

# GRADUATE STUDENT HANDBOOK

DEPARTMENT OF  
BIOAGRICULTURAL  
SCIENCES  
AND  
PEST MANAGEMENT

Colorado State University

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## **1.0 The Purpose of this Handbook**

This handbook is for students in the BSPM degree programs and for students in University-wide programs (such as the Graduate Degree Program in Ecology (GDPE) and the Cell and Molecular Biology Graduate Degree Program) whose advisors are members of BSPM. While some sections apply to all students, others may not as the requirements of programs like GDPE may be somewhat different. Students in other programs are encouraged to obtain information directly from their degree program offices.

The information in this Handbook supplements the *Colorado State University Graduate and Professional Bulletin*, the *Colorado State University Handbook of Graduate Study* and the *Colorado State University Thesis Manual*. Any contradictions between the information contained in this Handbook and the University publications are unintentional and should be brought to the attention of the education committee. Most differences are due to additional requirements for BSPM students that go beyond the graduate school minimums.

## **2.0 Deadlines and Procedures for Obtaining Your Degree**

To be successful in graduate school, you need to hit the ground running. Table 1 on the next page outlines the critical steps in M.S and Ph.D. programs, and when you need to take them. Several forms must be filed with the Graduate School at appropriate times. These forms are indicated with GS and a number. You should bring these forms to the appropriate meetings. The forms are found both on-line and in the BSPM office.

## **3.0 Graduate Study**

The main objective of graduate school is to become a critically thinking scientist capable of independent scholarship. The university and department provide the atmosphere, physical resources, and advising necessary, but it is your responsibility to develop independent work habits. Upon completion of your thesis or dissertation, you should be an authority in your field.

In addition to specializing in a particular area of science, you should also expand your general knowledge. We encourage you to read widely and to participate in the many exciting courses and seminars in our department and around campus (see Section 10 for some suggestions).

**Table 1. Critical steps and timing for M.S. and Ph.D. programs.**

<b>M.S.</b>		<b>Ph.D.</b>	
<b>Step</b>	<b>Timing</b>	<b>Step</b>	<b>Timing</b>
Apply for residency	Immediately (see section 10.3)	Apply for residency	Immediately (see section 10.3)
Select Graduate Committee	By end of 1st semester (before the end of your 3rd semester at the latest)	Select Graduate Committee	By end of 1st semester (before the end of your 3rd semester at the latest)
File Program of Study (GS-6)	By end of 2nd semester (before the end of your 3rd semester at the latest)	File Program of Study (GS-6)	By end of 2nd semester (before the end of your 3rd semester at the latest)
GDPE Masters only: see GDPE guidelines for master's prelims required by GDPE		Notice of preliminary exam (GS15)	At least one week prior to exam
Application for graduation (GS25)	6th week of term for fall or spring, 1st week for 8-week summer term	Preliminary exams (typically written and oral)	By the end of the 4th semester (one semester before defense at latest)
Submit thesis to committee	Minimum of two weeks before defense (three preferable)	Report of preliminary exam (GS16)	Within two working days of results
Notice of final exam (GS23)	Two weeks before exam	Application for graduation (GS25)	6th week of term for fall or spring, 1st week for 8-week summer term
Final exam (public seminar plus oral exam)	Prior to: 12th week of term for fall or spring, 5th week for 8-week summer term	Submit dissertation to committee	Minimum of two weeks before defense (three preferable)
Report of final exam (GS24)	Within two working days of results	Notice of defense (GS23)	Two weeks before defense
Submit signed thesis to Graduate School	Prior to: end of 12th week of term for fall or spring, end of 5th week for 8-week summer term	Defense (public seminar plus oral exam)	Prior to: 12th week of term for fall or spring, 5th week for 8-week summer term
		Report of final exam (GS24)	Within two working days of results
		Submit signed dissertation to Graduate School	Prior to: end of 12th week of term for fall or spring, end of 5th week for 8-week summer term
		Pay microfilm fee	When submitting dissertation

## **4.0 Graduate Degrees in Bioagricultural Science and Pest Management**

Most applicants accepted to the department graduate program who do not hold an advanced degree will be admitted initially to pursue the M.S. degree. Most students pursuing the Ph.D. have obtained an M.S. degree. A non-degree program is available for students who wish to pursue education at the graduate level without entering a degree program.

### **4.1 Master of Science**

Plan A emphasizes research and requires a written thesis of the research findings. This plan is normally elected if you plan to continue your education or develop careers in research, extension, or teaching.

Plan B concentrates on course work although you should conduct some experimental research. In lieu of a thesis, you submit a paper to your graduate committee based on review of literature and/or some research. Your graduate committee must approve the topic for the paper. Plan B is typically elected by students seeking experience in a particular field or mastery of particular techniques. The Plan B degree program is usually a terminal degree and is not used by students conducting research for a thesis and planning to continue his or her education.

If you enter BSPM for an M.S. degree through Plan A, it is possible to move on to a Ph.D. program within BSPM in one of two ways. You can complete your M.S. first, or request a switch from an M.S. program to a Ph.D. program. The steps are outlined below. If you enter BSPM for an M.S. degree through Plan B and wish to move to Ph.D. program, you must apply to the department as a new graduate student.

### **4.2. Admission into Ph.D. Program after Completing an M.S. (Plan A)**

- A. Request must be made within one semester of completion of M.S.
- B. Positive recommendation by your M.S. committee.
- C. Agreement by a BSPM faculty member to act as your Ph.D. advisor.
- D. Written notification to the Education Committee of the details of items B and C.
- E. The Education Committee forwards its recommendation to the Department Head, who makes the final decision.
- F. M.S. degree must be completed within one year of acceptance into the Ph.D. program.

### **4.3 Transfer from M.S. (Plan A) to Ph.D. Program without completing the M.S.**

Upon approval of your graduate committee, an M.S. candidate may request a transfer to a Ph.D. program provided the following criteria are met:

- A. Positive recommendation by your M.S. committee.

- B. Agreement by a Department faculty member to act as your Ph.D. advisor.
- C. Written notification to the Education Committee of the details of items A and B.
- D. The Education Committee forwards its recommendation to the Department Head, who makes the final decision.
- E. Petition the Graduate School using form GS7 for a transfer from an M.S. to a Ph.D.

