

*Department of*  
*Wildlife Ecology*

**Departmental Requirements, Policy, and  
Guidelines for Graduate Students**

Department of Wildlife Ecology  
College of Natural Sciences, Forestry and Agriculture  
University of Maine

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## **Introduction**

The Department of Wildlife Ecology in the College of Natural Sciences, Forestry and Agriculture offers graduate study leading to the Masters of Science degree in Wildlife Ecology, the Doctor of Philosophy degree in Wildlife Ecology, and the Masters of Wildlife Conservation degree in Wildlife Conservation. Faculty in the Department also advise graduate students pursuing Master of Science and Doctor of Philosophy degrees in the Ecology and Environmental Science (EES) program. The Department's graduate program promotes professional development of students; provides training for future service in the fields of wildlife management, wildlife ecology, conservation biology, and wildlife research; expands the boundaries of knowledge of students and in the profession, and encourages the systematic application of critical thinking in wildlife ecology and natural resource management.

This document describes the departmental requirements for completion of graduate degrees in Wildlife Ecology, other departmental requirements or policy applicable to graduate students, and additional guidelines or recommendations to help guide graduate students successfully through the program in a timely manner. The EES degrees have different academic requirements, but all other Departmental policy and guidelines are applicable to EES students in the Department of Wildlife Ecology. The requirements established herein are in addition to those of the Graduate School.

It is highly recommended that graduate students reread this document every semester.

## **Requirements for the Master of Science Degree**

### ***Course Requirements***

A minimum of 30 units of graduate credit is required for the Masters of Science (M.S.) Degree, which will consist of a combination of courses and graduate thesis units. A minimum of 20 units of courses (400 level or greater) is required, and of this, at least 12 credits must be courses designated at the 500 level or above. Prerequisite courses below the 400 level may not be included as part of the core curriculum of the graduate program. Students will select courses with the advice of their advisors during the first semester of study, subject to approval by the graduate committee. The Graduate School requires a completed Program of Study form that lists all courses to be taken and is signed by all members of the graduate committee. A copy of that form also must be submitted to the Department office by the end of the first semester in the program.

Course credits (semester basis) and reporting requirement described in Box 1 must be completed, in either a previous program or prior to completion of the graduate degree.

These requirements are in addition to total credit hour requirements for degrees.

Courses in the following subject areas must be completed in either a previous program or prior to completion of the graduate degree. Credits are on a semester basis. At least three courses of two or more credits each must be taken within the Department of Wildlife Ecology (WLE designator). Two of these three courses must be at a 500 level or greater.

BiologyB15 credits to include:

Vertebrate Zoology	4 cr.
Invertebrate Zoology	3 cr.
Ecology	4 cr.
Botany	4 cr.

ManagementB18 credits to include:

Habitat Ecology and Management	3 cr.
Population Ecology and Management	3 cr.
Resource Economics and Policy	6 cr.
Management of Related Resources <sup>2</sup>	3 cr.
Statistics	3 cr.

<sup>1</sup> At least 12 credits of these courses must be associated with laboratories.

<sup>2</sup> e.g., Forest Management, Coastal Management, Watershed Management

The courses taken to meet each of the nine categories listed above are to be indicated individually in a checklist attached to the student's Program of Study form. Graduate School policy stipulates that only grades of A or B are acceptable for course work at the University of Maine. A grade of C on a course may be allowed with committee approval, but there are limits on total credits allowed with C

*Box 1. Course requirements by subject matter for graduate degrees in Wildlife Ecology.*

### **Graduate Committee**

Students will select their graduate committee before the end of the first semester of study, in consultation with their faculty advisor or co-advisors. The committee will consist of three or more graduate faculty members, including one external from the Department, and at least two from the Department. Cooperating faculty who hold a joint appointment in the Department may serve as the external member, but not a departmental member on graduate committees. The Department faculty will be the ultimate arbiter of committee composition and membership. The committee will approve the course Program of Study, research, and thesis. Students must meet with their committee: 1) by the end of the first semester to approve a program of study, 2) prior to major research to discuss the research plan, 3) within three months of completing the first field session or a major research phase, and 4) at least once a year thereafter. Annual meetings

also apply to students not in residence. It is the responsibility of the student to schedule committee meetings in accordance with the requirements of this document.

