

GRADUATE STUDENT and FACULTY ADVISER HANDBOOK

HORTICULTURAL SCIENCE & CROP AND WEED SCIENCE DIVISIONS

DEGREE REQUIREMENTS

DEPARTMENT OF PLANT, SOIL AND ENTOMOLOGICAL SCIENCES

This graduate student and faculty adviser handbook should be viewed as a supplement to, rather than replacement for, official university publications such as the *University of Idaho General Catalog*, the *Faculty-Staff Handbook*, and the *Graduate Handbook for Theses and Dissertations*. Many of the operational details of graduate programs in our department have been delegated to the individual divisions. It is the purpose of this handbook to provide graduate students and faculty with information concerning the graduate program policies of the Department of Plant, Soil and Entomological Sciences.

The usefulness of this handbook depends upon it being expanded and updated annually, but it is the students' responsibility to keep informed of the changes in the College of Graduate Studies regulations. Careful planning at the beginning of your program is important in being able to complete degree requirements in a reasonable time. We hope that this will be a helpful guide to new and continuing graduate students and to the faculty who advise them.

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The department's academic assistant, Sonia Todd, after input from the division's faculty, edited the final version of the handbook.

If there are questions or concerns with the material in this handbook, please contact any of the division chairs: Sanford Eigenbrode at 208/885-2972, Matt Morra at 208/885-6315, Jeff Stark at 208/529-8376, or Donn Thill at 208/885-6214; or the interim department head, Dr. James B. Johnson, Department of Plant, Soil and Entomological Sciences, Agricultural Sciences Building, Room 242, University of Idaho, Moscow, Idaho 83844-2339, 208/885-6930.

I. DEPARTMENT OVERVIEW

The Department of Plant, Soil and Entomological Sciences is within the College of Agricultural and Life Sciences. It is a large, diverse department with faculty members organized into four divisions: Entomology, Crop and Weed Science, Horticultural Science and Soil and Land Resources. All four divisions conduct teaching, research, and extension programs. Each of the divisions has a part-time administrator responsible for faculty evaluations, tenure and promotion, and programs within the division. Guidance, overall supervision and coordination of the divisions is provided by the department head. Responsibilities for budget allocations and related issues are shared between the department head and division chairs.

Program coordination among divisions and interdisciplinary approaches to problems are encouraged. Each discipline division is organized to provide a means for scientists to identify and communicate instructional, research, and extension needs and activities related to a specific branch of science represented in the department.

The department consists of 47 faculty members/project leaders, with 14 in Horticulture, 15 in Crop and Weed Science, 11 in Entomology, and 9 in Soil and Land Resources. In addition to the faculty, there are 13 professional support personnel (research, extension, and instructional associates), along with 4 postdoctoral fellows, 84 classified employees (research or extension support scientists, technicians, scientific aides, and secretarial staff), and currently 123 students. Faculty and support personnel are located on-campus at Moscow (71) and at seven research and extension centers in the state (Aberdeen-25, Idaho Falls-9, Kimberly-10, Parma-18, Sandpoint-1, Twin Falls-13, and UI Boise Center-1).

The department offers Idaho's only: Bachelor of Science degrees in Entomology, Plant Science, and Soil and Land Resources; Master of Science (M.S.) degrees in Entomology, Plant Science, and Soil Science; and Doctor of Philosophy (Ph.D.) degrees in Entomology, Plant Science, and Soil Science.

There are currently 55 full-time undergraduate majors enrolled in departmental curricula. In addition, 68 individuals are pursuing M.S. and Ph.D. degrees. The department has 16 allocated assistantships for graduate student support. The remaining graduate students are supported from grant funds, personal funds, or, in the case of foreign students, sponsoring-country fellowships.

The department has a base appropriation of allocated funding from the state legislature and federal agencies. In addition, faculty are expected to generate extramural grant and contract

funds to support their research and extension programs. Some technical support personnel are funded from allocated resources, but the majority are supported on grant and contract dollars.

The roles of the department in research and extension activities have emphasized crop, pest, and soil and land resource sciences, as fostered by the land grant university system. These emphasis areas continue to be a dominant component of the department's research and extension activity due to the uniqueness and the broad scope of the scholarly work conducted by the faculty throughout the state and the relationship of the research to both graduate student training and agricultural extension.

The department's goal in research is to pursue a balanced program between fundamental and applied science. The fundamental programs are designed to expand the knowledge base in each discipline while enhancing the academic programs. The applied programs focus on local, statewide, or regional problems in which the results of the research are readily implemented by extension to improve the agricultural economy of the region. Additional emphasis areas include: molecular biology, integrated crop management systems, natural resources, and biological control.

II. RESEARCH FACILITIES

Research and extension centers are located at Moscow, Aberdeen, Caldwell, Idaho Falls, Kimberly, Parma, Sandpoint, Teton, and Twin Falls. Facilities at Moscow include 25 research laboratories, 10 teaching laboratories, and 16,500 square feet of greenhouse space. Walk-in cold rooms, growth chambers, and specialized equipment such as gas and ion chromatographs, infrared analyzers, spectrophotometers, autoanalyzers, DNA Sequencers, and numerous other laboratory instruments make basic studies feasible. Graduate work can be conducted on campus, at the research and extension centers, or a combination of both. Graduate students are encouraged to participate in department and college activities, such as field days, student recruitment, and open houses.

Electron microscopes in Animal and Veterinary Sciences are available for anatomical and morphological studies. The University Computer Center houses IBM computers, which facilitates data analysis. The Ag College Computer lab (Ag Sci Room 304) is available to students. Graduate students also have access to one of the most outstanding insect collections in the Pacific Northwest (over 1,000,000 specimens), which is housed in the W. F. Barr Entomological Museum. Also available is the Lambert C. Erickson Weed Diagnostics

Laboratory, which houses plant specimens of numerous species of weeds found throughout the Pacific Northwest.

A multi-purpose analytical laboratory system (UI Analytical Laboratory) is housed in the Holme Research Center on campus. The laboratories include a water analytical service, plant analytical service, soil analytical service, veterinary diagnostic toxicology service, hazardous waste analytical service, and agricultural quality assurance laboratory. Programs requiring the capabilities of the UI Analytical Laboratory require payment of fees to the laboratory at costs determined by the lab and are not available for student training and use.

Students obtain working space in laboratories, fields, greenhouses, growth chambers, etc., through their major professor. Standard safety and operational procedures must be read and adhered to. For example, it is imperative that the laboratories be kept clean, glassware washed after use, and supplies and equipment put away after use.

Moscow research facilities located away from the Agricultural Sciences Building include the Greenhouse Complex on Sixth Street, H.C. Manis Laboratory Complex on Farm Road, the Plant Science Farm located three miles east of Moscow on the Troy Highway and the Kambitsch Farm located 12 miles south of Moscow on Highway 95. Arrangements for use of these facilities should be made through students' major professors. Specific questions regarding the Sixth Street Greenhouse can be directed to Jerry Meyer (refer to Appendix 1 for Greenhouse Policy and Operations). Dr. Sanford Eigenbrode (Ag Sci Room 235) is in charge of the Manis Laboratory (Entomology) and can provide details on facilities and capabilities. Roy Patten is responsible for day-to-day operations of the Plant Science Farm.

III. DEPARTMENT, MAJOR PROFESSOR, AND STUDENT RESPONSIBILITIES

The department will provide the necessary tools and the environment for the growth and professional development of its graduate students. The major professor will provide frequent and thorough advice on coursework and research. The student must exhibit the motivation, integrity, and professional ambition to utilize the resources available. It is the responsibility of the major professor and graduate student to follow the guidelines set forth in this handbook and the information in the General Catalog pertaining to graduate programs.

In order to maintain the University of Idaho's academic atmosphere and integrity, **academic honesty is of utmost importance** in the Student Code of Conduct. Cheating on classroom or outside assignments, examinations, or tests is in violation of this code. Plagiarism, falsification of academic records, and the acquisition or use of test materials are forms of academic dishonesty and, as such, are in violation of this code. For further information on

selected UI policies of concern to students, please pick up the UI Policies & Information pamphlet at the Registrars Office.

As is the case in all life's endeavors, the benefits that students gain from graduate studies are proportional to the efforts expended. It is important that students take maximum advantage of the many learning opportunities provided by the Department of Plant, Soil and Entomological Sciences. This includes participation in departmental activities, seminars, organizations, and other activities that provide for a well-balanced education and enhance the quality of our teaching and research programs.

IV. ADMINISTERING THE M.S. AND PH.D. GRADUATE PROGRAMS

Application and Admittance

Students wishing to enter the College of Graduate Studies must submit an application for admission on a form provided by the Graduate Admissions Office, pay the admissions fee, and have official transcripts sent to the Graduate Admissions Office directly from institutions attended. Application materials should be received by the Graduate Admissions Office no later than the following dates in order to provide adequate time for evaluation and notification prior to registration for the corresponding semester:

Domestic applicants: fall, July 1; spring, November 1; and summer, April 1.

International applicants: fall, June 1; spring, October 1; and summer, March 15.

Students must hold a baccalaureate degree from an accredited college or university, and the grade point average should normally be a 3.0 or higher (the university requires a GPA of at least a 2.8). Strong letters of recommendation or progressive grade improvement in the junior and senior years will be given special attention in marginal cases. Provisional enrollment is sometimes granted at the master's level, with specific conditions that the student must fulfill to be advanced to regular enrollment. International students and students who are to be appointed to assistantships cannot be accepted on provisional enrollment.

