



# Entomology, M.S. & Ph.D. & Doctoral Minor

## **Program Handbook**

2023-2024

Department of Entomology

Reference this handbook to learn about the unique policies, requirements, procedures, resources, and norms for graduate students in the M.S., Ph.D. & Doctoral Minor programs.

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## **Navigating Policy and Resources at UW-Madison**

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# Navigating Policy and Resources at UW-Madison

This handbook is one of many sources to consult as you become familiar with the policies, procedures, requirements, resources, and norms of graduate education at UW-Madison:



## How to Use This Handbook

The UW-Madison Graduate School is the ultimate authority for granting graduate degrees at the University. The Graduate School's Academic Policies and Procedures provide essential information regarding general University requirements. Program authority to set degree requirements beyond the minimum required by the Graduate School lies with the Entomology program faculty.

This handbook is intended for graduate students who are pursuing an Entomology M.S. or Ph.D. degree. The policies described in this handbook have been approved by all faculty in the program. Degrees and course requirements may change over time. However, students must meet the degree and course requirements in effect when they entered the program. In addition, administrative procedures and processes can change over time. Students are required to follow the procedures and processes listed in the current handbook. The information in this handbook should also be supplemented by individual consultation with your advisor and committee so that individual needs/interests and all degree requirements are met.

## Who to Contact for Questions

Many of your questions about how to meet expectations and thrive as a graduate student will be answered by the various sources of policies, procedures, requirements, resources, and norms listed above. Several key positions in this department and on campus are ready to answer your remaining questions:

### **Graduate Program Manager**

Each graduate program will have at least one department staff person typically called a Graduate Program Manager who serves as a point person for program policy and procedures. Graduate Program Managers are well versed in most elements of graduate education that extend beyond academic instruction in your program and will likely be your first stop for questions related to anything in this handbook.

### **Director of Graduate Studies**

Each graduate program has one faculty member designated to direct its educational vision and structure.

Names and contact information of your Graduate Program Coordinator and Director of Graduate Studies can be found on your program's page in the *Graduate Guide*

([guide.wisc.edu/graduate](http://guide.wisc.edu/graduate)). Simply navigate to the “Major/Degree” tab, click on your program’s name, and look for the contact information box on the righthand side.

### **Faculty Advisor**

Each student will be assigned a faculty advisor in each graduate program in which they are enrolled. Your faculty advisor(s) will be a key source of guidance for your academic development. Further definition can be found here: [policy.wisc.edu/library/UW-1232](http://policy.wisc.edu/library/UW-1232). Guidelines for finding, changing, and working with your advisor can be found in the Advising & Mentoring section below.

The name and contact information of your faculty advisor can be found on your Student Center on MyUW ([my.wisc.edu](http://my.wisc.edu)) under “Academic Progress” and then “Advisors.”

### **Graduate School Services**

For general inquiries and graduate student services from the Graduate School, see the operations and front desk contact information on this contact page: [grad.wisc.edu/contacts](http://grad.wisc.edu/contacts).

## **Department & Program Overview**

The Entomology department is a diverse unit of researchers whose work spans the areas of suborganismal, organismal, and applied entomology. Research programs of the faculty are broadly interdisciplinary employing cutting-edge technology in all areas. Individual faculty web pages provide in-depth descriptions of the diversity of research in entomology.

Suborganismal research in the department focuses on insect physiology and population genetics. Areas of specialization include the molecular action of insect hormones and the insect/microbiome interface. Studies of gene flow utilize various molecular methods. Genomic data are used to understand adaptation, gene flow on landscapes, the genetic basis of phenotypes, and the phylogenetic relationships of insect species.

**Organismal:** Entomology faculty members are leaders in the areas of basic ecology of insects in a variety of natural and managed systems, such as forests, lakes and agroecosystems. Studies in taxonomy, chemical ecology, spatial analysis, vector biology, behavioral ecology, and landscape ecology have strong representation in the department. Research examines how they affect crops and forests, influence ecosystem processes such as nutrient and carbon cycling and the "services" they provide in natural and managed ecosystems such as pollination and pest suppression.

**Applied/Extension:** Faculty in the department extend a long tradition of research on insects as they impact humans. Excellence in agricultural research continues in vegetable crops, field and forage crops and the turf and ornamental "green industry" where work has continued to advance the application of integrated pest management in agricultural systems. Basic research conducted by faculty in cropping systems also has implications for pest management, conservation, bioenergy, and resource management. This research extends to global health issues focusing on arthropod borne diseases and insects as a novel food source.

Research in the department explores the interconnections across scales of biological organization, from molecular and cellular interactions to ecosystem-level studies, in both managed and natural systems, and from basic to applied research. Faculty members collaborate with colleagues in other departments in the College of Agricultural and Life Sciences, and beyond the college and university.

Graduate education in the Department of Entomology provides many opportunities for collaborative research. Faculty members participate in joint instructional programs with other departments on campus and with scientists at other universities, in federal and state agencies, and in industry. Because several entomology faculty members are also adjunct professors in zoology, forest and wildlife ecology, molecular and environmental toxicology, and other departments, they may serve as primary advisers to graduate students majoring in those fields. Opportunities exist to conduct research in a variety of distant tropical and temperate regions, to gain experience in classroom instruction and individual mentoring, and to participate in outreach activities such as addressing K–12 classes, naturalist groups, and commodity producers.

## Diversity, Equity, and Inclusion

Everyone in the Department of Entomology has the right to work in a safe environment free from discrimination, harassment, bullying, and violence. The Department of Entomology has established a [Code of Conduct](#), which lays out the standards that we expect everyone in the department to uphold, and the Guidelines for graduate students and advisors.

Students can also search for a list of inclusion resources. Some events have passed; some are ongoing. We encourage you to reach out to organizers for more information. <https://diversity.wisc.edu/inclusion-resources/>.