### ***Review of Progress***

There shall be a written assessment of progress and level of achievement of the student each semester. The review and written assessment will be by the committee in semesters when the committee meets and by the adviser in other semesters. Copies of the assessment shall be given to the student and to the Department Chair. A copy of the Progress Review form is attached as Appendix A.

### ***Research Proposal and Seminars***

A presentation to the Department of the student's preliminary research plan is required no later than 4 weeks after the beginning of the second semester. For students beginning major research in their first semester, a presentation of the research plan is required at least 6 weeks prior to the end of the semester. This presentation is intended to serve as a point of discussion for the goals, objectives, and literature of the research topic. A completed proposal is required before research is undertaken (preliminary research excluded) and by the end of the second semester. A final copy must be submitted to the Department Chair. A timeline for the student's entire program is required as part of the proposal. A seminar on the research for the thesis or dissertation must be presented to the Department, usually just prior to the oral examination.

### ***Thesis Requirement***

An original thesis is required. The Department encourages graduate students to produce a thesis in the form of one or more papers suitable for publication in a refereed journal; however, traditional thesis formats are acceptable. The Graduate School has format requirements (title page, abstract, margins, etc.) for the thesis; requirements are accessible on the Graduate School website.

### ***Final Oral Examination and Thesis Approval***

Upon completion of course work and thesis, a candidate for the M. S. degree is required to defend the thesis during an oral examination. In addition, the candidate will be examined at this time for general knowledge in the fields of wildlife ecology and management. The final oral examination may not occur until all committee members have read a draft of the thesis and signed the Graduate School's Tentative Thesis Acceptance form. The advisor must approve the thesis before it is distributed to the committee. To facilitate meaningful review of the thesis, an approved draft of the thesis must be to the committee at least 6 weeks prior to the date the draft thesis is due to the Graduate School. During fall and spring semesters, the committee must review the thesis within 3 weeks of submission. During summer and semester breaks, students must make advanced arrangements with the committee on thesis review timelines. The committee may request a revised version prior to signing the Thesis Acceptance Form. Students should discuss the entire timetable with their major advisors and make advance arrangements for

adjustments. Additional time may be necessary before the oral exam if the committee requires significant revision of the thesis. The student must notify all wildlife ecology faculty of the examination as soon as scheduled. A copy of the thesis also must be made available in the Department office for review prior to the final seminar and oral exam.

## **Requirements for the Master of Wildlife Conservation Degree**

### ***Course Requirements***

A minimum of 30 units of graduate credit is required for the Masters of Wildlife Conservation degree, which will consist of a combination of courses and graduate special problem credits. A minimum of 20 units of courses (400 level or greater) is required, and of this, at least 12 credits must be courses designated at the 500 level or above. At least four credits (special problem credits) must be for the independent project. Prerequisite courses below the 400 level may not be included as part of the core curriculum of the graduate program. Subject matter requirements for courses are described in Box 1 (page 2). Students will select courses with the advice of their advisors during the first semester of study, subject to approval by the graduate committee. The Graduate School requires a completed Program of Study form that lists all courses to be taken and is signed by all members of the graduate committee. A copy of that form also must be submitted to the Department office by the end of the first semester in the program.