All applicants whose native language is not English are required to take the "Test of English as a Foreign Language" (TOEFL). International students from English-speaking countries and those who have earned a degree from either a U.S. institution or an institution in another English-speaking country are not required to submit a TOEFL score. The test uses a multiple-choice format to measure the ability to understand North American English, and it consists of three sections: Listening Comprehension, Structure and Written Expression, and Vocabulary and Reading Comprehension. A score of at least 550 on the Paper Based Test (PBT) or a score of at least 213 on the Computer Based Text (CBT) is required for admission

into the Department of Plant, Soil and Entomological Sciences. Official TOEFL score reports must be mailed to the Graduate Admissions Office by the testing agency.

Completed application files are forwarded to the department for review and recommendation for admittance. In addition to the materials provided by the Admissions Office, the department requires three letters of recommendation from individuals who could outline the applicant's potential for graduate work and a professional career. These letters need to be sent directly from the referees to the office of Graduate Admissions at:

Graduate Admissions
PO Box 444266
Moscow, ID 83844-4266

The department also requires graduate applicants to submit a short essay (one-two pages) explaining their professional goals, academic interests, and personal objectives and a resume' or CV. Submission of GRE scores (verbal, quantitative, and analytical) is required, but under certain circumstances can be waived at the discretion of the division. GRE scores are used in combination with other application materials as an additional indication of the applicant's potential for success in a graduate program.

Completed graduate student application files are first reviewed by the division's admission chair. Unless a major professor has been previously identified, the file is then circulated to faculty members in the applicant's interest area for further evaluation and in an attempt to identify a potential major professor. Since major professors are responsible for providing their students with lab/office space and sometimes with financial support and other resources, acceptance is ultimately dependent upon the availability of these resources.

After circulation, the graduate admissions chair returns the entire file to their division chair for signature and admission recommendation (either acceptance or denial). Applicants are accepted for graduate study only if they appear qualified academically and if a major professor is identified. A graduate student may be accepted with or without funding.

The application is then forwarded to the Graduate Admissions office for their review and action. An admission decision is not official until approved by the College of Graduate Studies. The Graduate Admissions Office cannot grant final acceptance to international applicants who have not fulfilled USCIS (US Citizen and Immigration Service) requirements. This means that an official I-20 (Immigration Certificate of Eligibility) form cannot be issued without all official documents on file at the Graduate Admissions Office: 1) Official TOEFL report mailed by testing agency, 2) official transcripts sent in a sealed envelope directly from the institution to the Graduate Admissions Office, and 3) a signed financial statement demonstrating enough funding

for one year of study in the United States. Accepted graduate students with assistantship appointments will not be required to submit a financial statement. The department, however, will need to inform the Graduate Admissions Office in cases where financial assistance will be provided by the department. Acceptance is granted for a specific semester or summer session. If an applicant does not register for the term indicated, it would be necessary for the applicant to let the academic assistant know what semester their application needs to be moved forward to. Their fee application payment is only good for one year from date received at the Graduate Admissions Office.

If a graduate applicant has been denied admission into the College of Graduate Studies, they may later correspond with the Graduate Admissions Office in an attempt to reactivate their file. If the file is rerouted to the department, the respective division's graduate admissions chair will decide if the applicant has adequately addressed the specific reasons for which the original application was denied (i.e., low TOEFL score, inadequate course background, failure to supply department support materials, etc.). Some applicants may be denied admission due to lack of funding resources, programs to offer, or available faculty. Appeals for admission may be made to the respective division's graduate admissions committee, with final approval by the department head.

If the recommendation is to accept a student, the interested faculty member then corresponds directly with the potential student to determine a reporting date, financial arrangements, insurance coverage, etc. For further information on insurance coverage, especially for international students, please refer to Section VIII in this handbook regarding registration.

Student Orientation

All new students, faculty, and staff are invited to attend a "Student Orientation" meeting usually held at the beginning of each fall semester. This orientation session provides an opportunity for new students and staff to become acquainted with the department head and various staff members, research programs, facilities, and office procedures.

New international students must check in with the International Programs Office to make sure their immigration documents are in order. They are also to attend orientation activities sponsored by the International Programs Office held prior to the beginning of each semester. Details about students' legal status in the U.S., work options, and other important information will be presented. A number of social activities also take place and students have an opportunity to make new friends and identify individuals and organizations to help make their stay a success.

Appointment of Major Professor

The major professor acts as committee chair and the student's research adviser. A major professor and program area are normally identified during review of the graduate application and are in place prior to admission. In other instances appointment is made as early as possible during the student's first semester in residence. To chair an M.S. program, the major professor must be either an associate or full member of the university's Graduate Faculty. To chair a Ph.D. program, the major professor must be a *full* member of Graduate Faculty. For a listing of the department's faculty, please refer to the department web-site at:

<http://www.ag.uidaho.edu/pses/> Major professors are confirmed by the division chair and department head, with final approval by the vice provost for research and graduate studies after consideration of the student's interest and the availability of faculty personnel. Students with major professor's off-campus must have an on-campus co-adviser to assist the student with space needs (desk, lab, greenhouse, farm, etc.) and academic procedures. Please refer to the department operational procedures and policies manual (Appendix 2).

Appointment of Graduate Committee

The graduate committee assumes the responsibility for approving the student's program, advising thesis/dissertation research, and conducting required examinations. The committee for an M.S. degree (thesis and non-thesis) will consist of at least the major professor as chair, a second faculty member from the major field, and a faculty member representing a supporting field outside the major field. For PSES, the outside major field is interpreted to mean anyone outside the division of specialty. A fourth member may be appointed. At least one-half of the committee members must be members of the Graduate Faculty. The committee for the Ph.D. degree will consist of at least the major professor as chair, a second member from the major field, one member from a minor or supporting area, and a member from outside the major and supporting fields. A fifth member may also be appointed. (See listing of PSES faculty, <http://www.ag.uidaho.edu/pses/>)

The "Appointment of Major Professor and Committee" form, available at: <http://www.grad.uidaho.edu/> should be filed with the graduate college within the first semester of enrollment for a master's program and within the first two semesters for a doctoral program. The M.S. and Ph.D. committees are approved by the vice provost of graduate studies in accordance with the recommendations from the department.

Study Plan and Research Outline

Prior to the first meeting of the graduate committee, the student should, in consultation with the major professor, prepare a schedule of courses and an outline of the proposed research topic. The Study Plan form, available on-line at: <http://www.grad.uidaho.edu/> is a list of the minimum courses and credits required for the degree. Please refer to Section V of this handbook for academic requirements, as well as Part Four of the *General Catalog* for general university regulations. If transfer credits are listed on the Study Plan, credit conversion from quarter to semester credits must be included on the form.

The proposed schedule of courses and research topic will be discussed at the first committee meeting, revised if necessary, and signatures obtained. After either the respective division chair or department head's approval is obtained, the form will then need to be submitted to the graduate college sometime within the first semester. After their approval, copies are forwarded to the student, committee members, and respective division chair via the department head. If there are any changes to the graduate program or committee, the student needs to submit a change form also available on-line at: <http://www.grad.uidaho.edu/> to the graduate college with the appropriate signatures.

A candidate working on a thesis/dissertation degree will need to work closely with the major professor and other members of the graduate committee to ensure that a well developed research outline is prepared during the first or second semester of enrollment. For a research proposal guide, please refer to Appendix 4.

V. ACADEMIC AND SCHOLASTIC REQUIREMENTS

Academic Requirements

The general and specific requirements are listed in the *University of Idaho General Catalog*. Each student follows a study plan based upon performance during the study plan evaluation and on individual career goals. With regard to specific courses, graduate students are expected to meet the same departmental course requirements (or their equivalents) as for the undergraduate degree. Deficiencies should be made up early in the student's graduate career.

M.S. requirements include a formal program of at least 30 semester hours to be chosen in consultation with the major professor and approved by the student's graduate committee. Of the minimum 30 credits required for the degree, at least 18 credits must be at the 500 level; the remainder may include 400 level courses in the major, and 300 or 400 level courses in supporting areas. Credit in course 500 (Master's Research and Thesis) cannot be counted toward the minimum of 30 credits for a non-thesis master's degree. Although no limit is imposed on the number of credits that may be earned in course 500 for degrees with thesis, only a maximum of 10 credits in course 500 can be used to fulfill master's degree requirements. Two

credits of Seminar (501) are required. No more than a combined total of 12 credits earned in another school, through correspondence study, or while in non-matriculated status at the University of Idaho, may be included in a master's program. Transfer and correspondence courses must be from schools that offer a graduate degree in the area of the course.

All credits submitted to meet the requirements for a master's degree must have been earned within the eight consecutive years immediately preceding the academic session in which the degree is completed.

Ph.D. requirements include a minimum of 78 credits beyond the bachelor's degree; of these, at least 52 credits must be in courses numbered 500 and above, and at least 33 of the 78 credits must be in courses other than 600 (Doctoral Research and Dissertation). A maximum of 45 credits of 600 is allowed. Courses numbered below 300 may not be used to fulfill the requirements for a doctoral degree. Three credits of Seminar (501) are required. A doctoral student must complete at least 39 of the 78 required credits in UI courses while matriculated in the College of Graduate Studies.

Of the credits submitted to satisfy the requirements for a doctoral degree, a maximum of 30 may be more than eight years old when the degree is conferred, provided the student's committee and department determine that the student has kept current in the subjects concerned. All other degree requirements must be completed no later than five years after the date on which the candidate passed the preliminary examination. Time limitations can be extended only by recommendation of the committee and approval by the Graduate Council.

Graduate Seminar

As an integral part of their graduate program, M.S. and Ph.D. students are required to present seminars. The graduate seminar is a professional scientific presentation about a specific topic and must be an oral presentation with an abstract and literature cited. All M.S. programs must include a minimum of two credits of seminar and all Ph.D. programs must include a minimum of three credits of seminar. Ph.D. students are encouraged to take one credit of Plant Science 597 (Teaching Practicum) as a substitute for one seminar credit.