#### **4.4 Doctor of Philosophy**

Earning a Ph.D. is demanding and only people with exceptional capabilities should pursue it. A student working toward a Ph.D. degree conducts independent research that contributes significantly to science and presents results in a written dissertation. This program leads to a high degree of specialization.

The Ph.D. usually requires three to five calendar years of full-time study beyond the B.S./B.A. degree. Ordinarily, more time will be required for a student on a teaching or research assistantship.

### **5.0 The Graduate Committee**

#### **5.1 Duties of the Graduate Committee**

The graduate committee should guide the development of your program of study, including the research plan, and also administers the preliminary and final examinations. The Department Head, the Executive Committee, and the Graduate School must approve the composition of all graduate student advisory committees.

#### **5.2 The Major Advisor (Professor)**

Your major advisor is the chair of your graduate committee and normally a recognized authority in your general area of academic interest. Your advisor counsels you in research and in writing the dissertation, thesis, or professional paper, and assists you with problems that might arise related to your study program. Other than you, your major professor will probably be the most important person in the development and completion of your graduate program.

If you should desire to change major advisors for any reason, the change should be requested early in the program. To change the major advisor or programs, you should consult with your present major professor, your prospective major professor, and the Department Head. Be aware that such changes may affect financial assistance, particularly a GRA. The Department's Graduate Education Committee also serves in an advisory capacity should any problems arise with respect to the student's graduate program.

### **5.3 Selection of Graduate Committee Members and GS-6 form**

Select additional committee members in consultation with your advisor, and then ask those faculty members if they will serve on your committee. The graduate committee serves to assist, advise, and guide you during your graduate program. It is your responsibility to keep all committee members informed of academic and research progress. The "outside member" of your committee represents the graduate school, and serves to help resolve conflicts that may arise. The outside member must be from a different department or program to retain an independent perspective and avoid conflicts of interest. Your outside member may not publish with you or collaborate closely on your research.

After the committee is formed and before the end of your first semester (see Table 1), you should schedule a committee meeting to consider your proposed program of study. Following approval of the program by the committee and the Department Head, submit an official Program of Study (GS Form 6) to the Graduate School. The GS Form 6 is due in the Graduate School Office by the end of the second semester of study or after 12 credits have been completed. After the fourth semester, registration may be denied to students not complying with this requirement.

#### **M.S. Degree Committee**

This committee must consist of at least three members: the major advisor and two other faculty members, one of whom must be from outside the department and program to serve as the outside committee member.

#### **Ph.D. Degree Committee**

This committee must consist of at least four members: the major advisor and three other members, one of whom must be from outside the department and program to serve as the outside committee member.

### **5.4 Graduate Committee Meetings**

Graduate committees are encouraged to meet at least twice a year, with a minimum of once a year, to enable the student and faculty to develop a good degree program. It is generally up to you to call a meeting of your graduate committee.

## **6.0 Course Work Requirements in BSPM Programs**

The Graduate School sets a minimum number of credits required for M.S. and Ph.D. programs. These requirements are outlined below, but you should also read the General Requirements for all Graduate Degrees in the *Colorado State University Graduate and Professional Bulletin* carefully. In addition to the minimum number of

credits set by the graduate school, additional requirements may be set by your graduate committee based on your qualifications, career objectives, or other reasons. Occasionally, non-science courses will be required (e.g. a foreign language). The program of study is submitted to the Graduate School on form GS-6. The course work in your program of study is determined by you and your graduate committee (see section 10 below for course suggestions), and lists the courses that you must complete to earn your degree. You may take courses in addition to those required for your degree.

*Regular course work* is defined as courses other than independent or group studies, research courses, seminars, thesis/dissertation credits, or any courses graded pass/fail. In order to remain in good academic standing, you must maintain a GPA of at least 3.00 in regular course work and the courses listed in your program of study (form GS-6). Similarly, a separate 3.00 grade point average must be maintained in any independent or group studies, research courses, seminars, and thesis/dissertation credits receiving traditional grading (A through F). If you fail to maintain good academic standing, you will be placed on academic probation and then have one semester to regain good standing. If you fail to regain good academic standing, you may be dismissed from the Graduate School.

### **6.1 Credit requirements for the M.S. Degree**

The minimum requirements for the M.S. degree are 30 semester credits plus thesis for Plan A or 32 credits and a paper for Plan B. A minimum of 24 credits must be earned at Colorado State University, 21 of which must be earned after admission to the Graduate School. At least 16 of the 30/32 credits must be earned in 500 or higher level courses and at least 12 of the 16 credits must be earned in regular 500 level or higher courses.

### **6.2 Credit requirements for the Ph.D. Degree**

Minimum credit requirements for the Ph.D. degree at CSU are 72 semester credits. One-third of the total credit requirements may be earned in research. At least 15 credits should be earned in regular 500 level or higher courses. At least 21 credits beyond the M.S. degree or 37 credits beyond the B.S./B.A. degree must be earned in courses numbered 500 or above.

Acceptance of credits earned in a M.S. program toward the Ph.D. degree is as follows: Up to 30 semester credits earned in an M.S. degree program at another institution or CSU may be accepted toward meeting Ph.D. credit requirements, if approved by your graduate committee and the Graduate School. Up to 10 semester credits in formal courses earned at another institution or CSU, after completion of requirements for the M.S. degree, may be transferred to meet the Ph.D. requirements, if approved by the graduate committee and the Graduate School.

### **6.3 Lower Division Courses**

Courses below 300 level at Colorado State University or equivalent level at another institution are not accepted for graduate credit; however, 100 and 200 level courses may be required by your committee as prerequisites to graduate work.

### **6.4 Satisfactory/Unsatisfactory Grading**

No more than six credits earned with a grade of S in courses other than research and seminar will be counted toward meeting credit requirements for the M.S. or Ph.D. degrees.

