

Department of Entomology

Graduate Student Manual

2008

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WELCOME TO THE DEPARTMENT OF ENTOMOLOGY

You are now entering a period in your career that you will probably remember as one of the most enjoyable and rewarding times of your life. In this manual we describe the steps involved in earning a degree and the rules that regulate academic life as a student in the graduate program in entomology at the University of Illinois at Urbana-Champaign

What can you expect from us? What do we expect from you? You can expect us to be knowledgeable about our respective fields; you can expect us to spend as many hours as it takes to impart that knowledge to you; you can expect us to try to be absolutely impartial in our dealings with you; you can expect us to be as interested in your research as we are in our own; you can expect us to continue in the past tradition of excellence in this department, while making changes to keep pace with contemporary challenges. You can expect that members of our faculty will have different personalities, not all of which will necessarily mesh with yours; that on occasion, you will be driven harder than you like; that we believe our experiences taken together are generally more valuable than yours in curricular or academic matters; that we will not always solicit your opinion on matters relating to your program; that, in your view, we may sometimes treat you unfairly; and finally, that you will get the best education we can possibly provide for you.

In return, we expect two things: a willingness to work hard, and absolute scientific integrity. These alone will not get you a degree, because comprehension, imagination, and the ability to reason from facts are the keys to success in science. (If you don't have or can't develop these faculties, you probably shouldn't be here, and, no doubt, won't be for long.) But, accompanying those attributes must be dedicated effort and a devotion to intellectual honesty in the classroom and the laboratory that never lets up under the most trying of circumstances. There are no substitutes for experiment, and there is no little scientific lie.

Keep that faith, and the department will support you. Good luck!

I. THE DEPARTMENT

You are now a member of one of the best entomology departments in North America and one of the few in a college of arts and sciences. For many years this department has had an outstanding reputation in insect systematics, physiology, toxicology, and ecology, and we have in recent years raised our profile in neuroscience, evolutionary genetics, genomics, behavior and conservation biology. In addition, close ties exist with the Illinois Natural History Survey, and many members of the Survey hold affiliate appointments in the department. This arrangement has served not only to expand the areas of expertise represented by the faculty but also to provide our students with a greater range of opportunities in some of the more applied aspects of our science.

It is upon the productivity and fame of its graduates that the reputation of a department is built. Thus, outstanding students are essential to the success of our program. You have been chosen to enter this department because your grades and recommendations indicate that you will be successful within the framework of our curriculum and faculty interests. It is assumed that you have chosen to come because you are aware of the excellent educational opportunities available to you here. We expect you to be actively involved in the department from this time forward. We hope you will represent us as well as those who have completed their studies here before you.

II. THE GRADUATE STUDENTS

Graduate students take considerably more responsibility in this department than in many others. It is in your best interest to be a strong supporter of the Entomology Graduate Student Association (EGSA), which is the official student voice. The EGSA is open to all graduate students, elects its own officers, and plays an important role in the department in many ways.

A. Influence on departmental policy

1. A formal request or proposal from the EGSA on any matter of departmental policy is given attention equal to that given to such matters from other bodies within the university. An item of this sort may be presented by an EGSA

representative at a faculty meeting, in meetings between EGSA and the head of the department, or in a letter to the head.

2. An elected representative of the EGSA attends the majority of faculty meetings and is responsible for bringing to the attention of the faculty the EGSA points of view. (When individual students are discussed, as during annual student evaluations, or when other sensitive personnel issues are discussed, the EGSA representative does not attend.)
3. The EGSA or its representatives may meet with the department head whenever necessary to discuss policy and to inform the head of student concerns.
4. A graduate student may be invited to serve on the Graduate Student Administration Committee by a majority vote of the faculty members on that committee.

B. Course evaluation

Graduate courses given in the department and undergraduate courses in the School of Integrative Biology are evaluated. Responses to both faculty and teaching assistants are solicited from all students in the course by means of a questionnaire. These evaluations become part of the record of the respective teachers and are used in evaluations for promotion and tenure as well as continued departmental support for graduate student teaching assistants.

C. Social and sport events

EGSA elects committees that organize some of the major social and outreach events of the department, such as the annual Insect Fear Film Festival. Various teams sometimes participate in intramural sports. EGSA also organizes collecting trips and other events designed primarily for the graduate students.

III. THE GRADUATE STUDENT ADMINISTRATION COMMITTEE (GSAC)

This standing committee consists of 3 full-time faculty members, one of whom is from the Illinois Natural History Survey, on a three-year rotation, with one member replaced annually.

The duties of GSAC are: to assist the Head of the Department in administering to the needs of the graduate students, conduct prescription examinations, serve as the graduate

student admissions committee, propose students for fellowships and other awards, and accept and rule on grievance petitions from graduate students. The committee chair also delivers an annual report to the faculty.