Seminar topics will be selected by the student in consultation with their major professor, and must also be approved by the seminar instructor. In addition, each student must give an exit seminar, which will be under the direction of the student's graduate committee. Students are encouraged to present their thesis topics as one of the required seminars by the midpoint of their graduate programs; this will provide an opportunity for faculty and students in related disciplines to offer ideas and suggestions that may benefit the student's research efforts. The student's final class seminar should not be the same as the exit seminar; these are two distinct and separate requirements. Students should check with their major professor or seminar

instructor regarding seminar announcements and their distribution (please check the Seminar Announcement Board by the PSES main office for seminar postings).

Credit Requirements

Graduate students engaged in any activity requiring faculty time and consultation, or the use of any UI facilities, must register for the number of credits appropriate to the degree of activity. Students engaged in any phase of research, such as writing a paper, thesis, or dissertation, must register for such work in an amount reflecting the effort required, even though the minimum research requirement stated on the study plan may have been completed.

All graduate students who are funded by an assistantship must register for 12 credits in a regular academic semester (and a minimum of 1 credit during summer session), not including zero credit or audited courses. Graduate students are allowed to register for a maximum of 16 credits per semester without special permission. Please refer to the *General Catalog* for information on zero credit, audit, and pass-fail options.

A graduate student must be registered at the UI for an appropriate number of credits in the major field during the semester or other academic term in which their degree requirements are completed (including the acceptance of the thesis or other terminal project and the taking of final defense or comprehensive exam). Students defending or submitting a thesis or dissertation must be registered for thesis/dissertation credits the semester it is defended and submitted.

International graduate students must comply with and keep abreast of current rules and regulations of the U.S. Citizen and Immigration Service (USCIS). In order to maintain F-1 or J-1 student visa status, *students must be enrolled on a fulltime basis*, i.e., at least 9 credits each semester or 6 credits each eight-week summer session, not including zero credit or audited courses. The only exceptions to this requirement permitted by the Immigration Service are: 1) when a student is in their final semester and does not need full credit to graduate; 2) for medical reasons which requires verification from a doctor; or 3) for graduate students who have completed all coursework and have only a thesis or dissertation remaining. If there are any questions, please call an international student adviser at 885-8984.

Scholastic Grade Requirements

A candidate for an advanced degree must have a cumulative GPA, based on their graduate record, of at least 3.00 (A=4.00). The relevant GPA is calculated as stated in regulation E (part 3 of the General Catalog) except that it is based only on grades received: 1) in all courses taken at UI while the student was enrolled in the particular program (major) leading to the degree sought whether or not those courses are on the student's study plan; 2) in courses that were taken at UI before the student enrolled in the current program and have been

included in that program by the student's committee; and 3) in the case of candidates for the master's degree, in UI courses 500 and 599 for an aggregate of not more than 10 credits or the department's allowance of research credits, whichever is the lesser (grades received in these courses for credits in excess of this limitation are treated as if the courses were grades P or F). Though courses in which grades of D are received may not be counted toward the satisfaction of degree requirements, those grades are included in the GPA.

A graduate student is placed on probation after any semester or summer session in which a grade point average of less than 3.0 is earned, regardless of the student's cumulative GPA. The student will be disqualified if a GPA of less than 3.0 is earned during the second, consecutive semester or summer session in which regular grades are received. He/she may be reinstated as a graduate student under the following conditions: The student may not take classes for at least one regular semester (fall or spring), must get the positive recommendation of the department administrator, must get graduate college permission and file the appropriate forms at the Registrar's Office, and must receive at least a 3.0 grade point average the first semester back in the graduate college.

A grade of *I (Incomplete)* is assigned only when a student has been in attendance and has done satisfactory work up to a time within three weeks of the end of the semester, or within one week of the close of the summer session. Instructors who submit grades of incomplete must specify what the student must do to make up the deficiency, as well as the grade that is to be entered on the student's record in the event that the incomplete work is not made up by the deadline. Final grades for incompletes received in the Fall semester or Intersession, must be assigned by the last day of the following Summer semester. Final grades for incompletes received in the Spring semester or Summer Session, must be assigned by the last day of the following Fall semester. When a student has completed the deficient work, the instructor will assign a final grade. An incomplete that is not completed within the time limit specified above would automatically be changed to the reversion grade assigned by the instructor at the time the incomplete was submitted. Instructors may assign a final grade anytime within the time period specified above. In the event the instructor leaves the university, the departmental administrator may assign the final grade. An incomplete remains on the student's permanent record and is accompanied by the final grade (i.e. I/A, I/B, I/C).

The grade of *IP (In Progress)* may be used in courses 500 (Master's Research and Thesis), 599 (Research), and 600 (Doctoral Research and Dissertation). Grades of IP in graduate courses are considered to represent at least grades of B or P. If, in any given semester, the faculty member supervising the student's research considers the student's progress unsatisfactory, a regular letter grade (C, D, or F) should be assigned. When the thesis, dissertation, or other necessary document is accepted, or when a student ceases to work under

the faculty member who is supervising the research, the IP grades are to be changed to a letter grade. Changing of IP grades is done in the Registrar's Office by the major professor or co-adviser.

VI. PLANT SCIENCE GRADUATE PROGRAM DEGREE REQUIREMENTS AND PROCEDURES

Length of Graduate Programs and Assistantship Support

M.S. - normally a maximum of two years on a funded program (teaching or research).
Ph.D. - normally a maximum of three years on a funded program beyond a master's degree.
Support for students on programs taking longer than the recommended length will depend upon other funding obtained by the student or major professor, and thus will need approval of the division chair and department head.

Evaluation of Graduate Student's Progress

Each graduate student's progress toward a degree must be reviewed at least annually by the student's major professor. Graduate student tracking is now available on the faculty web interface. A student, major professor, division chair or administrator can check a student's status with filing forms using the "graduate student tracking link" on the web interface. If a student is not making sufficient progress on research, data collection, etc. the student may be asked to submit a PSES graduate student tracking sheet (Appendix 5) to the major professor. This form is used to document marginal and/or unsatisfactory progress of a PSES graduate student, the form will be kept in the student's academic file. A performance evaluation form (Appendix 6) will then be completed by the major professor after consultation with the graduate committee. The evaluation will be reviewed with the graduate student, and he/she will be given the opportunity to make comments. The evaluation form and tracking sheet are then submitted to the division chair for review.

Unsatisfactory Progress: If a review shows problems or unsatisfactory progress, the following procedure should be used:

- 1) The student should be counseled by the major professor and graduate committee members, as well as the division chair or department head. Any comments should also be put in a letter to the student, with a copy to be placed in the student's file.
- 2) Suggestions must be given to help the student progress toward the degree objectives. Those suggestions and objectives should also be put in writing and a copy placed in the student's academic file.

- 3) Student's progress must be reviewed within six months after consultation. If progress is satisfactory, the student will be allowed to continue towards completion of the degree. If progress is again unsatisfactory, then the student's funding may be terminated. A student will be dismissed after 2 consecutive semesters of a term GPA below a 3.0.

M.S. Requirements and Procedures - Thesis Option

Please refer to <http://www.grad.uidaho.edu/default.aspx?pid=32497> for a listing of the College of Graduate Studies Procedure and Time Element Requirements. When preparing your thesis, please refer to the "Graduate Handbook for Theses and Dissertations" available at: <http://www.grad.uidaho.edu/default.aspx?pid=32494>

Thesis Procedure

Preliminary Draft: The first draft of a thesis or manuscript is prepared by the student in close consultation with the major professor, who is charged with assuring that the draft is in acceptable condition for review by the graduate committee. The thesis may be prepared in standard thesis format or as a compilation of journal manuscripts, as determined by the student and major professor in cooperation with the graduate committee. **If major alterations are recommended by the major professor this procedure may need to be repeated.*

Review Draft: A review draft is prepared by the student, incorporating ideas and suggestions made by the major professor. The student prepares copies for all graduate committee members. The student should allow up to two weeks for review of the draft by the committee members. If major alterations are recommended by the committee members, this procedure may need to be repeated.

Final Draft: After a review draft meets the approval of the graduate committee, a revised draft is prepared for approval by the major professor and committee. The student then submits the revised draft to the committee to obtain permission to proceed with the final defense of the thesis. The student then obtains the form "Request to Proceed with Final Defense of Thesis" (<http://www.grad.uidaho.edu>) from the graduate college web-site or from the PSES main office, and obtains signatures of the major professor and graduate committee members. The final defense must be scheduled prior to returning this form to the graduate college. The major professor, in consultation with the student and the graduate committee, selects a satisfactory time and place for the exam. Upon return of the form to the graduate college, the student will be given a "Final Defense Report" form to be used for grading purposes at the defense. Students should allow the committee at least three days to review the revised version of the thesis prior to the final examination. After the final exam, any changes suggested by the committee and/or the administrative review will be incorporated and a final thesis prepared.

Acceptance of manuscripts by a refereed journal is not required for graduation, but is encouraged.

Final Examination

The major professor informs the graduate committee members, division and/or department faculty, division chair, and the department head of the time and location of the final examination. Copies of the thesis should be made available to the graduate committee at least three working days before the final examination.

The final examination is usually oral, but part may be written. All members of the committee must be present at the final exam. If a member must be absent, a memo from the absent person giving authorization for a proxy to act on his/her behalf must be sent to the graduate college for approval prior to the exam. Other interested faculty may be present and will be invited to participate. The major professor will act as moderator and will guide the direction of the questions. At the beginning of the exam, the student will present a 30-40 minute formal seminar on the thesis research. During the remainder of the exam the student will be expected to defend the thesis and demonstrate a solid grasp of academic knowledge related to the thesis and subject area.