### ***Graduate Committee***

Students will select their graduate committee before the end of the first semester of study in consultation with their faculty advisor or co-advisors. The committee will consist of three or more graduate faculty members, including one external from the Department, and at least two from the Department. Cooperating faculty who hold a joint appointment in the Department may serve as the external member, but not a departmental member on graduate committees. The Department faculty will be the ultimate arbiter of committee composition and membership. The committee will approve the course Program of Study, research, and thesis. The student must meet with their committee: 1) by the end of the first semester to approve a program of study, 2) prior to major research to discuss the independent project, and 3) at least once a year thereafter. Annual meetings also apply to students not in residence. It is the responsibility of the student to schedule committee meetings.

### ***Independent Project Proposal and Seminars***

A presentation to the Department of the student's preliminary plan for their independent project plan is required within 4 weeks after the beginning of the semester during which major work on project research begins. This presentation is intended to serve as a point of discussion for the goals, objectives, and literature of the project topic. A completed project proposal is required before project work is undertaken (preliminary excluded) and by the end of the second semester. A final copy must be submitted to the Department Chair. A timeline for the student's

entire program is required as part of the proposal. A final seminar on the independent project must be presented to the Department, usually just prior to the oral examination.

### ***Review of Progress***

There shall be a written assessment of progress and level of achievement of the student each semester. The review and written assessment will be by the committee in semesters when the committee meets and by the adviser in other semesters. Copies of the assessment shall be submitted to the student and to the Department Chair.

### ***Independent Project***

The independent project will be on a topic selected by the student and advisory committee. The submission of a formal paper for approval by the advisory committee is required. Though this is not a thesis, it will require significant scholarship and should exhibit the quality of presentation and content suitable for publication. For traditional papers, we suggest the format requirements for thesis established by the Graduate School. However, other formats may be more appropriate for some projects, and format is at the discretion of the Committee.

### ***Final Oral Examination and Paper Approval***

Upon completion of course work and the independent project, a candidate for the Master of Wildlife Conservation degree is required to successfully complete an oral examination on general resource issues, but emphasizing the topic for the independent project. The final oral examination may not occur until all committee members have read a draft of the paper on the independent project and agreed that proceeding with the oral exam is appropriate. The advisor must approve the paper before it is distributed to the committee. To facilitate meaningful review of the paper, an approved draft must be to the committee at least 6 weeks prior to the date the end of the semester. The committee must review the paper within 3 weeks of submission, and the committee may request a revised version prior to signing the Thesis Acceptance form. Students should discuss this timetable with their major advisors and make advance arrangements for any adjustments. Additional time may be necessary before the oral exam if the committee requires significant revisions of the paper. The student must notify all wildlife ecology faculty of the examination at least 1 week in advance. A copy of the paper also must be made available in the Department office for review prior to the oral exam. As part of the examination, a seminar on the paper must be presented to the Department, usually before the oral defense.

## **Requirements for the Doctor of Philosophy Degree**

### ***Scope of the Program***

Candidates for the Doctor Philosophy (Ph.D.) degree must possess a detailed knowledge of their area of research, a breadth of knowledge of basic biology and ecology, and a comprehensive knowledge of the fields of wildlife ecology and management. Furthermore, each candidate must have completed a concentration in a discipline ancillary to wildlife ecology.

Evaluation of the candidate with respect to the above objectives will include a comprehensive examination of the candidate's breadth of general knowledge as well as the comprehensive knowledge in the fields of wildlife ecology and management and a final oral defense of the research and research specialty. The ancillary studies requirement may be met through the course work or other opportunities for personal development agreed upon by the student's graduate committee. Ph.D. students must be engaged in full-time work on their Ph.D. program for a minimum of two full years; most programs last 4-5 years.

### ***Course Requirements***

A minimum of 50 units of graduate credit is required for the Ph.D. degree, which will consist of a combination of courses and graduate thesis units. Credit hours from M. S. Degrees are applied toward Ph.D. requirements. A minimum of 35 units of courses (400 level or greater) is required, and of this, at least 20 credits must be courses designated at the 500 level or above. Prerequisite courses below the 400 level may not be included as part of the core curriculum of the graduate program. Subject matter requirements for courses are described in Box 1 (page 2). Students will select courses with the advice of their advisors during the first semester of study, subject to approval by the graduate committee. The Graduate School requires a completed Program of Study form that lists all courses to be taken and is signed by all members of the graduate committee. A copy of that form also must be submitted to the Department office by the end of the first semester in the program.