The faculty members of GSAC may, by majority vote, add a student member to the committee on a year-to-year basis. Any student beyond his/her first year of graduate study may serve as a student member. When requested to do so by GSAC, the student will be appointed by the Head of the Department, in consultation with the faculty members of GSAC and the President of the EGSA. The student representative will participate and vote in all committee functions including admissions, except on matters involving recommendations for support for continuing students.

IV. ADVISING

On entering the department, each student will be advised by the Head of the Department on matters of coursework and possible avenues of research. **By the end of the first year, the student must select an area of research and a faculty member who is willing to serve as an advisor.** Students are urged to talk to as many faculty members as possible before making this decision. After the decision is made, the Head of the Department and departmental office should be informed in writing.

The M.S. and Ph.D. research of all graduate students in entomology must be directed and academically advised by a member or affiliate of the Department of Entomology as defined in the Departmental by-laws,. In addition, an Advisory Committee is appointed to aid in the design and execution of a doctoral dissertation. As soon as an advisor is chosen and a research problem identified, the student and his/her advisor should constitute this advisory committee. It is expected that the Advisory Committee will work closely with the student through all stages of the research program.

Note: **The Department strongly encourages you to assemble your Advisory Committee as soon as a research focus is identified. Numerous problems can arise when committee members are appointed at later stages of your graduate career.**

V. THE CURRICULUM

General:

1. No minor subject is required for an advanced degree in Entomology.
2. Credit earned as a nondegree graduate student will not be applicable to a degree program at the University of Illinois, except upon subsequent admission to a degree program and successful petitioning to the Graduate College for the application of the credit to the degree. Normally, a maximum of 12 hours of graduate credit earned as a nondegree student may be applied to a degree.
3. Note that the Graduate College may require additional coursework to compensate for undergraduate deficiencies.

A. Master's Degree A candidate must complete the following requirements in order to graduate with a master's degree as his/her highest degree from the University of Illinois.

1. Fulfill the prescriptions made following the prescription examination.
2. Pass with a grade of A or B four of the following courses: Classification and Evolution of Insects (IB 468); Genomic Analysis (IB 504); Insect Physiology (IB 427); Insect Ecology (IB 444); and the Fundamentals of Insect Pest Management (IB 482). A grade of C or below in one or more of these courses requires remedial work.
3. Submit a thesis prepared on original research performed with the supervision of a faculty member of the graduate program in entomology.
4. Pass the final examination on the thesis material.
5. Complete 32 credit hours of coursework including the core courses, thesis research (Ent. 599) and electives. At least 12 hours must be in the major field (Entomology). No more 12 hours of thesis credit (Ent. 599) may be included in 32-hour program. At least 16 hours must be from courses meeting at the Urbana-Champaign campus, or other courses approved for residence credit by the Graduate College. Courses taken as credit/no credit may not be included in the 32 hours of credit.
6. Complete all requirements for the degree within five calendar years after initial registration in the Graduate College.

7. Maintain a 3.0 average, which is the GPA required for degree certification.

In order to receive a degree, a student must apply to be on the degree list for the appropriate graduation date.

The Graduate College requires a minimum of 32 semester hours of graduate credit for the master's degree; 12 hours must be in 500-level courses, and 8 of these 12 hours must be in the major field. Master's students are not required to be enrolled during the term in which they take their final examination.

NOTE: Although not strictly speaking a requirement, it is highly recommended that students who enter the Ph.D. program, complete, submit, and defend a Master's thesis.

A student in the master's degree program and near completion of the degree who wishes to enter the Ph.D. program should apply by letter to the GSAC in the semester (fall or spring) prior to the semester in which he or she wishes to begin doctoral studies. The student's application must be supported by a letter of endorsement from the head of the student's master degree committee (normally the student's advisor) stating that, in the view of the committee, the student is qualified to enter the Ph.D. program. Because decisions regarding TA support are usually made by GSAC early in the Spring semester, if a graduate student wishes to receive consideration for such support it is important that this committee receive the application well in advance of the start of spring semester.

B. Ph.D. Degree-A candidate must complete the following requirements:

1. Fulfill the prescriptions made following the prescription examination
2. Pass with a grade of A or B all five of the core courses in Entomology: Classification and Evolution of Insects (IB 468); Genomic Analysis (IB 504); Insect Physiology (IB 427); Insect Ecology (IB 444); and Fundamentals of Insect Pest Management (IB 482). A grade of C or below in one or more of these courses requires remedial work.
3. If the candidate has entered the graduate program without a master's degree, he or she must demonstrate independent research capability before taking preliminary examinations. This can be done by one of the following methods:

a. Satisfactorily complete a minimum of 4 hours of IB 490 research, prepare a written report describing the research, and defend the results of the research orally before a committee of at least three Entomology faculty members. If a student is unsuccessful, he or she may be re-examined one additional time by the same committee. A deadline will be set by the committee.

b. Complete a master's thesis according to the procedures stated in Section V A3, 4 of the Graduate Student Manual.