Other campus centers students can utilize to build community are:

[Multicultural Center](#)

[International Student Services](#)

[Gender and Sexuality Campus Center](#)

## How to Get Involved

As a graduate student at UW-Madison, you have a multitude of opportunities to become involved on campus and in your academic discipline. This involvement often enhances your academic, professional, and personal growth through developing advanced leadership, communication, and collaboration skills. It also provides opportunities for professional networking.

## In Our Discipline

The Entomology Department has compiled an extensive list of professional societies graduate students can join. Below are a few students can explore.

- [Entomological Society of America](#)
- [Ecological Society of America](#)
- [Society for Conservation Biology](#)
- [American Society for Microbiology](#)
- [All the Virology on the WWW](#)
- [Society of Nematologists](#)
- [American Horticultural Society](#)
- [American Society for Horticultural Science](#)
- [Botanical Society of America](#)
- [American Phytopathological Society](#)
- [American Society of Agronomy](#)
- [Crop Science Society of America](#)
- [Soil Science Society of America](#)
- [Society of American Foresters](#)
- [Golf Course Superintendents Association of America](#)
- [USGA](#) (United States Golf Association)

## In Our Department

Participating in the Entomology Department is important. Involvement in the department provides students the opportunity to work closely with faculty, staff, and other students in the program to discuss a variety of issues pertaining to departmental affairs, social events, and community education.

**Entomology Graduate Student Association (EGSA)** is an organization for entomology graduate students. Students are elected and hold a seat in all Entomology departmental committees. You can learn more at (<https://entomology.wisc.edu/graduate-study/student-organizations/>).

**Insect Ambassadors** is a graduate student-led organization hosted by the Department of Entomology. They help teach why insects are incredible organisms through interactive presentations and our knowledgeable, passionate students.



**Wisconsin Insect Fest** is a mixture of indoor and outdoor insect-themed activities suitable for a wide range of ages; families with children are welcome to attend. An annual department hosted event held offsite.

## On Campus & In the Community

The Wisconsin Idea is the principle that education should influence and improve people's lives beyond the university classroom. For more than 100 years, this idea has guided the university's work.

You will find a list of ways to engage in campus and local community life at:

### **The Graduate School's Current Student Page**

[grad.wisc.edu/current-students](http://grad.wisc.edu/current-students)

If you are a student actively involved in leadership and service activities, consider nominating yourself for membership in the following honor society:

### **Edward Alexander Bouchet Graduate Honor Society**

[grad.wisc.edu/diversity/bouchet](http://grad.wisc.edu/diversity/bouchet)

## Getting Started as a Graduate Student

This section guides you through important steps to take as you begin your journey as a graduate student at UW-Madison. All new students are invited to partake in a New Graduate Student Welcome before the start of fall term.

### New Graduate Student Checklist

Be sure to review all steps listed on this webpage for new graduate students:

#### **[The Graduate School's New Student Page](#)**

In addition to a checklist for all new graduate students, review specific additional steps to take if you are a new international student, student with a disability, student veteran, student with children, or student with funding.

Newly admitted international students should review the step-by-step guide, [Becoming a Global Badger](#), on the International Student Services (ISS) website.

## In Our Program

As a newly admitted graduate student, you will work with the Graduate Program Manager, your faculty advisor, and the Entomology Department HR representative to finalize admission, discuss beginning coursework, and complete necessary HR paperwork before you matriculate.

All new graduate students in Entomology, Forest and Wildlife Ecology and Plant Pathology will attend an orientation in late summer. This half-day event is meant to introduce you to Russell Labs Hub administrative staff, review policies and procedures, answer questions, and meet other new and current students. More information will be provided over the summer from the Graduate Program Manager.

Prior to orientation, you should begin to talk to your advisor about prior coursework, and first semester enrollment. It would also be good to begin conversations about forming your advisory committee. Your advisory committee will advise you on the rest of your degree requirements. It is in your best interest to form this committee early on, ideally by the end of your second semester. Students might find it helpful to review [Entomology faculty and affiliated faculty](#) to gain a better understanding of individual faculty research focus. Questions outside of academics can be directed to the Graduate Program Manager.

Review milestones and required forms to familiarize yourself with your academic responsibilities. Key milestones are the preliminary exam (Ph.D. only), dissertator status (Ph.D. only), and final defense. Required forms for all students are the Certification Form and prelim or final warrant request. Course Substitution and Course Waiver forms are available when needed.

## Advising & Mentoring

Advising relationships are a central part of academia, important to both the experience and development of students and faculty members alike.

The Graduate School's definition of an advisor can be found here: [policy.wisc.edu/library/UW-1232](http://policy.wisc.edu/library/UW-1232). Your advisor has two main roles: 1) To assist you in acquiring the highest possible level of knowledge and competence in the field, and 2) to chair the committee that will determine whether you have performed at an acceptable level in each of your degree milestones (see "Degree Requirements" section below for further information on building your committee). Other roles of your advisor may include tracking your progress in completing your degree (note: this may include use of the

Graduate Student Tracking System at ([gsts.grad.wisc.edu](http://gsts.grad.wisc.edu)), assisting with course selection and planning your academic path, and helping you identify possible research mentors, committee members, and research opportunities.

Both the student and advisor are responsible for making their expectations clear to each other. Clearly outlining expectations for both the student and advisor are a crucial starting point for a strong relationship. You will discuss these expectations in your initial committee meeting and document that conversation and its outcome on the Certification Form.

**You should plan to form your committee within by the end of your second semester.** Return the completed [Certification Form](#) to the Graduate Program Manager, Emily Laabs ([emlaabs@wisc.edu](mailto:emlaabs@wisc.edu)).

## Finding & Selecting an Advisor

Your major advisor should be a faculty member in the program whose expertise and project/research interests match closely with those that you intend to acquire. You will have selected your faculty advisor upon admission into the program as they will have recommended you based on prior conversations.

