

ERP Program



Faculty Handbook and Administrative Guidelines

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AT THE UNIVERSITY OF WISCONSIN-MADISON..... 2**

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**BY-LAWS OF THE ENDOCRINOLOGY-REPRODUCTIVE PHYSIOLOGY PROGRAM
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Article I: Program Name

The Graduate Program shall be known as the Endocrinology-Reproductive Physiology Program.

Article II: Statement of Purpose

The Endocrinology-Reproductive Physiology Program encompasses the broad field of Endocrinology with a focus on Reproductive Physiology. This graduate program aims to attract faculty with research interests in animal and human reproduction at the biological, physiological or toxicological levels.

The objective of the Endocrinology- Reproductive Physiology (ERP) Program is to provide training at the predoctoral and postdoctoral level in interdisciplinary research at the forefront of endocrinology and reproductive physiology/health, as well as provide a nucleus by which both faculty and students from a cross campus interdepartmental level can meet and synergize.

The Graduate School is the primary divisional unit for the ERP Program.

Article III: Graduate Program in Endocrinology-Reproductive Physiology Program

1) Faculty Membership

a) Faculty: Individuals seeking full member status with the ERP Program will:

- Have a terminal degree within their field of study.
- Hold a tenure-track faculty appointment in their primary department (Professor, Associate Professor, Assistant Professor).
- Evidence of productive scholarly activity in the areas of publications and funding.
- Evidence of successfully training graduate students or clinicians.
- Willing to accept new graduate students in to their research programs when space and funds allow.
- Actively participate in the general program operations as defined in Responsibilities of Program Membership.

(1) Membership Privileges

- Access to the ERP student applications.
- Serve as a major professor for both MS and Ph.D. candidates (includes serving as the chair of the committee).
- Vote at the faculty meetings
- Serve as a member or chair of a standing committee
- Serve on the Steering Committee
- Develop and teach graduate courses.
- Access for Students and Faculty to ERP resources and Student travel funds.

(2) Renewal Criteria

- ERP Program Membership renewal will be based on meeting the required Responsibilities of Membership each review period and be extended automatically if in good standing.
- If a Full Member has not fulfilled the criteria during his/her appointment, the Steering Committee will ask the member to submit additional supporting information to justify the re-appointment.
- At the time of re-appointment, a member may elect to change his/her membership level to Associate Member or Emeritus Member by notifying the Steering Committee in writing no less than two weeks prior to a scheduled meeting.

b) Non-Faculty Trainer Status

- *Academic Staff cannot be the faculty member on record therefore it is required that the student have a **tenured** faculty member listed as the major professor. The specific agreements between the tenure track faculty member and the Academic Staff must be clarified in advance by both parties.*
- Future requests by/renewal of non-tenured individuals will require the person to seek Permanent PI status from the Graduate School if eligible. If eligible the candidate will enter as a full member. If not eligible then entry under the sponsorship of the tenured faculty members can continue. Voting rights will be extended to include those acting through tenured faculty, but reapplication will be necessary for each student taken and re-evaluation of permanent PI status considered each time.

c) Associate Members: Many members of the program may be either too junior (Postdoctoral fellows) for full membership or have a primary focus in another program and are not willing to devote time when they are not taking students. Such individuals may hold an indefinite appointment as Associate members, and may on application convert up to Full Membership for a five- year period or until the students graduation. During that time the obligations of Full members must be fulfilled to remain in good standing. Individuals seeking associate member status with the ERP Program will:

- Have a terminal degree within their field of study.
- Hold a postdoctoral, scientist or faculty appointment in their primary department.
- Evidence of productive scholarly activity in the areas of publications and funding.
- Present research data at the Annual ERP Symposium

Associate Membership Privileges

- Serve as a member of a MS or Ph.D. Committee of a student under Full ERP faculty.
- Notification of all events and seminars
- Access to ERP resources but not funds.
- Attendance of meetings but without voting privileges.

Renewal Criteria

- ERP Associate Program Membership does not require periodic renewal and will be extended automatically if in good standing.
 - In the event of a change of membership status to Full level, the applicant must meet all requirements for that level. In the first instance a full application procedure and vote must be followed. Thereafter re-appointment to Junior or Full Faculty is at the approval of the Steering Committee.
- d) External Affiliate Members are individuals who are not a part of the UW-Madison faculty but play a significant role in the training of graduate students.
- i) Membership Procedures: A full faculty member may submit nominations to the Steering Committee for consideration. External Affiliate memberships are valid for 5 years.
 - ii) Membership Criteria:
 - (1) Nominating faculty member must demonstrate an active collaboration with the proposed External Affiliate Member.
 - (2) External Affiliate Member must have an active and substantial role in the training of the student.
 - iii) External Affiliate Membership Privileges
 - (1) Serve as an additional member of a MS or Ph.D. Committee of a student under Full ERP faculty.
 - (2) Notification of all events and seminars
 - (3) Access to ERP resources but not funds.
 - (4) Attendance of meetings but without voting privileges.
- e) Alumni: Membership is available to all ERP Program graduates.
- i) Membership Privileges
 - (1) Notification of all events and seminars
- f) Responsibilities of Membership:
- g) Full-Faculty members are required to actively participate in the ERP Program by engaging in two of the four categories below:
- 1) Train Graduate Students within the ERP Program
 - 2) Serve on standing Administrative Committees
 - 3) Teach Courses of significant value to ERP students and/or as ERP courses.
 - 4) Attend 50% of the seminars each semester.
- h) Associate Faculty member are encouraged to participate in any of the four categories listed above and will be asked to present at the annual ERP Symposium.
- i) External Affiliate Faculty are welcome to participate in the activities of the ERP Program, however there are no formal membership requirements.
- j) Alumni are welcome to attend ERP events and membership is extended to all graduates of the Program.
- 2) Voting Privileges
- a) Full Faculty members are extended the following voting rights:
 - i) Vote at Faculty Meetings
 - ii) Vote on the selection of the Program Director
 - iii) Vote on faculty applications for membership to the ERP Program
 - b) Associate Faculty members may attend faculty meetings, but do not have voting privileges as outlined for Full Faculty.
 - c) External Affiliate Members – See policy for Associate Members

- d) Alumni members.

Article IV: Program Administration

- 1) Program Director
 - a) Appointment
 - i) The ERP Program Director is elected on an annual basis by a vote of eligible (Full) faculty and confirmed by the Graduate School.
 - b) Responsibilities
 - i) The ERP Program Director is responsible for the overall administration of the ERP Program duties include but are not limited to:
 - (1) Development of operating budget with the Graduate School, Medical School, and CALS.
 - (2) Official Program Representative at administrative functions.
 - (3) Supervision of the ERP Program Coordinator.
 - (4) Chair of the Steering Committee
 - (5) Development and review of Program policy with the standing committees.
 - (6) Make fiscal decisions on behalf of the Program.
 - (7) Ad-hoc member of other standing committees if not currently assigned to the Committee.
 - (8) Appoint an Assistant Director.
- 2) Assistant Director
 - a) Appointment
 - i) The Assistant Director will be appointed by the current Program Director and is re-appointed on an annual basis.
 - b) Responsibilities
 - i) The Assistant Director will act on the Program Director's behalf during an extended absence or if the need for representation of the program at multiple simultaneous meetings arises.
- 3) Program Coordinator
 - a) Appointment
 - i) The Program Coordinator's position is currently funded at 50% by the School of Medicine and Public Health as a University Services Program Associate B. The Program Coordinator also has a 50% appointment with the Department of Animal Sciences in an unrelated area.
 - b) Responsibilities
 - i) Day-to-day administrative functions of program operation.
 - ii) Maintenance of the ERP Program web site.
 - iii) Receipt of graduate applications for admission.
 - iv) Student services.
 - v) Limited academic advising.
 - vi) Monitoring the Program budget.
 - vii) Recording secretary of faculty committees.
 - viii) Coordinate student interviews and reimbursements.
 - ix) Maintain seminar schedule and coordinate refreshments.
 - x) Assist the Program Director with special projects as requested.

Article V: Standing Committees

- 1) Steering Committee
 - a) Membership
 - i) Consist of five faculty members and ERP Program Director. At least one member will be a junior faculty member.

- ii) One graduate student must be elected by the student body.
- b) Committee Purpose
 - i) To provide the Program Director with a nucleus of faculty to develop policy and govern the ERP Program.
- c) Responsibilities
 - i) Review and develop policy for the ERP Program.
 - ii) Monitor faculty participation and membership in the Program.
 - iii) Review of future training grant applicants.
- d) Election Procedures
 - i) Committee members will be elected from the eligible faculty members and serve a three year term.
 - ii) The graduate student will serve for one year.
- e) Meetings
 - i) The Committee will meet at least once per semester.
 - ii) The Program Director will serve as the Committee Chair.
 - iii) Quorum – Simple majority of all eligible members on the committee members.
- 2) Admissions & External Affairs Committee
 - a) Membership
 - i) Committee will consist of 5 members.
 - b) Committee Purpose
 - i) The Admissions and External Affairs Committee is responsible for the development of academic standards and the review of applications for admission into the ERP Program. The Committee also serve as a liaison to external organizations to represent the Program at recruitment functions.
 - c) Responsibilities
 - i) To develop appropriate admissions standards and requirements.
 - ii) To review applications for graduate study in the ERP Program.
 - iii) To oversee the recruitment weekends for the Program.
 - iv) To enhance the recruitment activities at professional meetings and events.
 - v) To develop a list of nominees for the annual Graduate School Fellowship Competition.
 - d) Election Procedures
 - i) Five members will be elected/appointed from the eligible faculty body to fill a three-year term.
 - e) Meetings
 - i) The Committee shall meet at least once per semester to review applications for the following semester admission cycle.
 - ii) Quorum – Simple majority of committee members.
- 3) Student Affairs
 - a) Membership
 - i) Committee is comprised of 5 active members of the ERP Program and one current program graduate student.
 - b) Committee Purpose
 - i) This committee will handle all issues related to student training. General areas of oversight include: curriculum development and review, student grievances, student relations.
 - c) Election Procedures
 - i) Committee members are selected from the active faculty membership and will serve a term of three years.
 - ii) The committee members are responsible for electing a Chair.

