to make sure you have a signed copy when you need to pick up the vehicle.

10. Requirement for Employees Driving University Vehicles

All employees (faculty/academic staff, support staff, and students) who are assigned to drive a university-owned vehicle to perform any MSU assigned tasks must: (1) Possess a valid unrestricted U.S. driver's license, with proper class and endorsements listed for the vehicle(s) to be operated; (2) Have a satisfactory driving record; (3) Sign an Employee Driver Certification form or update annually if one is already on file. The form can be obtained from the Main Office Secretary. The completed Employee Driver Certification form must be on file in Room 13. Please submit to the Main Office Secretary.

E. Field and Laboratory Policies and Procedures

The Field and Laboratory Policies and Procedures Manual is distributed to all incoming students during the New Graduate Student Orientation Retreat, which takes place in September and in January, if warranted. For specific details regarding safety policies and procedures, consult the manual. Note that a revised version of the handbook is currently under preparation so some of the highlights reported here may change and students are encouraged to review the safety manual itself

As of August 2012, **the manual indicates that all graduate students must complete the Field and Lab Policy Procedure Documentation form and turn it in to their advisor upon starting their graduate program.** This form simply indicates you have received the field and laboratory policies and procedures manual and read it**.**

Some highlights of the manual are repeated here:

Required Training: All students who participate in laboratory or field work are required to obtain up-to-date certification in CPR and First Aid.

Firearms: No firearms are allowed in the student's possession during any Departmental field research or within Departmental or University vehicles, office or laboratories.

Vertebrate Animal Use: Proper approvals need to be obtained prior to initiation of research as described in the Animal Use section).

Laboratory Safety: The student is expected to be familiar with laboratory safety procedures in labs where he or she works. Each lab should possess an Environmental Health and Safety (EHS) Safety Manual and post lists of hazardous substances and material safety sheets for materials used or stored in the lab. If the student is working in a lab with chemicals or where chemicals are stored, he or she is required to attend an EHS training session.

Field and Gear Safety: There are numerous procedures that apply to specific types of field activities. The student is expected to be familiar with the specific requirements and follow them. These policies include requirements to file daily itineraries when in the field, to become familiar with local emergency services and the study area, to be prepared to prevent and handle heat and cold related illnesses, boat safety, scuba and. snorkeling safety, electrofishing, motorcycle safety, and snowmobile safety. Some of these activities require specialized training.

F. Mail/Phone/Fax and Copying Procedures

Details on how to use mail, phone, fax, and copying services in the Department can be found in the Standard Operating Procedures manual.

G. Clerical and Administrative Staff

The primary concern of the Clerical and Administrative Staff is to carry out the clerical business of the Department under the supervision of the Department Chair and Faculty. They will help answer questions, but they have insufficient time to do typing for students, unless it is associated with Department business. Sometimes, their time available to help graduate students with other tasks may also be limited. The student should develop a positive working relationship with clerical staff by respecting their duties and priorities, and by familiarizing him- or herself with other sections of this handbook concerning travel, photocopying and mailboxes. Questions regarding any clerical assistance by Departmental staff should be directed to the student's Major Professor.

H. Miscellaneous Procedures

1. Keys

Department keys will be issued from the main office on or near your first working day. Typically you will get a key to your office, the main office, mailroom and lab if applicable. GUARD KEYS CAREFULLY. If you should lose your keys, report this immediately to the Main Office staff. There will be a charge to replace lost keys. The Natural Resources Building is now secured with keyless entry. Please have your Major Professor contact the main office in the event that you need access to the NR Building when locked. You will need to stop by room 13NR with your MSU ID card to provide the necessary information needed for you to gain access to the NR Building after hours. There is a $5.00 deposit to the student for each key issued except for the graduate mail room which has a $1.00 fee. Deposits will be returned to the student when the key is returned to the department via a direct-deposit check into their account. To enter a room to which the student doesn't have a key, he or she should check with the Secretaries. The student's Major Professor is responsible for providing access to stored supplies and equipment. All keys must be returned to Room 13 prior to leaving the department.