To learn more about the faculty in your program, consider consulting the following sources:

- Courses and seminars you attend
- Our [program website](#)
- Faculty publications
- Students currently in a prospective advisor's group/lab

However, if you have not, below are some questions to consider asking in your initial discussion, though it is not a complete list. You should spend some time identifying what is most important to you in your graduate training and ask questions accordingly.

### Questions to Ask of Prospective Advisors

*Adapted from IPiB handbook*

- What thesis projects would be available to me if I were to join your group?
- Would these projects expose me to a variety of different approaches?
- In general, how available will you be to answer questions I might have?

- What is your philosophy regarding the amount of guidance the advisor should provide to a student during preparation of the thesis proposal, literature seminars, thesis writing, etc.?
- What are your expectations for the amount of time I should spend each day/week in your group/lab?
- What regularly scheduled activities (e.g., group meetings, joint group meetings, research clubs) does your group participate in that provide an opportunity to get outside input on my research project and to hear about the work of other students and postdocs?
- Do you encourage your students to attend seminars and journal clubs, including those that may be outside of their narrow field of interest/research?
- Do students in your group/lab have the opportunity to attend professional meetings where they can interact with colleagues/researchers from other institutions?
- Do you include your graduate students in professional activities that will familiarize them with their field of interest/research, such as reviewing manuscripts and meeting with visiting speakers?
- How long do you think it should take me to get my degree?
- What are your former graduate students (if any) doing now?
- What is your general philosophy of graduate training and what goals do you have for your graduate students?

No faculty member is obligated to accept a student's request to serve as advisor, though invitations are often accepted unless the faculty member judges that a different advisor would serve your needs better.

Formal acceptance to serve as an advisor is indicated by verbal agreement, offer letter, and later, a signature on Certification Form in your first advisory committee meeting.

## Changing Your Advisor

As the advisor-student relationship is one of mutual agreement, it may be terminated by either party. If you decide that you would prefer working with a different advisor, discuss this with your prospective advisor to seek the change. Funding may be impacted. Be sure to address funding issues/implications in your conversations. If you change your advisor, you must notify your Graduate Program Manager by email and follow any related procedures outlined.

Every graduate student must have an advisor or else they may be suspended from graduate study at UW-Madison by the Graduate School. Be sure to follow procedures to

re-select a new advisor (described above) prior to finalizing the termination of your current advising relationship. You can confirm that the name of your advisor has been updated in the official record by looking in your Student Center on MyUW ([my.wisc.edu](http://my.wisc.edu)) under “Academic Progress” and then “Advisors.”

## Mentoring Networks

In addition to your formal advisor, you are encouraged to develop a broad network of individuals who can provide academic and professional mentorship during and beyond your time as a graduate student.

## Degree Requirements

### Master’s Degree

All students in the Entomology M.S. program are responsible for keeping aware of the following requirements to complete the degree.

#### Requirements

For all current requirements to complete your degree (e.g., credits, courses, milestones, learning outcomes/goals, etc.) see your program’s page in the *Graduate Guide*. Navigate to [guide.wisc.edu/graduate](http://guide.wisc.edu/graduate), then select “Degrees/Majors,” your program’s name, the “Named Option” of your program (if applicable; found near the bottom of the Requirements tab), and then “Requirements” from the navigation bar on the right side. You will be taken to a subsection of your program’s *Guide* page that contains all official requirements for your degree. Similarly, see “Policies” from the navigation bar of your program’s page to learn about policies affecting these requirements (e.g., prior coursework, probation, credits per term allowed, time constraints, grievances and appeals, etc.). Note that when you look at the *Guide* to learn about program requirements, you will be viewing the current year’s version. To find past versions of program requirements, see the [Guide Archive](#) and search for your program and the year you would like to reference.

In addition to needing to complete a total of 30 credits, at least 15 of the credits taken must be graduate-level credits, meaning the credits are either 700-level or above or are courses numbered 300-699 that have the graduate level attribute.

Courses in the Entomology curriculum that meet this requirement include ENTOM 321, 331, 351, 371, 432, 450/1, 473, 505, 624 and all courses numbered 700 or above (including 990).

Courses that specifically do not meet the 15-credit rule include ENTOM 300, 350, 354, 375 and 468.

## Recommendations

The [Entomology Proposed Course Rotation Schedule](#) can be helpful when planning your coursework. Some courses are only offered once a year. Careful planning should be exercised. Core requirements should be taken earlier (rather than later) in the student's program. The advisory committee may require a student to take additional courses outside of what is listed on the rotation schedule. These will be noted on the student's Certification Form.

The acceptability of equivalent courses taken at other institutions may be determined by the student's Academic Committee but must meet the Graduate School's prior coursework rule if they are to also count towards the minimum enrollment of 30 credits or 15 credits of graduate-level work (<https://grad.wisc.edu/documents/prior-coursework/>).

Waivers of course requirements may be granted by the departmental Academic Affairs Committee, but only under exceptional circumstances.

## Sample Course Schedule

Course selection will vary based on individual prior coursework, if any. Ideally, a student will begin to complete unmet prerequisite and introductory courses upon matriculating into the program. Below are typical classes new students take in their first year.

<b>FALL</b>	<b>SPRING</b>
ENTOM 302	ENTOM Breadth
ENTOM 801	ENTOM Breadth
ENTOM Breadth	ENTOM Seminar

## Thesis

### *Committee & Topic*

Master's committees advise and evaluate satisfactory progress, evaluate a thesis, and/or sign a degree warrant. For general guidance from The Graduate School on the role and composition of committees as well as an online tool to determine if your committee meets minimum requirements, see the following policy page:

[policy.wisc.edu/library/UW-1201](http://policy.wisc.edu/library/UW-1201). In addition to this general guidance, this program requires the following of committees:

1. Approval of an external committee member by the Academic Affairs Committee.
  - a. An external committee member is not a tenured or tenure-track faculty member at UW-Madison that you intend to have as your 3<sup>rd</sup> member of an M.S. committee. Find External Committee Member Request form [here](#).