- iii) The graduate student representative will be elected annually by the ERP student body.
 - d) Meetings
 - i) The Committee is required to meet once per semester.
 - ii) The student representative will inform the general student body of the meeting date and solicit agenda items.
 - iii) Quorum- Simple majority of committee members.
- 4) Diversity
 - a) Membership
 - i) Committee will have a minimum of 5 members from the active faculty body.
 - b) Committee Purpose
 - i) To enhance the student diversity in the ERP Program by developing a comprehensive recruitment and retention strategy for underrepresented students.
 - ii) To represent the ERP Program at professional meetings and conferences.
 - c) Responsibilities
 - i) Evaluate current recruitment strategies for increasing student diversity.
 - ii) Develop a long term plan for increasing student diversity.
 - iii) Serve as a resource for diversity issues within the ERP Program.
 - d) Election Procedures
 - i) Members will be elected/selected from faculty with full member status.
 - ii) The members will select a chair of the Committee.
 - iii) Committee members will serve for three years.
 - e) Meetings
 - i) Committee is required to meet at least once per semester.
 - ii) Quorum- Simple majority of committee members.

Article VI: Graduate Students

- 1) Definition of Graduate Students
 - a) A student who has been admitted by the Graduate School and accepted by a faculty member within the ERP Program to pursue a MS or PhD in Endocrinology-Reproductive Physiology.
 - i) Full-time – 8-12 credits at the 300 level or above per semester or 3 credits for PhD dissertators. A TA can be considered full-time by taking 6 or more credits per semester.
 - ii) Part-time- Less than 8 credits per semester unless registered as a dissertator or holding an approved TA appointment.
- 2) Responsibilities of Graduate Students

Students in the ERP Program have membership obligations to fulfill in the following areas: Steering Committee, Symposium, Seminar, Recruitment and Committee Governance. All students are expected to participate in these activities for the duration of their graduate career.

 - a) Steering Committee Membership
 - i) The ERP student body must elect 1 graduate student representative to serve on the Program Steering Committee.
 - (1) Selection Requirements
 - (a) Have completed at least two years in the ERP Program.
 - (b) Will be able to represent the graduate students perspective on issues before the Committee.

- (c) The ERP Program Coordinator must be notified of the individual selected no later than September 15.
 - b) Participate in the planning of the weekly seminar program
 - i) One or more students must participate in running the weekly seminar course under the direction of the faculty advisor and ERP Program Coordinator.
 - (1) Responsibilities will include:
 - (a) Selection and contacting invited guest speakers.
 - (b) Assisting the guest speaker with room set-up, AV needs and introductions.
 - (c) Participate in the hospitality activities with the invited guest speaker (ie. Arranging dinner with the speaker, facilitating laboratory visits, bringing the speaker to the seminar room, etc...).
 - (d) Assist the ERP Program Coordinator with the transport of refreshments and equipment.
 - c) Plan and organize the annual ERP Symposium
 - i) One or more students must participate in coordinating the annual ERP Program Symposium. A faculty member is available for guidance.
 - (1) Responsibilities will include:
 - (a) Selection of a keynote speaker and invited campus speaker.
 - (b) Selection of a date and meeting location.
 - (c) Development of appropriate advertising, brochures and announcements.
 - (d) Fundraising .
 - (e) Preparation of abstract books, meeting materials and documents.
 - (f) Event management during the symposium.
 - ii) Symposium Attendance
 - (1) All graduate students are required to attend the annual symposium.
 - (2) All graduate students are required to give an oral or poster presentation.
 - iii) Students are required to participate in the recruitment activities of the ERP Program. The ERP Program interviews approximately 10-15 prospective students per academic year.
 - (1) Recruitment Activities & Duties
 - (a) Participate in lunch or dinner activities as announced
 - (b) Select 1-2 graduate students to attend the Annual Graduate School Fair for Summer Research Program Students
 - (c) Select 1 student to attend a national minority research conference with faculty or administrators
 - (d) Expected to show gracious hospitality to visiting students
- 3) Committee Structure
 - a) Upon annual vote ERP students have the option to establish student committees to oversee such activities as journal club, social events and executive as well as to nominate members to serve on the Admissions, Student Affairs and Diversity Committees. The makeup of these committees is at the students discretion **but** the program REQUIRES that the students provide one senior student representative to act as a contact person for the program and to sit on the steering committee. This representative will be elected at the beginning of each academic year and the program notified no later than September 15.
 - b) Committee Membership is at the discretion of the student body, however each established committee must elect a chair and notify the Program Coordinator.

Academic Guidelines

Introduction and Use

Welcome to the Endocrinology-Reproductive Physiology Program. As a graduate faculty member in this interdepartmental program, you will have many opportunities to interact with a diverse group of departments, faculty, and graduate students on a regular basis.

The ERP Program trains both Masters (MS) and Doctoral students (PhD) to obtain positions in higher education, industry, and government as well as entry into medical or veterinary school. Individuals interested in postdoctoral training are encouraged to contact individual faculty members about training opportunities.

The Faculty Handbook is structured to follow the current student handbook with expanded sections noted in **Blue Italic Bold Arial font** to assist you in advising students. Not every issue can be addressed in this handbook, therefore if you have questions or concerns, do not hesitate to contact the Program Director, Program Coordinator or members of the appropriate faculty committee for assistance. The ERP Program is also governed by the Graduate School Academic Guidelines, which are available on the web at <http://www.wisc.edu/grad/guidelines/>.

The Role of the Faculty Advisor

The primary role of the faculty advisor is to guide the student through the graduate degree process by assisting the student in developing a sound academic and research plan that will prepare the student for a career upon graduation. Each student is required by the Graduate School to have a faculty advisor on file. In practice, the faculty advisor will over see the student's day-to-day progress in the lab, advise the student on initial course selection, conduct the annual review, chair the Advisory or Certification committee meetings and in most cases, provide financial support through RA, TA or other resources.

We have outlined a handful of points to keep in mind throughout the student's graduate career. This is by no means a comprehensive list or to imply that each faculty member will advise students in the same manner.

For New Graduate Students

- Make new students in your lab feel welcome by introducing them to other lab members, office staff etc...
- Assist the student with selecting courses for the first semester. Graduate Course Catalog and Timetable are on the web.
- Talk to the student about your expectations, lab policies and procedures, training or certification needed.
- Talk about the student's career goals, interests and professional development opportunities.
- Use the annual review period to set goals for the upcoming year and resolve any issues or concerns.

For Continuing Graduate Students

- Discuss timelines for committee formation, preliminary exams and anticipated semester of completion.
- Continue to monitor progress in the lab and review the student's academic and research plan at least yearly.
- Review your expectations and lab policies and procedures as needed with students.
- Assist students in identifying appropriate professional development opportunities such as presenting at conferences, seminars and symposia, publishing articles, obtaining competitive fellowships and awards or teaching.

The Ph.D. Curriculum

This curriculum leads to the M.S. and Ph.D. degrees and has been designed for training prospective researchers and teachers in Endocrinology and Reproductive Physiology. Preparation for graduate training in Endocrinology-Reproductive Physiology normally should include undergraduate courses in physics, calculus, organic chemistry, genetics and physiology. Students coming into the Program vary widely in their background. Consequently, duration of the training period may vary.

A doctoral degree from the University of Wisconsin-Madison requires a minimum of 32 graduate level credits (300 level or above) taken as a graduate student at Madison. Pass/fail courses do not count toward the degree.

The following courses are required for Ph.D. candidates and a grade of a B or better must be earned.

Core Course Requirements

- Select one course from each of the three sections.
 - Statistics 571 (4 cr.) **or** Agronomy 771 (3 cr.) **or** Advanced Statistics
 - Animal Science/ Dairy Science/ Comparative Biosciences 875-Endocrine Physiology (3 cr.) **or** Biochemistry 630 (3 cr.)
 - Biomolecular Chemistry 503 **or**¹ Biochemistry 501 (3 cr.) **or** Biochemistry 507 & 508 (6 cr.) **or** Biomolecular Chemistry 704 (6 cr.)
- B. Seminar/ Professional Development (AnSci or Zool. 954) each semester
- C. Neuroscience 700 Professional Development Seminar

Additional Requirements

- Select one course from each section C and D:
- C. Advanced Biochemistry or Advanced Cell Biology.
 - D. Advanced Endocrinology or Advanced Reproduction
 - E. Advanced Statistics
 - F. Advanced Topics Courses – Select two courses

¹ Biomolecular Chemistry 503 is only recommended for students with a strong background in Biochemistry or related field.