The only difference between the options is that a thesis must be prepared in accordance with formal Graduate College rules and must be deposited with the Graduate College.

4. Demonstrate competence in statistics by passing a course, or sequence of courses, in statistics as in Section VI C. This requirement may be fulfilled with certain courses taken before registration in this department. GSAC determines whether or not prior coursework is suitable. Only graduate level courses can fulfill this requirement.
5. Obtain a grade of "satisfactory" in at least three semesters of IB 526.
6. Pass the Preliminary Examination (Section VII C-1.).
7. Complete at least 96 hours of graduate credit. A student entering with a master's degree is given credit for 32 hours irrespective of the University or Department where this degree was earned. At least 64 of the hours, including thesis credit, must be courses meeting on the Urbana-Champaign campus or at other locations approved by the Graduate College for residence credit. They may include units prior to formal admission to Ph.D. candidacy. To register *in absentia* for thesis credit, the student must obtain approval from the Graduate College. A candidate who makes rapid progress toward his/her degree, who registers each term for a full program (or, if employed, for the maximum credit allowed under the terms of his/her contract) may become eligible for the degree before he/she has earned 96 hours. A student may petition for early graduation if all but this credit requirement is completed. Courses taken on credit/no credit may not be included in the 96 hours of credit.

8. Submit a dissertation prepared on original research performed under the supervision of a faculty member or affiliate member of the Department of Entomology as advisor.
9. Present a seminar to the department on the completed research project.
10. Pass the Final Examination (thesis defense) on the dissertation material.
11. Complete all requirements for this degree within seven calendar years, which includes the two years applied toward the Masters degree, after initial registration in the Graduate College, except in two cases. A candidate for the doctorate who has received a master's degree elsewhere must complete all requirements for the degree within six years after initial registration in the doctoral program on this campus. A student whose program of study has been significantly interrupted after receiving a master's degree from the University of Illinois and who later returns to work for the doctorate will have six years from the date of return to complete degree requirements.
12. Maintain a 3.0 average, which is the GPA required for degree certification.

The Graduate College does not require students to be registered at the time of deposit. However, all doctoral candidates must be registered for the entire semester or term during which they take the final examination. If enough thesis credits have been accumulated, registration for 0 hours is acceptable. There is one exception to the registration requirement. A student who was registered during summer session need not register for the fall semester if the final examination occurs on or before the final October examination deadline for the doctoral degree students.

The final examination committee is appointed by the Dean of the Graduate College, upon recommendation of the unit executive officer. The chair of the final examination committee must be a member of the Graduate Faculty and the committee must include at least four voting members, of which at least three must be members of the Graduate Faculty and at least two must be tenured.

If more than five years elapse between a doctoral student's preliminary and final examinations, the student is required to demonstrate that his or her broad knowledge of the field is current by passing a second preliminary examination.

NOTE: Important details concerning registration *in absentia*, exceptions to time limits for progress toward degree, and the need to be registered in the semester in which a degree is to be awarded can be found in “The Graduate College Handbook for Students, Faculty and Staff” (www.grad.uiuc.edu). **Students are required to take responsibility for their rate of progress through the graduate program.)**

VI. COURSE SEQUENCES, SEMINARS, AND STATISTICS

A. Core Courses

The core courses are usually taken in the first eight semesters after registration. The optimal sequence for taking this coursework should be determined in consultation with your advisor.

B. Seminar Courses

1. Each semester, one IB 526 seminar will be offered by the department in one of the five core areas or in toxicology or behavior. Faculty responsibility for each semester of IB526 will be arranged by the head of the department. Only one IB 526 seminar may be taken for credit toward the doctoral degree in each subject area.

[2. Additional IB 526 seminars may be arranged by students, in consultation with faculty, provided the proposed seminars meet the following criteria:

- i) Students are responsible in a major way for preparing original seminar material and presenting it orally.
 - ii) Departmental faculty are involved in the seminar to ensure high standards and adequate student evaluation.
 - iii) The seminar subject fits in one of the core areas of entomology, toxicology, or behavior, and the faculty involved in this area approve its status as a 526 seminar.
 - iv) The seminar is at an advanced level, beyond that of the appropriate core course.
3. Seminar courses offered by units other than the Department of Entomology (e.g., the Department of Plant Biology or the Program in Ecology, Evolution and Conservation

Biology) may be substituted for an IB526 seminar for credit toward the doctoral degree with the approval of GSAC.