### ***Graduate Committee***

Students will select their graduate committee before the end of the first semester of study in consultation with their faculty advisor or co-advisors. The committee will consist of five or more graduate faculty members, including at least one external from the Department, and at least two from the Department. Cooperating faculty who hold a joint appointment in the Department may serve as the external member, but not as a departmental member on graduate committees. The Department faculty will be the ultimate arbiter of committee composition and membership. The committee will approve the Program of Study, research, and thesis. The student must meet with their committee 1) by the end of the first semester to approve a program of study, 2) prior to major research to discuss the research plan, 3) within three months of completing the first field session or major research phase, and 4) at least once a year thereafter. Annual meetings also apply to students not in residence. It is the responsibility of the student to schedule committee meetings in accordance with the requirements of this document.

### ***Research Proposal and Seminars***

A presentation to the Department of the student's preliminary research plan is required no later than 4 weeks after the beginning of the second semester. For students beginning major research in their first semester, a presentation of the research plan is required at least 6 weeks prior to the end of the semester. This presentation is intended to serve as a point of discussion for the goals, objectives, and literature of the research topic. A completed proposal is required before research is undertaken (preliminary research excluded) or by the end of the second semester. A final copy must be submitted to the Department Chair. A timeline for the student's

entire program is required as part of the proposal. A seminar on the research for the thesis or dissertation must be presented to the Department, usually just prior to the oral examination.

### ***Review of Progress***

There shall be written assessment of progress and level of achievement of the student each semester. The review and written assessment will be by the committee in semesters when the committee meets and by the adviser in other semesters. Copies of the assessment shall be submitted to the student and to the Department Chair.

### ***Comprehensive Examination***

The purpose of the comprehensive exam is to ensure that the candidate is knowledgeable of basic concepts of biology, ecology, and statistics, has a comprehensive knowledge of wildlife ecology and management, and can synthesize information and concepts in the disciplines in a coherent and scholarly fashion. In addition to the formal Program of Study, the candidate should develop, in consultation with the graduate committee and other members of the Department, a program of independent study that ensures a breadth of basic knowledge. Whenever possible, the student is expected to complete the comprehensive exam by the end of the second year of study.

The comprehensive examination will consist both of written and oral sections and usually will be administered following the completion of courses and before the majority of the research has been completed. The comprehensive examination will consist of five written parts, each of which will be administered by a committee member or a designated faculty member assigned to the examining committee. Each part will cover an area of concentrated study in the disciplines of biology (e.g., vertebrate physiology, animal systematics, environmental biophysics, population genetics, evolution), ecology (e.g., limnology, population dynamics, biogeography), and wildlife ecology and management (e.g., population ecology and management, habitat ecology manipulation, conservation biology, social/economic issues, wildlife law and policy). Subject areas will be selected jointly by the candidate and the graduate committee.

The written examination will be completed in 5 working days within a 7-day period. The oral examination must occur within two weeks of the end of the written examination. Upon completion of the oral examination, the committee may rule that 1) the candidate has passed the comprehensive exam, or 2) the candidate's performance was marginal, and the candidate will be allowed to retake the exam, or 3) the candidate has failed the exam, and will be dismissed from the graduate program. The candidate may retake the comprehensive exam only once. Reexamination may take place no earlier than 2 months following the initial examination.

### ***Ancillary Academic Program***

Candidates are required to develop a program to broaden or expand their knowledge in a discipline ancillary to wildlife. A suitable discipline will be selected by the candidate and approved by the graduate committee. Commitment to this endeavor should equal at least six credit hours, and may be fulfilled by means other than structured courses. Examples of suitable

disciplines include foreign languages, mathematics, advanced statistics, computer science, and geographic information systems.