2. Office and Laboratory Space

Office and laboratory space are assigned by a graduate student's Major Professor. Faculty control the allocation of space within his/her laboratory. Cubicle space in NR33 and NR336 is allocated by the student's Major Professor. The number of cubicles allocated to a particular faculty member may change as graduate enrollment changes.

3. Supply Catalogs

The Department does not maintain a central collection of catalogs of various laboratory and scientific supplies. Such catalogs are available in some labs. Student should check with their Major Professor or other faculty and students in appropriate labs to find and obtain use of these.

4. Research Equipment and Instruments

Each Major Professor should have within his/her own laboratory the necessary equipment and supplies for his or her students to successfully complete their research. The student should check with his or her Major Professor about the availability of needed items. It may be necessary to order supplies. Because the normal delivery time for scientific supplies is about four to six weeks, the student should assess equipment needs well in advance of the start of his or her research. Damaged equipment or malfunctioning instruments should be reported promptly to the student's Major Professor. (See "Returning Merchandise to Vendors.")

5. Bulletin Boards

Announcements may only be posted on designated bulletin boards (University Ordinance, Section 28.00 - Signs and Structures). The Department has several bulletin boards located in the hallways near the Main Department Office (Room 13), across from Room 9 and next to Room 40. An additional bulletin board is located in Room 12. Graduate students should watch these boards for notices concerning seminars, employment opportunities, academic positions, social activities, meetings, and other important announcements. Approval by the GSO executive board is required to post materials on the GSO bulletin board (outside of Room 13). Materials may not be posted on the bulletin board in room 12 without prior approval. The GSO will occasionally clear old material or commercial materials from that board. To post material on other bulletin boards contact the Graduate Secretary.

6. Meeting Rooms

There are two conference rooms in NATURAL RESOURCES that are jointly used by the departments in the building. One is located on the third floor (Room 338) and is suitable for groups of up to 30. The manual (paper) calendar/schedule to reserve this room is located in Room 321. The other is located on the second floor (Room 216) which is suitable for no more than 20. Reservations for this room are made through the Forestry Office located in Room 126.

There are two smaller conference rooms in NATURAL RESOURCES that are managed by the department. There is a small (capacity of 9) conference room in Room 220A. There is a projector screen but no projector in the room. There is a small (6-8 capacity) Department conference room located in Room 40. This room has cubicle style walls so it should not be used for confidential discussions. You can reserve either of these rooms by using the Department online reservation system.

7. Loaner equipment

The Department has laptop computers, computer projectors, a digital camera (Canon Rebel T5i), and a GoPro video camera kit that are available for loan. These can be reserved via the online reservation system. There are some restrictions on the length of time these can be checked out. If you need a piece of equipment for longer than a day you should discuss this with staff in the main office. The equipment can be obtained from the main office.

8. Obtaining Access to Thesis and Dissertations Produced by Former Fisheries and Wildlife Students

Currently all completing students provide pdf versions of their thesis or dissertation to the Graduate Secretary. You can obtain access to these by contacting the Graduate Secretary. In earlier years, before theses and dissertations were submitted electronically, the Department required submission of a bound copy of the thesis or dissertation prior to graduation. Copies of these are available on loan. They are checked out through the Graduate Secretary in Room 40. Theses and dissertations can be checked out for up to two consecutive 30-day periods (a maximum of 60 days).

9. Storage Facilities

Department Storeroom: The Department has a storeroom located in Room 34D Natural Resources Building. Room 34D is outfitted with locked storage cages assigned to individual professors. For access to materials stored there, the student should see his or her Major Professor for a key. All materials should be stored inside the cages. Space outside cages is for Department storage of office supplies and equipment. Aisles must be kept clear at all times.

Garage: The garage is intended for storage of specific Department vehicles or boats, items too large or awkward to be stored in Room 34D (e.g., cages, traps, boat motors) and excess building and hardware supplies. Items stored must be clearly identified with the student's Major Professor's name and the date. The construction of large research apparatus may be done in the garage with prior approval of the Department Chair. In some cases, boats are stored in the Garage, but only with prior approval of the Department Chair. The Department has a boat storage facility near the Lower River Lab on Kalamazoo Street, and the intent is to have most vessels stored there. The student's major advisor will need to arrange with the Department Chairperson to have access to space and the necessary keys for use of the boat storage barn.