Your advisor can also provide guidance on selecting your thesis topic. If you find that your topic and/or mentoring needs no longer align with your advisor, see “Advising & Mentoring” section on how to change advisors. Note that your committee composition may or may not need to change as well in this scenario, depending upon your new advisor’s guidance.

The initial meeting between you and your committee will involve completing the Certification Form. This form details your intended progress in the program by listing prior coursework and committee recommended coursework to be completed. The Certification Form can be found [here](#). Be sure to complete the M.S. Entomology form.

### *Form & Content*

The Department of Entomology does not have distinct formatting requirements; instead, students should follow the Graduate School’s requirements which can be found online [here](#).

Based on the style of your research proposal, you may find the below research proposal examples helpful.

[NSF](#)

[NIH](#)

[USDA](#)

## Procedures

The Final Oral Examination is a 2-to-3-hour process. A public defense of the student's thesis occurs first. Immediately following, an examination administered by the full Graduate Committee. The purpose of the examination is to question the student intensely about the work presented in their thesis and ascertain that it meets all the committee's expectations.

## Master's Degree Checklist: Timeline & Deadlines

The Graduate School maintains a list of steps to complete your master's degree, including deadlines and important things to know as you progress toward graduation: [grad.wisc.edu/current-students/masters-guide](http://grad.wisc.edu/current-students/masters-guide). In addition to what is posted on this webpage from the Graduate School, you must meet all required steps of the program (outlined below).

1. Review important dates and deadlines at the beginning of the semester to ensure you meet the deadline to graduate when you intend to. Scroll to the bottom of [this page](#) for those dates.
2. [Apply](#) for graduation in Student Center.
3. Complete the [M.S. Advisor Approval page](#) for your final thesis.
4. Email your thesis document and advisor approval page to the master's degree coordinator, [elena.hsu@wisc.edu](mailto:elena.hsu@wisc.edu). Include your Student ID number in your email.
5. Complete this [Qualtrics survey](#) to request bound copies of your thesis. Russell Labs will cover the cost of three copies. One for you, your advisor, and the department library.

## Doctoral Degree

All students in the Entomology Ph.D. program are responsible for keeping aware of the following requirements to complete the degree.

### Requirements

For all current requirements to complete your degree (e.g., credits, courses, milestones, and learning outcomes/goals) see your program's page in the *Graduate Guide*.

Navigate to [guide.wisc.edu/graduate](http://guide.wisc.edu/graduate), then select "Degrees/Majors," your program's name, the "Named Option" of your program (if applicable; found near the bottom of the Requirements tab), and then "Requirements" from the navigation bar on the right side. You will be taken to a subsection of your program's *Guide* page that contains all official



requirements for your degree. Similarly, see “Policies” from the navigation bar of your program’s page to learn about policies affecting these requirements (e.g., prior coursework, probation, credits per term allowed, time constraints, grievances and appeals, etc.). Note that when you look at the *Guide* to learn about program requirements, you will be viewing the current year’s version. To find past versions of program requirements, see the [Guide Archive](#) and search for your program and the year you would like to reference.

Courses in the Entomology curriculum that meet the minimum graduate coursework requirement include ENTOM 321, 331, 351, 371, 432, 450/1, 473, 505, 624 and all courses numbered 700 or above (including 990).

Courses that specifically do not meet the 15-credit rule include ENTOM 300, 350, 354, 375 and 468.

## Recommendations

The [Entomology Proposed Course Rotation Schedule](#) can be helpful when planning your coursework. Some courses are only offered once a year. Careful planning should be exercised. The advisory committee may require a student to take additional courses outside of what is listed on the rotation schedule. These will be noted on the student’s Certification Form.

The acceptability of equivalent courses taken at other institutions may be determined by the student's Academic Committee but must meet the Graduate School's prior course work rule if they are to also count towards the minimum enrollment of 51 credits or 26 credits of graduate-level work (<https://grad.wisc.edu/documents/prior-coursework/>).

Waivers of course requirements may be granted by the departmental Academic Affairs Committee, but only under exceptional circumstances. Core requirements should be taken earlier (rather than later) in the student’s program.

## Sample Course Schedule

Course selection will vary based on individual prior coursework, if any. Ideally, a student will begin to complete unmet prerequisite and introductory courses upon matriculating into the program. Below are typical classes new students take in their first year.

FALL	SPRING
ENTOM 302	ENTOM Breadth
ENTOM 801	ENTOM Breadth
ENTOM Breadth	ENTOM Seminar

## Committee

Doctoral committees advise and evaluate satisfactory progress, administer preliminary and final oral examinations, evaluate a thesis or dissertation, and/or sign a degree warrant. For general guidance from The Graduate School on the role and composition of committees as well as an online tool to determine if your committee meets minimum requirements, see this policy page: [policy.wisc.edu/library/UW-1201](http://policy.wisc.edu/library/UW-1201). In addition to this general guidance, this program requires the following of doctoral committees:

1. Approval of an external committee member by the Academic Affairs Committee. An external committee member is not a tenured or tenure-track faculty member at UW-Madison that you intend to have as your 4<sup>th</sup> member of a Ph.D. committee. Find External Committee Member Request form [here](#).

## Preliminary Exam

The preliminary examination (PE) or “Prelim” is a defense of a student's proposed Ph.D. dissertation research to the student’s advisory committee (AC). It is intended to determine whether a student demonstrates sufficient background and understanding needed to complete the proposed Ph.D. research. The PE must include two sections: (1) a written research proposal and (2) an oral examination.

The PE should be taken prior to completion of the bulk of the work so that the committee is able to critique, suggest modifications to, and agree upon the proposed work. The Prelim is usually taken on the third year of the student Ph.D. program, but it can be deferred to early fourth year if there are reasonable circumstances (e.g., unconventional fieldwork requirements, major setbacks in critical parts of the project, or as the result of unplanned life events).