### ***Teaching Requirement***

Each Ph.D. candidate is required to teach for one semester in an undergraduate course. The requirement may be fulfilled by completion of a teaching assistantship (2 time) for one semester, instruction of a laboratory section for a 3 credit course for one semester, or an equivalent teaching assignment as agreed upon by the graduate committee. Teaching experience from a M. S. Degree program or other experience may be applied to this requirement at the discretion of the committee.

### ***Dissertation Requirement***

An original dissertation is required. The Department encourages graduate students to produce a dissertation in the form of one or more papers suitable for publication in a refereed journal; however, traditional thesis formats are acceptable. The Graduate School has format requirements (title page, abstract, margins, etc.) for dissertations; requirements are accessible on the Graduate School website.

### ***Final Oral Examination and Dissertation Approval***

Upon completion of the course work, comprehensive exam, and dissertation, the candidate will be required to defend the dissertation in an oral exam. The final oral exam may not be scheduled until all committee members have read a draft of the thesis and signed the Graduate School's Tentative Thesis Acceptance form. The thesis must be approved by the advisor before it is distributed to the committee. To facilitate meaningful review of the thesis, and approved draft of the thesis must be to the committee at least 6 weeks prior to the date the thesis is due to the Graduate School. During fall and spring semesters, the committee must review the thesis within 3 weeks of submission. The committee may request a revised version prior to signing the Thesis Acceptance form. Students should discuss the entire timetable with their major advisors and make advance arrangements for adjustments. Additional time may be necessary prior to the defense if the committee requires significant revisions of the thesis. The student must notify all wildlife ecology faculty of the examination as soon as scheduled. During summer and semester breaks, students must make advance arrangements with the committee on thesis review timelines. A copy of the thesis also must be made available in the Department office for review prior to the oral exam. As part of the examination, a seminar on the research for the dissertation must be presented to the Department, usually before the oral defense.

## **Other Departmental Policy and Guidelines for Graduate Students in Wildlife Ecology and Ecology and Environmental Science Programs**

### ***Advisors***

Individual faculty admit students into the program and serve as their advisors and primary supervisors. Therefore, faculty have considerable discretion as to stipends, work requirements, advising and other functions. Students should recognize that faculty have different styles of advising graduate students, ranging from high independence to high oversight. You should discuss expectations with your advisor at the beginning of your program and have a clear sense of your responsibilities. You may request, or your advisor may elect, to provide information in writing to insure there is clear communication.

### ***Graduate Coordinator***

In the Department of Wildlife Ecology, the Department Chair is the Graduate Coordinator. The Graduate Coordinator is responsible for making sure that requirements and policies of the Department, Graduate School, and University relevant to the graduate program are followed.

### ***Assistance/Grievance***

Students should first discuss issues with their advisor. If additional advice is needed or there is a dispute between a student and adviser, students should discuss the issue with the Chair/Graduate Coordinator next. If a satisfactory resolution of the issue is not reached, students may contact the Director of the Graduate School. Issues involving equal opportunity should be brought to the attention of the Office of Equal Opportunity.

### ***Termination***

Enrollment in the Department's graduate program may be terminated for unsatisfactory performance, and students may be terminated for violation of other University policies. Students failing to comply with safety regulations may be terminated. The written assessment of progress each semester is intended to provide students with feedback for improvement and provide documentation of satisfactory or unsatisfactory progress.