- Gamete and Embryo Biology
 - Reproductive Patterns
 - Special Topics
 - Pregnancy, Parturition, and Lactation
- G. Other – per Certification Committee

RECOMMENDED COURSES

The following is a list of recommended courses, however other courses may be appropriate on the advice of the Thesis Committee. As course numbers and level of difficulty vary by department and instructor, your Thesis Committee will determine what courses will be considered advanced given your background, research project and career goals. Consult the current Graduate Catalog and Timetable for availability.

| Department | <u>Course Number</u> | Title | <u>Semester Offered</u> |
|--------------------------|-----------------------------|--|--------------------------------|
| AHABS | 528 | Immunology | Fall |
| AHABS | 529 | Immunology Lab | Fall |
| Anatomy | 660 | Electron Microscopy: Theory and Practice | Summer: even yrs. |
| Animal Sciences | 434 | General Reproductive Physiology | Spring |
| Animal Sciences | 875 | Endocrine Physiology | Fall |
| Animal Sciences | 875 | Gamete & Embryo Biology | Fall: even yrs. |
| Animal Sciences | 875 | Reproductive Patterns | Fall: odd years |
| Animal Sciences | 875 | Selected Topics | Spring: even yrs. |
| Animal Sciences | 875 | Pregnancy, Parturition and Lactation | Spring: odd yrs. |
| Biochemistry | 510 | Biochemical Principles of Human and Animal Nutrition | Fall |
| Biochemistry | 601 | Protein and Enzyme Structure and Function | Fall |
| Biochemistry | 602 | Biochemical Mechanisms of Regulation in the Cell | Spring |
| Biochemistry | 603 | Eukaryotic Cell and Molecular Biology | Spring |
| Biochemistry | 651 | General Biochemical Methods | Fall |
| Biochemistry | 660 | Biochemical Techniques | Fall |
| Biochemistry | 724 | Mechanisms of Enzyme Action | Fall: even yrs. |
| Biomolecular Chemistry | 503 | Human Biochemistry | Spring |
| Biomolecular Chemistry | 504 | Human Biochemistry Lab | Spring |
| Biomolecular Chemistry | 675 | Advanced or Special Topics in Biomolecular Chemistry | Varries |
| Biomolecular Chemistry | 704 | Comprehensive Human Biochemistry | Fall |
| Comparative Biosciences | 501 | Veterinary Histology | Fall |
| Comparative Biosciences | 551 | Veterinary Physiology | Fall |
| Dairy Science | 305 | Lactation | Fall |
| Environmental Toxicology | 625 | Toxicology 1 | Fall |

| | | | |
|--------------------------|-----|--|-----------------|
| Environmental Toxicology | 626 | Toxicology 2 | Spring |
| Genetics | 466 | General Genetics | Fall |
| Genetics | 561 | Introduction to Cytogenetics | Spring |
| Genetics | 612 | Prokaryotic Molecular Genetics | Fall |
| Genetics | 677 | Advanced Topics in Genetics | Fall |
| Neuroscience | 700 | Professional Development Seminar | Fall |
| Nutritional Sciences | 622 | Bioenergenics | Fall: odd years |
| Oncology | 675 | Protein Purification | Fall: odd years |
| Pharmacology | 710 | Cytostolic and Nuclear Signalling Mechanisms | Spring |
| Physiology | 720 | Principles of Human Physiology | Spring |
| Statistics | 571 | Statistical Methods for Biosciences 1 | Fall |
| Statistics | 572 | Statistical Methods for Biosciences 2 | Spring |
| Zoology | 466 | General Genetics | Fall |
| Zoology | 562 | Medical Genetics | Fall: even yrs. |
| Zoology | 570 | Cell Biology | Fall |
| Zoology | 650 | Advanced Developmental Biology | Varies |
| Zoology | 851 | Topics in Developmental Biology | Varies |

For the Faculty Advisor:

At the end of each semester, faculty advisors are sent a copy of each of their student's grades by the Program Coordinator. Grades below a B are noted and a letter is sent to the student indicating that they must either repeat the course and attain a B grade or select a comparable substitute course.

It is up to the faculty member, the student and his/her Advisory/Certification Committee to select courses to complete the additional requirements. The list of recommended courses is not exhaustive nor does it preclude students from taking other courses, however the course must be relevant to their research or career interests. The thesis committee will determine what courses fulfill the advanced requirements in sections C through F.

SEMINAR REQUIREMENT—see also Final Seminar Presentation

All students enrolled in the Program are required to participate in the Endocrine Seminar (Animal Sciences 954 or Zoology 954). Policies for registration are as follows: all students are required to give at least one 25 minute presentation each year (fall or spring semester) on their current research project. Sign up for dates will be coordinated through the Seminar Committee.

Students who will not make a presentation in a given semester must register for either 0 **OR** 1 credit and will receive a Satisfactory or Unsatisfactory (S or U) grade based on attendance and participation. No more than **three** absences will be allowed per semester to earn a Satisfactory grade.

These policies will continue to apply for students who have completed the requirements for dissertator status.

For the Faculty Advisor:

In the event that a required course is offered at a time that conflicts with the seminar, the student must enroll in an alternate seminar for that semester. The student is required to notify the Program Coordinator and the Faculty instructor of the conflict.

REGISTRATION REQUIREMENTS

Students with Research Assistantships (RA's) and who have not achieved dissertator status must register for 8-12 graduate level credits each fall and spring semester to remain eligible for tuition remission and health insurance. Students with summer RA's must register for at least two graduate level credits. If you fall below full-time status, you are responsible for contacting your payroll and benefits coordinator.

Students who have achieved dissertator status must register for three credits (usually 990 or equivalent Research Credits) each semester (fall, spring and summer) until their dissertation is on file at Memorial Library as well as register for the seminar series.

The same registration policy applies to international students. International students should consult the Office of International Student and Scholar Services at 262-2044 with questions regarding student status and their visa.

For the Faculty Advisor:

If a dissertator registers for more than 3 credits during a semester, they forfeit their dissertator status and will be charged tuition at the regular graduate credit rate for the semester. Any additional courses taken for credit, except for the seminar and research, must be directly related to their thesis research. Students considering this option are encouraged to contact the Graduate School Academic Affairs Office with questions before registering.

In the event that one of your international students is unable to maintain full-time enrollment for any reason, they must contact International Student Services prior to making a change in their enrollment status or they risk deportation. There are a few instances where a waiver can be granted to enroll for less than 8 credits. Contact ISS for help as soon as a problem arises.

RESEARCH CREDITS

Students are expected to enroll for 990 Research Credits each semester until they have completed their degree. Students should contact their major professor or departmental representative for authorization to register. Students receive a P grade (progress) each semester until the final semester when a letter grade will be given. Students conducting a first semester rotation will register for Research Credits through the Department of Animal Sciences and should contact the Program Coordinator for authorization.

For Faculty Advisors:

Each student needs "permission" to register for research credits in your department. The student will obtain "permission" from the Student Services Coordinator in his/her primary department, except for students whose primary department is associated with the Medical School. All students affiliated with Medical School departments should contact Jane McGann.

Frequently students will ask how many research credits to register each semester. The general rule of thumb is register for as many credits as needed to maintain full-time enrollment of 8-12 credits. If a student drops a course late in the semester additional research credits can be added until the published drop/add date in the Timetable.

CERTIFICATION COMMITTEES

PhD Certification should be done no later than the beginning of the second year. Consequence of failure to meet this deadline is to place a hold on future registration until this task is complete. An advisor hold will be placed on the student's record and can be removed by the Program Coordinator when the Certification form is completed. All forms are available on the ERP Program website at <http://www.erp.wisc.edu>

The Certification Committee faculty should be from the student's primary area of research interest and represent potential graduate committee members. The student should work closely with his/her adviser and arrange a Certification/Advisory Committee during the first year of study for the purpose of recommending a specific plan of courses to study based upon the student's preparation and direction of proposed graduate research. The student should complete the "Certification for Ph.D. Candidates" form and distribute it during the certification meeting.

The conduct of original research resulting in a written thesis is required for graduate degrees in Endocrinology-Reproductive Physiology. Identification of an appropriate research topic and faculty mentor are critical steps in the development of a graduate program.

The Program offers tremendous flexibility to permit students to select courses best suited to their individual interests. In order to maintain this flexibility and yet preserve excellence in academics, students must work closely with their Committee members. Early certification and periodic progress updates with Committee members ensure continued success of the Program's format.

The Certification Committee is comprised of the following individuals:

- A. Major professor
- B. Two UW-Madison faculty named by student and major professor
- C. Two UW-Madison faculty approved by Program Director
- D. Additional members (optional)

For Faculty Advisors:

Your role as the faculty advisor is to assist the student in developing a well-rounded committee of people who are not only knowledgeable in the project area, but also able to enhance the student's training and professional development. The Program Director will review each student committee and make appointment recommendations based on training experience, expertise in a given area, and the faculty members potential to provide a diversified perspective.

Students are expected to meet with their committee members on an annual basis for a progress report or to address other unexpected issues.

PRELIMINARY EXAMINATION

The preliminary exam is scheduled when the candidate has completed the required course work and is ready to enter dissertator status.

Contact the Program office 3-4 weeks prior to examination date to obtain the appropriate examination application form for submission to the Graduate School and request that a warrant be obtained from the Graduate School office. Be prepared to provide the date of examination and members of your examining committee. Have available at time of examination:

- (a) a complete transcript or record of undergraduate and graduate courses taken and grades received
- (b) a copy of certification, and evidence of having completed the requirements for the Master's degree (for Preliminary and Final examinations)

Ideally the preliminary exam will be done in the third year unless there are extenuating circumstances. If exam hasn't been taken by the beginning of the 4th year, Program will enquire as to the student's plan or circumstances. The purpose is that early identification of problems at the prelim exam and this will then help determine if the student should re-evaluate the project or lab environment or continue in the program. The exam's aim is to see the thinking process of the project and clarify the plan for the thesis project by using a grant format; a significant amount of data is not required although many aim to at least show the project is technically achievable. Ideally all course work would be completed before the prelim is taken, however if there is a course requirement outstanding, the committee can sign the form, but withhold the date of completion. Student will not achieve dissertator status until that course is complete and the warrant is returned to the Graduate School.

Exam Format

First and most important note all written documents, questions, answers etc must be channeled through the appropriate personnel. Specifically, the initial proposal must be submitted to and approved for format by the program administrator before it is formally accepted and the clock begins. Note all written questions must be submitted by faculty for collation to the administrator in order be recorded and the administrator will communicate these directly to the faculty advisor for moderation before passing on to the student. Likewise students answers will be made to the administrator who will record them prior to forwarding to the committee members. Be aware deviation from this procedure can only mean unnecessary delays for all concerned.