4. Other courses may be proposed by students or faculty, which, if not fulfilling these requirements, can be listed under IB 490. Short lecture courses in specialized areas, practical courses and mini-courses of various sorts may be included, where the subject matter will not be covered in a routinely scheduled course.

C. Statistics Courses

Students are encouraged to take a sequence of two courses to fulfill the statistics requirement for the Ph.D. degree. Approved courses are offered by many different campus units. The departmental office maintains an informal list of approved courses. A student should consult with GSAC to ensure that a new course or a course not on the list is acceptable.

VII. EXAMINATIONS

Examinations are of two types:

- A. those administered by the Department, and
- B. those administered by the Graduate College.

Prescription and preliminary examinations (oral) will typically not be scheduled other than during regularly scheduled class times in the spring and fall semesters.

Faculty and students should not ordinarily schedule thesis examinations (oral) other than during regular scheduled class times in the fall and spring semesters.

A. Departmental Examinations

1. Prescription Examination

The purpose of the prescription examination is to verify that the student has at least basic knowledge of entomology and acceptable writing skills. This examination is administered by the Graduate Student Administration Committee. It is given to all incoming students, including Master's, Ph.D., and transfer students, early in their first semester. This Examination consists of several essay questions dealing with topics in basic entomology. On the basis of this examination, each student is informed, in writing,

either that his or her background is satisfactory or that some form of remedial work is necessary, either to fill gaps in basic entomology or to improve writing skills. The prescription may take the form of reading in an area, auditing a course, or taking a course (generally IB401, Introduction to Entomology), depending upon the degree to which a student is deemed deficient.

The prescription must be fulfilled before the student may take the Master's Final Examination or the Preliminary Examination.

2. Proficiency Examinations

Proficiency examinations in any of the core courses can be given in the week before each semester if a student, after discussing the subject with the faculty member responsible for the course, feels competent in the area.

A pass of B or better on the examination will exempt the student from taking the course and will be recorded as having fulfilled the course requirement. No credit units will be given. The student should ask the instructor of the course to fill out a "proficiency examination report" available in the Department office. On the transcript, the course will be recorded as a "pass." To have a proficiency recorded, the student must be registered with the University during the semester.

3. Core Course Remedial

If grades of C or below are obtained in core courses, the following requirements must be met:

- a. A grade of C or below earned in one core course by a candidate for an advanced degree in entomology will require the recipient to follow one of the two procedures stated below, selected by mutual agreement between student and course faculty. This must be completed prior to taking the preliminary oral examination for the doctorate or the final oral exam for the master's degree.
 - i) Repeat the course (without credit) and obtain a grade of A or B.
 - ii) Earn a grade of A or B on a proficiency examination or paper evaluated by the staff of the core course in question. Authority for

this decision rests with the instructor of the core course. Although the academic penalty engendered by such a grade may be rectified in this manner, the original numerical value of the grade will not be erased from the student's record and will continue to enter into calculations of grade point average (for example, when GPA is calculated for Graduate College fellowships).

- a) A grade of C in 2 core courses may be similarly rectified only after approval of the faculty of the entire department, following a review of the candidate's overall performance.
- b) A grade of C in 3 core courses will automatically preclude a candidate from any advanced degree in this department.

4. Evaluations of Students

Each spring semester (January-February), the faculty of the department meet to evaluate the progress and competence of every graduate student. Progress in research, coursework, and teaching is considered. Every student in the department is informed of his/her evaluation in writing by the Head of the Department. This evaluation is an important factor in assigning assistantships for the following year. The Graduate College also requires that every doctoral candidate be informed in writing as to whether he/she is making satisfactory progress not later than the end of the second year. The results of the departmental evaluation of doctoral candidates are communicated to the Graduate College.

5. Final Examination: Master's Degree

The defense of the master's thesis is a departmental examination administered by the student's thesis advisory committee appointed by the Head of the Department, on advice from the advisor and student. The committee is composed of at least three faculty members, one of whom is the advisor, and two of whom must be members of the Department or affiliates.

This oral exam normally lasts two hours. It is intended to verify the student's understanding and development of the research problems undertaken and his/her general competence as a researcher. A copy of the thesis must be submitted to each member of the examining committee at least two weeks in advance of the examination. The Departmental Secretary must also be notified at this time and will assist in scheduling the exam and collecting appropriate paperwork.

If a student fails this examination, it may be repeated after a certain period of time, usually no sooner than three months, with the committee composed of the same members as far as possible. A student will normally be terminated as a degree candidate after a second failure. Grievance procedures outlined by the department are available to students who feel they have received unfair treatment.