The decision as to whether the student passes or fails the final exam rests with the committee members. An advisory vote of the graduate faculty in attendance will be taken and considered by the student's committee. A favorable majority vote by the graduate committee is required to pass the student. The "Final Defense Report" form is to be submitted to the College of Graduate Studies after the defense (regardless of the results). If the defense is successful, the IP grades need to be removed by the major professor once the document is acceptable to the committee.

Should the student fail the final exam, they may repeat the exam once within a period of not less than three months and not more than one year after the first attempt. If the examination is failed and is either not repeated or not successfully repeated within a one-year period, the student will be moved to unclassified enrollment status within the College of Graduate Studies and is no longer in the degree program (reinstatement requires a petition to the Graduate Council).

Following a successful defense of the thesis, the candidate must submit the final copies to the College of Graduate Studies within six (6) months; otherwise, the candidate must defend the thesis again and may be required to revise it or write an entirely new one. Remember, you must be registered for 500 (Research and Thesis) the semester in which you submit your document. All "IP" grades need to be removed by the major professor once the document is acceptable to the committee.

Deposit two unbound copies of your approved thesis and one additional copy of the title page and abstract to the College of Graduate Studies by the date specified in the Time Schedule. Completion of the University Microfilm International (UMI) form is optional for master's theses, but is available in the graduate college office to those who wish microfilm publication by UMI. This form is to be submitted with the thesis.

M.S. Requirements and Procedures - Non-Thesis Option

Please refer to <http://www.grad.uidaho.edu/default.aspx?pid=32497> for a listing of the College of Graduate Studies Procedure and Time Element Requirements.

In some cases, with approval from the division's graduate faculty, a student may be permitted to enter into a M.S. non-thesis program in which he/she would be expected to pass a comprehensive exam and write a final report on an appropriate technical subject.

Technical Report or Professional Problem

The nature of the technical report/professional problem should be agreed upon by the student and graduate committee members by the end of the first semester. Copies of the completed report must be given to the major professor and committee at least one week before the comprehensive exam. The essential difference between this report and a thesis is that the report is usually not based on original research performed by the candidate.

Comprehensive Examination

This written and/or oral examination is taken after the completion of most of the degree requirements, which includes completion of all course work stipulated in the study plan. The decision as to whether the exam will include a written component rests with the major professor and graduate committee. The major professor, in consultation with the student and the graduate committee, selects a satisfactory time and place for the exam. The major professor then informs the graduate committee members, departmental faculty, division chair, and the department head of the time and location of the oral exam. All members of the committee must be present at the comprehensive exam. If a member must be absent, a memo from the absent person giving authorization for a proxy to act on his/her behalf must be sent to the graduate college for approval prior to the exam.

A majority favorable vote of the graduate committee is required to pass or fail the student. An advisory vote of the graduate faculty in attendance will also be considered by the student's committee. If the student passes, the major professor files the form, "Non-Thesis Requirement Report Form" (<http://www.grad.uidaho.edu/default.aspx?pid=32490>) with the

graduate college. Should the student fail the exam, the comprehensive exam may be repeated once within a period of not less than three months and not more than one year after the first attempt. If the examination is failed and is either not repeated or not successfully repeated within a one-year period, the student will be moved to unclassified enrollment status within the College of Graduate Studies and is no longer in the degree program (reinstatement requires a petition to the Graduate Council).

Ph.D. Requirements and Procedures

Please refer to <http://www.grad.uidaho.edu/default.aspx?pid=32497> for a listing of the College of Graduate Studies Procedure and Time Element Requirements. When preparing your thesis, please refer to the "Graduate Handbook for Theses and Dissertations" available at: <http://www.grad.uidaho.edu/default.aspx?pid=32494>

Preliminary Examination

The student will take a preliminary examination after completing the majority of the required course work. The exam will consist of both written and oral parts. All members of the committee must be present at the preliminary exam. If a member must be absent, a memo from the absent person giving authorization for a proxy to act on his/her behalf must be sent to the graduate college for approval prior to the exam.

Written Exam: Questions for the written exam will be solicited by the major professor from the student's graduate committee and from other selected members of the division/department faculty. The time span for taking the written preliminary exam will be decided by the student's major professor.

Oral Exam: The time and place of the oral exam will be set by the major professor in consultation with the graduate committee. It will be attended by the student and all graduate committee members. Other interested division/department faculty may be present and will be invited to participate. The major professor will act as moderator and will guide the direction of the questions. Questions may also be asked by the division/department faculty during the exam.

Evaluation: The decision as to whether the student passes or fails the preliminary exam rests with the graduate committee. An advisory vote of the graduate faculty in attendance will be taken and considered by the student's committee. A favorable majority vote by the committee is required to pass the student. The "Report of Preliminary Examination and Advancement to Candidacy" form (<http://www.grad.uidaho.edu/default.aspx?pid=32490>) must be returned to the graduate college. Should the student fail the exam, the committee may make recommendations as to whether or not the student should repeat the exam. The preliminary exam may be repeated once within a period of not less than three months and not more than one

year after the first attempt. If the examination is failed and is either not repeated or not successfully repeated within a one-year period, the student will be moved to unclassified enrollment status within the College of Graduate Studies and is no longer in the degree program (reinstatement requires a petition to the Graduate Council).

Dissertation Procedure

Preliminary Draft: The first draft of the dissertation is prepared by the student in close consultation with the major professor who will review the draft and ensure that the dissertation is in satisfactory condition before authorizing the student to prepare a review draft. The dissertation may be in standard thesis format or a compilation of journal manuscripts, as determined by the student and major professor in cooperation with the graduate committee. *If major alterations are recommended by the major professor this procedure may need to be repeated.

Review Draft: The student will prepare multiple copies of the review draft incorporating ideas and suggestions of the major professor and submit one copy to each graduate committee member. The student should allow up to two weeks for review by the graduate committee.

Final Draft: After the review draft meets the approval of the graduate committee, the next draft is prepared after approval by the major professor and committee. The student then submits the revised draft to the committee to obtain permission to proceed with the final defense of the dissertation. The student then obtains the form "Request to Proceed with Final Defense of Dissertation" (<http://www.grad.uidaho.edu/default.aspx?pid=32490>) and obtains signatures of the major professor and graduate committee members. Since the final defense must be scheduled prior to returning this form to the graduate college, the major professor, in consultation with the student and the graduate committee, selects a satisfactory time and place for the exam. Then upon return of the form to the graduate college at least ten working days before the scheduled final oral examination, the student will be given a "Final Defense Report" form to be used for grading purposes at the defense. Students should allow the committee at least three days to review the revised version of the dissertation prior to the final examination. After the final exam, any changes suggested by the committee and/or the administrative review will be incorporated and a final dissertation prepared.

Final Defense

The final defense (or sometimes referred to as the final oral examination) for a doctoral degree normally is not taken earlier than five months after advancement to candidacy. It is held upon completion of the dissertation and after authorization forms have been issued by the

graduate college, but not earlier than ten working days after approval by the graduate college to schedule the defense.

The major professor will inform the committee members, the respective division's graduate faculty, division chair, and department head of the final defense time and location. The major professor will also inform the department faculty of the defense by placing a seminar announcement in the PSES newsletter, well in advance of the exam date. The Division of Information Technology Services (ITS) is also interested in video taping graduate dissertation defenses for later playback to the university community on ITV 8 and for use as a video resource for students and faculty both on and off campus. For information, contact ITS at 885-7755.

The final oral exam will be attended by the student, all members of the graduate committee, and other interested faculty. Other interested students may attend the exam, with the consent of the student and the student's graduate committee. The examination will be preceded by a seminar on the dissertation research. Committee members will have priority in the questioning; other department graduate faculty members may participate at the discretion of the major professor, who will act as moderator and will guide the direction of questioning. The exam will consist primarily of defense of the dissertation, but is not limited to that.

The decision as to whether the student passes or fails the exam rests with the graduate committee. An advisory vote of the graduate faculty in attendance will be taken and considered by the student's committee. A favorable majority vote by the committee is required to pass the student. The "Final Defense Report" form is to be submitted to the College of Graduate Studies after the defense (regardless of the results).

Should the student fail the exam, the committee may make recommendations as to whether or not the student should repeat the exam. The interval before the second attempt may not be less than three months or longer than one year. If a student fails the final defense a second time, or if the major professor and graduate committee does not allow the student to repeat the defense after the first failure, the student is automatically moved to unclassified enrollment status within the College of Graduate Studies and is no longer in the degree program (reinstatement requires a petition to the Graduate Council).

Following a successful defense of the dissertation, the candidate must submit the final copies to the College of Graduate Studies within six (6) months; otherwise, the candidate must defend the dissertation again and may be required to revise it or write an entirely new one. Remember, you must be registered for 600 (Research and Dissertation) the semester in which you submit your document. All "IP" grades need to be removed by the major professor once the document is acceptable to the committee.

Deposit two unbound copies of your approved dissertation and two additional copies of the title page and abstract to the College of Graduate Studies by the date specified in the Time Schedule. The University Microfilm International (UMI) forms are available in the graduate college office as is a Survey of Earned Doctorates, and they must be submitted with the dissertation.

VII. FINANCIAL ASSISTANCE

Graduate Assistantships

Research Assistantships (RA) and Teaching Assistantships (TA) may be funded from state or federal appropriations or from grants received from numerous state, federal, and private granting agencies. Graduate assistantships are awarded based on departmental research needs and resources and on previously demonstrated scholastic ability, experience, and potential research and teaching competency. Graduate students with assistantships are exempt from out-of-state tuition (**\$4,010 FY05**), but must pay full-time, in-state registration fees (**\$2,086 per semester FY05**) each regular academic semester while supported by an assistantship.