### ***Timeline***

The typical lengths of programs of students who stay continuously in residence are 2.5-3.0 years for M. S. degrees and 3.5-5.0 years for Ph.D. degrees. The Department emphasizes that completing degree requirements within this time frame requires dedication and a heavy time commitment from day one of the students' program. Students generally underestimate the length of time required to analyze data and write a thesis or dissertation once data collection is complete. It typically requires 6-9 months of full time work if significant advance work has not been done. Students are encouraged to make as much progress on thesis or dissertation

preparation early in their program. It is not uncommon for students to try to push timelines at the end of their programs to try to rush a thesis or dissertation to completion because of assistantship support ending or a job beginning, thus creating stress for everyone involved. A far better approach is to anticipate a short timeline at the end and make more progress earlier in the degree program. Graduate students should critically evaluate the feasibility of project timelines during the proposal development stage and discuss these with their advisors and committees. Likewise, faculty should be careful not to underestimate time requirements for students to complete research and programs.

Graduate students should recognize that the University academic calendar with its semester breaks applies to undergraduate students and graduate students not on assistantships, but not to students receiving assistantships. Not using semester breaks effectively will rapidly put one well behind. Time off should not normally exceed 3 weeks plus holidays per calendar year. Graduate students should discuss allowances for time off with their advisors.

### ***Graduate Dates and Scheduling***

Graduate degrees are conferred three times per year, in May, August, and December, at the end of the spring, summer, and fall semesters. For each of these graduation dates the Graduate School must receive the Completion of Requirements form approximately 2 weeks before the end of the semester. Moving backwards from that deadline can allow one to construct a timetable for the process of thesis preparation, revision, and defense.

### ***Ecology and Environmental Science Students***

Students in the Ecology and Environmental Science degree program who are members of the Department have the same responsibilities, privileges, and opportunities as graduate students in the Wildlife Ecology degree program. Students in the EES program that have office space in Nutting Hall are members of the Department.

### ***Service***

Graduate students are expected to participate in the departmental, professional, and scholastic activities that underpin University and professional life. Students are expected to attend departmental and University seminars, to participate in professional development workshops, and to assist with departmental activities on request. Departmental needs change annually, but graduate students are typically expected to assist with maintenance of laboratories, inventory, and maintenance of departmental equipment, organization of the seminar program, student representation to faculty meetings, and mentoring the Student Chapter of The Wildlife Society. Graduate students are encouraged to present talks, on their thesis research and other topics concerning wildlife ecology or management, to public (secondary schools, conservation organizations, etc.) and to professional organizations.

## **Contracts**

Many student stipends and research projects are supported financially by sources that require specific products by specific deadlines. Generally, the thesis or dissertation fulfills those requirements, but students may be required to work on additional aspects of projects as part of their assistantship responsibilities. The Department requires that students supported by contracts or other agreements between the University and funding partners sign a form acknowledging their commitment to completing the required work as part of their degree program (Appendix B). Students and advisors should discuss their sources of funding and should share an understanding of reporting requirements and project deliverables.

## **Data Security**

Students must set up a data archival system, in consultation with their advisor, to protect data from loss.

## **Data Ownership**

The University of Maine is legally responsible for all contract obligations, and, therefore, the University or supervising faculty for contracts have the right to request and to make use of all data collected under such contracts.

## **Thesis and Data Deposition**

The Graduate School will arrange for a copy of the thesis or dissertation to be added to Fogler Library. The Department additionally requires a hard-bound copy for the thesis collection in the Graduate Reading Room. A complete electronic copy of the thesis and data must be provided to the advisor before program completion.

## **Manuscript Authorship**

Unpublished research has little value and graduate students are expected to submit their research results for publication within a year of their defense, and, except in unusual cases, should be the senior author. If a student is not actively pursuing publication by this time, faculty are free to assume responsibility for, and lead authorship, in bringing the work to publication.

## **Stipends**

Student support is in the form of research, teaching or University assistantships or fellowships. The faculty advisor establishes the salary level of research assistantships based on contract allowances, availability of other funding and University minima. Most assistantships provided directly by the University of Maine or the Maine Forest and Agricultural Experiment Station (MAFES) are considerably less than those from extramural grants or contracts. The Department requires that all assistantships meet the MAFES minima and encourages faculty to supplement stipends whenever additional funds are available. Students also may receive larger stipends because of additional funds are available. Students also may receive larger stipends

because of additional responsibilities or by successfully obtaining fellowships. Therefore, graduate students should recognize that stipend levels in the Department will vary among students because of contractual allowances, levels of responsibilities, or other circumstances.