B. Graduate College Examinations

General: Preliminary and Final Examination committees for Ph.D. candidates are faculty committees appointed by the Dean of the Graduate College from among the professorial ranks, with a majority of each committee, including its chair, being members of the Graduate faculty. The committees are appointed on the recommendation of the department executive officer. These committees are responsible to the Dean of the Graduate College, and their decisions are not subject to alteration at the departmental level. Grievance procedures administered by the Graduate College are available to students who feel they have received unfair treatment.

The decisions of doctoral committees should be unanimous. If unanimity cannot be reached, the chair must consult the Dean of the Graduate College.

1. Preliminary Examination

The preliminary examination is a Graduate College examination administered by a committee of five faculty members of the department selected by the department head and representing the core areas of entomology. Students who elect to proficiency one or more core courses by individual arrangement with the course instructor must complete

the proficiency by the time the final required core course is taken. Eligibility for the Preliminary Examination requires completion of the following requirements:

- a. Preadmission deficiencies
- b. Prescription deficiencies
- c. All core course with a grade of B or better, including proficiencies
- d. Statistics

Students should complete the Preliminary Examination within a year of completing the core courses. In cases of extreme hardship, exceptions to this one-year time limit may be granted upon petition to GSAC.

The preliminary examination consists of two parts: preparation of a research proposal in the format of a National Science Foundation Dissertation Improvement Grant and an oral exam that covers both the research proposal and the core areas. The purpose of the prelim is to ensure that the student is well grounded in basic biology, is thoroughly acquainted with the core areas of entomology, and is able to integrate these subjects into a professional understanding of the discipline. The student must also present a clear plan of research. The research proposal is subject to a strict limit of eight pages. The writing must be done entirely by the student, with input from the student's advisor or advisory committee restricted to basic grammatical, typographical, or similar editorial corrections. It is expected, however, that the proposed research will be discussed with the advisor before the process of writing begins.

The student should inform the prelim committee chair and the departmental secretarial staff of his/her intention to take the Preliminary Examination during the first week of the relevant semester so that the Graduate College can be notified. The departmental staff will assist in scheduling the exam and collecting the appropriate paperwork.

If a student fails the Preliminary Examination, another exam, administered by the same committee, should be given within the next three to six months. A second failure will preclude the student from gaining a Ph.D. in the Department of Entomology. Grievance procedures outlined by the Graduate College are available to students who feel they have received unfair treatment.

Responsibilities of the Preliminary Examination Committee:

At the start of each academic year, the Head will assign a five-person committee for each student who will complete the core course requirements during the coming academic year. This committee will be responsible for conducting the oral examination of that student and evaluating the research proposal. Only students who have submitted written research proposals to his or her committee will be eligible to take the oral examination.

2. Final Examination: Ph.D. Degree

The Final Examination for the Ph.D., a Graduate College requirement, is administered by the Final Examination Committee. The Final Examination Committee is also called the Thesis Advisory Committee or the Doctoral Committee. The Graduate College requires at least four voting members, including three current members of the Graduate Faculty and two tenured members of the Graduate Faculty. The department requires that at least one tenured faculty member of the Department of Entomology be on the committee.

The process of committee selection for the final examination is initiated by the student and his/her advisor. Names of those faculty members who can best help the student in research and who have agreed to read the dissertation are submitted to the Department Head, who then forwards the list to the Dean of the Graduate College. The Dean then makes the appointments.

This oral exam will normally last 2-3 hours and is a defense of the dissertation. It is also intended to examine the candidate's research ability and general competence as an entomologist and research biologist. A copy of the dissertation must be submitted to each member of the examining committee at least two weeks before the examination. The departmental secretary must also be notified two weeks prior to the exam so he/she can process the required forms and collect the appropriate paperwork.

If a student fails this examination, it may be repeated after a certain period of time, usually no sooner than three months with the committee composed of the same members

as far as possible. A student will normally be terminated as a degree candidate after a second failure.

VIII. GRADUATE STUDENT GRIEVANCE PROCEDURES

If a student has a grievance regarding professional affairs, he/she should try to resolve the conflict by conferring with the person involved, or with his/her advisor.

If the student feels that this avenue would be either unproductive or lead to a prejudicial judgment, the grievance may be brought to the attention of the Graduate Student Administration Committee (GSAC). When the GSAC considers grievances, the President of the Entomology Graduate Association (EGSA) will be a member of the GSAC, together with three faculty members, irrespective of whether the GSAC faculty members have voted to add a student member for that year. The committee will attempt to resolve the problem by whatever means it deems suitable. Its decision will be by majority vote; in case of a tie, the Department Head will make the final decision. If the GSAC finds the grievance to be justified, it will make a recommendation to the Department Head on how the situation that has resulted in the grievance might be resolved. The Head will then take the necessary action to correct the problem.