Faculty have the option of placing students on fiscal year appointments (July 1-June 30) or academic year appointments (August 19-May 15). However, all appointees do not accrue sick or annual leave. Students may be allowed the regular school vacation periods upon request to the departmental administrator through the major professor. Health insurance is not covered by assistantships (please refer to the registration section in this handbook for further information on insurance coverage). Also, neither social security withholding tax (FICA) nor out-of-state tuition fees are paid by students on assistantships.

Scholarships and Research Fellowships

Graduate students may receive financial assistance from various scholarships and research fellowships on a competitive basis. Recipients are expected to make satisfactory academic progress to continue receiving federal or state financial aid. Please refer to the scholarship booklet distributed by the college's Academic Programs Office for a complete listing of College of Agriculture scholarships. One example of a college research fellowship is the *Iddings Research Fellowship*, but this is not available to graduate students supported by assistantships. You may also want to check for scholarship announcements posted on the bulletin board outside of the PSES main office. For additional information on scholarships and financial aid, please contact the Office of Academic Programs in the College of Agricultural and Life Sciences (885-7984) or the university's Student Financial Aid office (885-6312).

Travel Grants

The department has travel grants available to students. Contact your major professor for further information.

VIII. REGISTRATION

Registration - Regular Academic Semester

Due to recent changes in the university's registration and fee payment system, graduate students need to keep abreast of all registration procedures and deadlines. **Early registration is strongly advised** for continuing students, unless extraordinary circumstances prevent early registration. Please refer to the Time Schedule for registration and fee payment information.

At the time of on-line course entry, it is a good idea to double-check your address information (local and permanent). The mailing address shown on the screen is where final grade reports and registration billing statements are mailed to, that is also the address included in the campus directory. This address update system is available throughout the year.

During registration fee payment, graduate assistants will need to indicate that they have a 100% appointment with PSES and pay for all but the applicable non-resident tuition. Names will be verified from a list of appointments; but if a student has not been officially appointed, the Controller's Office will request that a special permit be prepared. Contact the department's academic assistant if you need verification of your out-of-state tuition waiver.

Remember that registration is not complete until fees are paid. It is a good idea to make sure that all controller/academic holds are cleared and that you have the correct amount of money and signed forms. You may also pay fees by credit card if that is more convenient for you. Failure to follow the payment schedule will result in service charge (\$50) and late fee (\$50) assessment and/or disenrollment from classes; therefore, please refer to the Time Schedule for applicable registration/fee payment dates and procedures. If you are on staff appointment, be sure to provide (in duplicate) a completed and signed "Staff Registration Permit" form (<http://www.hr.uidaho.edu/default.aspx?pid=35282>) with your check and pay the applicable fees.

Off-Campus Registration

A graduate student must register for independent study or research that is to be performed off campus and that will require a faculty member's time and supervision. Students undertaking such off-campus activities may register using the web interface system. Registration procedures for off-campus students are the same as for on-campus students.

For those off-campus students who fail to register because of extenuating circumstances, fee payment will need to be arranged by contacting the student accounts office at 208/885-7447. Please make sure that all controller/academic holds are cleared and that you have sent the correct amount of money and signed forms. Late registration charges begin on the first day of classes each semester; therefore, please refer to the Time Schedule for applicable registration/fee payment dates and procedures.

Summer Session Registration

Graduate students on assistantships must register for 1-6 credits during the summer session depending on the level of activity requiring faculty time and consultation, as well as the use of UI facilities. The graduate college pays summer session fees up to a maximum of 6 credits for a graduate student who held a graduate teaching assistant appointment during the previous spring semester and who will be continuing on an approved degree program during the summer. The credits must be applicable toward the student's degree. Graduate students on graduate assistant research appointments must pay their own fees. Students on staff appointment who are using a "Staff Registration Permit" form can register for no more than 3 credits during the summer. Otherwise, full fees are charged for credits in excess of this limit.

Cooperative Course Registration

Departments at the University of Idaho and Washington State University (8 miles west of Moscow) are encouraged to establish and maintain cooperative academic efforts. Cross-listed courses available on either campus are identified in departmental listings in the UI Catalog, the WSU Catalog and Time Schedule. If a course number is preceded with a letter designation of "ID", it refers to the course as being offered at the University of Idaho but available to WSU students. If a course number is prefixed with "WS", it is a course offered at Washington State University but available to UI students. A prefix of "ID&WS" is a cooperative course offered on either campus.

Follow regular registration procedures for courses already listed as being cooperative in the Time Schedule. But if you are interested in taking a WSU class that is not cooperatively designated, you need to first ask the instructor for permission to enroll in their class. Once permission has been granted, you then need to see the academic assistant in the PSES office to obtain a special section number in either Special Topics or Directed Study. The subtitle will usually be the name of the WSU course, so that it will be correctly reflected on grade reports and transcripts.

Currently, there is a shuttle system between the two universities. Please contact "Wheatland Express" in Pullman, Washington, for further details and rates (334-2200).

Insurance

All students enrolled in academic courses for credit, excluding board appointed faculty and staff, are automatically covered by *accident* insurance during the academic year. The insurance does not cover illness. A health and extended accident insurance plan is available to UI students enrolled for 4 or more credits and their spouses/dependants. International students on non-immigrant visas must either purchase this optional insurance for themselves (plus any accompanying dependent family members) or document coverage by equivalent insurance as part of their obligation to establish proof of financial responsibility for expenses incurred while attending the university. Students are asked to indicate during registration whether they wish to purchase student health insurance or provide documentation of alternate health care coverage. Students who can document proof of an equivalent program may be issued a waiver. For further information on insurance coverage and rates, please contact the Administrative Affairs Office (885-7177) or the International Programs Office (885-8984).

IX. GRADUATE STUDENT GROUPS

Aldrich Entomology Club

Graduate and undergraduate entomology students can participate in the Aldrich Entomology Club. The club's main purposes are to expand students' professional experiences and to enhance interaction among entomologists. There is the opportunity to practice honeybee management for honey production and, when available, pollination of crops in departmental research projects. Some of the funds generated from these efforts are deposited in an interest-bearing travel grant fund. The club officers and adviser administer the program, soliciting proposals and making awards to support student travel to professional meetings. Members can use other funds to support entomological activities such as informal seminars and collecting trips or social events like picnics.

Graduate Student Association

The GSA was established at the University of Idaho in 1990 as the first campus-wide graduate student organization. All graduate students are automatically members of GSA, and officers are elected annually. An important resource for graduate students is the travel grants program. The goals of GSA are to improve graduate education at the University of Idaho by lobbying for better research and teaching assistantships, opportunities, and professional development. Further information can be obtained by contacting either our department's GSA representative or the graduate college.

International Association

University international and domestic students have formed an international group, which will bring greater recognition and visibility to all international activities on the UI campus and in the community. This group will provide a forum to discuss ideas, share cultures, and sponsor events and service projects. Further information may be obtained from the International Programs Office (223 Morrill Hall).

Plant and Soil Science Club

This organization is open to both undergraduate and graduate students who share an interest in plants, soils, and the many specialized areas of study involving them. Members participate in various activities throughout the year (plant sales, picnics, field trips, pizza parties, holiday functions, etc.). Please contact Professor Bob Tripepi at 885-6635 for more information.

PSES Graduate Student Association

The PSES GSA was formed in 1991 as a subsection of the university GSA. The organization was formed to establish unity amongst the graduate students within the four divisions as well as to share information and resources, to foster open communication between graduate students and the administration, and to provide a forum for social interaction. Officers and division representatives are elected annually. Officers and division representatives attend departmental and divisional faculty meetings and serve on various committees.

Weed Science Graduate Student Association

The Weed Science Graduate Student Association raises external funding to support travel to regional and national meetings for those students who are not presenting papers. (Project funds are generally used to support students who are giving presentations.) Please contact Professor Donn Thill for more information at 885-6214.

Soil Stewards Club

A student-driven experiential learning program developed to create a UI organic farm that preserves natural resources, integrates with local community, and promotes long-term socioeconomic equity. Students learn the principles of sustainable agriculture, organic farming, and marketing through interactions with undergraduate and graduate students from many different disciplines as well as local organic growers. Major Activities: trips, guest speakers, community service, operate a sustainable farm. Please contact Professor Jodi Johnson-Maynard for more information at 885-9245.

Student Society of Arboriculture

The UI Student Society of Arboriculture (UISSA) is a student organization with an interest in trees and issues involving trees in the UI campus, local community and the Pacific Northwest. The UISSA is a recognized student branch of the International Society of Arboriculture-Pacific Northwest Chapter. Major Activities: tree planting and nursery operations, tree climbing events, tree education with local schools. Please contact Professor John Lloyd for more information at 885-5477.

X. GRADUATE STUDENT AWARDS

Manis Award

The Manis Award is presented each year to an entomology graduate student producing an outstanding journal article or thesis/dissertation.

W. F. Barr Fund

Entomology graduate students compete for research funds from the W. F. Barr Fund, which supports insect survey and collecting trips that pertain to their research projects and travel to meetings.

Outstanding Graduate Student Paper Presentations

Graduate students may receive awards from different societies in their field for outstanding paper presentations. For further information, ask either your major professor or any of the following society examples: Western Society of Crop Science, Western Society of Soil Science, Western Society of Weed Science, Entomological Society of America, etc.