As per University policy, teaching and research assistantships are based on 20 hours of work per week. Thesis work is in addition to this obligation.

### ***Tuition***

With the exception of students in the M.W.C. program, tuition funding is provided for students who are on assistantships. Tuition benefits are substantial; and these costs are paid by contracting organizations for extramurally funded positions or by the University. Waivers represent real funding because there are a limited number and can be transferred to other units.

### ***Research Budget***

For individual student research projects, the advisor establishes policy on budgetary matters and determines actual budgets. In general, students will not be accepted into the graduate program without adequate support for the planned research or a reasonable expectation that additional funding can be obtained. In some cases a student will have a budget dedicated solely to their project; in other cases they will have access only to a pooled budget (for example, where the project involves computing in a dedicated laboratory or field research at a communal field site). It is important that graduate students inquire early as to the amount of support for such research needs as transportation, student technicians, supplies, computer, etc. Students should include an estimated budget (and indicate the corresponding financial resources available) within their research proposal to ensure that their graduate committee is aware of financial and logistical constraints on the proposed work. Students also should determine their responsibility for managing budgets, purchasing, and grant writing.

### ***Computers***

The Department provides one workstation in each office cluster for common tasks such as word processing and email. The Department additionally funds graduate student access to the College's graduate computer lab and GIS lab, both of which have access to network software. Many of the students funded by specific contracts are provided with effectively personal computers; but the control and allocation of those machines still resides with the project Principal Investigator. Because of the annual investment for software for the network, the purchase of duplicative software for computer is discouraged.

### ***Scheduling Seminars and Defenses***

Faculty and graduate students should be adequately notified (email and posters) of dates, times, and locations of seminars and defenses. Students should check teaching schedules and times of courses taken by Wildlife Ecology graduate students prior to selecting dates and times, to minimize the number of time conflicts. A minimum 3-4 week of advance notice is recommended.

## ***Procedures for Students That Leave Prior To Completion***

Students should recognize the difficulties created when they accept a graduate position in a research program that involves contractual obligations and they subsequently elect to leave early. Early departures may influence letters of recommendation. Experience shows that the length of time required to complete the degree typically is extended for multiple years because of responsibilities in a new job. When a student elects to leave prior to completing, electronic and paper copies of data, reports, and intermediate products of the research to date and a typed key to the material must be submitted to the advisor and approved prior to departure. The University is prepared to take legal action to enforce this requirement because of its own contractual exposure to liability. A timetable/plan for completion of the degree program must be submitted to the advisor and Department Chair. Research and other materials in laboratories or other workspace must be removed or adequately stored. The Graduate School requires that students maintain at least one unit of thesis credit during the fall, spring, and summer semesters including the semester of the oral exam. These costs are the responsibility of the student, and the non-resident tuition waiver does not apply. Students are required to continue meeting with their graduate committees annually.

## ***Conferences***

The Department encourages student attendance and presentations at professional conferences. It is the goal of the department for students to make at least one oral presentation on their research at a national or regional conference during their program. Partial or full funding for conferences may be provided by a combination of sources including the Graduate Student Association, Green Endowment, thesis advisors, and Department.

## ***Seminar Attendance***

Graduate students and faculty are expected to attend the weekly Departmental seminars (usually Monday at noon) as well as graduate student proposal seminars and thesis defenses whenever possible. Attendance at other relevant seminars is encouraged.

## ***Travel***

A Travel Advance form should be submitted to the Department office before any travel for official University business, but it is required for any out-of-state travel. Filing the form is required for insurance coverage.