If the committee finds the grievance unjustified, it will so inform the student and the Department Head. In this case, or if the Head's action does not satisfy the student, a final appeal can be made to the Grievance Committee of the Graduate College.

If a faculty member (or members) of the GSAC is directly involved with a grievance he/she will be replaced by the first alternate member of the GSAC committee, chosen by the Head when the committee is appointed. If the president of the EGSA is personally involved, the vice president will take his/her place.

If the Department Head is directly involved with a grievance, and the grievance is deemed justifiable by the GSAC committee, the chair will take whatever action he/she can to alleviate the circumstances leading to the grievance.

IX. DISSERTATION PREPARATION

There is a strict set of rules to follow when preparing an M.S. or Ph.D. dissertation in the Department. The thesis must pass both Departmental and Graduate College Format checks.

- A.** Instructions issued by the Graduate College must be followed. Be sure you obtain the most recent edition and their checklist. Consult www.grad.uiuc.edu.
- B.** The dissertation should consist of either:
 - 1.** A standard dissertation, which may contain details that would not normally appear in published works. Style should follow the “Council of Biology Editors (CBE) Style Manual” latest edition (available from AIBS, 3900 Wisconsin Avenue, Washington, DC 20016).

OR

- 2.** A paper or papers prepared for publication (but see Sec. E). These papers should be consistent in style and format. A covering note, submitted with the dissertation for a departmental thesis format check, should state the journals for which they were prepared. If no journal is stated, style should follow the CBE style manual. A series of papers submitted as a dissertation should be accompanied by a brief, synthetic introductory chapter that clearly defines the scope of the dissertation research in its entirety.

OR

- 3.** A combination of 1 and 2.

C. All other decisions regarding preparation of a dissertation should be made by the student, the thesis advisor and the thesis committee. As stated in the directive from Dean Daniel Alpert of the Graduate College (Jan. 17, 1972), “The student and his advisor will be responsible for the organization of the chapters, division in subtopics, pagination, accuracy of references.” Thus, when a dissertation is submitted for the departmental format check it will be assumed that the student

and the advisor assert that the required style and format have been followed. Confrontations between students and Graduate College staff must be avoided. The person in charge of the departmental format check and/or the Department Head will intervene when necessary.

D. Important dates and deadlines for graduate students may be obtained from the departmental office. The student must adhere to all Graduate College deadlines for defense and deposit of the thesis.

The dissertation must be submitted to Final Examination Committee members at least two weeks before the examination date. Once the thesis is approved by the Committee, the student must allow three working days for the Departmental Format Check. The format check must be done before final copies are prepared, in case changes are necessary to adhere to departmental and Graduate College regulations.

E. Publication

If a part of the dissertation has been published before the submission, appropriate acknowledgment of the earlier publication should be included.

There is a University rule (“Instructions”) that “the thesis in its entirety may not be published before the degree requirements have been completed.”

Furthermore the “Instructions” state: “If published, the article or book should carry a note indicating that the material is, or is based upon, a thesis for the master’s or doctoral degree at the University of Illinois at Urbana-Champaign.”

F. Expenses for duplicating a thesis are borne by the student.

X. CREDIT LOADS

A. Normal Credit Loads

The Graduate College limits the maximum amount of credit for which a University appointee may enroll.

A teaching assistant or research assistant normally has a 50% appointment. The department encourages students on assistantships to register for a full load of credit (12 hours).

To be considered a full-time student for most loan re-payment suspension, a student must register for 12 hours. Undergraduate courses taken by a graduate student (100- and 200- level) are **not counted** as part of the maximum load of an employed student. They can be counted as part of the minimum load of a Fellow or the holder of a tuition waiver.

B. Fellows and Trainees

The purpose of a fellowship or traineeship is to permit the recipient to devote full time to his/her program of study. Students who hold these awards are expected to carry 12 hours or the equivalent in any semester. The advisor may make a request to the Graduate College that the student is permitted to take a lighter load. In this case, the student should take his/her Program Request form or Change of Program form to the Graduate College Fellowship Office with a note of justification from the advisor. Overloads are not permitted. Students should acquire resident status in the state of Illinois in their first year of a fellowship or traineeship.

C. Students who hold tuition waivers only

Students may accept work on an hourly basis not to exceed 20 hours per week.

They are expected to carry at least 12 credit hours or the equivalent. Lighter loads are permitted only with the approval of the Graduate College.

XI. NON-COURSE SEMINARS OF INTEREST TO ENTOMOLOGISTS

One of the intellectual strengths of this campus is the diversity of seminars and lecture series across the life sciences. These seminars are presented by distinguished scientists from off campus, augmented by local faculty, postdoctoral researchers, and advanced graduate students.