### **6.5 Credit Load**

All graduate students at Colorado State University are required to be continuously enrolled in their degree programs. This policy applies from the time of first enrollment through the graduation term. Registration is required in the fall and spring semesters of each academic year but not the summer term. Students normally fulfill this requirement by registering for any graduate credit-bearing course (regular or non-regular). As an alternative, you may opt for a special Continuous Registration (CR) status in which a Continuous Registration Fee is assessed rather than the regular tuition charge. Registration for CR status is accomplished in the same way as registration for courses. However, you must take at least one hour of graduate credit-bearing, course work for appointment to any assistantship (either as a Research or Teaching Assistant). Note that neither audit registration nor Continuous Registration status qualifies a student for assistantship appointment.

Deadlines imposed by the Graduate School for completion of the above and other requirements must be met to assure graduation during any one semester. A complete description of these requirements and deadlines can be found in the Graduate School's *Handbook on Graduate Study*.

### **6.6 Scholastic Standards**

Students admitted to the M.S. or Ph.D. program must remain in good academic standing at all times. In addition to meeting the scholastic standards requirements listed in the *Graduate and Professional Bulletin*, you must consistently demonstrate satisfactory progress in all aspects of their graduate program to their graduate committee. At the discretion of your graduate committee, if your cumulative GPA falls below 3.0 in courses included in the formal program of study you may be dismissed immediately and without benefit of a probationary period, if it is the judgment of a majority of the graduate committee members that satisfactory progress cannot reasonably be anticipated. You may appeal a decision for immediate dismissal through existing Graduate School grievance procedures.

## 7.0 Other Requirements

### 7.1 Graduate Seminar

You should attend and register, if possible, for BSPM 792 *Department Seminar*, each time it is offered. If you present a paper, you may elect to receive either a letter or S/U grade and you will receive two credit hours. If no presentation is made, you will receive a grade of S or U based on attendance and participation and one credit hour. You must select the appropriate grading and credit options when registering.

All M.S. and Ph.D. candidates must present a final seminar on research results to the Department. The final seminar is usually presented as part of your defense and as part of the Department seminar series (BSPM 792). The seminar chairperson is responsible for scheduling presentations in the Departmental seminar series and you are encouraged to contact the chair before the start of the semester you plan on presenting. Your final seminar may also be presented on an ad-hoc basis (not part of any regular seminar series). However, you must notify the Department at least 1 week in advance of your final seminar date and time to ensure that all Department members have the opportunity to attend. Scheduling the final seminar during the summer months requires the approval of the Department Head.

The ability to present your work in a seminar format is essential to your success as a scientist and teacher. Your confidence and talent as a public speaker will greatly improve with practice and you are encouraged to present your research often. Because of this, in addition to the final seminar, all M.S. and Ph.D. candidates are required to give a minimum of one other professional presentation. This can be *either* a departmental seminar not directly related to your research *or* a talk or poster at a suitable scientific or extension meeting. You and your committee will decide which. In addition to regularly scheduled campus seminar series (either in BSPM or another program) there are opportunities to present at regional and national science or extension meetings. Also, each spring CSU holds the Front Range Student Ecology Symposium that attracts students from across Colorado and Wyoming. To supplement practicing your public speaking abilities at such venues, you are strongly encouraged to take SOCR 675 (Presentations for Scientific Audiences) as soon as you can during your graduate program.

### 7.2 Teaching Experience

While not required, M.S. and Ph.D. candidates are strongly encouraged to assist in one science course or in one course in their area of specialization (see section 10.1 on GTAs below). The professor in charge of the course will supervise your preparation and evaluate your performance as an instructor. Opportunities to teach and speak are available via the department's K-12 outreach activities (contact Drs. Cranshaw or Kondratieff), presenting at extension programs, and regional or national meetings. In addition to teaching assistantships through the department, other teaching experience is

available to you through course work in the Department of Education, and Vocational Education Courses. Unfortunately, most courses through those require acceptance into a teaching program but some do not. If you are interested in teaching high school, you will likely need to complete a teaching licensure program as a separate activity after completion of the M.S. degree.

### **7.3 Examinations**

#### **Ph.D. Preliminary Examination**

A preliminary examination, administered by your graduate committee, must be taken at least two full semesters prior to the final examination. Graduate committees are free to determine the nature of the examination process, and will do so by consensus. For example, one possibility is a written examination to be completed by the student within a few days, followed by an oral examination a week or two later. It is a good plan to talk with other students who have taken exams from your committee members to get an idea of their examination style. The intention to hold a Ph.D. Preliminary Examination should be announced two weeks in advance by your adviser. Successful completion of this examination is evidence that you are qualified to continue toward your degree. At this point you are considered a *Ph.D. Candidate*. You must file appropriate graduate school forms after the exam (See Table 1). Additionally, a list of required forms, due dates for graduation and the forms themselves are available on the Graduate School web site: <http://graduateschool.colostate.edu/>

Additional faculty members may be invited to participate in the oral examination; however, only members of your graduate committee may vote on whether you satisfactorily passed the examination. While the preliminary exam is difficult, most students enter into it well prepared, and failure is extremely rare. If you should fail the preliminary examination, you may be granted one additional examination if your committee deems it appropriate. This examination must be administered no sooner than two months nor later than 12 months after the first examination and after satisfactory completion of such additional study or other requirements set by the committee.

### **7.4 Annual Evaluation**

In January of each year, all graduate students with Bioagricultural Sciences and Pest Management faculty as their major advisor must undergo an Annual Evaluation of Progress. To complete this process you need to complete the annual Evaluation form (located on the BSPM website) and submit this to your advisor for review. Your advisor is responsible for reviewing with you the information you have submitted and with evaluating your progress towards your degree.

After review, you then need to submit this document to the department head and to your other committee members. You should also submit your annual reporting documents to

the Department Education Committee if you want to apply for research and teaching assistantships, departmental awards, scholarships, and internships.

### **Final Oral Examination (Thesis or Dissertation Defense) (M.S. and Ph.D.)**

In addition to your graduate committee, the final oral examination is open to departmental academic faculty; however, the committee deliberation and vote is closed to all but committee members. Announcement of exam date and topic should be made to the Department at least one week before the exam. Procedures for the oral examination are outlined in the *Colorado State University Handbook on Graduate Study and the Graduate and Professional Bulletin*. Advisers must inform the student and the committee of the nature and scope of the exam one week in advance of an M.S. exam and one month in advance of a Ph.D. exam. Advisers should publicize the exam at least a week before it takes place. All members of the graduate committee (or a substitute member approved by the student's graduate committee) must be present during the oral examination. Typically, committee members take turns asking questions. You should discuss the format with your advisor ahead of time to be prepared.