XII. OPPORTUNITIES FOR GRADUATE STUDENT INVOLVEMENT

A. Fisheries and Wildlife Graduate Student Organization (GSO)

The Fisheries and Wildlife Graduate Student Organization is composed of graduate students from the Department of Fisheries and Wildlife. It functions as a formal link between the faculty and graduate students to further student educational objectives, promote communication, and organize social events. Information on GSO membership, contacts, events can be found at http://msufwgso.wixsite.com/fwgso . The GSO organizes many social events, organizes departmental seminars and a Graduate Student Research symposium, produces a magazine highlighting graduate student research and outreach. GSO representatives serve on standing Departmental Committees, and represent Fisheries and Wildlife graduate students to a variety of audiences (e.g., the undergraduate Fisheries and Wildlife Club and the university level graduate organization, (COGS, Council of Graduate Students).

There are many opportunities to become involved in GSO. These include running for and being elected to a position as an officer or volunteering for other positions. Officers include the President, Vice-president, Treasurer, and Secretary, and the election is held near the end of the spring semester. There are numerous volunteer positions involved in seminars, magazine production, social activities, evaluating applications for GSO travel awards, and representing graduate students on a variety of committees and to a range of organizations.

B. Council of Graduates Students (COGS)

The Council of Graduate Students (COGS) is a body of representatives from about 75% of the graduate departments on campus. This senate offers a direct voice at the University level for all graduate students. Among the functions of COGS are appointing student members to University committees, issuing policy statements, apportioning student taxes to worthwhile causes such as the graduate student loan fund, and participating in the drafting and setting up of documents such as the *Graduate Rights and Responsibilities Report*. Our department has at least one student representative in COGS. COGS representatives have an opportunity to become involved with numerous committees, including University Committees, University/Judiciary Committees, COGS Standing Committees and COGS Ad hoc Committees. You can volunteer to serve as a COGS representative through the GSO. The COGS web site (http://cogs.msu.edu/)) has additional information.

C. Graduate Employees Union (GEU)

The GEU is a labor union that represents Teaching Assistants through a collective bargaining agreement. While teaching assistants can elect to not join the Union they would then need to pay a representation fee rather than union dues. This organization has an objective of ensuring that graduate employees have the rights to fair wages, decent health care, safe working conditions and a workplace free from discrimination. For more information on the GEU, see their website; http://geuatmsu.org/)

Each department can elect one steward for every 15 union members in the department to serve as the department's voice in the GEU. The Stewards Council meets weekly and is the major decision-making body of the GEU. If you are interested in being a steward, please contact the GEU office at geu@msu.edu.

D. Graduate Women in Science

GWIS promotes the participation and advancement of women in science by providing a support network locally and nationally and by actively fostering the development of aspiring scientists. This organization organizes community outreach, undergraduate mentoring, professional development and networking events. GWIS members go to public schools to mentor students, conduct science demonstrations for underprivileged youth, hold informative workshops for undergraduates interested in going to graduate school, host panels with female faculty, hold social and networking events, and much more. If you are interested in learning more about this organization, visit http://www.gwis.org/.

XIII. UNIVERSITY PROCEDURES AND RESOURCES

Michigan State University provides extensive student personnel services to assist students and enhance the educational experience. Michigan State University recognizes that the total development of the individual-personal, social, and physical, as well as intellectual is of equal importance.

A. Student Life and Academic Resources

There are numerous resources to help you get the most of your time at MSU. Some of the more frequently used are listed here.