The AC is expected to provide clear guidelines, structure, and expectations to the student for the PE. The student should consult each member of the AC, as each member may assign foundational readings in areas where the student might need to prepare for the Prelim. Each member of the advisory committee is expected to identify areas of focus, and to provide constructive and practical feedback to improve the students' research. Prior to taking the PE, students must schedule the meeting, arrange a meeting room, and request a "warrant." To complete the PE requirement, the student will be required to submit a signed warrant and a copy of the written research proposal.

### *Written Proposal*

The intent of the written research proposal is to evaluate a student's proposed research design and the ability to communicate in writing. The proposal should be written as either a dissertation outline or a grant proposal in the format of a NSF, USDA, or NIH-style grant proposal (to be determined by the AC). Examples are available to the student by the AC upon request. The proposal should be sent to the AC in advance of the PE (at least 2 weeks). The proposal should be examined and approved by the primary advisor of the student before it is sent to the AC. If the student is unable to comply with this timeline, they should send a notification to their committee members with a new proposed deadline as soon as it becomes evident.

The proposal will contain preliminary data indicating the feasibility of the project. The PE gives the AC the opportunity to make extensive suggestions on the proposed research and set out expectations for a successful Ph.D. research project. The proposal should be between 10 to 15 pages (1 inch margins all around, text in Times New Roman, Courier, or Arial, size 12), single space, including numbered figures (captions below) and tables (captions above). The student and committee can choose to include any figures and/or tables (if any) directly in the body of the proposal or in its own section at the end of the proposal, after the references. References will extend the page length as needed and should be in an appropriate format relevant to the field of study. The proposal should include the following basic elements (refer to a specific style if following a dissertation outline or grant format):

- Specific Aims or Pitch Page
- Background
- Objectives
- Proposed Methods
- Preliminary and Expected Results
- Rationale and Significance
- Timeline with deliverables
- References
- Appendices (optional)

## *Oral Exam*

The oral component of the PE is expected to last from 1-3 hours. At the start of the oral exam, one committee member (not the major advisor) should be appointed chair and will be responsible for completing the exam elements with appropriate timing. The oral exam should include the following components: a student presentation, a period of questions and answers, a discussion of the student's performance among the AC (without the student), and a discussion with the student about major advising (without the major advisor). For this last discussion, members of the AC should inquire about the mentor-mentee relationship, whether sufficient and timely feedback is being provided to the student, what financial arrangements and research expectations are being provided to the student, and if there is sufficient career advising.

An oral presentation of approximately 20 to 30 minutes in length should be prepared to explain the proposed research. The primary advisor is expected to review and approve the audiovisual tools employed by the student before the date of the examination. The oral presentation usually follows the same structure as the written proposal, but students can use multiple audiovisual tools in their presentation (e.g., power point, video, white board, etc.). The student should discuss at the start of the meeting whether committee members can interrupt the student as they present or wait until the end of the presentation to ask their questions.

During the question-and-answer period, the student should demonstrate capacity and knowledge to complete the proposed research, be able to satisfactorily answer questions on methods (proposed or alternatives), extrapolate the proposed work to its broader implications and significance, identify potential pitfalls, and demonstrate understanding of the basic knowledge and theoretical background related to the proposed work. Although the preliminary examination is designed to test the students' capacity to complete the proposed work and to identify potential setbacks and pitfalls with enough time, the graduate committee can also test the student on theoretical background and field fundamentals to test the bases of the proposed work.

## *Exam Outcomes*

As part of proposal and defense meetings the advisory committee completes a rubric and reaches four potential outcomes regarding the performance of the student:

1. Pass and become eligible for Dissertator status (see next section)
2. Pass with qualifications specified by the AC.
3. Fail with the option of retaking the Preliminary Examination within **2** semesters

4. Fail without option to retake the Preliminary Examination.

### *Procedures*

Students' eligibility to take the prelim examination(s) is determined by their program. Work with your committee to identify a date that everyone can participate in and administer the preliminary exam. Submit a [Prelim Warrant Request](#) **no later than four weeks** prior to the exam date.

Please note students must satisfy the following Graduate School's requirements to request a prelim warrant:

1. Completed the minimum 32 credits of graduate-level coursework
2. Have a minimum 3.0 GPA
3. Completed all Ph.D. minor or certificate requirements
4. Graded courses cannot have any grades of NR, I, U or P. Research courses, like 990, can remain a P until the student's final semester
5. Completed [Certification Form](#) (*not required by Graduate School but needed by Graduate Program Manager*)

A Certification Form must all be on file with the Graduate Program Manager to process your warrant. While it is possible to take the preliminary exam before all the certification coursework is completed, the dissertator status is not awarded by the Graduate School until all Graduate School requirements are fulfilled (minor, GPA, grades, credits, enrollment).

### *Dissertator Status*

Dissertator Status is a unique fee status for students who have completed all requirements for a doctoral degree except for the dissertation and is achieved in the semester following the PE. Achieving Dissertator Status comes with multiple benefits, including the reduction of segregated fees. For more information on dissertator status visit the [UW – Madison Graduate School Dissertator Status page](#).

Remember that once you have achieved dissertator status, you must enroll continuously (every Fall and Spring semester) for exactly 3 credits (no more, no less). To be eligible for dissertator fee status, a student must:

- Pass the Preliminary Examination
- Satisfy the 32 credits minimum doctoral graduate residence requirement

- Complete Ph.D. minor or certificate requirement
- Complete all program requirements except the dissertation
- Clear all Incomplete grades or Progress grades in non-research courses (progress grades in 990 research may remain)
- Earn at least a 3.0 cumulative graduate GPA
- Return the signed and dated Prelim Warrant to the Graduate School

## Dissertation & Final Oral Exam/Defense

### *Topic*

Your advisor can provide guidance on selecting your dissertation topic. If you find that your topic and/or mentoring needs no longer align with your advisor, see “Advising & Mentoring” section on how to change advisors. Note that your committee composition may or may not need to change as well in this scenario, depending upon your new advisor’s guidance.