At the end of the exam, your advisor will ask you to leave the room while the committee reviews your performance and decides the outcome of the examination. This conversation commonly lasts 5-15 minutes, and then you will be called back in to the room. You should have GS Form 24, Report of Final Examination, ready for your committee to sign.

If you fail the final oral examination, you may be reexamined providing your committee agrees. The reexamination must be neither sooner than two months nor later than 12 months after the first examination. Your committee may assign you additional course work and you must satisfactorily complete this before the reexamination.

## **8.0 Research**

### **8.1 Dissertation, Thesis, Plan B Paper**

You should purchase a *Colorado State Thesis Manual* and read the requirements before attempting thesis or dissertation preparation. Research findings are presented in different forms: doctoral students prepare a dissertation, M.S. students prepare a thesis (Plan A) or paper (Plan B). The dissertation or thesis can be written as a journal article(s) with additional appropriate sections (e.g., general introduction, summary, etc.) to qualify as a thesis or dissertation. You should check with the Graduate School before writing the dissertation or thesis. Preparation of the dissertation, thesis, or Plan B paper is the most critical test of your ability to report research findings or other assigned problems. The importance of this task cannot be over-emphasized. Reading the *Colorado State Thesis Manual* and a technical writing manual (e.g., *CBE Style Manual*),

as well as studying the style used in technical journals, is recommended. Neat and systematic records of data, including photographs and literature citations made during the study, are essential for good writing.

The dissertation, thesis, or professional paper must be approved by your advisor and graduate committee, and finally by the Department Head. The Graduate School requires that you submit three copies of your thesis or dissertation for binding and inclusion in the William E. Morgan Library. It is customary for you to present a bound copy to your advisor, and you may also wish to give copies to the members of your graduate committee. Upon submission of a Ph.D. dissertation, the Graduate School assesses a microfilm fee. Information on current fees may be obtained from the Graduate School.

Standards of quality for the Plan B paper are the same as those required for the thesis. The format will be determined in consultation with your advisor, but is usually the same as that required for the thesis. One copy will be retained in your advisor's files.

Successfully completing your dissertation or thesis almost always takes longer than anticipated. Plan ahead. Write up completed experiments or projects as you complete them, and have your advisor and fellow students review these drafts. Do not wait until all of your research has been completed to start writing!

## **8.2 Publication**

You and your advisor have the right and responsibility to seek appropriate and timely dissemination of significant research results through publication, oral presentation, or other appropriate means. The content and authorship for any publication or presentation should be discussed by you, your advisor and any others involved, during conduct of your research. Often you will publish research results with your major advisor. Questions of authorship and intellectual property that cannot be resolved by you, your advisor, and your graduate advisory committee are referred to the Department Head and, when necessary, to the Dean of the Graduate School for resolution. Consultation with the other members of your graduate committee is also a good idea. It is particularly important to consult your committee if a manuscript submitted for publication is going to be a chapter of your thesis or dissertation. If committee members are presented with a document that is already published at the defense, they may be disgruntled if they were not given the opportunity to comment on it.

## **9.0 Financial Assistance (May be available to BSPM as well as students in university-wide programs (e.g. GDPE) if advised by BSPM faculty)**

### **9.1 Graduate Teaching Assistantships (GTAs)**

Applications for Graduate Teaching Assistantships are called for one or two times a

year by the Graduate Education Committee. GTAs are awarded by the Department Head based on recommendations by the Department Education Committee, and the faculty teaching the course with which the GTA is associated. If you are interested in a GTA, you should discuss the option with the teacher of the course as soon as possible.

A minimum of one credit hour must be taken by the graduate student if accepted as a GTA. For the fall semester, Graduate Teaching Assistantships start on August 15 and end December 31 and for the spring semester Graduate Teaching Assistantships begin Jan 1 and end May 15.

Graduate Teaching Assistantships are awarded on a 9 or 4.5 month basis, and at various hours per week. A "full time" GTA is 20 hours per week, or half-time work, with the other half of your time focused on your graduate program. Salary will vary with experience and degree program. Service includes teaching laboratory sections, grading responsibilities, proctoring examinations, and other duties. If you are awarded a GTA, be in contact with the professor in charge of the course prior to the start of the semester. Although the professor should try to schedule teaching assignments around courses that you want to take, this is not always possible. You may wish, or be required to register for BSPM 584 or 784 (Supervised College Teaching).

The Biology Department often has GTAs for which BSPM students may apply. A completed application packet must be submitted to the Biology Department. Inquire there for deadlines and requirements. Currently, the application packet must include CV, letter of intent, GRE scores, grades, and two letters of recommendation.

## **9.2 Graduate Research Assistantships (GRAs)**

Graduate Research Assistantships may be supported by the Agricultural Experiment Station, specific research grants awarded to the major professor, or other sponsors. The same minimal requirements of GPA, GRE scores, and letters of recommendation are applicable to Graduate Research Assistants, but their award is usually determined by a faculty member to whom the Graduate Research Assistant is assigned in consultation with the Department Education Committee and the Department Head.

Normally GRAs are considered half-time positions and require 20 hours service per week. GRAs usually are awarded on a 4.5, 9 or 12 month basis. Stipends are determined by research, graduate experience and other factors.