XI. GRADUATION, EXITING, AND JOB PLACEMENT

Formal commencement exercises are held only at the close of the spring semester; however, diplomas are also issued at the close of the summer session and the fall semester to such candidates as have completed "all requirements" by the deadlines published for graduation in that semester. "All requirements" is defined as all course work, all departmental requirements, the final defense and submission of the thesis/dissertation or the results of the comprehensive examination, and the filing of the Application for Advanced Degree, apply on-line using the web interface at: www.uidaho.edu. *Delays caused by any reason (the student, faculty members, or department procedures) will cause the student to register and graduate the next semester.*

All students who graduate in the summer, fall, or spring are entitled to participate in the annual commencement exercises. Candidates who do not intend to participate in the formal commencement exercises must notify the graduate dean with a commencement excuse form before the close of the academic session in which graduation requirements are completed so that appropriate arrangements can be made. Diplomas are ready about five weeks after the end of the academic session in which graduation requirements are completed.

When a graduate student completes their degree program and has final graduate college approval, two copies of the thesis/dissertation need to be given to the academic assistant in the PSES office for binding (department copy and major professor copy). If manuscripts replace a thesis, they will still need to be submitted to the office for binding. The department will cover the binding costs for these two copies (without face stamping). If the major professor wishes to have additional copies bound, they can also be given to the academic assistant; however, the binding costs will be the major professor's responsibility (please supply budget number). If the student wishes additional copies bound, they can take them directly to the Copy Center in the Commons and pay for binding/postage charges, or the academic assistant can arrange for the binding when the major professor and department copies are ordered. Currently, spine binding costs approximately \$21.20 each and face stamping is \$26.50 each.

Please leave a forwarding address with the PSES main office before departure so that mail can be forwarded. You also need to leave a forwarding address with the U.S. Post Office; and if a foreign student, you need to notify the International Programs Office of your departure. This is also a good time to return any keys to the department.

All announcements of available positions are posted weekly on the bulletin board outside of the PSES main office, as well as the college's job announcement board near the dean's office. There are also placement services available to members of professional societies (i.e., American Society of Agronomy, Weed Science Society of America, etc.) and many of the services are most active at the annual meetings. The Career Services Center on campus assists students and alumni in obtaining employment appropriate to their ability, education, and experience. For further information, please contact the Career Services Center (885-6121).

Upon request faculty members will usually write letters of recommendation for those seeking jobs or further graduate training. The recommendations are factual and objective.

XII. STUDENT SUPPORT SERVICES AND GRIEVANCE PROCEDURES

The University of Idaho offers many student support services: Academic Advising and Counseling, Tutoring and Academic Assistance Center, Student Advisory Services, Study Abroad, Women's Center, National Student Exchange, Services for Students with Disabilities,

Learning Disabled Students, Minority Student Programs, Counseling Center, Student Health Service, etc. For further information please refer to the *General Catalog* or contact the Student Advisory Services office.

Grade disputes should first be discussed with the instructor. If not resolved, then an appeal can be made to the university's Academic Appeals Board. If grievances other than grade disputes arise, the student should discuss the problem first with the major professor. The student may then visit with committee members. If resolution of the problem is not attained, visit with the division chair and/or department head. If none of these arrive at a suitable solution, the department head will provide details for further appeal.

Students and major professors are advised that the right of petition exists to waive or modify any university regulation. However, favorable action can be expected only when circumstances and the presentation clearly justify an exception. Precedents are not set by previous actions and may not form the basis of a petition; rather the situation concerning the student involved is given consideration on an individual basis. A \$10 fee is charged for each petition submitted to the Academic Petitions Committee or Graduate Council.

XIII. APPENDICES

- 1) Greenhouse Policy and Operations
- 2) Department Operational Procedures and Policies
- 3) Qualifying Exam Form
- 4) Research Proposal Guide
- 5) Tracking Sheet
- 6) Performance Evaluation Report
- 7) Patent & Copyright Agreement

Appendix 1

UNIVERSITY OF IDAHO GREENHOUSE POLICIES AND OPERATIONS

GENERAL

The PSES Greenhouse Committee is responsible for providing, instituting, and enforcing general policies and guidelines for use of the Sixth Street and Manis greenhouse facilities. The objective of these policies is to ensure that quality greenhouse space is available to departmental and university faculty, students, and staff, and that the space is used efficiently, appropriately, and safely.

Facility managers are responsible for the day-to-day operations of the greenhouses including handling requests and assignments for space, routine availability of limited materials and supplies, pest management, coordinating equipment upkeep, and accommodating special research requests. Facility managers are members of the PSES Greenhouse Committee. The immediate supervisor for the managers is the PSES department head. The chairman of the Greenhouse Committee, in consultation with the department head, assists in supervisory and administrative matters.

All first time users of the greenhouse facilities are required to schedule an orientation session with the appropriate greenhouse facilities manager. This session will introduce the user to the greenhouse facilities and include discussion/demonstration of correct procedures for lab/headhouse usage, disease and pest avoidance control, and safety. **Included in this orientation are site-specific rules and guidelines for safe access/use of the facility not covered in this policy statement.** 6th St users must view the Worker Protection video and submit a signed copy of this policies and operations statement to the manager.

POLICIES AND PROCEDURES

1. Space Allocation:

Requests for space allocation at any facility must be made using a Space Request Form available at the 6th Street Greenhouse and PSES departmental office. Current space demands, project size, past performance, utilization efficiency, sanitation, cooperation and project importance are all considered when allocating space. Every effort will be made to provide space to all those who need it.

Allocation of space may be for short- or long-term depending on the nature of the research or teaching use. Any change in allocation of space can only be implemented after notification of the PI (primary investigator) occupying the space. Requests for annual space allocations are due on July 1 of each year. Space Request Forms must be filled out each year since there is no automatic rollover of space. Greenhouse users will be charged for the space and resources they use according to the Service Fee Schedule.

In the event of a shortage of bench space, specific allocations may be reduced to ensure access by faculty and graduate students needing space. Any 'priority' decision conflicts will be decided by the department head based on justifications for space and recommendations of the manager. Priorities will depend, in part, upon the following, which are not ranked in order of importance:

- a. Research or teaching project
- b. Type of research
 - Contract

- Thesis/dissertation
- Hatch
- Other

Only materials needed for research and teaching projects are to be stored at any greenhouse facility and only in areas designated for storage at any greenhouse facility and only in areas designated for storage by the facility manager. Any greenhouse access keys issued to a user are to be returned promptly when access to the greenhouse is no longer needed.

Personal material of any kind (particularly plants) is not allowed in the greenhouses.

2. Materials and Supplies

Greenhouse facility users are expected to purchase their own expendable research supplies, including, but not limited to: soil mix, fertilizers, etc. Greenhouse staff maintains the fertilizer injector cart with a general-use fertilizer (currently Peters 15-16-17) and general-use headhouse supplies. When soil is received from a supplier, the greenhouse staff will notify the appropriate party and arrange to assist in moving the bales into the fenced storage area.

3. Maintenance Responsibilities

Routine maintenance of any greenhouse physical facility is the responsibility of the manager at the site. Major repairs require departmental approval.

Only the facility manager is permitted to change the environmental controls using the ARGUS system. Users must consult the manager if they want the environmental regime modified in their respective compartments/growth chambers.

Greenhouse users are responsible for cleanup of general use areas and maintenance of assigned space. If someone else under the manager's direction must clean up for a facility user, they will be billed for the work. All plants and soil no longer needed for an experiment must be moved outside to the dumpster immediately.

Users are obliged to maintain a clean growing space during their projects. At project completion, users are required to clean the respective growth room or greenhouse space. This normally entails sweeping, vacuuming, spraying bench tops with bleach, etc. Users in violation of this policy may be charged an additional fee if greenhouse staff must do the cleanup.

4. Pesticide Applications/Safety

The facility manager is responsible for maintaining an acceptable control of insect/disease incidence. Users assist as scouts and are asked to report any infestations immediately.

Access to the greenhouse facility is at the discretion of the manager before, during, and after pesticide applications when the applicator must wear a respirator. The entire building or individual corridors may be closed for up to 48 hours, depending on product label recommendations. Pesticide warning signs will be posted on all greenhouse entrances when the entire facility is closed for application of a product requiring a respirator.

An email notice is sent to all users, at least 24h in advance, if the entire building is to be closed for an application. In other instances, warning signs are placed on individual compartments.

Because of the variety of ongoing projects, a strict greenhouse entrance protocol is enforced at the Manis and 6th St greenhouses. Please restrict your movements to general use areas and your specific research area. Acquire permission to enter other areas with the specific researcher or facility manager. Due to potential for contamination, visitors to 6th St Greenhouse are asked not to visit Manis Lab on the same day. **Additionally, it is recommended that if your work day includes a visit to a farm field or other greenhouse facility, or anywhere else where you might come in contact with pests that can be transported, that you avoid visiting Manis or 6th St that day or arrange to visit UI facilities first.**

Any chemical applications to plants for pest control must be applied by the facility manager or applied under the manager's direct supervision for maintenance pest control. **The Weed Science crew is excluded from this requirement.** Before pesticide applications are made, proper notification will be given.

The facility manager must be notified of any chemical spill immediately.

5. Greenhouse Experiments

The manager at each facility must be notified **BEFORE** any new materials (plants, soil, chemicals, equipment) are brought into the **greenhouse or moved from compartment to compartment** with an expectation that plants allowed into the facility will be first held in the quarantine room for pest evaluation. Failure to comply with this quarantine policy will result in removal of the materials immediately, accompanied by the loss of greenhouse use privileges. This procedure reduces the risk of bringing new pests into the facility and reduces potential problems for the entire community of greenhouse users. The Manis facility is included in this quarantine policy. The facility manager may, at his/her discretion, close the quarantine room simultaneously with the arrival of new plant material to make a preventive spray application.

Testing of biologically active agents must be cleared with the facility manager, greenhouse committee, and department head. This procedure is necessary to ensure that the agents are compatible with ongoing projects in any of the greenhouse facilities and that risk of long-term contamination of facilities is reduced.