### *Form & Content*

The Department of Entomology does not have distinct formatting requirements; instead, students should follow the Graduate School’s requirements which can be found online [here](#).

Based on the style of your research proposal, you may find the below research proposal examples helpful.

[NSF](#)

[NIH](#)

[USDA](#)

### **Helpful links for writing your research proposal and dissertation**

- [UW Writing Center's Writers Handbook](#)
- [Writing Center's Rules on writing ethics and plagiarism](#)
- [Graduate School's Dissertation Help](#)

## Doctoral Degree Checklist: Timeline & Deadlines

The Graduate School maintains a list of steps to complete your doctoral degree, including deadlines and important things to know as you progress toward graduation: [grad.wisc.edu/current-students/doctoral-guide](http://grad.wisc.edu/current-students/doctoral-guide). In addition to what is posted on this

webpage from the Graduate School, you must meet all required steps of the program (outlined below).

1. Review important dates and deadlines at the beginning of the semester to ensure you meet the deadline to move to dissertator status or graduate when you intend to. Scroll to the bottom of [this page](#) for those dates.
2. Submit your [preliminary exam warrant](#) or,
3. Submit your [final warrant](#) request
  - a. [Apply](#) for graduation in Student Center
4. Pay your dissertation deposit fee (\$90) in GradPortal
5. Complete Doctoral Exit Surveys
  - a. [Survey of Earned Doctorates](#)
  - b. [Graduate School's Doctoral Exit Survey](#)
6. Complete this [Qualtrics survey](#) to request bound copies of your dissertation. Russell Labs will cover the cost of three copies. One for you, your advisor, and the department library.

## Doctoral Minor (for Entomology Ph.D. students)

The Graduate School requires Ph.D. students to complete a minor before they can be granted dissertator status. There are two minor options:

1. Option A External Minor
2. Option B Distributed Minor

### Requirements

**Option A External Minor:** Requires a minimum of 9 credits in a single department/program. Selection of this option requires the approval of the minor department/program. In an Option A minor please contact the department for more information on the minor requirements (<https://grad.wisc.edu/academic-programs/>).

**Option B Distributed Minor:** Requires a minimum of 9 credits in one or more departments/programs and can include course work in the major department/program. Selection of this option requires the approval of the major department/program.

Option A minors appear on the transcript with the name of the minor (e.g., Statistics). An Option B minor always appears on the transcript as Distributed. For more

information on the Graduate School's minor requirements go to <https://grad.wisc.edu/documents/minors/>.

Students are required to list the courses being used towards the minor requirement on their Certification Form. If a student is pursuing an Option A minor, and the minor department requires paperwork for their needs, the student should also submit a copy of this additional minor paperwork as part of the certification.

Some students are exempted from the minor requirement. There are additional academic opportunities available to graduate students. Students may pursue a joint or double degree or earn a graduate-level certificate while pursuing an Entomology Ph.D. Often PhD students who pursue a joint degree or a graduate-level certificate are exempt from having to pursue a minor. Students interested in these options should contact their faculty advisor or check out the Graduate School's information online at <https://grad.wisc.edu/documents/minors/> for more information.

## Entomology Doctoral Minor (non-department Ph.D. students)

Students who elect Entomology as a minor in their training for the doctorate will take at least **9 credits** of **Entomology** courses, including one semester of graduate seminar (ENTOM 901 Seminar in Organismal Entomology or ENTOM 875 Special Topics). The courses will be determined by the student's interest after consultation with the minor professor and the Entomology Academic Affairs Committee.

All Graduate School students must utilize the Graduate Student Portal in MyUW to add, change, or discontinue any doctoral minor or graduate/professional certificate. To apply for this minor or certificate, log in to MyUW, click on Graduate Student Portal, and then click on Add/Change Programs. Select the information for the doctoral minor or graduate/professional certificate for which you are applying.

The Graduate Program Manager will receive your request and forward it to the Academic Affairs Committee for review.



# Enrollment Requirements

You are responsible for following Graduate School policies related to course enrollment requirements and limitations:

[Adding / Dropping Courses](#)

[Enrollment Accountability](#)

[Auditing Courses](#)

[Important Dates & Deadlines](#)

[Canceling Enrollment](#)

[Leave of Absence](#)

[Continuous Enrollment Requirement for Dissertators](#)

[Minimum Enrollment Requirements](#)

CATEGORIES	MIMIMUM ENROLLMENT FOR FULL-TIME STATUS: FALL OR SPRING	MINIMUM ENROLLMENT FOR FULL-TIME STATUS: SUMMER (8-WEEK DHH SESSION)
Dissertator	<b>Exactly 3 credits</b> directly related to research	Not required unless receiving summer degree or if RA, trainee (with 120mont appointment), or fellow (with 12-month appointment), <b>3 credits required</b>
RA, non-dissertator	8 cr.	2 cr.
TA/Lecturer (SA) 33%, non-dissertator	6 cr.	Not required unless receiving summer degree, <b>2 cr. minimum</b>
TA/Lecturer (SA) 50%, non-dissertator	4 cr.	Not required unless receiving summer degree, <b>2 cr. minimum</b>
PA 33%, non-dissertator	6 cr.	Not required unless receiving summer degree, <b>2 cr. minimum</b>
PA 50%, non-dissertator	4 cr.	Not required unless receiving summer degree, <b>2 cr. minimum</b>

Fellow, non-dissertator	8 cr.	<b>2 cr. for 12-month appointment.</b> Not required for 9-month appointments.
Trainee, non-dissertator	8 cr.	2 cr.
International student (F-1/J-1 visa), non-dissertator, if no other category in list	8 cr.	<b>4 cr. when summer is admit semester (2 cr. when summer is admit semester <u>and</u> student holds RA appointment or at least 33% TA or PA appointment</b>
If none of the above, full-time enrollment is:	8 cr.	4 cr.