Michigan State University Library

It is strongly suggested that the student take advantage of the library tours in order to more thoroughly familiarize him- or herself with all the available resources. There are many branch libraries on campus. Consult the library's website at www.lib.msu.edu or contact our department's library liaison, Eric Tans (tans@mail.lib.msu.edu, ph: 884-7808) Many library resources can be accessed online at http://er.lib.msu.edu/ MSU offers a free service to obtain copies of non-online articles and book chapters from resources owned by MSU via the MSU article retrieval service (MARS). For more information, consult http://www.lib.msu.edu/about/ils/photodup.jsp

Academic Technology Services

The Academic Technology Service (http://help.msu.edu) provides both centralized and distributed academic computing support for the University community. The ATS maintains the campus-wide network, including MSUnet, Ethernet over broadband, and the MSU optical fiber (FDDI) network. The Computer Laboratory also provides a variety of consulting services. Most of these services are available through the Help Desk, 120 Computer Center (432-6200) or submit an on-line MSU Computer Lab Contact Form at http://help.msu.edu.

General consulting services provided by ATS are available to faculty, staff, students and departments at no charge (15-20 minute limit). Extensive consulting is available on a fee basis as staff time permits.

ATS also runs the Computer Store which assists MSU faculty, staff and students in the purchase of computer hardware and software. The Computer Store is located at 110 Computer Center and is open Monday-Friday 9am-5pm and can be contacted at 432-0700.

Computer lab facilities are available in many locations on campus, including the Natural Resources Building (Room 218). For information on schedules see http://microlabs.msu.edu or for general information and scheduling call 355-3960. For emergencies (e.g., lab should be open but is not), call 355-3960.

Statistical Consulting

The Statistical Consulting Center (http://scc.anr.msu.edu/) is run by the College of Agriculture. It provides services free to graduate students working for faculty in the College of Agriculture and Natural Resources or with AgBioResearch projects but authorship may be requested for more involved consultations. This service is recommended because the consultants have familiarity with biological and natural resource topics, and because it is funded through the College of Agriculture and Natural Resources and AgBioResearch. The Center provides consulting on research and will not assist with class related questions. The first contact is through a Graduate Consulting Assistant with strong training in statistics and biometry. The Consulting Assistant will either provide assistance or a referral to a faculty member who specializes in the area in question. Appointments and inquiries can be made through the website or by calling 355-0271 extension 240.

The Center for Statistical Training and Consulting (CSTAT) provides many free workshops to improve the statistical skills of students and faculty. CSTAT also supports research via one-on-one consultations. Initial consultations are free but extensive consultations may require a fee. Consulting is done by advanced graduate students in statistics under faculty supervision. CANR graduate students can make use of the CSTAT consulting services if they determine that the areas of expertise at CSTAT better serve their needs than those at SCS. Consultations can be arranged by calling 353-9288 or by submitting a consulting request. More information is available at: http://www.cstat.msu.edu/.

Bookstore

The Spartan Bookstore (www.spartanbook.com) is located in the International Center on Shaw Lane. There are also off-campus bookstores located in the East Lansing area.

Office for International Students and Scholars (OISS)

The Office for International Students and Scholars (OISS, http://oiss.isp.msu.edu/) serves international faculty and students. OISS is a resource center for information and consultation on matters related to the international student and faculty/scholar. The staff is prepared to help in any of the various areas of concern, including academic problems, immigration questions, social health, employment or financial matters. The office also organizes seminars and workshops on topics of interest to the broad university community. These have included immigration regulations, cross-cultural communication, pre-departure programs for graduating students and various training programs. They also publish a very informative handbook, called *Welcome to Our Community*, that answers questions that the student may have about living and going to school in the local community. A copy of this handbook can be picked up in the OISS. The OISS is located in room 105 in the International Center and can be contacted by phone at 353-1720, email: oiss@msu.edu.

Learning Resources Center

202 Bessey Hall, 355-2363, email: lrc@msu.edu

The Learning Resources Center (LRC, http://lrc.msu.edu/) is a self-paced, individualized learning center that offers free assistance to students who want to improve their study skills. Its goal is to help the student develop the strategies and techniques needed to become successful students. Workshops on specific study skills are offered throughout the year.

Service Learning Center

345 Student Services Bldg. 353-6663 (www.servicelearning.msu.edu; servlrn@msu.edu)

A volunteer program that gives students the opportunity to learn more about different work environments while providing community service. Staff are available to assist students in choosing a placement that meets their interests.