- a. Pre proposal preparation
 - i. Before you begin to prepare your written document for the preliminary exam, you should discuss the following issues with your faculty advisor and your thesis committee:
 1. Major Grant Guidelines that you will follow (NSF, USDA, NIH)
 2. Scientific Content
 3. Availability of ALL concerned (candidate, advisor, committee) for the oral review. Keep in mind that the oral

review cannot take place within 30 days of the submission of the written document.

- b. Proposal development
 - i. The written portion of the exam must follow the specified guidelines of your selected grant agency. You are only responsible for the Scientific Proposal section. You do not need to include resource pages, biosketchs, budgets etc...Ask your advisor or committee members for sample proposals to review formatting and content style.
 - 1. Page formatting
 - a. Use the font, text size, margin and spacing guidelines as required by the grant agency
 - b. Number the pages consecutively
 - c. Stay within the specified page limitations for the scientific proposal section
 - 2. Content
 - a. Your faculty member is responsible for reviewing the scientific content of each section
 - b. Follow all heading requirements
 - c. Follow all guidelines for the use of graphs, photos, tables and figures
 - d. Review guidelines for inclusion of literature reviews and publication requests. If not generally included with a proposal to your agency, include this information following the main document.
 - 3. General Presentation
 - a. Document must be word processed in a commonly available format (MS Word or Word Perfect)
 - b. The completed document must be a single file with all images, tables, figures and graphs embedded into the document laid out in the style of the chosen national granting agency.
 - c. Include a brief table of contents and cover page with your name, date submitted, and advisor's name.
 - d. Follow all rules regarding the use of fonts and color. Do not rely only on color to convey your information as some will not have access to a color printer.
- c. Proposal Submission
 - i. Contact the Program Coordinator at least 24 hours prior to your expected date of distribution to check formatting and accessibility.
 - ii. The Program Coordinator will review your document to verify that it meets the formatting grant guidelines of your selected agency. You and your advisor are responsible for reviewing the scientific content.
 - 1. Proposals that do not meet the proper formatting requirements will be returned to the student for corrections.
 - a. The student may work in the program office to correct the formatting issues. Both Mac and PC computers are available.

2. If the proposal passes the formatting check it will be converted to an Adobe Acrobat format.
 - iii. The Program Coordinator will be responsible for sending out the final approved exam document to the committee members with a carbon copy of the message and document to the student. This is the day at which the clock starts, not the day of submission by the student.
- d. Question Submission
- i. Committee members are required to send their written questions to the Program Coordinator during the two week timeframe specified in the email.
 - ii. The Program Coordinator will compile the questions received into a single document and forward them to the student's advisor for review at the end of the two week period.
 - iii. The faculty advisor is responsible for reviewing the questions for clarity and repetitiveness and preparing a final copy to be given to the student and Program Coordinator.
 - iv. The student has two weeks from the date of receipt of the committees' questions to reply. The student must send the written replies to the Program Coordinator who will compile the written responses into a uniform document to be distributed to the committee members at the end of the two week period.
- e. The Oral Exam
- i. Purpose
 1. The aim of the oral exam is to discuss the student's answers to the written questions and the scientific aims of the proposal as well as develop a sound timeframe for degree completion. By the end of the meeting the student and committee members should have a firm understanding of the remaining work to be completed, papers to be written and semester of completion.
 - ii. Format
 1. The student may elect to give a brief presentation, not longer than 30 minutes to update the committee on new developments since the time the written document was sent.
 2. The student's faculty advisor is the chair of the committee and is responsible for keeping the meeting on track and completed in a reasonable amount of time.
 3. The discussion should be similar to grant review session.
 - iii. After the exam
 1. If the student has passed the exam each committee member should sign the warrant
 2. The student should return the signed warrant to the Program Coordinator to make a copy for the file and be returned to the Graduate School.
 3. The Graduate School will send the student a letter confirming dissertator status for the following semester.
 4. In cases where the student does not pass the preliminary exam, the committee can recommend two options:

- a. Retake the exam at a later date provided that the committee has given clear instructions for areas of improvement
- b. Recommend that the student terminate with an MS degree

For Faculty Advisors:

The Preliminary Exam is a time to carefully assess the student's 1) comprehension of concepts and principles in Endocrinology and Reproductive Physiology, 2) the viability of the student's research project, and 3) the student's oral and written communication skills.

As the Chair of the Committee, you are responsible for receiving and reviewing the written questions submitted by other committee members via the Program Coordinator (to ensure fairness and lack of repetition), as well as reviewing the written responses back to the other faculty. You should also be planning for the oral examination that follows approximately 4 weeks after the written phase begins. It is also your responsibility to keep the oral examination on track and concluded in a reasonable amount of time. A common mistake is to over-present what was in the written proposal and then have no time for discussion. Be sure to review the student's presentation before the exam takes place to keep the timing on track (typically 3 hours).

After the oral exam portion of the Prelim everyone should leave the meeting with a clear indication of the work that still needs to be done and timeframe for degree completion. The objective of the preliminary exam process is to ensure the student has a solid foundation of knowledge and the research aims that are both realistic and achievable under normal circumstances.

ANNUAL PROGRESS REPORT

All ERP Program graduate students are required to complete an annual progress report by the last day of the ERP spring semester seminar. The progress report form is located at the end of this handbook and also on the ERP Program web site. *The progress report must be reviewed and cosigned by both student and advisor as an accurate statement. In the event either refuses to sign the Internal Affairs chair and possibly committee will then investigate the nature of the disagreement and decide on an appropriate course of action.*

For Faculty Advisors:

The annual progress report is a tool developed by the Steering Committee to monitor student progress both in the lab and academically. Your role as the faculty advisor is to complete the faculty form located on the ERP website or at the back of this handbook, and discuss the evaluation with the student. This is an opportunity to discuss positive aspects of performance as well as areas for improvement or goals for the future. If there is significant concern over the student's future in either the laboratory or ERP Program, it is essential that you document your concerns. If there is a dispute, do not allow it to get out of hand. Both the advisor and student have the right to refuse to sign but the form must be submitted anyway. In this event, informal enquiries will be made initially and some attempt at arbitration will be undertaken. In the majority of cases, which are often due to simple misunderstandings, this is more than sufficient to get things back on track.

FINAL SEMINAR PRESENTATION

The student should contact the chair of the Seminar Committee to select a date for the final presentation. Students must register for 1 credit of Seminar and make a full length (55minute), lecture format presentation for that credit in the final year for each degree prior to the final defense. This presentation of original research at Animal Science/Zoology Seminar 954 will be graded by the course instructor and members of the audience. The student must earn at least a "B" grade for this presentation. If the minimum grade is not achieved the student must make a second presentation.

Although in the past the required ERP seminar and exit seminar have been one and the same thing; this need not be the case and indeed it may be easier for the PhD candidates if it were not. ERP candidates must have a graded seminar to fulfill requirement but this does not have to be the Exit seminar if it is not convenient.

The ERP seminar can be given any time during the final year if it is not the Exit seminar. The ERP seminar is graded by the audience. At the beginning of the presentation it must be made clear to the audience if this is or is not also an Exit seminar.

The Exit seminar format is to be approved by the committee. If the regular ERP seminar time is not convenient for the speaker, committee members or due to other scheduling conflicts, an outside (special time) seminar can be arranged by the student. A departmental seminar is an acceptable forum, **so long as it is announced to the entire ERP faculty body, the student's committee members** and students in the Program. The Exit seminar should be given close to the end of the final semester. It is desirable to have a gap between the Exit seminar and the thesis defense, although both can be given on the same date if circumstances dictate this. Ideally the Exit seminar should be given between one week (ideal) and three months maximum before the thesis defense exam. If all examiners were at the Exit seminar presentation students should skip repetition in the thesis defense and use the defense presentation for more detailed questions from the Committee.

For Faculty Advisors:

The student should communicate their plans with you to schedule an exit seminar before contacting the Program Coordinator to confirm a date. In many cases the student is not realistic on the amount of bench-work needed to complete the thesis and will request an exit seminar at an inappropriate time.

DISSERTATION

The Graduate School will provide you with a copy of the "The 3 D's: Deadlines, Defending, and Depositing Your Ph.D. Dissertation." You will also receive "The Guide to Preparing Your Doctoral Dissertation." This booklet contains specific information about page margins, paper requirements, copyright policies, formatting and other resources. Both resources are available on the Internet at <http://www.wisc.edu/grad/guide/degrees/ddd.html> and <http://www.wisc.edu/grad/guide/degrees/pguide.html>

For the Faculty Advisor:

The student is responsible for providing their committee members with the thesis document at **least four full weeks** prior to the oral exam. Minor corrections can be given to the committee at the time of the oral exam, however if there is a significant revision,

the oral exam date should be rescheduled in order for the committee members to review the new document.

FINAL EXAMINATION WARRANT

At least three weeks before the scheduled final oral exam, the student should contact the Program Coordinator to request the Final Oral Examination Warrant. At this time all progress grades should be removed using a grade change request form.

FINAL ORAL EXAMINATION

The student is responsible for scheduling the final oral examination with members of the Committee and providing them the dissertation at least four weeks in advance of the exam. The student will present his/her research to the panel as well as answer questions from them. Typically the exam is at least two hours in length.

Upon successful defense of the thesis, all members will sign the warrant. The original warrant must be taken to the Graduate School with your final thesis. Please provide the program office with a copy of the signed warrant and title page for your student record.

AFTER THE FINAL ORAL EXAMINATION-GRAD SCHOOL FINAL REVIEW

After passing your oral defense, contact the Graduate School at 608-262-2433 to arrange an appointment for the final review. If you are defending near a semester deadline call immediately after your defense; appointment times fill rapidly during the two to three weeks before any deadline. Before you come for your final review make all corrections requested by your committee.

Dissertation review appointment times are 10:00-11:00 a.m. and 2:00-3:00 p.m. Monday through Friday. Reviews normally take about 15 minutes.