Non-dissertator maximum credit load is 15 graded credits taken at 300 or above during the fall and spring semesters and 12 credits during the summer term. Any exceptions to the maximum credit load permitted must be obtained via the [Credit Overload Request](#) form.

A valid enrollment minimum does not count the following types of courses,

- courses numbered below 300
- courses taken pass/fail
- audited courses

## Academic Exception Petitions

Course substitutions and waivers for required coursework may be granted by the departmental Academic Affairs Committee, but only under exceptional circumstances. The Course Waiver form can be found [here](#). Use this form when requesting prior coursework to satisfy degree requirements. The Course Substitution form can be found [here](#). This form is to be used if making an update or change to your certification form that has already been approved by your committee.

## Satisfactory Academic Progress

Your continuation as a graduate student at UW-Madison is at the discretion of your program, the Graduate School, and your faculty advisor. Any student may be placed on probation or dismissed from the Graduate School for not maintaining satisfactory academic progress, and this can impact your academic standing (detailed below),

financial aid (see this policy page: [policy.wisc.edu/library/UW-1040](http://policy.wisc.edu/library/UW-1040)), or funding (consult your sources of funding, as applicable). Our program has its own definition of satisfactory academic progress and related procedures that supplement Graduate School policy, as described in this section.

## Definition

Information about how the Graduate School determines satisfactory academic progress can be found on this policy page: [policy.wisc.edu/library/UW-1218](http://policy.wisc.edu/library/UW-1218). In addition to the Graduate School's monitoring of satisfactory academic progress, this program regularly reviews the satisfactory academic progress of its students, defined as the following:

The Department of Entomology has followed the guidelines for MS candidates set by the Graduate School relative to the minimal course requirements and grade-point average. In other words, any student's continuation in the Graduate School is at the discretion of the Graduate School, the student's major department, and the student's major professor. The student must maintain an average record of B (3.0) or better in all work (excluding research credits) taken as a graduate student. (A grade of P is considered satisfactory for this purpose while I, incomplete, is considered unsatisfactory.) The Department of Entomology also requires that the student is making satisfactory academic progress towards the intended degree. Evaluation of the student's progress is the responsibility of the major professor and the student's certification committee.

In special cases, the Graduate School permits a student who does not meet the required GPA to continue on probation for one semester upon recommendation of the major professor. If the student does not successfully overcome the probation restrictions during that semester, the student's major professor must petition both the Graduate School and the Academic Affairs Committee of the Department of Entomology to keep the student enrolled in graduate school. During the second semester, the student must bring the overall grade point average to 3.0 or better (based on non-research course work) to maintain student status. Failure to do so will result in dismissal. To re-enter, the student must reapply as a new student.

Continuation in the Graduate School is at the discretion of a student's program, the Graduate School, and a student's faculty advisor. Students may be disciplined or dismissed from the graduate program for any type of misconduct (academic, non-academic, professional, or research) or failure to meet program expectations regardless of their academic standing in the program. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Concerns about infractions of professional conduct may be effectively

handled informally between the student and the advisor/faculty member. However, if a resolution is not achieved, the issue may be advanced for further review by the program. Examples of disciplinary actions could include, but are not limited to written reprimand, imposition of reasonable terms and conditions on continued student status, removal of funding, probation, restitution, removal of student from an in-progress course, failure to promote, suspension, or dismissal.

Time deadlines for completion of the MS or PhD degree or the scheduling of preliminary examinations are flexible and at the discretion of the major professor and Certification Committee; however, deadlines set by the Graduate School will be strictly adhered to. In the event of an unresolved problem, the student may request counsel and arbitration from the Departmental Chair or a committee of tenured professors appointed by the Chair.

## **Not Meeting Academic Expectations**

Student progress will be reviewed through coursework and their research development. If the advisor and advisory committee find at any time that a student has failed to achieve satisfactory progress in the academic expectations set in this handbook, the student will be notified and given an opportunity to submit a response within a set time period (typically 2 weeks). The advisor and graduate committee will review the response within 2 weeks and determine if further action is needed.

Students may be dismissed from the program. Students may, alternatively, be placed on probation for one semester and then reviewed by their advisory committee and Academic Affairs Committee following the probationary semester. Students placed on probation may be dismissed or allowed to continue based upon review of progress during the probationary semester. If a student wishes to appeal any decision stemming from this review process, they can do so within 2 weeks of the date of the decision letter through submitting a letter to the chair and requesting a new hearing with the addition of a faculty member external to the original advisory committee.

## **Personal Conduct Expectations**

### **Professional Conduct**

The Office of Student Conduct and Community Standards maintains detailed guidance on student rights and responsibilities related to learning in a community that is safe and

fosters integrity and accountability. You are responsible for keeping aware of their policies and procedures, found at the following page: [conduct.students.wisc.edu](http://conduct.students.wisc.edu)

## Academic Misconduct

Academic misconduct is governed by state law, UW System Administration Code Chapter 14. For further information on this law, what constitutes academic misconduct, and procedures related to academic misconduct, see:

### **The Graduate School**

[Academic Policies & Procedures: Misconduct, Academic](#)

### **Office of Student Conduct and Community Standards**

[Academic Misconduct Website](#)

[Academic Misconduct Flowchart](#)

## Non-Academic Misconduct

Non-academic misconduct is governed by state law, UW System Administration Code Chapters 17 and 18. For further information on these laws, what constitutes non-academic misconduct, and procedures related to non-academic misconduct, see:

### **The Graduate School**

[Academic Policies & Procedures: Misconduct, Non-Academic](#)

### **Office for Student Conduct and Community Standards**

[Non-Academic Misconduct Website](#)

### **University of Wisconsin System (UWS)**

[Chapter 17: Student Non-Academic Disciplinary Procedures](#)

[Chapter 18: Conduct on University Lands](#)

## Research Misconduct

Graduate students are held to the same standards of responsible conduct of research as faculty and staff. Further information about these standards and related policies and procedures can be found at:

### The Graduate School

[Academic Policies & Procedures: Responsible Conduct of Research](#)

### Office of the Vice Chancellor for Research and Graduate Education

[Research Policies](#)

## Hostile and Intimidating Behavior (Bullying)

Hostile and intimidating behavior (HIB), sometimes referred to as “bullying,” is prohibited by university policy applicable to faculty, academic staff, and university staff. For further definition, policy, and procedures related to HIB see: [hr.wisc.edu/hib](http://hr.wisc.edu/hib). Students who feel they have been subject to HIB are encouraged to review the informal and formal options on the “Addressing HIB” tab of this website.