## **9.3 Colorado Residency**

As a graduate student, you are not required to become a Colorado resident, but there are great advantages in establishing residency. Tuition for out-of-state students is considerably higher than for students who are Colorado residents. If you plan to establish Colorado residency, you will be responsible for gathering documentation that shows your intent to reside in Colorado, including a signed lease, a voter's registration

card, vehicle registration, and a driver's license. These documents must be obtained a full year prior to the granting of residency, which means they should be obtained immediately upon your arrival, *prior to the start of your first semester*. During your first year at CSU, you should also pay your Colorado State taxes. The Financial Aid office (<http://fsf.colostate.edu>) offers seminars on how to become a resident. You will be required to write an essay to prove your intent to remain in Colorado. Be sure to keep copies of all forms and documentation for your own records. Submit your residency packet to Financial Aid documentation early, because residency requests are processed in the order in which they are received. If your resident status is not approved by the beginning of your 3rd semester, you will be responsible for the out-of-state portion of your tuition

#### **9.4 Fellowships and Traineeships**

Graduate students, particularly Ph.D. candidates, should take advantage of fellowships, grants, and traineeships available through the University and government agencies such as NSF, NIH, EPA, and Sigma Xi. The principal advantages of these programs are that they allow relative freedom in the graduate program with no service obligations to CSU or to professors who provide funding for students through their own grants. Furthermore, they are often transferable to another institution. In addition, graduate students may prepare grant or contract proposals in collaboration with a CSU recognized Principal Investigator. Applications for fellowships, traineeships, and information concerning grant proposals are available from the sponsoring agencies, the College of Agricultural Sciences Office, Graduate School, and/or the Office of Sponsored Programs. Applications for such awards usually require transcripts and formally written proposals. They are excellent training for students seeking careers in research. Do not postpone action on fellowships or traineeships, because some are awarded only to recently admitted graduate students.

Applying each year in December -January to the Colorado State University- Student Scholarship Program is worth the effort. Most scholarships are for undergraduates, but there are several for graduate students, some of which our students have received in the past. See the Student Financial Services web page for more information. Only one application is needed for the scholarships awarded by the University and the College of Agricultural Science. See the Ag College web page on scholarships for information on those scholarships such as the Garden Show that require separate applications.

#### **9.5 Departmental Graduate Student Scholarships and Awards**

The Department confers a number of Graduate Student Scholarships and Awards each year. Unless specifically restricted to students in a particular degree program, these awards are available to students in University-wide degree programs (such as the Graduate Degree Program in Ecology) if they are advised by BSPM faculty.

Departmental Scholarships and Awards are:

1. Bert Bohmont Graduate Student Award for Excellence in Extension
2. Frank G. Hawksworth Memorial Graduate Student Scholarship
3. Karl K. Kinney Outstanding Graduate Student Scholarship in Entomology
4. Monty & Jeanice Harrison Outstanding Graduate Student Scholarship in Plant Pathology
5. Robert L. Zimdahl Outstanding Graduate Student Award in Weed Science
6. Robert L. Zimdahl Outstanding Graduate Student Award in Pest Ecology
7. Department of Bioagricultural Sciences and Pest Management Outstanding Master of Science Student Scholarship
8. R. Ralph Baker Graduate Student Award for Research Excellence
9. William M. Brown Jr. Professional Development Award

## 9.6 Other Support

Hourly wages are often available either through the Department or from research grants. Application for such assistance may be made through the Department Office or the faculty member in charge of a grant. You may also be able to find hourly employment elsewhere on campus.

## 10.0 Course Information

There is no required course curriculum for BSPM Graduate Students. Credit requirements are outlined in section 5.0 and subsequent courses are to be approved by the student's graduate committee. The following suggested course curricula are meant to provide information on relevant courses offered in BSPM and around the university for BSPM students with emphases in Weed Science, Plant Pathology, or Entomology.

<b>Weed Science</b>			
<b>Study Areas</b>	<b>Course Name</b>	<b>Credits</b>	<b>Comments</b>
<b>Weed Science</b>			
BSPM 308	Ecology and Management of Weeds	4	Classification, characteristics, reproduction, identification, ecology of weeds; weed control by cultural, biological, and chemical means; herbicides.
BSPM 310	Fundamentals of Pesticides	2	Herbicides, along with fungicides, insecticides and rodenticides.
BSPM 528	Invasive Plants and Weeds: Ecosystems to Molecules	3, F odd years	Comparative ecophysiology of weeds with crops and factors involved in weed competition and population dynamics.
SOCR 540 or HORT 571	Soil-Plant-Nutrient Relationships	3	Soil and plant factors affecting nutrient uptake, mechanistic models of uptake, availability and functions of essential elements, diagnostic techniques.

<b>Ecology</b>			
ECOL 505	Foundations of Ecology	2	Overview of the science of ecology; what questions are asked, how they are answered.
ECOL 600	Population and Community Ecology	4	Current theories and on the dynamics and regulation of populations and communities of organisms.
BZ 530	Ecological Plant Morphology		Adaptive significance and ecology of plant form and structure
RS 478	Restoration Ecology	3	Analysis of environmental factors influencing restoration of disturbed lands and practices for successful restoration of disturbed ecosystems.
<b>Genetics</b>			
SOCR 580A	Genetic Diversity in Plant Populations	1	
SOCR 580B	Genetics of Invasive and Weedy Plants	1	
SOCR 580C	Conserving and Restoring Plant Diversity	1	
BZ 578	Genetics of Natural Populations	4, F odd years	Theoretical and empirical aspects of the genetics of natural populations, current molecular techniques and statistical analysis
<b>Quantitative</b>			
STAT 511	Design and Data Analysis for Researchers I	4	Statistical methods for experimenters and researchers emphasizing design and analysis of experiments.
STAT 512	Design and Data Analysis for Researchers I	4	Statistical methods for experimenters and researchers emphasizing design and analysis of experiments.
<b>Modeling</b>			
NR 322 or 500+	Intro to or graduate level GIS course		
NR 575	Systems Ecology	4	Modeling and computer simulation for describing and integrating ecosystem concepts
BZ 561	Landscape Ecology	3	Concepts, methods, and models for examining spatial patterns and processes of natural and managed landscapes and their effects on ecological dynamics.
<b>Seminar</b>			
BSPM 792	Seminar		