If you are requesting certification of your degree from the Registrar's Office, the grade(s) for the semester in which you are depositing your dissertation (and all other outstanding grades) must be reported to the Graduate School and to the Registrar before or by the time of your final review.

The following materials must be brought to 217 Bascom Hall for the final review:

- Warrant. Your Committee must be identical to the one approved on the Ph.D. Final Oral Committee Approval Form.
- Survey of Earned Doctorates.
- Bell and Howell Information and Learning formerly Microfilm Agreement Form. This form is found in "Publishing Your Dissertation", pp. A4 and A5.
- Three (3) extra copies of the Title Page. The title on one of the three copies is to have all equations, formulae, chemical symbols, and the like translated into words (for example, instead of "H₂O", use "water").
- Committee's Page (do not hand write except for the signatures).
- Bell and Howell Information and Learning Abstract. This abstract must be signed by your adviser and is in addition to any abstract that may be in your dissertation.
- Completed unbound dissertation on high quality, white, 20 pound weight paper.

Depositing Your Dissertation

The copy of your dissertation will be retained by the Graduate School to be sent to Bell and Howell Information Learning for microfilming and binding.

After the Graduate School has approved your dissertation, you will be authorized to go to the Bursar's Window at 21 North Park Street to pay the microfilming & binding fee of \$90.00. You can pay with cash, checks, and money orders. **Credit cards are not accepted.** The Window hours are 8:00 a.m. - 4:00 p.m., Monday through Friday.

If you are registering and retaining copyright of your dissertation through Bell and Howell, you will also pay the copyright fee at the Bursars office. The copyright fee is now \$45.00. Cash, personal checks and money orders are accepted.

GRADUATION

Information about graduation ceremonies is available from the Secretary of the Faculty web site at <http://wiscinfo.doit.wisc.edu/secfac/commence/Commence.html>

Master's Degree Curriculum

Students who select the Master's Degree option must earn at least 16 graduate level credits (300 level or above) excluding pass/fail and audit courses. Twelve of these credits must be didactic course. A grade of a "B" or better must be earned in all courses.

CERTIFICATION

Due to the short time line for MS students, the First Thesis Committee meeting should be more than simply to just select course-work; time should also be devoted to discussing the project. Master's students are required to form their committee and meet within the first year otherwise an advisor hold will be placed on future registration. This hold can be removed by the Program Coordinator when the Advisory Committee form has been returned. All forms are available on the Program web site at <http://www.erp.wisc.edu>

The Committee will be comprised of three faculty: 1) Major Professor 2) faculty selected by both the student and major professor and 3) a faculty member appointed by the Program Director.

For Advisors:

The function of the thesis committee is to advise and guide the student through the graduate degree process including the selection of courses, the development of a suitable research project, and the instruction of laboratory technique. Committee members should be selected on training experience, knowledge in the field, availability. The student should arrange to meet with his/her committee at least once per year. Following the Advisory Committee meeting, both the student and advisor should have a clear timeline of what steps will be necessary to complete the project and write an appropriate thesis document.

COURSEWORK

Students must select one core course from each of the sections A, B, and C. The remaining degree requirements will be completed with courses selected from sections D-F. A grade of 'B' or better must be obtained in all courses.

Core Courses- Select one course from each section A-C

A) Animal Sciences/Dairy Science/Comparative Biosciences 875 (3 cr.)
Endocrine Physiology
or Biochemistry 630 (3 cr.) Endocrinology

B) Statistics 571 (4 cr.) Statistical Methods for Bioscience I
or Agronomy 771(3 cr.) Experimental Design

C) Biomolecular Chemistry 503² (3 cr.) Human Biochemistry
or Biochemistry 501 (3 cr.) Introduction to Biochemistry
or Biochemistry 507 & 508 (6 cr.) Survey of Biochemistry
or Biomolecular Chemistry 704 (6 cr.) Comprehensive Human Biochemistry

D) Neurosciences 700 – Professional Development

Additional Course Requirements

D) Animal Science/ Zoology 954 Seminar (See also Seminar Policy)

E) Additional courses selected in consultation with members of the Certification Committee (See list of recommended courses in PhD portion of this handbook)

F) One Advanced Topics course in Endocrinology-Reproductive Physiology

- o Gamete and Embryo Biology
- o Reproductive Patterns
- o Pregnancy, Parturition and Lactation
- o Special Topics

For Faculty Advisors:

A typical MS degree program will take approximately two and half years to complete with full-time study. Students are encouraged to complete the majority of their course work early to ensure they complete the core course and grade requirements. MS students will typically take 2-3 research credits per semester.

RESEARCH AND THESIS

The conduct of original research resulting in a written thesis is required for graduate degrees in Endocrinology-Reproductive Physiology. Identification of an appropriate research topic and faculty mentor are critical steps in the development of a graduate program.

Students are expected to enroll for 990 Research Credits each semester until they have completed their degree. Students should contact their major professor for authorization to register. Students receive a P grade (progress) each semester until the final semester when a letter grade will be given.

For Faculty Advisors:

² Biomolecular Chemistry 503 is only recommended for students with a background in Biochemistry or related field.

MS students are required to deposit their thesis with Memorial Library. Style guidelines are available from the Graduate School website at <http://www.grad.wisc.edu>.

ANNUAL PROGRESS REPORT

All ERP Program graduate students are required to complete an annual progress report by the last day of the ERP spring semester seminar. The progress report form is located at the end of this handbook and also on the ERP Program web site.

PRELIMINARY EXAM

While a prelim exam for Masters students is not traditionally required it would be remembered that the current Prelim format for PhD goes a long way to safeguarding the student against any unpleasant surprises at the final seminar or Thesis defense. By writing in the style of the grant the student is forced to consider the possible adverse outcomes and discuss alternate strategies that may well be necessary BEFORE they occur. In addition by having a detailed 'grant' proposal and study design the committee gets every opportunity to state BEFORE time runs out what problems they may have with the basic techniques, analysis, and design of the project in its closing stages. As such there is considerable merit in a Prelim for Masters students and on balance it should be seriously considered to be in the students best interests. If the exam is required by the committee, use the format on the following pages.

Exam Format

First and most important note all written documents, questions, answers etc must be channeled through the appropriate personnel. Specifically, the initial proposal must be submitted to and approved for format by the program administrator before it is formally accepted and the clock begins. Note all written questions must be submitted by faculty for collation to the administrator in order be recorded and the administrator will communicate these directly to the faculty advisor for moderation before passing on to the student. Likewise students answers will be made to the administrator who will record them prior to forwarding to the committee members. Be aware deviation from this procedure can only mean unnecessary delays for all concerned.

- f. Pre proposal preparation
 - i. Before you begin to prepare your written document for the preliminary exam, you should discuss the following issues with your faculty advisor and your thesis committee:
 1. Major Grant Guidelines that you will follow (NSF, USDA, NIH)
 2. Scientific Content
 3. Availability of ALL concerned (candidate, advisor, committee) for the oral review. Keep in mind that the oral review cannot take place within 30 days of the submission of the written document.
- g. Proposal development
 - i. The written portion of the exam must follow the specified guidelines of your selected grant agency. You are only responsible for the Scientific Proposal section. You do not need to include resource pages, biosketches, budgets etc...Ask your

advisor or committee members for sample proposals to review formatting and content style.

1. Page formatting
 - a. Use the font, text size, margin and spacing guidelines as required by the grant agency
 - b. Number the pages consecutively
 - c. Stay within the specified page limitations for the scientific proposal section
 2. Content
 - a. Your faculty member is responsible for reviewing the scientific content of each section
 - b. Follow all heading requirements
 - c. Follow all guidelines for the use of graphs, photos, tables and figures
 - d. Review guidelines for inclusion of literature reviews and publication requests. If not generally included with a proposal to your agency, include this information following the main document.
 3. General Presentation
 - a. Document must be word processed in a commonly available format (MS Word or Word Perfect)
 - b. The completed document must be a single file with all images, tables, figures and graphs embedded into the document laid out in the style of the chosen national granting agency.
 - c. Include a brief table of contents and cover page with your name, date submitted, and advisor's name.
 - d. Follow all rules regarding the use of fonts and color. Do not rely only on color to convey your information as some will not have access to a color printer.
- h. Proposal Submission
- i. Contact the Program Coordinator at least 24 hours prior to your expected date of distribution to check formatting and accessibility.
 - ii. The Program Coordinator will review your document to verify that it meets the formatting grant guidelines of your selected agency. You and your advisor are responsible for reviewing the scientific content.
 1. Proposals that do not meet the proper formatting requirements will be returned to the student for corrections.
 - a. The student may work in the program office to correct the formatting issues. Both Mac and PC computers are available.
 2. If the proposal passes the formatting check it will be converted to an Adobe Acrobat format.
 - iii. The Program Coordinator will be responsible for sending out the final approved exam document to the committee members with a carbon copy of the message and document to the student. This is the day at which the clock starts, not the day of submission by the student.
- i. Question Submission

- i. Committee members are required to send their written questions to the Program Coordinator during the two week timeframe specified in the email.
 - ii. The Program Coordinator will compile the questions received into a single document and forward them to the student's advisor for review at the end of the two week period.
 - iii. The faculty advisor is responsible for reviewing the questions for clarity and repetitiveness and preparing a final copy to be given to the student and Program Coordinator.
 - iv. The student has two weeks from the date of receipt of the committees' questions to reply. The student must send the written replies to the Program Coordinator who will compile the written responses into a uniform document to be distributed to the committee members at the end of the two week period.
- j. The Oral Exam
- i. Purpose
 - 1. The aim of the oral exam is to discuss the student's answers to the written questions and the scientific aims of the proposal as well as develop a sound timeframe for degree completion. By the end of the meeting the student and committee members should have a firm understanding of the remaining work to be completed, papers to be written and semester of completion.
 - ii. Format
 - 1. The student may elect to give a brief presentation, not longer than 30 minutes to update the committee on new developments since the time the written document was sent.
 - 2. The student's faculty advisor is the chair of the committee and is responsible for keeping the meeting on track and completed in a reasonable amount of time.
 - 3. The discussion should be similar to grant review session.
 - iii. After the exam
 - 1. If the student has passed the exam each committee member should sign the warrant
 - 2. The student should return the signed warrant to the Program Coordinator to make a copy for the file and be returned to the Graduate School.
 - 3. The Graduate School will send the student a letter confirming dissertator status for the following semester.
 - 4. In cases where the student does not pass the preliminary exam, the committee can recommend two options:
 - a. Retake the exam at a later date provided that the committee has given clear instructions for areas of improvement
 - b. Recommend that the student terminate with an MS degree

For Faculty Advisors:

Your role as the faculty advisor is to assist the student with the preparation of the written document, filtering the questions returned by the other committee members and chairing

the oral examination phase of the exam. The focus of the oral portion of the exam is to discuss the student's written proposal and the viability of their research project.