6. Greenhouse Improvements

Minor improvements or modifications of any greenhouse facility require approval of the site manager. **No large implements or devices may be brought into the greenhouse without prior manager approval.**

Major improvements or modifications of any greenhouse facility require Greenhouse Committee and departmental coordination and approval from PSES administration.

Projects paying for approved improvements may have priority for use of the space. However, other users' needs will also be considered.

7. Responsibilities of the Greenhouse Manager at each facility

- Provide safe, healthy, clean, and functional work environment
- Coordinate/control space usage
- Manage the general greenhouse budget
- Order/purchase and inventory general greenhouse/headhouse supplies
- Recommend general capital equipment purchases
- General pest control (scouting/spraying)
- Supervise irregular help and work study students
- Oversee general maintenance of greenhouse facilities
- Provide information and recommendations on facility use

Serve as initial contact person when problems arise about the facilities or their use
Assist researchers as horticultural advisor (special requests)
Provide orientation tours to all new greenhouse users

8. **Health and Safety**

All users will abide by health and safety regulations instituted by the University of Idaho Environmental Safety Office. Users are expected to follow safe work practices and abide posted health/safety signage. Users will notify the facilities manager of any potentially harmful practices or concerns when noted. Additionally, no running is permitted in greenhouse facilities except in emergencies. No smoking is permitted in any greenhouse facility. Violators of safe work habits are subject to revocation of greenhouse access privileges. While pets and children are not forbidden, it is highly recommended that you remain constantly aware of their whereabouts and activities.

I have read and understand these policies. I have viewed the state-required Worker Protection Video for Idaho agricultural workers.

Signature of Greenhouse User

Printed Name

Date

Greenhouse User email address

STATUS: student-grad/undergrad, staff, faculty

Campus Phone

Name of Principal Investigator/Supervisor



GRADUATE STUDENT OFFICES

The department will make every effort to provide office space for all graduate students. If demand exceeds the available space, priority will be given to students on departmental assistantships, then to remaining students, based on seniority.

Since more than one student is normally housed in each office, it is essential to maintain quiet in the offices, keep them clean, neat and orderly, refrain from meetings and entertaining visitors. No pets are allowed in the offices or building. Animals may be used for protection in the Ag. Science Building only after written justification is approved by the College Dean. Failure to observe the above may result in loss of office privileges.

MESSAGES

Incoming mail and messages are placed daily in mailboxes (AS 241) and need to be checked on a regular basis. Outside of the department head's office, there is a "message center" board where information that needs to be shared with the entire department is posted. Various announcements and phone messages are also communicated via e-mail.

TELEPHONE USE

Semi-restricted telephones (on-campus and local Moscow calls only) are located in the grad student offices on the first, second and third floors. These phones are intended for outgoing business calls and minimal incoming calls. The office staff can transfer calls to these phones. When answering a phone, please try to locate the person first. If you are unable to find them, please take a message. **DO NOT** use telephones in the main office. **DO NOT** list the department's number when advertising items for sale, etc. **KEEP PERSONAL CALLS SHORT AND TO A MINIMUM.**

Out-of-state long distance calls (business related only) must be made from the major professor's/ supervisor's phone after obtaining specific consent.

DO NOT MAKE ANY PERSONAL LONG DISTANCE CALLS. Should an emergency arise, make a personal long distance call by contacting the operator and bill the call to your home phone or calling card number.

WORK DONE BY OFFICE STAFF

If necessary the office staff will type material for graduate students when it is related to the project supporting the student. Major professors must initial all such requests submitted by graduate students before typing. Every effort will be made to complete materials in a timely manner. Rush jobs are discouraged. We have a standard procedure established for the priorities in typing requests. Students' class-related materials do not qualify for departmental typing.

COPY MACHINE

There is a photocopier in Ag Sci 241. You must have a number for the copy auditor to make it work. Speak to your major professor or supervisor for a project number. We **must carefully comply with copyright laws**. A **personal** number can be assigned by Carol Lass and payment billed to individuals. If you are making a large number of copies per page, use the services of UI Printing and Design. Printing Request Forms are available in Ag. Sci. 242. Budget Numbers must be provided before your request will be processed. Overhead transparencies (8 x 10) can be made on the photocopier. Check with the secretaries for assistance.

COMPUTERS/TYPEWRITERS

Typewriters are located in various student offices. NOTE: The IBM Selectric typewriter in the *main office* is available for **limited** student use. The computers and printers located in the *main office* are **not** for student use.

The Ag College Computing Lab (AS 304) has a variety of computers and printers for student use.

KEYS

Keys are issued in the departmental office. Graduate students will be issued a key to their office and granted key-card access to the Ag Science Building. Faculty must authorize any other keys. You are responsible for any keys issued to you--**DO NOT TRANSFER YOUR KEYS TO ANYONE ELSE OR ACCEPT TRANSFERRED KEYS**. When you are no longer employed or registered as a graduate student in the department be sure to return your keys to the office staff in Ag Science 242.

PURCHASE OF SUPPLIES

In all cases, check first to see if the supplies are available within the department, and obtain prior approval for the purchase from your major professor.

Chemicals and some laboratory supplies can be obtained from Chemistry Stores, located in the Physical Sciences Building. NOTE: Only faculty and staff members may pick up alcohol.

Before making any purchases, check with your major professor for approval and budget number and then with the accounting office for the method of purchase and order forms.

Photo supplies and developing services are available from Photo Services located on the north end of the University Classroom Center. You must provide a budget number to be charged.

Audio-visual equipment is available from the Media Center located on the north end of the University Classroom Center. To use audio-visual equipment from the Media Center, you must provide a budget number to be charged.

Authorized purchases can be made with cash (\$100 maximum) and immediate reimbursement can be obtained by submitting a Petty Cash Reimbursement Form (available from the accounting technician) to Business and Accounting (Cashier's window). A receipt for the material purchased is required. As stated previously, check with your major professor first for authorization.

REIMBURSEMENT FOR TRAVEL EXPENSES

Travel expenses incurred in connection with departmental project research will be reimbursed. Students (on appointment) must submit a travel request (after approval by major professor) for preparation of the required travel requisition. Travel requests should be submitted **at least a week prior to the anticipated travel (two weeks if a travel advance is needed)**.

Policy on attending meetings - If graduate students or support personnel are presenting a paper at a scientific meeting and the major professor/supervisor approves use of extramural funds for expenses, the individual can receive travel expenses for attending the meeting. Often times there is a vehicle going to a meeting and student/support personnel not presenting papers can ride along at no expense. In any case, approval of your supervisor and departmental administration is required.

After completing the travel, a Travel Expense Voucher is submitted. During the trip, receipts must be obtained for lodging, airfare, taxi, registration at meetings, and miscellaneous purchases. Meals do not require receipts. Blank voucher forms are available in the main office. Complete and return the form (with all receipts attached) within two days of returning. It usually takes about two weeks for reimbursement checks to be sent from Business Accounting Services.

Open travel requisitions for extended periods are prepared to cover miscellaneous local in-state travel when several trips are anticipated (as during the summer months). Reimbursement vouchers are prepared on these once a month or once every two months depending on the amount reimbursed. Allow expenses to accumulate in excess of \$25 or more unless collecting expenses at the termination of position or busy season.

VEHICLES

Vehicles are available for use to conduct departmental research by student employees when given approval of their major professor. Contact the PI responsible for a vehicle to obtain permission to use that vehicle and/or to reserve it.

Mileage cards are in each vehicle. **MILEAGE MUST BE RECORDED FOR EACH TRIP** (whether for 1 mile or 1,000 miles). Be sure to record your beginning and ending mileage and the budget number to be charged for the trip. These reports are to be returned to the office on the first of each month.

After each trip, please be sure the vehicle has a full tank of gas and is cleaned thoroughly so it is ready for the next trip.

Please be attentive to the servicing record for the vehicles. If there is any need for servicing or repair, report it immediately to the PI assigned to the vehicle.

These vehicles are the property of the Department within the College of Agricultural and Life Sciences. They are to be used with considerable discretion. When you have a dirty job or a job where the vehicle will be used on poor roads or in the mountains and you have a choice of vehicles, PLEASE use the older vehicles first. Be sure the vehicles are cleaned and washed after every trip (you will be reimbursed for cost).

Only University employees holding a valid driver's license may drive departmental vehicles. Non-university personnel, spouses, friends, pets, alcoholic beverages, and firearms are expressly prohibited. Students enrolled in classes may ride in vehicles assigned for officially scheduled field trips. Only personnel on regular and irregular help appointments are allowed to drive motorpool vehicles. Dogs may accompany employees as a security measure, but only after written justification requests are approved by the department head.

Departmental vehicles, when not in use, are to be parked in their designated parking space. It is college policy not to park university vehicles in the lot south of the Ag. Science Building. Parking places are

provided for temporary parking in the lot west of the Ag. Science Building. These are not to be used for overnight or over-weekend parking.

DEPARTMENTAL EQUIPMENT

Equipment in the department is generally available for use by individuals required to fulfill research objectives. Multiple use is the only way that expensive equipment can be justified. Your assistance in maintaining laboratory instruments, farm equipment, and vehicles in good working condition is essential. Should malfunctions be detected, *please* contact your major professor, other faculty members, or the department head so that proper steps can be taken to repair the problem. Failure to do so will jeopardize others' ability to use effectively the equipment and individual user's privileges for continued use. Please cooperate in this important endeavor.

All departmental equipment should be used on campus and not removed from the building to which it is assigned. If equipment is needed elsewhere, you must obtain permission from your major professor before taking it from the building. In no case will equipment be stored or used at a student's home. This will be ground for dismissal from departmental appointment. Please do not move equipment or major supplies from room to room without permission.

Slide projectors, videotape recorder, an overhead computer viewer and other equipment is available from the main office to be used on a temporary, checkout basis.