The Writing Center

This center (http://writing.msu.edu /) offers writing consultation to graduate as well as undergraduate students. One on one consultation is best for small papers or projects like vitae, abstracts and cover letters, while peer response writing groups offer help developing drafts of larger projects like research and conference papers, and even theses and dissertations. The Center also has a library with books on resumes, vitae and cover letters, and examples of all of the above. The Center has several locations on campus including 300 Bessey Hall, The library (between reference desk and CyberCafe) and others. Call 432-3610 to make an appointment, or email grammar@msu.edu for grammatical questions.

Career Development & Placement Services

113 Student Services Bldg. 355-9510

The Career Development and Placement Services office assists students in career advising and seeking employment upon graduation. Their office is located in 113 Student Services Building and can be contacted at 355-9510. Their staff runs workshops, classes and individual advising on topics such as how to interview successfully and steps to creating a well-written resume. The student may also interview for internships or full-time employment through the Career Placement office. More information can be found in 113 Student Services Building or at (http://careernetwork.msu.edu/).

Ph.D. Career Services

Ph.D. Career Services is designed to assist Michigan State University Ph.D. students with career and professional development planning for positions in academic and non-academic settings. Ph.D.C.S. is a collaboration between the Graduate School and Career Services and Placement and is designed to be a resource for Ph.D. students from all disciplines. For more information contact: Dr. Matt Helm (helmmatt@msu.edu).

There are numerous services offered through this office including One-on-one confidential counseling, Career Resource Library (Ph.D. Related Materials), Mock Interviews, Online Resources, Job newsletters. Career services also conducts two-hour workshops and one-day conferences to supplement the professional development of Ph.D. students of all disciplines at Michigan State University. These workshops are designed to help students be more intentional about career planning as well as the job search process. Visit the PREP (Planning, Resilience, Engagement, and Professionalism) website (http://grad.msu.edu/prep) for career and professional development resources available at MSU and elsewhere.

Graduate Teaching Assistant Opportunities

The Graduate School and the University offer many training opportunities for students acting as teaching assistants. Specifically, these include the MSU Teaching Assistant Program (http:// tap.msu.edu/), and the Teaching Orientation for International Students (announced annually). If you are planning a career in teaching, check out the Center for Academic and Future Faculty Excellence (CAFFE) at: http://grad.msu.edu/caffe/ for workshops pertaining to professional development. If you are interested in acquiring a teaching assistantship, speak with your advisor or the department chair.

The Resource Center for Persons with Disabilities

120 Bessey Hall 884-7273 – http:// http://www.rcpd.msu.edu/

The Resource Center for Persons with Disabilities (RCPD) leads Michigan State University in maximizing ability and opportunity for full participation by persons with disabilities. RCPD provides disability-related information and referrals; identifies populations, documents disability, and conducts needs assessments; facilitates reasonable accommodations; and provides disability-related technical assistance, auxiliary aids/services, advocacy and training.

Graduate Life and Wellness

Wellness is the integration of all dimensions of health - physical, emotional, career, spiritual, social, and intellectual - and the awareness that all of these dimensions are interconnected. Each dimension must be nurtured for your holistic growth and success. The Graduate Life & Wellness program is a collaborative effort between the Graduate School, Olin Health Center, the Counseling Center, Health4U, and Employee Assistance Program to help support graduate students in their pursuit of their advanced degree and a well-balanced life. Find out about upcoming events here.

Counseling Center Main Office

207 Student Service Building 355-8270 - http://www.counseling.msu.edu/

Students should feel free to contact the Counseling Center for personal concerns and crises. Professional counseling and psychological services are offered to assist with personal, as well as career concerns. All services are confidential. Initial consultations are free of charge; all services are free to full time graduate students.

Olin Health Center

355-4660 to schedule an appointment; 884-6546 for all other concerns.

The Student Health Service (http://olin.msu.edu) is located in Olin Health Center. In the event of an emergency, no matter what time of day, go directly to Sparrow Hospital, St. Lawrence or Ingham Regional Medical Center if possible. Otherwise, go to the nearest emergency center.