As the Chair of the Committee, you are responsible for receiving and reviewing the written questions submitted by other committee members via the Program Coordinator (to ensure fairness and lack of repetition), as well as reviewing the written responses back to the other faculty. You should also be planning for the oral examination that follows approximately 4 weeks after the written phase begins. It is also your responsibility to keep the oral examination on track and concluded in a reasonable amount of time. A common mistake is to over-present what was in the written proposal and then have no time for discussion. Be sure to review the student's presentation before the exam takes place to keep the timing on track (typically 3 hours).

FINAL SEMINAR PRESENTATION

The student should contact the chair of the Seminar Committee to select a date for the final presentation. Students must register for 1 credit of Seminar and make a full length (55minute), lecture format presentation for that credit in the final year for each degree prior to the final defense. This presentation of original research at Animal Science/Zoology Seminar 954 will be graded by the course instructor and members of the audience. The student must earn at least a "B" grade for this presentation. If the minimum grade is not achieved the student must make a second presentation.

THESIS

Your thesis is the culmination of your research work during your time at UW-Madison. The Graduate School has prepared the "Guide to Writing your Master's Thesis." This booklet contains information on page formats, paper quality, and information on depositing the thesis at Memorial Library. This guide is available on the Internet at <http://www.wisc.edu/grad/guide/mguide.html>.

You are required by the ERP Program to deposit your thesis at Memorial Library.

See the Graduate School guide to Preparing your Master's Thesis for additional information.

THESIS DEFENSE

Defense of the thesis is arranged by the student, major professor and committee after all degree requirements have been met (including final seminar). The student is responsible for providing the final thesis to Committee **members at least four weeks before the final exam**. A warrant must be requested from the Program office at least three weeks prior to the defense date. At this time all incompletes or progress grades must be changed using the grade change form available from the Program Coordinator. The signed warrant must be returned to the Program Coordinator. Additional information is available in the guide "Expecting your Master's Degree? Procedures to Help" which is available on the Internet at <http://www.wisc.edu/grad/guide/mdegree.html>

GRADUATION

Information about graduation ceremonies is available from the Secretary of the Faculty's web site at <http://wiscinfo.doit.wisc.edu/secfac/commence/Commence.html>.

Grievances and Appeals

During your time as an ERP graduate student you may find that a situation or policy is objectionable and want to seek a remedy, either informal or formal. The action taken can vary on a case-by-case basis from an informal discussion with the party involved to a formal enquiry by the Student Affairs Committee or Graduate School. The Program will work with the parties involved to seek a solution with the minimal disruption to the student, faculty member or laboratory as possible. All students are welcome to contact the Program Coordinator or Program Director with any issues or concerns. If you are not comfortable with either of these people, you may contact any member of the Student Affairs Committee, the departmental representative in your primary area, your major professor, or members of your thesis committee among others.

Most issues are best resolved at the "local" level with the party involved. If the two parties cannot come to a satisfactory resolution, the issue can be reviewed by the Internal Affairs Committee. This committee will investigate the nature of the concern and recommend further action. Where the issue is beyond the scope of the Committee, it is recommended to seek counsel from resources within the university community. Additional information is available in the Graduate Student Handbook.

Appealing a failing preliminary exam determination: **See Prelim Exam**

Other Information and Resources

LABORATORY ROTATIONS

The ERP Program is able to offer laboratory rotations to select applicants if funding is available. The initial selection criteria is defined in item 4.

1) At least one laboratory director must express an interest in a single student and at least preliminarily be prepared to commit to offering a position pending the rotation evaluation be satisfactory. It is also understood that the faculty member either has funds in hand or has a very high likelihood that funds will be forthcoming. The student in turn must have made a commitment to the ERP and be prepared to undertake the full rotation. All parties should understand that occasionally a match will not result and, if that is the outcome, the student then goes back to the available pool of applicants in the application status.

2) The rotation is three months total through a maximum of three laboratories. Time is to be divided equally among the labs unless an appeal is successfully made to the Program Director justifying the extension or other change.

The goal is not for the student to accomplish an entire research project, but rather for the student and faculty member to both get a general sense of each other and what mutual experiences they would have upon a proper match.

3) The ERP Program will fund the student's salary and administer benefits during the rotation period using the 12 month appointment scale. The stipend for 2004-2005 is \$1,481 per month.

4) In cases where there are a limited number of slots, students are usually picked by the recruitment committee but the members should consider possible conflicts of interest when voting on applications who are under consideration for a position in his/her lab. The Director's vote can be sought when abstention leads to a tie.

a) A strong GPA (>3.5) is preferred, but flexibility may be appropriate so that the funds can be used as necessary.

b) Rotations are only given to students pursuing the PhD degree. Preference is not automatically given to a student who already has a master's degree, but rather to the strongest overall candidate

c) The Program/University is an Affirmative Action/Equal Opportunity educator. Women and people of color are encouraged to apply.

5) Faculty Obligations during the lab rotation

a) The faculty member must ensure that student's time is utilized during the rotation.

b) The faculty member must be present to participate in the training sufficiently to allow accurate evaluation of the student during the rotation period.

c) The faculty member will conduct both an entrance and exit interview with student. The performance grade should be pass/fail only. [Exit interview form](#). (See next page)

d) At the end of the rotation, the 2-3 faculty must discuss the disposition of the student and coordinate an offer of acceptance, or return to the applicant pool.

6) Student Obligations during the lab rotation

a) The student will participate in an entrance and exit interview with each member during the rotation period. [Exit interview form](#) (See following pages)

b) The student must be present and available for training during the rotation period.

c) The student must use his/her time efficiently in the lab during the rotation.

d) The student will be informed that if a major professor is not identified at the end of the rotation period, the student will go back to the pool of available applicants. The ERP Program makes no guarantee of a subsequent match, ie. the same applies for other available applicants.

SCHOLARSHIPS AND FELLOWSHIPS

The Academic Services Office within the Graduate School coordinates the many University and national fellowships. For additional information about available fellowships, visit their web site at <http://info.gradsch.wisc.edu/fellows/index.html>.

STUDENT TRAVEL FUNDS

The ERP Program has funds available to offset the cost of students traveling to present at national and international meetings. Students who are interested in a travel grant

should review the guidelines and then contact the Program Office to coordinate the request.

- 1) The travel grant award is \$300.
- 2) Funding is limited to students who have (or will have) abstracts accepted for a national or international meeting.
- 3) Funds will be released when the ERP Office receives a copy of the acceptance letter and 2) copy of the accepted abstract.
- 4) Funds must be used by June 30th, but requested for processing by June 22.
- 5) Only one travel allowance is available per student each fiscal year. Contact the Program Coordinator for specific details.
- 6) Spending must be coordinated through the ERP Office to ensure funds are spent in accordance with University travel policies.

FINAL THOUGHTS

It is the Program's goal to provide students with excellent training in endocrinology and reproductive physiology and a supportive training environment. Your role as a faculty advisor is paramount to achieving this goal. If you have any questions about the content of this handbook or an issue that is not specifically addressed, do not hesitate to contact the Program Director or Program Coordinator for assistance.

This handbook will be revised and updated as needed.

HELPFUL WEB SITES

Division of Information Technology (DoIT)--<http://www.doit.wisc.edu>

Endocrinology-Reproductive Physiology Program--<http://www.erp.wisc.edu>

Graduate School Catalog—<http://www.wisc.edu/grad/catalog>

International Student and Scholar Services--<http://wiscinfo.doit.wisc.edu/iss>

New Student Information Handbook—<http://www.wisc.edu/ces/res>

The Graduate School--<http://www.wisc.edu/grad>

Timetable-- <http://registrar.wisc.edu/registrar>

University Health Services-- <http://www.uhs.wisc.edu/>

University Libraries—<http://www.library.wisc.edu>

University of Wisconsin- Madison Homepage--<http://www.wisc.edu>

Wisconsin Union—<http://www.wisc.edu/union>

Forms for Ph.D. and Master's Degree Students

1. Establishing your Ph.D. or Master's Certification Committee
2. Ph.D. and MS Proposal for Certification
3. Annual Student Progress Report
4. Faculty Evaluation for Laboratory Rotations
5. Student Evaluation for Laboratory Rotations

INSTRUCTIONS FOR FORMING A CERTIFICATION COMMITTEE

Advisory Committee Appointment for Master's Degree Candidate. A three-member Certification Advisory Committee is appointed during the first year of study, as follows: (1) faculty adviser; (2) faculty chosen in consultation between the student and adviser; and (3) faculty appointed by the Endocrinology- Reproductive Physiology Program Director (not necessarily a member of the Program faculty). The majority of this Committee must consist of faculty members of the Program. Additional faculty may be added to this Committee if so desired. Any deviation from this Committee must be reported to and approved by the Program Director.