<b>Entomology</b>			
<b>Study Areas</b>	<b>Course Name</b>	<b>Credits</b>	<b>Comments</b>
<b>General Entomology</b>			
BSPM 423	Evolution & Classification Insects	4, F odd years	Major groups of insects, living and fossil; major evolutionary trends in structure and behavior.
BSPM/MIP/BZ 462	Parasitology and Vector Biology	5, F	Protozoa, helminths, and insects and arthropods of medical importance; diseases, epidemiology, host damage and
BSPM 507	Insect Behavior	3, S odd years	Behavior of insects and related arthropods with special attention to social behavior.
BSPM 510	Insect-Plant Disease Relationship	3, F odd years	Relationships between insects and various plant pathogens as they affect survival and transmissions of pathogens.
BSPM 520	Advanced Systematics	3, S odd years)	Theory and practice of modern systematics including monography, nomenclature, and morphological and molecular-based phylogenetics.
BSPM 570	Chemical Ecology	3, S even years	Chemical interactions among animals, plants, fungi, and microorganisms.
<b>Ecology</b>			
ECOL 505	Foundations of Ecology	2	Overview of the science of ecology; what questions are asked, how they are answered.
ECOL 600	Population and Community Ecology	4	Current theories and on the dynamics and regulation of populations and communities of organisms.
<b>Genetics</b>			
BZ 578	Genetics of Natural Populations	4, F odd years	Theoretical and empirical aspects of the genetics of natural populations, current molecular techniques and statistical analysis
<b>Quantitative</b>			
STAT 511	Design and Data Analysis for Researchers I	4	Statistical methods for experimenters and researchers emphasizing design and analysis of experiments.
STAT 512	Design and Data Analysis for Researchers I	4	Statistical methods for experimenters and researchers emphasizing design and analysis of experiments.
<b>Modeling</b>			
NR 322 or 500+	Intro to or graduate level GIS course		
NR 575	Systems Ecology	4	Modeling and computer simulation for describing and integrating ecosystem concepts

BZ 561	Landscape Ecology	3	Concepts, methods, and models for examining spatial patterns and processes of natural and managed landscapes and their effects on ecological dynamics.
<b>Seminar</b>			
BSPM 792	Seminar		

<b>Plant Pathology</b>			
<b>Study Areas</b>	<b>Course Name</b>	<b>Credits</b>	<b>Comments</b>
<b>General Path</b>			
BSPM 361	Elements of Plant Pathology	3, S	Diseases of economic plants.
BSPM 502 A	Topics in Plant Pathology	1, F even years	Plant Viruses.
BSPM 502 B	Topics in Plant Pathology	1, F even years	Plant Bacteriology
BSPM 502 C	Topics in Plant Pathology	1, F even years	Fungal Plant Pathogens
BSPM 502 E	Topics in Plant Pathology	1, F odd years	Molecular Plant-Microbe Interactions.
BSPM 502 F	Topics in Plant Pathology	1, F even years	Disease Epidemiology.
BSPM 502 G	Topics in Plant Pathology	1, F odd years	Plant Disease Management.
BSPM 510	Insect-Plant Disease Relationship	3, F odd years	Relationships between insects and various plant pathogens as they affect survival and transmissions of pathogens
BSPM 521	Forest Health Issues	2, F even years	Current topics related to forest and shade tree health from ecosystems to tree defense physiology
BSPM 550	Molecular Plant – Microbe Interactions	2, F odd years	Advanced integrated principles of plant health including plant growth, diseases, responses to stress, and traditional and biotechnological health management
BSPM/CM 710	Techniques in Molecular Biology & Genetics	1, S	Genetic manipulation of bacteria, bacteriophage, and yeast including experiments in molecular cloning and gene expression.
BSPM/SOCR 740	Plant Molecular Genetics	3, F odd years	Advances in study of organization and function of nuclear and organellar genomes, gene expression in higher plants, and plant-microbe interactions
<b>Quantitative</b>			
STAT 511	Design and Data Analysis for Researchers I	4	Statistical methods for experimenters and researchers emphasizing design and analysis of experiments.
STAT 512	Design and Data Analysis for Researchers I	4	Statistical methods for experimenters and researchers emphasizing design and analysis of experiments.

## **11.0 Department Head's Student Liaison Committee**

The objectives of the **Student Liaison Committee** are to maintain and improve communication among faculty, the Department Head, and graduate students. The committee members will represent the Department where appropriate at university-wide graduate student functions, and represent the graduate students on the departmental Education Committee and at Departmental meetings.

### **11.1 Membership and Elections**

The committee will include one student each from the entomology, plant pathology, and weed science study areas. In addition, the committee will include one student from any University Wide Degree Program (e.g. GDPE) that has at least four students advised by BSPM faculty. Advisory Committee members shall be elected by the 10th of September and a member may be elected to any number of terms.

The chair shall call a meeting of all graduate students within the first three weeks of fall and spring semester. Other meetings shall be called as deemed necessary by the Chair or Department Head.

Liaison members shall meet with and/or without the Department Head monthly or as needed.

**Student Liaison Committee** members shall be elected by a simple majority of the graduate students at a meeting, which is announced at least one week prior to the meeting. The members of the committee will decide among themselves who will be the representative to Department meetings (as specified in the Department Code), Department Education Committee, Social Committee, and student advancement liaison. The student serving as representative to Departmental Meetings will also serve as chair of the committee.

#### **Chair and Department Meeting Representative**

- call and chair all meetings
- maintain close contact with all graduate students
- attend Student Liaison Committee meetings

#### **Graduate Education Committee Representative**

- attend all Education Committee meetings
- attend Student Liaison Committee meetings

#### **Social Committee Representative**

- attend all Social Committee meetings
- attend Student Liaison Committee meetings

### **Student Advancement Liaison Representative**

- post all pertinent employment opportunities to board outside of graduate student office and send a monthly email of all compiled employment opportunities to BSPM graduate students.
- attend Student Liaison Committee meetings

## **12.0 General Information**

### **12.1 Check-In**

When you arrive to begin graduate study, please check in with the Department Office Staff. They will order you keys and assign you a desk, office and mailbox.

### **12.2 Break Room**

A break room complete with tables, microwaves, sinks, and coffee is available for all personnel 24 hours a day in C025 Plant Sciences Building.

### **12.3 Bulletin Board**

These are located in the hall outside the Graduate Student Offices, C003. They are a source of information on employment opportunities, seminars, financial aid, and current events. Please visit with the Department Office Staff to see about posting materials.