Work Life Office

479 West Circle Drive, Linton Hall, Suite 116/118517-353-1635 https://worklife.msu.edu/

Focus on work and life balance and subsumed many activities formally administered by the Women's Resource Center. They sponsor many workshops on campus that are open to graduate students.

Intramural Sports Facilities

Main Office 205, IM Sports West 355-5250 http://www.imsports.msu.edu/

Students have access to equipment and facilities in the intramural facilities located in the IM-West, IM-East, and IM-Circle. Students must present a current MSU student ID and a picture ID in order to be admitted to these facilities and borrow the equipment. Use of most of the facilities is free to currently enrolled students, although there are a few exceptions, such as a small charge for the use of the weight room in the IM-East.

B. University Publications and Web Pages

MSU Home Page

http://www.msu.edu/

MSU Course and Program Information

WebEnroll - this is a page containing information on how to enroll in courses. It includes links to the Academic Programs, Deiscription of Courses, and Schedule of Courses pages as well as instructions on how to use these: http://www.reg.msu.edu/roinfo/enrollment.asp

Academic Programs (University catalogs)

These are the primary sources for university regulations, policies, procedures, costs, and academic program requirements. The current edition is available on-line (http://reg.msu.edu/academicprograms/)) or in 150 Administration Building.

Description of Courses – is available only on line at https://reg.msu.edu/Courses/Search.aspx

The Schedule of Courses

Because the dynamic nature of course schedules, including new sections and location changes, the Course Schedule at MSU is entirely web based. It can be accessed at: http://schedule.msu.edu/

Graduate School pages

The Graduate School Home Page and Resources on Career and Professional Development

http://grad.msu.edu/

Funding Guide

The Graduate School has produced a Guide for Graduate Students, Graduate Professional Students and Postdoctoral Fellows, to assist students in identifying funding sources such as grants, fellowships, scholarships and awards. The Funding Guide, which is updated annually, is available on the World Wide Web, and can be accessed through the Graduate School's home page at http://grad.msu.edu/funding/

Resource Guide

The Graduate Student Handbook and Resource Guide is published by The Graduate School and contains useful information on networking, transportation, housing, and campus and community resources in the Information and Services section. It is available in 118 Linton Hall or on line at http://splife.studentlife.msu.edu.

Graduate Student Rights and Responsibilities

This document is published in *Spartan Life*, and can also be accessed via Michigan State University's Web page at http://grad.msu.edu/gsrr. It contains University policies concerning graduate education.

The Graduate School Guide to the Preparation of Master's Theses and Doctoral Dissertations

The final procedures for degree completion and manuscript requirements for the thesis or dissertation can be found online at: http://grad.msu.edu/etd/.

Department of Fisheries and Wildlife Pages

Department of Fisheries and Wildlife Home Page

http://www.fw.msu.edu/

Department of Fisheries Faculty and Their Areas of Interest

http://www.fw.msu.edu/people

Graduate Program, Department of Fisheries and Wildlife Home Page

http://www.fw.msu.edu/graduate

FW Graduate Program Handbook

This document! An on-line copy of the most current version is available at

http://www.fw.msu.edu/uploads/files/graduatehandbook.pdf

FW Field and Laboratory Policies and Procedures Manual

Distributed to all new graduate students at the FW New Graduate Student Orientation Retreat. An on-line copy is available at http://www.fw.msu.edu/uploads/files/FWSafetyManual.pdf

The COGS Graduate Student Handbook

This is published annually by the Council of Graduate Students and is available in Room 316 Student Services.

Spartan Life

This is produced by the Office of Student Affairs and Services and is available on line at http://www.vps.msu.edu/SpLife/default.pdf or in hard copy in Room 101 Student Services.

The Faculty and Staff Directory

A University-wide on-line search for faculty, staff or students can be conducted at: http://search.msu.edu/people/. The Fisheries and Wildlife Department has a directory online at: http://www.fw.msu.edu/people/index.htm and a hard copy of the directory is compiled and distributed annually by Marcia Baar.

MSU News Bulletin

A weekly newspaper geared to University and faculty interest. http://msutoday.msu.edu/

The State News

A daily newspaper that contains news and a listing of events of interest. http://statenews.com/