Advisory Committee Appointment for Ph.D. Degree Candidate. A five-member Advisory Committee is appointed during the first year of study, as follows: (1) faculty adviser; (2) two faculty chosen in consultation between the student and adviser; and (3) two faculty appointed by the Endocrinology-Reproductive Physiology Program Director. Faculty appointed under (2) and (3) do not necessarily have to be members of the Program faculty. The majority of this Committee must consist of faculty members of the Program. Additional faculty may be added to this Committee if so desired. Any deviation from this Committee must be reported to and approved by the Program Director.

DISTRIBUTION

Three signed copies of this record should be prepared and distributed as follows:
candidate, faculty advisor and Program Director.

ENDOCRINOLOGY-REPRODUCTIVE PHYSIOLOGY PROGRAM

ADVISORY COMMITTEE

(Appointed for M.S. or Ph.D. Candidate)

This is to certify that the following faculty members have been appointed to serve as an Advisory Committee for _____ on _____, 20____:

Major Professor

Approved by Program Director:

**CERTIFICATION FOR PHD or MASTER'S DEGREE CANDIDATES IN
ENDOCRINOLOGY-REPRODUCTIVE PHYSIOLOGY**

(Three copies of this form should be typed, signed and distributed as follows: candidate; major professor; and Director of the Endocrinology-Reproductive Physiology Program.)

Comment: You may type directly on this form and print it from Adobe Acrobat

Candidate: _____ Major Professor: _____

Certification Date: _____ Committee: _____

Previous Education:



Research Outline (limit to one page and attach separately):

Preparatory Courses (can include undergraduate courses):

| | | | | |
|----------------|----------------|----------------|--------------|-----------|
| <u>Taken -</u> | <u>College</u> | <u>Qtr/Sem</u> | <u>Title</u> | <u>Cr</u> |
| <u>Grade</u> | | | | |

Certification page 2.

Required Courses:

Taken -

| |
|--|
| |
|--|

To be Taken -

| |
|--|
| |
|--|

Additional Supporting Courses:

Taken -

| |
|--|
| |
|--|

To be Taken or Audited -

| |
|--|
| |
|--|

Endocrinology-Reproductive Physiology Program
Student and Faculty Progress Report

To the Student:

The goal of the annual progress report is to ensure that all graduate students are making satisfactory progress in their research and towards their desired degree. Information provided will also be used to update student biosketches on the ERP web site.

Students are to complete the first page of the progress report and attach the requested items then provide a copy to their major professor who will then complete the faculty portion of the evaluation. When the student and faculty meet to discuss the progress report, both individuals should sign and date the form in the space provided.

To the Major Professor:

The purpose of the annual student progress report is to help faculty and students critically evaluate the student's academic progress in the ERP Program as well as to identify concerns early in the student's career. This is all the more important if there is any delay beyond one year in the formation of the Thesis Committee.

The student will provide you with a copy of his/her progress report which you will then complete the second page of the progress report. After you have completed the form, you will then meet with the student to discuss the progress reports and then each will sign in the space provided.

Distribution of the progress report will be as follows:

Major professor and student shall keep a copy of the progress report. If the Student Committee has been formed, the report should also be forwarded to the members of that Committee.

The original report (student and faculty evaluation) shall be delivered to the Program Coordinator for placement in the student's department file.

A copy of all progress reports will be sent to the Chair of the Curriculum and Student Affairs Committee for review.

Signed Progress Reports are due at the final Spring seminar date. Reports not received by this deadline will result in an incomplete in the Seminar.

Endocrinology Reproductive Physiology Program
Annual Graduate Student Progress Report

Name: _____ Date: _____

Information to be completed by student

Academic Progress

Date of Entrance: _____ Expected Date of Completion: _____

Date of Last Advisory Committee Meeting: _____

Current GPA: _____ Number of Credits below 3.0: _____

Remaining Courses Required (attach additional pages if needed):

Attach the Following Information:

1. List of all publications from the previous year (2002)
2. Honors and Awards Received (include fellowships, grants, travel awards and other academic honors)
3. Presentations at Societal Meetings or Conferences
4. One-page summary of your research project
5. Participation on Funded Grants (include PI name, project title and dates of participation)

Comment briefly on your goals for the upcoming year. If you feel you are not making satisfactory progress, please identify reasons.

Endocrinology-Reproductive Physiology Program

Faculty Evaluation

Faculty Name: _____

Name of Student: _____

To be Completed by Faculty Advisor.
Please make note of strengths as well as weaknesses.

1. Has the student made acceptable academic progress during the past year? Please comment.

2. Please comment the student's ability and performance in the laboratory. If deficiencies are noted, please address remedial action to be taken.

3. Will the student continue in your laboratory? If no, please explain.

By signing below, both student and major professor indicate that they have discussed the evaluation and both consider the report a fair and accurate assessment. In the event of a disagreement that cannot be resolved, the concerned party can refuse to sign but in so doing the Student Affairs Committee chair will begin informal inquiries to decide if the problem can be resolved or if further mediation or action is necessary.

Student Signature: _____ **Date:** _____

Faculty Signature: _____ **Date:** _____

Endocrinology and Reproductive Physiology Program

Rotation Evaluation-Faculty Sponsor

(All evaluations will be reviewed by the Admissions Committee, Program Director and Program Coordinator.)

Name: _____

Student's Name: _____

Description of Research Project: (Write a brief summary of the project you had the student work on during his/her rotation.)

Evaluation of Rotation

1. Did the student meet your expectations in the following areas?
 - a. Time spent in laboratory:

 - b. Laboratory technique:

 - c. Scientific method:

2. Did the student ask thoughtful and interesting questions?

3. Was the student courteous and respectful to others working in laboratory?

4. In what areas did the student excel?

5. In what areas could the student use the most improvement?

Signature of Faculty Sponsor: _____

Signature of Student: _____

Please return evaluations to the Program Coordinator, 1 South Park Street, Suite 555 after the conclusion of the rotation.

Endocrinology and Reproductive Physiology Program

Rotation Evaluation—Student

(All evaluations will be reviewed by the Admissions Committee, Program Director and Program Coordinator.)

Name: _____

Rotation Sponsor: _____

Description of Research Project: (Write a brief summary of the project you worked on during your rotation including any techniques you learned.)

Evaluation of Rotation

1. Did you have enough interaction with the Rotation Sponsor?
2. Do you feel that you received enough instruction regarding new techniques and protocols?
3. Was the research project appropriate for a rotation? (length, type)
4. Did you like the laboratory environment?
5. Did the research style of the Rotation Sponsor match yours?
6. Were you satisfied with this rotation as a learning experience?

Signature of Faculty Sponsor: _____

Signature of Student: _____

Please return evaluations to the Program Coordinator, 1 South Park Street, Suite 555 after the conclusion of the rotation.

Faculty Handbook Part II



Endocrinology-Reproductive Physiology Program

Drafted February 18, 2003

A few words about being an MS or PhD student

We feel that we must make mention that there are subtle differences in expectations for MS and PhD students, although your students should always aim for a higher standard.

With an MS student, we understand that this is a starting point to further career development. Generally speaking, it takes approximately two- years to complete the degree and write a satisfactory thesis for the MS degree. Depending on your student's research project and career goals it may take a bit longer, although 2 years is a reasonable goal. To achieve this goal, it is imperative that you assist the student in selecting a suitable project early in the process and planning a reasonable course of study. You will find that working with an MS student you will play a key role in structuring the project and give closer supervision. This is not to imply that the student will not have some independence, but the expectation is technical mastery of research and a working knowledge/awareness of the literature relevant to the project and associated techniques.

Students entering the PhD track are expected to go further, having a more detailed understanding of both techniques and the principles which underlie them, awareness of the literature in the study area but also related fields, and ultimately an ability to perform independent research to **advance the field**. As part of the progress to PhD, contributions of original knowledge to the field is expected under normal circumstances; often taken to mean that papers will have been published or at least submitted prior to defense.

The Laboratory Environment

As the supervisor, it is important that you communicate your lab expectations and policies to all students and conduct periodic reviews. In many instances problems can be over come with establishing clear lines of communication between you and your students.

It is also important for you to communicate your schedule to the lab. It is expected that the lab will continue to function in your short-term absence, however it is recommended that you inform your students of whom they can turn to for help if needed while you are away or temporarily unavailable.

Funding:

Currently the ERP Program can provide short-term rotation funding for students pursuing a PhD. The rotation must be arranged at the time of acceptance. After the rotation, the student is required to select a permanent lab. The continued funding is handled between the PI and the student. While other funding mechanisms exist, the following are the most common: RA, TA, Fellowship and Training Grant funds.

Demystifying the Research Assistantship: Protocols

Just a reminder that if your students have an RA position they are required to enroll for 8-12 credits each fall and spring semester and at least 2 credits during the summer to maintain their RA benefits as indicated below. Students who have achieved dissertator status are required to register for three credits until their dissertation is on file.

Over 95% of ERP student's graduate education is supported by a research assistantship (aka RA) appointment. This type of funding allows the student to receive a monthly stipend for laboratory work as well as paying for tuition and a portion of health insurance. The RA does not cover the segregated fees, the student must pay these every

semester. Although variable between labs and faculty members, generally most faculty appoint their students to a 50% RA or greater which provides the benefits mentioned.

It is best to consider an RA a “job” where the student has obligations to fulfill in-order to receive financial and educational compensation. A 50% RA is interpreted to mean that you are employing the student for on average of 20 hours per week to actively contribute to the aims of the grant proposal from which the stipend comes from. As such, you are expected to establish a mutually agreeable work schedule, and ensure that time in the laboratory is used efficiently to accomplish the goals and objectives specified.

You have the responsibility to ensure the grant dollars are being spent on the research it was intended for. You are responsible for communicating that time spent on personal pursuits including homework, studying for exams, unrelated web-surfing and email is not consistent with any grant objectives and cannot be included in the time considered as 'work time'.