The Department of Entomology sponsors its own colloquium series (generally on Monday at 4 p.m.) and it is **required** that our graduate students sign up for **1 hour credit as IB 526B** every semester and attend all departmental colloquia. Special effort is made to permit graduate students to interact with off-campus guest speakers. These include lunch on the day of the seminar, coffee hour preceding the seminar, and refreshments afterwards. Receptions may also be held in the evening for off-campus speakers.

Students are strongly urged to avail themselves of these opportunities to broaden their circle of entomological acquaintances. This aspect of student performance will be considered as part of the annual student evaluation (see Sec. VII.4) and material covered during departmental colloquia may be included in the oral portion of the preliminary exam.

XII. STUDENT PUBLICATION AND ORAL PRESENTATION

Two rules are imposed to assure that our students' work is well received by the scientific community:

- A.** If a student wishes to publish a paper based on research conducted in this Department, he/she must have it reviewed and approved by a faculty member before submission to a journal.
- B.** The Department will schedule a preview session several weeks prior to the annual meeting of the Entomological Society of America and all students planning to present papers or posters at that meeting will be expected to participate. This will assure that ample time is available to revise the presentations in response to suggestions from faculty and fellow students. Arrangement for practice sessions for other meetings are the responsibility of the students, but all oral presentations by students must be previewed by at least one faculty member before any scheduled meeting.

XIII. FINANCIAL SUPPORT

The Department of Entomology makes every effort to see that students in the Department's degree programs **WHO ARE MAKING SATISFACTORY PROGRESS TOWARD THEIR DEGREES** have adequate support. The support may come from research or teaching assistantships, from grants or awards from foreign governments, from grants or funds from domestic agencies or foundations that are awarded directly to the student, from grants or awards that are given by or through the University of Illinois, or from other means, such as the student's personal funds. The terms and conditions of any support offered through the department are detailed below.

A. Terms of support. The terms of support under which a student is admitted to the graduate program are given in the letter of admission sent to an applicant at the time that admission is granted. A student admitted “with support” will receive support from the Department as necessary for the period of time and under the conditions detailed below, contingent upon satisfactory progress through the degree program. Because the University receives its funding in annual appropriations, the Department can make no absolute guarantee of financial support except on a year-to-year basis. If a student is admitted “without support,” meaning that the student will be supported by his or her own funds or by a grant or award from a foreign government, the Department makes NO COMMITMENT to provide any support for that student.

The guidelines that follow apply to all graduate students in the Entomology program:

1. A student who was admitted without support may petition GSAC in writing to be considered for support in subsequent years. Such a petition will be evaluated in the same way that a student’s original application to the Department is evaluated, except that, in addition to the student’s academic record and qualifications from the period prior to admission to the Department, the student’s performance during the time he or she has been in the Department will also be evaluated. If GSAC recommends, and the Head of the Department concurs, that the student be given full or partial support, the change in the student’s support status will be described in a letter to the student, with a copy to be placed in the student’s permanent file. Any support granted will be subject to the same limitations placed on all supported students, counting from the time that the student is first admitted to a degree program, not from the time at which support is first granted.
2. Students who are admitted to the Master’s program will ordinarily be supported for two years.
3. Students who are admitted directly to the Ph.D. program with a Master’s degree from another institution will ordinarily be supported for four years.

4. Students who are admitted to the Ph.D. program after having been in the Master's program in this Department will ordinarily be supported for a maximum of four years beyond the two years of support already granted for the Master's work, for a total period of support of six years. If a student has taken more than two years to finish his or her Master's work and has been granted support for those extra years in anticipation of entry into the Ph.D. program, the extra years of support will count against the period of Ph.D. work that will be supported, so that the total period of guaranteed support will be six years only.

5. International students who are admitted directly into the Ph.D. program but who still need to complete the requirements for a Master's degree here will normally be supported for a maximum of six years.

6. The Department commits itself to finding support for the periods specified above for all students who are admitted with support. The time limitations are set to allow a student sufficient time to complete a degree program, and at the same time to encourage the student to finish the program in a reasonable period.

Therefore, if a student is awarded external support in the form of a fellowship or research assistantship, this support will not extend the period of time the Department will ordinarily support the student.

7. The Department recognizes that sometimes circumstances prevent a student from finishing a degree program within the time limits above. Therefore, a student may petition GSAC in writing for support beyond the limitations given above. The petition should include a rationale for the request for extra support. The Department will try to honor requests for extended support to the extent that funds allow, but it should also be clearly understood by all students that ANY STUDENT WHO WISHES TO CONTINUE STUDY IN A GRADUATE PROGRAM IN THIS DEPARTMENT BEYOND THE TIME LIMITS OF SUPPORT GIVEN ABOVE MAY HAVE TO DO SO WITH HIS OR HER OWN FUNDS.