### **12.4 Audio/Visual Equipment**

Video projectors, digital cameras, overhead projectors, carousel slide projectors, and other audio-visual equipment are available for teaching and seminars. They must be checked out through the Department Office. They are not available for personal use. A/V equipment is also available from Instructional Services.

### **12.5 Computers**

Several labs may have computers that can be used with the permission of the faculty or staff member in charge of the equipment. The main computer room (C023) is for graduate students and is supported by student technology fees.

### **12.6 Conference Rooms**

Rooms C021 and C123 in the Plant Science Building are available for committee meetings and other conferences. The room is reserved through the Department Office Staff.

## **12.7 Copy Machines**

Copy machines are available near the Department Offices in rooms C126. The copy machines may be used only for Department-related activities. Students should consult with their major advisors with regard to its use and accounting of prepared copies. Use of the machines must conform to federal regulations governing the copying of copyrighted materials. These regulations are posted next to the copy machine.

Copying services are also located in the library, the Lory Student Center and in several Copy Centers located on campus. (See *Handbook of Graduate Study* or the C.S.U. campus *Directory*.)

## **12.8 Emergencies**

If a laboratory or classroom accident occurs involving a chemical, dial 1-6745 or 1-6746 (Environmental Health Services). For routine emergencies, the CSU police can be reached at 1-6425. In the event of a critical emergency requiring immediate professional medical treatment or involving fire, dial 911. Also contact the Building Proctor at 1-1930.

## **12.9 Equipment**

Equipment required for research may be located in the laboratory assigned to the student's major advisor. However, the student should be aware that a number of specialized equipment items are available throughout the Department in various laboratories. Access to such equipment requires permission of the faculty or staff member in charge of the equipment.

## **12.10 Graduate School Forms**

Graduate School (GS) forms can be downloaded from the Graduate School website: <http://graduateschool.colostate.edu>

## **12.11 Greenhouse**

Greenhouse facilities are limited to teaching and research functions. Greenhouse space is requested through the greenhouse manager (Jennifer Matsuura [grnhouse@lamar.colostate.edu](mailto:grnhouse@lamar.colostate.edu) or 1-7140) by the major advisor. If experiment(s) require special procedures for proper care, the student should carry out those tasks. Space at ARDEC, located north of Fort Collins along I-25, is available for large outdoor plots. This space should also be requested through the student's major advisor.

## **12.12 Growth Chambers**

Growth chambers are available for research in the Plant Science Building and Plant Growth Facility. The student should acquire growth chamber space through his/her advisor.

### **12.13 Health Insurance**

Starting in the Fall semester of 2008, all new, incoming full-fee paying resident-instruction graduate students will be required to enroll in the CSU student health insurance plan or to opt-out by demonstrating health insurance coverage at a comparable level. Currently-enrolled (Spring 2008) resident-instruction graduate students will be exempt from this mandatory requirement until the Fall semester of 2011, at which time all full-fee paying resident-instruction graduate students, regardless of the year of matriculation, will be required to be enrolled in the CSU student health insurance plan or one that is determined to be comparable to or better than the health plan offered by CSU.

This policy does not impact the current policy of the University that requires all international students, regardless of enrollment status, to demonstrate comprehensive health insurance coverage through either the University health insurance plan or a comparable plan.

### **12.14 Keys**

Graduate students are issued keys for individual doors to offices and laboratories. Outside doors to the Plant Science Building are locked nights, weekends, and holidays.

### **12.15 Mail**

Mail is delivered once a day to the Department Office. The campus mail service is provided only for CSU activities and business and will not handle outgoing personal items. Each graduate student is provided a mailbox in the Main Office, room C129 Plant Sciences Building.

### **12.16 Parking Permits**

Regular student parking permits can be purchased from the Parking Office in Green Hall. Special parking permits may be available for purchase by GTAs and GRAs with demonstrable need upon petition to the University Parking Services office by the Department Head. These special permits allow parking in one specific lot and cannot be used elsewhere on campus.

### **12.17 Photography**

The Plant Sciences Multimedia Room (C 209) is shared by Bioagricultural Sciences and Pest Management and Soil and Crop Sciences personnel and students. The following resources are available there.

- 8-mm video cameras (available from Dr. H. F. Schwartz or Mark McMillan). You or your advisor must provide film, batteries, and accessories.
- Computer work stations.
- Copy stands for close-up photography and preparation of teaching or research

illustrations. You or your advisor must provide cameras, film, and accessories.

- Computer-based 35-mm slide machines: Ektachrome film.
- Platform Scanner for scanning slides and art work.
- Large-format plotter (36 or 42 inch width posters, final output in PowerPoint); contact the main office.

Photography and Digital Imaging – Communications and Creative Services, A 70 in the Clark Building (491-5471), provides general and specialized photographic services and sells some films.

Film and services are also available at several off-campus facilities; e.g., Gerards, Western Camera. Many accept the CSU ACARD.

### **12.18 Purchasing Supplies**

Supplies for teaching and research are obtained by using the IMO's (Intramural Order), or the CSU ACARD. ACARDs are used for off-campus purchases and IMO's are used for on-campus purchases. ACARD purchases and IMO's cannot be used without permission of the faculty member in charge of a particular course or research account and the Department Accountant. The Department does not stock chemicals, glassware, or general laboratory supplies. The main source for these items is the Chemistry Stockroom, D110, Chemistry Building (1-6238). Supplies and services are available by IMO and Chemistry Stockroom cards. Stationary and other supplies are issued only for the official business of the Department. A Mail Center is located in C126 Plant Science Building (a photocopier room). Supplies needed for instructional services by Graduate Teaching Assistants may be obtained from the Department Office.

### **12.19 Office Staff Assistance for Students**

The Office Staff may only provide assistance with official department business. This does not include help in the preparation of theses, dissertations, papers or reports for classes, or preparation of forms for the Graduate School.

### **12.20 State-Owned Motor Vehicles**

A graduate student who drives a state-owned motor vehicle must have a valid driver's license. Furthermore, permission of the major advisor, or an authorized faculty member, is required before using a state-owned motor vehicle. State-owned motor vehicles are for official use only and are not to be used to transport materials or passengers who are not on official business with the University.