The ERP Program's general guideline is that first year students are not encouraged to TA as it places a significant burden on the individual who is trying to take courses and establish a research project in the lab. Most TA positions require approximately 30 hours a week to manage including reviewing course materials, lab notes and preparing for discussion groups. This is done in addition to course work and time in the laboratory. PhD students who are in the middle to end of their graduate student career are welcome to consider a TA position to gain experience but be sure they do not run into problems where the TA work load becomes counterproductive to progress towards the degree. The ERP Program does provide many informal teaching opportunities in the seminar, in the lab, through summer programs and special projects.

Fellowships are available through a variety of sources including the UW, external organizations and government agencies. Students are encouraged to seek independent funding as a means of recognition and achievement.

There are several large training grants on campus that regularly recruit new students for support. Students and faculty interested in these opportunities are encouraged to contact the PI for applications and requirements. The ERP Program also has a training grant for students who meet the eligibility requirements posted on the Program website. Application announcements are circulated via email to both students and participating trainers when funding is available.

Pay and other benefits

The ERP Program does not have a set policy on pay, however most students receive a 50% RA or greater as funds permit.

The question of student pay raises comes up on occasion and the advice is to contact your payroll staff in your primary department about the options available to you. In most cases the stipend rate is not adjustable but the percent appointment is, thereby giving the student a raise.

Each lab has its own sick leave and vacation policies. Granting time off is at your discretion. With a typical 50% appointment the student has worked on average of 1000 hours for the calendar year and two weeks of leave time is not out of the ordinary. It is reasonable to request that students give you ample notice prior to taking a scheduled

vacation. Advanced notice allows the lab to plan ahead and redistribute duties. In cases where the student has extended vacation plans and they do not plan to make up the additional time off, their appointment should be adjusted accordingly through the departmental payroll person.

Be wary of students who request significant time off to study, this should be a red flag that there is a problem. You are encouraged to talk privately with the student if you have concerns about course progress. The University community has many tutoring resources available to students including GUTS, the McBurney Resource Center, the Writing Center and departmental programs. Early intervention is key to student success.

Sick leave is also another gray area not covered in the "official" manuals. Common sense should prevail on when a student is to call in sick. Students may also use sick leave to care for a dependent child or immediate family member (mother, father, sibling, or spouse). If you find that care giving responsibilities conflict with the student's ability to remain a productive member of the lab, the situation should be addressed as soon as possible. Please contact the Program Coordinator if you or the student needs assistance with locating community or campus services appropriate to the situation.

It is worth repeating, that RA support is contingent upon funding available and making satisfactory progress. Where satisfactory progress is in doubt or other problems persist, RA support can be withdrawn by the faculty member. Please contact the Program Coordinator or your payroll staff with specific questions.

Security of Funding

In the event that your funding to support a student is in jeopardy, the Program will assist you with securing emergency funding to either maintain the student or share the costs with a collaborating lab as appropriate. Faculty are urged to contact the Program Director as soon as this is a concern.

Meetings

The Program encourages new graduate students to set regular appointments with you as a time to get your feedback, discuss their research project and ask questions, as well as review progress with limited interruptions. As the student becomes more comfortable in the lab and with their project, less frequent or formal meetings may be needed.

The Program Seminar and other activities

Due to the highly diverse nature of the ERP Program, the weekly seminar series is the central gathering point for students and faculty. The seminar format of student presentations alternating with an invited guest speaker is designed to give the students an opportunity to present their work in a friendly and supportive environment as well as to learn from respected scientists in the field. It is also important that the seminar have a robust turn-out of students **and faculty** at each meeting. The more students and faculty come together out-side of their lab groups, the greater synergy the program will produce. This demonstrates that the Program is strong and vibrant in the University community.

Professional Development

The seminar series will include more topics related to professional development however; it is **still** the responsibility of the faculty member to provide guidance in this area. Some topics that you will want to discuss with your students are authorship, resolving conflicts of interest, technical writing, presentation skills etc. These need not be formal lectures, but you should communicate your expectations and practices. The Graduate School also hosts workshops on professional development topics throughout the year, a calendar of events is located at <http://www.grad.wisc.edu>. Several departments including Nursing, Veterinary Medicine, History of Medicine and the Neuroscience Training Program offer specific courses related to issues of professional development. Consult the timetable, departmental notice boards and email for further information.

Professional development also includes helping your students prepare for oral and poster presentations at national meetings. **The seminar series and annual symposium are designed for this purpose** but also the ERP Program will provide travel funds of up to \$300 per fiscal year to students who have an abstract accepted at a meeting. Encourage your students to take advantage of these funds or apply for competitive awards from professional societies or organizations.

Research Facilities and Computer Usage

Research Facilities:

Arrange for new students to your lab to have an orientation with an experienced graduate student, post-doc or lab staff. Communicate protocols and necessary training required during this orientation period. Encourage students to ask questions if they are uncertain about a procedure or piece of equipment.

Computer Usage:

In most labs, each student will have a personal computer with the appropriate software installed to meet the needs of preparing documents, proposals, and graphics. You or the network administrator reserves the right to delete files or applications that interfere with the stability or functionality of the machine.

Lab notes and related documents:

Review procedures for documenting progress in the lab. Remind the students that their lab notes are not their property, rather property of the granting agency. If a student leaves your lab ensure that all lab notes and lab property are returned.

Life Balance

Many faculty will have a student with a life balance conflict that interferes with progress in the lab, academics or career development. Your role as the faculty member is to provide reasonable guidance for the student to make his/her decision about their future. Earning a graduate degree requires considerable time, effort and sacrifice to make this goal a reality. They must set their own priorities.

If you notice a change in lab or academic performance, encourage the student to get help. There are many resources available on campus to turn to. Please contact the Program Coordinator, your departmental ombudsman representative or the employee assistance program for help.

Other Topics

Grades Below a B:

The Program Coordinator monitors student grades each semester and sends a copy of each student's grades to the faculty member. The ERP Program adheres to the Graduate School policy that each student must maintain a B average each semester. In cases where a student has earned less than a B in a required course, the student has two options: 1) retake the same course in a different semester or 2) take a comparable substitute course. If the semester GPA falls below a 3.0 the Graduate School will place the student on probation for the following semester. If the GPA improves to a at least 3.0 the Probationary status will be removed. In cases where the GPA has not improved there are two options available: 1) seek a letter of support from the faculty member to extend the probationary period one additional semester or 2) terminate from the ERP Program. Both options require careful consideration from both the student and faculty member.

Lab Performance:

When new students join your lab it is important to communicate your expectations and establish a routine work schedule with the students. If you notice a negative change in quality of lab work, attendance, attitude etc...meet with the student as soon as possible to remedy the problem. Each spring you and your students will complete a performance review and discuss it. The performance review period is a time to cover positive aspects as well as areas for improvement or concern. It is reasonable to establish a review period with the student that gives clear indicators of what must be improved to continue in the lab. Review the situation again to determine what action is next. If problems persist and you are considering terminating the student from the lab, you should contact either the Program Director or Coordinator to discuss the available options.

International Student Advising:

In the post September 11th era, policies and procedures have changed significantly for international students on campus especially where visa status is concerned. All questions pertaining to a foreign student's status in the US should be directed to the Office of International Student Services located in the Red Gym. Do not attempt to give immigration advice, send the student to ISS for a walk-in consultation.

Leave of Absence:

In certain instances it may be appropriate for the student to take a leave of absence from their studies. The ERP Program will follow the Graduate School's guideline of allowing a student to apply for re-entry up to one year from the absence. As long as the student is in good standing, course work completed will be counted towards the degree requirements if the student returns within the one year period. An absence of more than one year will require the student to apply as a new entry and particular consideration will be given to the student's revised degree plan and may require a letter from the former supervisor. The ERP Program does not guarantee that the original project or advisor will be available; the student will also be subject to new degree requirements enacted by the Program.

Leaving a Lab – Student Initiated

It is obviously our hope that this does not occur and there are several procedures in place including the annual review and grievance procedures that should be followed before such a decision is made. Regrettably there are situations when transferring labs

is in the student's best interest, at the completion of one degree, faculty retirement or in worse case situations irreconcilable differences. If the student is going to leave a lab for whatever reason, the student must keep the following items in mind:

1. Give your supervisor reasonable notice.
2. Establish a transition period to complete projects and tasks as appropriate.
3. Inform your payroll person. A break in payroll can negatively impact your benefits, tuition remission, and fees.
4. Return all lab property, keys, notes and documents. Remember that your lab notes are the property of the granting agency under the stewardship of the PI.
5. Keep the departure as positive as possible. Don't spread negative comments about former co-workers, the faculty member or staff.

Leaving a Lab – Faculty Initiated

The ERP Director and Program Coordinator are both available any time to both student and faculty if you require input on an issue and such matters will be treated with the utmost confidence unless University Rules state otherwise. In the unfortunate event that the decision has been made to terminate a student before graduation, be sure to have followed all grievance procedures and made proper documentation before termination is made. Also be sure to keep the program informed well in advance of action to terminate the student so we may act to mediate in the fairest possible separation (including perhaps a cooling off period in another lab), and investigate the possible relocation of the student. Remember, the annual review is the best way by far to pick up on any issues that may be brewing and get them solved **before** this situation arises.

Other Resources

Employee Assistance Program- 263-2987
International Student Services – 262-2044
University Health & Counseling Services – 265-5600
Office of Academic Affairs (Graduate School) –262-2433
Campus Childcare Services – 262-9715
Writing Center – 263-1992

In closing, we hope that this faculty handbook will be a resource for you as a member of the ERP Program. As this document is a work in progress, we expect to add new information as the program continues to develop. If you have questions that are not addressed in this document, please contact the Program Director or Program Coordinator for assistance.