## Grievance Process

Each college or program on campus has a grievance process that students can use to address other concerns regarding their experience in the program. This program’s grievance process can be found detailed at:

<https://guide.wisc.edu/graduate/entomology/entomology-ms/#policiestext>

## Process and Sanctions for Violations of Conduct Standards

[Entomology Code of Conduct](#)

The Academic Affairs Committee (AAC) administers the regulations established by the faculty, such as community code of conduct and ethical research practices. It makes sure students are meeting the program expectations and imposes sanctions when appropriate. Faculty and faculty committees determine whether the quality of a student’s work and conduct are satisfactory, while the AAC determines whether the student is satisfying the academic requirements in a timely fashion and **meeting program**

**conduct expectations.** Students who are falling behind academically or **do not meet conduct expectations** are first warned, then put on probation, and then dropped from the program if they cannot complete the requirements or remedy their conduct. Within boundaries set by the faculty, the AAC is authorized to take account of individual circumstances and problems, and to grant extensions of deadlines and waivers of requirements.

The Dean of Students Office may also have grounds to issue one or more of the following:

- Reprimand
- Probation
- Suspension
- Expulsion
- Restitution
- A zero or failing grade on an assignment/exam
- A lower grade or failure in the course
- Removal from course
- Enrollment restrictions in a course/program
- Conditions/terms of continuing as a student

## **Incident Reporting (Hate, Bias, Sexual Assault, Hazing, Students of Concern, Bullying)**

The Dean of Students Office maintains a portal to report incidents of hate, bias, sexual assault, hazing, dating/domestic violence, stalking, missing students, and students displaying other concerning behaviors at UW-Madison:

**Dean of Students Incident Reporting** [doso.students.wisc.edu/report-an-issue](https://doso.students.wisc.edu/report-an-issue)

As noted above in “Personal Conduct Expectations,” students who feel they have been subject to hostile and/or intimidating behavior (i.e., bullying) are encouraged to review the informal and formal options for addressing this behavior (including filing complaints when desired) at:

**Human Resources Hostile and Intimidating Behavior Website**

[hr.wisc.edu/hib](https://hr.wisc.edu/hib)

# Funding, Employment, and Finances

“Funding” is a term used to describe university employment or support to cover some or all your costs of graduate education. It varies in kind, amount, and level of guarantee.

Most students are funded through Research Assistantships with their faculty advisor. Teaching assistantships are another source of funding students may opt to explore. Their availability on campus is limited. Please work with your advisor to discuss options.

Please refer to this link for more information about department funding.

<https://entomology.wisc.edu/graduate-study/funding-information/>

The Graduate School Explorer is a tool you can use to find historical information on how our program has been funded. Filter by academic program to see results specific to the Entomology Department.

The Graduate School maintains policies related to graduate student funding/employment:

[Maximum Levels of Appointments](#)

[Concurrent Appointments for Fellows/Trainees](#)

[Enrollment Requirements for Graduate Assistants](#)

[Eligibility for Summer RA, TA, PA, and LSA Appointments](#)

## Finding Funding Without a Guaranteed Appointment

### Campus-Wide and External Sources

To help you find resources to pay for costs related to graduate education, the Graduate School provides a comprehensive overview of the funding process on campus as well as descriptions of the types of funding available, sources of funding, minimum stipend rates and benefits, and links to applicable human resources policies (e.g. GAPP) at:

[Graduate School: Funding and Financial Aid](#)

[External Fellowship Database](#)



## [UW-Madison Libraries Grants Information Collection](#)

### In Our Program/Department

Teaching Assistantships (TA) and Project Assistantships (PA) are alternative opportunities to fund your graduate studies. TA and PA positions can be limited so work with your advisor to discuss interest and options early on.

### Additional Policies & Resources

#### [Graduate School Policy: Residence for Tuition Purposes](#)

#### [Employee Disability Resources](#)

#### [Graduate Assistantship Policies and Procedures \(GAPP\)](#)

## **Professional Development**

When you participate in professional development, you build skills needed to succeed academically and thrive in your career. The following are professional development activities that we recommend for your consideration. Required professional development will be detailed in “Degree Requirements” above.

### **On Campus**

The Graduate School develops and curates a wide variety of resources for professional development, including a tool to assess your skills, set goals, and create a plan with recommended activities on campus (e.g., the popular “Individual Development Plan” or IDP) as well as programming to help you explore careers, prepare for a job search, build your network and learn from alumni, manage projects, communicate about your research, and much more.

DiscoverPD helps master’s and doctoral students at UW-Madison advance their academic and professional goals with customized recommendations based on a skills self-assessment. The 400+ professional development recommendations available in the DiscoverPD database are available in a range of formats to best meet your diverse needs, including in-person, virtual, asynchronous, and synchronous opportunities. All of this can be found at:

## **Professional Development from the Graduate School**

The Graduate School communicates [professional development](#) opportunities through an e-newsletter, *GradConnections*, that all graduate students receive at their wisc.edu email. Graduate students in traditional graduate degree programs receive the newsletter weekly during the academic year and every other week in the summer. Graduate students in online degree programs receive the newsletter every other week during the academic year and monthly during the summer.