Other research equipment is available in the various laboratories for student use; check with your major professor and/or the individual in charge of the laboratory before using.

Microscopes and accessories are available for graduate student research. All microscopes and accessories must be checked out from the Microscope Committee. Microscopes and equipment are not to be traded with other students. You are responsible for the equipment signed out in your name.

RESEARCH LABORATORIES

Students can obtain working space in laboratories through their major professor. It is imperative that the laboratories be kept clean, glassware washed after use, and supplies and equipment put away after use.

GREENHOUSE; H. C. MANIS LABORATORY; PLANT SCIENCE FARM and KAMBITSCHE FARM

Research facilities located away from the Agriculture Sciences Building include the greenhouse complex on 6th Street; H. C. Manis Laboratory Complex on Farm Road; the Plant Science Farm (Parker) located three miles east of Moscow on the Troy Highway; and the Kambitsch Farm on Highway 95 South near Genesee. Arrangements for use of these facilities should be made through the students' major professor. Specific questions regarding the 6th Street Greenhouse can be directed to the Greenhouse Manager. Jerry Meyer is in charge of the Manis Laboratory and can provide details on facilities and capabilities. Roy Patten is responsible for day-to-day operations of the Plant Science Farm.

PROPERTY INVENTORY

The University of Idaho's policy on property inventory is covered in ADMINISTRATIVE PROCEDURES MANUAL, Rev. 2/97, Chapter 10.40. In addition to mandatory UI policy, there is a PSES departmental policy governing this matter.

Keeping property inventory records for the department is an ongoing process as inventory items are purchased, exchanged, moved to another location or surplus. The major task of accounting for each

listed item is begun in early October and is expected to be completed in November each year. The Project Investigator (PI) is responsible for all equipment assigned to departmental projects. Equipment in specific locations will also be the responsibility of PIs. Inventory records will show assignments by "location" or by PI.

NEW ITEMS:

When an item is purchased and is of sufficient value to warrant being included on the inventory records, UI Property Inventory provides an identification number for that new item. The PI ensures that the inventory number is attached and provides information on the serial number and location of the item to Carol Lass for inventory and insurance records.

SURPLUS ITEMS:

When an inventory item has no further use to a project as determined by the PI chiefly responsible for it, Carol Lass will notify PSES faculty and staff to find out if another PI can make use of the item in the department. Central Services will be notified to pick up and dispose of the item by approved procedures.

CANNIBALISM OF ITEMS:

When an item is no longer useful in its original state, it is possible to salvage parts from the item to repair or construct other equipment. When items are "cannibalized" in this fashion, notify Carol Lass so that official inventory records can be updated.

MOVING ITEM TO NEW LOCATION:

When an inventory item is to be moved from one departmental location to another, or loaned to another department or state agency, please notify Carol Lass, Ag Science 242, so that inventory records can be updated.

EXCHANGING ITEMS:

When it becomes necessary to exchange an item, a new identification number will be issued for the item. Please notify Carol of this transaction. Include the old and new serial number, inventory number, and the location.

Should you have any questions regarding policy, contact the department head or your division chair.

Appendix 3

QUALIFYING EXAMINATION FORM

Student Name

Degree Sought

This is to certify that the student named above has completed the departmental requirements for the qualifying examination on _____ (date).

Date

Student (signature)

Date

Major Professor (signature)

Date

Committee member (signature)

Date

Committee member (signature)

Date

Committee member (signature)

Date

Committee member (signature)

Date

Division Chair (signature)

(Copies of the signed form to be forwarded to student, major professor, committee members, and appropriate division chair. Original to be filed in departmental student file.)

z:\forms\qualexam.doc

Appendix 4

Research Proposal Format

GUIDE FOR THESIS AND DISSERTATION RESEARCH PROPOSAL

_____ Division

Moscow, Idaho

(Date)

TITLE: The title should represent a brief, clear, specific designation of the subject of the research. The title, used by itself, should give a good indication of what the project is about.

INTRODUCTION AND JUSTIFICATION: The introduction and justification should present the importance of the problem. Not be too brief.

PREVIOUS WORK AND PRESENT OUTLOOK: An extensive literature review should cover pertinent previous research on the problem, citing important publications from other research; the scientific context for the proposed research; and additional information needed, to which the project is expected to contribute.

OBJECTIVES: A clear, complete, and logically arranged statement of the specific objectives of the project should be formulated. If several objectives are proposed, they must be closely related. List them as 1, 2, 3, etc.

EXPERIMENTAL PLAN: A statement of the procedures and experimental designs to be used in attaining each of the stated objectives. The procedure should correspond to the objectives, and follow the same order. The location of the work and facilities and equipment needed and available should be indicated. The procedure should be such to provide data suitable to statistical analysis to ensure the results obtained are valid and publishable. The statement on procedure should indicate that the research has been carefully planned and statistical procedures validated by a statistician.

PROBABLE DURATION: An estimate of the time likely to be required to complete the research originally planned and publish the results.

INSTITUTIONAL UNITS INVOLVED: List each unit and/or department of the institutions contributing essential services or facilities. The responsibilities of each should be indicated.

LITERATURE CITED: Cite the publications involving this field of work.

SUBMITTED BY: _____ **Plant, Soil & Entomological Sciences**
GRADUATE STUDENT TRACKING SHEET

STUDENT _____

DEGREE PROGRAM: MS Thesis _____ MS Non-Thesis _____ PhD _____

MAJOR PROFESSOR _____

DATE DEGREE PROGRAM STARTED _____ EXPECTED COMP DATE _____

DATE

BACKGROUND INTERVIEW (completed)..... _____

APPOINTMENT OF MAJOR PROF/COMMITTEE (to Grad College)..... _____

QUALIFYING EXAMINATION (completed) _____

STUDY PLAN (to Grad College)..... _____

RESEARCH (tech rpt for non-thesis) PROPOSAL (prepared)..... _____

SEMINAR REQUIREMENTS: _____

PRELIMINARY EXAMINATION – WRITTEN (*PhD only*) _____

PRELIMINARY EXAMINATION – ORAL(*PhD only*)..... _____

ADVANCEMENT TO CANDIDACY (submitted) (*PhD only*)..... _____

APPLICATION FOR AVANCED DEGREE (submitted)..... _____

REQUEST TO PROCEED WITH FINAL DEFENSE (to Grad Coll) _____

TECHNICAL REPORT (*Non-thesis only*) (to Grad College) _____

COMPREHENSIVE EXAMINATION (*Non-thesis only*) _____

FINAL ORAL EXAMINATION _____

FINAL DEFENSE REPORT (to Grad College)..... _____

THESIS, TECHNICAL REPORT, or DISSERTATION TITLE:

DEGREE GRANTED _____

BRIEF SUMMARY OF ACTIVITIES:

SIGNATURE OF STUDENT _____

DATE SUBMITTED _____

Appendix 6

Plant, Soil & Entomological Sciences

GRADUATE STUDENT PERFORMANCE EVALUATION

(Prepared by Major Professor)

STUDENT _____

DEGREE PROGRAM: MS Thesis _____ MS Non-Thesis _____ PhD _____

MAJOR PROFESSOR _____

RATING PERIOD _____

1. Comments regarding academic performance:

2. Comments regarding research performance:

Attach any other assessments of the graduate student's performance during the evaluation period (e.g., publications, written reports, presentations, committee assignments, meeting attendance).

SIGNATURE OF MAJOR PROFESOR _____

DATE SUBMITTED _____

I hereby certify that I have received a copy of the evaluation, and that I have been given the opportunity to discuss it with the evaluator and add comments.

STUDENT'S COMMENTS:

SIGNATURE OF STUDENT _____

DATE _____

Appendix 7

Patent and Copyright Agreement for University of Idaho Employees

As an employee of the University of Idaho, I acknowledge that I am subject to the policies and rules of the Regents of the University of Idaho published at <http://www.sde.state.id.us/osbe/policy.htm> and to the policies of the University of Idaho as published in the UI Faculty-Staff Handbook and on the University's web site. The policies relevant to patents and copyrights are attached to this statement.¹

Pursuant to those policies I hereby agree to the following:

1. I will disclose to the University all potentially patentable inventions conceived or first reduced to practice in whole or in part in the course of my University responsibilities. If in doubt about the patentability of an invention, I will confer with the University's research office. I will also disclose all potentially patentable inventions conceived or first reduced to practice in whole or in part through the use of University resources when that use is more than incidental. Again, if in doubt as to what is incidental use I will confer with the University's research office. I further agree to collaborate with the University in the assignment, as required by the policies of the Regents and the University, of all my right, title and interest in such patentable inventions. I will also provide completed documents and fully participate in actions that allow the University to promptly complete such assignment.
2. I acknowledge that University policy states that all rights in copyright shall remain with the me as the creator unless the work:
 - a. is a work-for-hire (and copyright therefore vests in the University under copyright law),
 - b. is supported by a direct allocation of funds through the University for the pursuit of a specific project,
 - c. is commissioned by the University, or
 - d. is otherwise subject to contractual obligations.

I will collaborate with the University of Idaho to promptly assign or confirm in writing all my right, title and interest, including associated copyright, in and to copyrightable materials falling under a) through d) above.

3. I certify that I am under no consulting or other obligation to any third person, organization or corporation that is, or could be reasonably construed to be, in conflict with this agreement with respect to rights to inventions or copyrightable materials.
4. I will not enter into any agreement creating copyright or patent obligations in conflict with this agreement.

Signature

Printed Name

Date

Return to the department with the assistant offer letter.

¹ Regents Policy VM Intellectual Property, UI Faculty-Staff Handbook 5300, Copyrights, Maskworks, and Patents, and UI Faculty-Staff Handbook 5400 Employment Agreement Concerning Patents and Copyrights. May 2002