## ***Teaching***

The Department will try to provide opportunities for students interested in developing teaching skills. There may be opportunities for students to switch from a research to a teaching assistantship for a particular semester to enable this. Students also can volunteer to assist in undergraduate laboratories or as guest lecturer in classes. Ph.D. students are required to have teaching experience and the Department is open to proposals from senior candidates to teach

undergraduate courses or seminars. In the latter case, a faculty member will be responsible for mentoring the graduate student instructor.

### ***Supervision of Employees***

Graduate students frequently supervise field or laboratory technicians. Students must be familiar with and follow applicable regulation on safety, payroll and work rules, and any other state and University regulation concerning employees.

### ***Copying***

All copying in Nutting Hall is charged to specific research projects, teaching accounts, or administrative accounts. Copying for graduate student research is charged to specific research accounts of faculty members, and copying privileges for graduate students are therefore at the discretion of advisors. The same is true for copying accounts at Fogler Library. Using departmental research accounts for photocopying materials for a student's class work is prohibited. Graduate students should discuss this topic with advisors when they arrive.

### ***Office Hours***

Students should discuss expectations for office hours with their advisor and with course instructors in the case of teaching assistants.

### ***Office Supplies***

The Department provides office supplies for teaching and administrative purposes only. Research related supplies must be paid directly by research accounts and are at the discretion of the advisor.

### ***Office Staff***

The staff in the Department office is there to help you with payroll, student employment, registration, purchasing, safety, and other administration matters. With 10 faculty, >20 graduate students, 100 undergraduate students, and a large number of research accounts it is a busy and high stress office. Your attention to detail, patience, cooperation, and sensitivity will be greatly appreciated and will increase your chances of obtaining what you need.

### ***Safety***

Safety is a high priority of the University, College, and Department, with associated requirements for training and record keeping. It is essential that students cooperate fully in meeting these requirements. Training students may have to take includes CPR/First Aid, Laboratory Safety, Field Safety, Boat Safety, Fire Extinguisher Safety, Driving Safety, and others. There are annual safety inspections of the Department and of the associated record keeping, and violations can result in fines. The Department has a Safety Coordinator (currently

Dr. Judith Rhymer) to help faculty and graduate students access information on safety procedures and to provide friendly inspections. A College Safety Officer and the Environmental Health and Safety Office make announced and unannounced inspections. Violations resulting in fines are paid from the associated research and may result in students being unable to purchase equipment or to undertake sampling or travel they could otherwise have had.

Work-related injuries must be reported within 24 hours. (Failure to do so results in a \$100 per day fine on the University by the state.). Even if medical assistance is not initially required, the Department recommends that reports be submitted if there is a chance that future medical treatment might be needed.

### ***Storage Facilities***

The Department has two pole barns for storage of research and teaching equipment. The barn on College Avenue is referred to as the APole Barn@ and the barn in the University Forest is referred to as the ADeer Pens Barn@. The Pole Barn houses research and teaching equipment and all vehicles. It is the only barn designated as a chemical storage and use site. The Deer Pens Barn has partitioned sections for each faculty member. There is NO storage of chemicals of ANY kind in the Deer Pens Barn; this includes fuels, oils, lubricants, insect repellents, paints, etc. keys to the Pole Barn are kept by the staff in the Main Office. Faculty have keys to the Deer Pens Barn.

### ***Departmental Website***

The Department maintains a web site as a student recruitment tool and as a contact point for others to reach or learn about our faculty and graduate students. The Department will request information on graduate students and projects for posting on the Graduate Student page. Students also can request links for individual pages to expand the information available on their research. There is some artistic license allowed on individual pages, but the content and format must be generally consistent with the overall mission of the Department and the primary purposes of the web site.

### ***Staying Current on Requirements, Policies and Guidelines***

The need for the information in this document will change as a graduate student's program progresses. Therefore, students are strongly encouraged to reread this document at the beginning of each semester.