B. Types of support. The Graduate College maintains information on a variety of fellowships and other types of support on its web site at www.grad.uiuc.edu. A student who holds a teaching or research assistantship is exempt from tuition and service fees; the

appointment must be for not less than 25% time and not more than 67% time to obtain the waiver.

C. Mechanisms for TA Evaluation. All students holding teaching assistantships will be evaluated by the faculty in January/February of each year, concurrent with the annual Departmental review of graduate student progress. This evaluation will be based on:

1. A written, evaluative statement by the staff member(s) who are responsible for the courses in which the student has worked as a TA during the preceding semester. This statement should provide an evaluation of the TA's ability to communicate with the students taking the course, the quality of his/her preparation, and other considerations relevant to the specific teaching assignment. It also should report the number of observations upon which this evaluation is based. A copy of this evaluation statement will be supplied to the TA.
2. An evaluation of the TA by the students in the course, using a questionnaire, which includes information on the size of the class and the academic level of the students in the course. A copy of the students' replies and the summary of this information will be made available to the TA.

On the basis of this information, the Head, advised by the faculty, will make a determination as to eligibility for future TA support.

Teaching assistantship salaries are allotted according to a scale determined by the School of Integrative Biology. For fee assessment purposes, a staff appointment requires service for not less than three-fourths of the term. (This is interpreted as a minimum of 91 days in a semester, and 41 days in an eight-week summer session).

A student who holds an appointment that provides exemption from the tuition and fees and who registers that appointment before rendering service for at least 3.5 months of the semester will be assessed that full amount of the appropriate tuition and fees unless (a) he/she files a Withdrawal Form on the same date as the resignation or (b) he/she files a clearance form for graduation within one week following the date of registration.

XIV. PRIVILEGES

Certain amenities are provided to graduate students according to the financial state of the department and the degree to which the privileges are accepted responsibly. They may be changed at the discretion of the Department Head. In the past, these have included:

- A. Supplies for professional purposes, such as pencils, paper, and envelopes
- B. Mailing costs of reprints of research done at the University of Illinois or bearing a University of Illinois address (all other postage is the responsibility of the student).
- C. Use of telephones for local calls.
- D. Transportation to the national ESA meeting (if funds permit).
- E. Use of the photocopy machine in 320 Morrill, at a standard charge per copy (scanning option is free). Bills must be paid when presented.

Entomology students are eligible to compete for several grants and awards to support research or professional development that are administered by the School of Integrative Biology. Information on these awards, including application deadlines, is available on the SIB website.

XV. COMMENTS ON ACADEMIC INTEGRITY

Academic integrity is the bedrock upon which the entire scientific enterprise rests. It can be a complex issue, so we take this opportunity to provide you with some guidance. Although these statements are presented in the context of coursework, you should continue to apply them throughout your professional career.

The most common form of academic dishonesty encountered among students is plagiarism. Put simply, plagiarism is taking someone else's writing (either words or ideas) and taking credit for it. **Never use text written by anyone else without clear attribution.** If you do have a need to use text that is unchanged from its original source, that text must be set off from the rest of your writing with quotation marks and the source of the text clearly cited. **Citing other people's words without attribution is the academic equivalent of stealing and is an offense that is punishable by actions ranging from reprimand to expulsion from the University.**

See Article 1 of the UIUC Student Code for guidelines on plagiarism and other violations of academic integrity, including fabrication, cheating and academic interference:

http://www.admin.uiuc.edu/policy/code/article_1/a1_1-402.html

A. Laboratory Reports. All laboratory reports that you hand in for class must be written **by you entirely in your own words**. Laboratory work is frequently carried out in groups and sometimes class data are pooled. Discussion of the results among students is expected, but, when your report is prepared, you must write it in your own words. It is proper form to give credit in writing to anyone (even your lab partner) who has provided you with major insights.

B. Term Papers, Seminar Presentations. These exercises involve organizing, interpreting, and criticizing the published work of others. All references used must be cited, but bibliographies must not be padded with material you did not personally consult. **It is essential that you avoid any form of plagiarism.** Seek guidance from your advisor, the Head, or GSAC as needed if any questions arise as to what constitutes plagiarism. Even though term papers are not ordinarily written for publication, all standards of scientific integrity nonetheless apply; direct quotations from the literature must be indented as such, and all source materials used on the preparation of the paper disclosed.

XVI. INTERNATIONAL STUDENTS

International students have special concerns and special responsibilities. The UIUC Office of International Student Affairs (<http://www.ips.uiuc.edu/issr/students/>) is the definitive source of information for international students.

XVII. ENTOMOLOGICAL SOCIETY OF AMERICA

All graduate students are strongly encouraged to become members of the Entomological Society of America and to participate in its meetings and activities.

<http://www.entsoc.org/>