### **12.21 Statistical Laboratory**

The Statistical Laboratory is in room 200 Statistics. The Laboratory provides consulting services to graduate students at no charge.

## **12.22 Student Academic Appeals Policy and Procedure**

Under Colorado state law, students have rights and responsibilities in the event of a dispute with faculty, administrators, or staff employed at Colorado State University. These rights and responsibilities are detailed in the Academic Faculty and Administrative Professional Manual, which is available online:

<http://facultycouncil.colostate.edu/files/manual/table.html>

The faculty of the Department of Bioagricultural Sciences and Pest Management encourage students to bring academic problems to the faculty member concerned. If a problem cannot be brought to a satisfactory solution by informal discussions between the student and the faculty member, the student may then pursue an appeal through the formal appeals procedure of the Department or the University Wide Degree Program in which he/she is enrolled.

### **Reasons to appeal:**

1. This policy is limited to appeals regarding academic decisions by departmental instructors. It does not concern appeals regarding disciplinary matters, which must be pursued, through the Office of Judicial Affairs.
2. The Department recognizes and accepts the right of a student to question any academic decision by any instructor that affects a grade in any course or program of study offered by the Department. This right extends to decisions that affect progress towards completion of programs of graduate study offered by the Department.
3. An appeal must be based on the contention that the student was not evaluated on academic performance or that different criteria were used for that student than for other students and that both parties did not agree to those differences. These same criteria must be used by the Department Head and the Departmental Education Committee if either changes the contested grade or other evaluation.

### **Procedures:**

The procedures for students wishing to appeal an instructor's academic decision are enumerated below. Upon request of the student, a faculty member may serve as the students' advocate during any part of this procedure. In an effort to resolve problems quickly and in an acceptable and agreeable manner, student(s) should meet with the instructor before filing a formal appeal or protest. Both sides should meet in good faith and all discussions must be conducted professionally and documented. The need for this meeting however, should not interfere with the timely resolution of the appeal.

1. A formal appeal process begins with a written statement of the grievance by the student. This statement will be filed by the student with the Department Head. The statement must be filed by the end of the following regular semester after the incident being appealed has occurred.
2. The written statement must contain the complete description of the incident,

including: 1) the name(s) of the instructors involved, 2) the date(s) of the incident(s) being appealed, 3) the decision being challenged, and 4) the reason(s) that the decision should be altered.

3. The Department Head will render to all parties a written decision on the appeal within 15 University business days. The appeal and the Department Head's response shall be placed in a departmental appeals file maintained with the same rules of confidentiality that apply to grade reports.
4. If the decision of the Department Head is unacceptable to either party, either the student or instructor may file a written appeal of the Department Head's decision to the Departmental Education Committee which shall act as an appeals committee. The appeals committee will review the evidence and, within 15 University business days of receipt of the appeal, render a written decision. The appeal and decision shall also be maintained in the departmental appeal files.
5. If either the student or the instructor is dissatisfied with the committee decision, further appeal shall be made using the established University procedure (outlined in Faculty Manual sections E.2.5 and K for students and faculty, respectively).

### **12.23 Telephones**

Local calls may be made by dialing 8 and then the number. Long distance calls cannot be placed from campus without dialing the authorization code issued to each faculty member or by using a personal "phone card" or calling collect. To place a call using an authorization code, first dial 8, then the area code, then the number desired. Wait for the tone, and then enter the authorization code.

### **12.24 Travel**

Department funds for travel are limited; however, travel to scientific meetings for the purpose of presenting a paper may be subsidized partially by Department funds. Students are encouraged to request funding from their advisors or apply for travel awards from other sources before requesting departmental funds. The Department generally does not fund travel related to performing research by graduate students. Regardless of the source of funding to support travel, students traveling on university business should contact the Office Staff before traveling, to fill out necessary forms.

### **12.25 Worker's Compensation**

In cases of job-related injury/disease, employees are required to obtain needed medical attention from one of the following care providers:

Emergency Care  
Poudre Valley Hospital Emergency Dept.  
1024 South Lemay Avenue

Ft. Collins, CO  
24 hours, 7 days per week

Walk-In Urgent Care, OHS, appointments and testing  
Poudre Valley Hospital Occupational Health Services  
1330 Oakridge Drive  
Ft. Collins, CO  
495-8450  
Mon – Fri, 7:00 a.m. – 6:00 p.m.

Poudre Valley Hospital Occupational Health Services  
1025 Pennock Place  
Ft. Collins, CO  
495-8450  
Mon – Fri, 8:00 a.m. – 5:00 p.m.  
(closed from 12 noon to 1:00 p.m. daily)

Concentra, Walk-in urgent care, appointments and testing  
2620 East Prospect Rd., Suite 160  
Ft. Collins, CO  
221-5811  
Mon – Fri, 8:00 a.m. – 6:00 p.m.

WORKWELL  
1608 Topaz Drive  
Loveland, CO  
593-0125  
Mon – Fri, 8:00 a.m. – 5:00 p.m.

General Care Medical Clinic  
620 South Lemay  
Ft. Collins, CO  
482-6620  
Mon – Fri, 8:00 a.m. – 7:00 p.m.  
Sat – 9:00 a.m. – 5:00 p.m.  
Sun – 10:00 a.m. – 2:00 p.m.

Employees normally do not pay for ambulance costs, physician's fees or prescribed therapies, drugs, laboratory tests and prostheses required as a result of job-related injury or compensable illness. The employee should inform the hospital, clinic, physician, or pharmacy that a Workers' Compensation claim has been filed or will be filed and that the bills should be paid by the insurance carrier. Bills received by the injured person should be given immediately to the department office person responsible for Worker's Compensation claims for forwarding to Environmental Health Services for processing. The Worker's Compensation insurance carrier will not pay medical fees

charged by an unauthorized provider.

Report the injury as soon as possible to your supervisor and fill out a Worker's Compensation Injury Report form obtainable from the department office person responsible for Worker's Compensation claims. The completed form should arrive at Environmental Health Services no later than 4 days after the injury.

Colorado State University's Worker's Compensation Procedures and Guidelines can be found on the website: <http://www.ehs.colostate.edu/>