

# DEPARTMENT OF ENTOMOLOGY: Graduate Student Handbook

## GUIDELINES FOR NORMATIVE ACADEMIC PROGRESS FOR GRADUATE STUDENTS

To enhance the progression of each graduate student through the Entomology Graduate Program, a set of guidelines for **normative academic progress** has been developed by the faculty. These guidelines permit not only the student but also the student's major professor, the academic advisor, the guidance/thesis committee, and Graduate Studies to monitor the progress of each student at all stages of his/her academic program. However, the **student is responsible** for actively endorsing the spirit of normative progress, and ensuring that he/she stays within the guidelines.

Why have a **graduate advisor**? The advisor is there to provide you with guidance on factual matters such as which courses you have taken, what courses you need, and what courses will best serve your interests. The advisor is also there to help you with personal or academic problems that require a shoulder or more serious mediation. Any consultations of a personal nature are held in confidence. The graduate advisor is also responsible for reporting on your progress through the degree program; it is your responsibility to keep your advisor apprised of your progress.

Below, the guidelines are explained with regard to *nine* major elements of a student's residence in the Entomology Department:

1. Entrance into the Program
2. Establishment of Guidance/Thesis Committee
3. Required courses and seminars
4. Annual Appraisal of Academic Progress
5. Entomology diagnostic examination
6. Thesis Proposal
7. Qualifying for the Degree: The Qualifying Examination and Candidacy
8. The Thesis and Exit Seminar
9. Meeting Normative Progress

In addition, we encourage students to use the student handbook produced by Graduate Studies as a key source of information regarding successful completion of a graduate degree. We hope that most questions that arise will be answered either in the handbook you are reading now, or the student handbook produced by Graduate Studies. Your advisor will be happy to try to field any questions that are not answered in these handbooks.

<https://gradstudies.ucdavis.edu/sites/default/files/upload/files/publications/gs201-gradstudentguide.pdf>

### **1. Entrance into the Program**

Within the first few days of arrival (ideally before the start of classes, but if that is not possible then on the first day of classes), the new student will meet with his/her **graduate advisor** to discuss the student's academic record in order to identify any program requirements that were not satisfied before starting the entomology graduate program. At this time the graduate advisor will explain to the student the **minimum preparatory course requirements**, the guidelines for **normative progress**, and the roles of the **graduate advisor**, the **major professor**, and the **Guidance/Thesis Committee** in assessing the student's academic progress during his/her period in the program. The graduate advisor will explain to the student the importance and urgency of immediately establishing a Guidance Committee (see 2 below), and will encourage the student to start thinking about what courses might be useful for that student's training.

## **2. Establishment of Guidance or Thesis Committees**

**Guidance Committee:** Each **new student's** progress shall be monitored initially by a **Guidance Committee**. This committee shall be established as soon as possible upon the student's arrival in the program by joint consultation of the student, the major professor, and the graduate advisor. (Ideally, this committee would be established and have its first meeting before the start of Fall Quarter; if this is not possible, the committee should meet within the first week of classes.). It is important for the Guidance Committee to meet no later than the end of the first week of classes, because it is possible that courses that are important for the student's training may be offered during their first quarter on campus, and we don't want students to miss an opportunity to be enrolled.

The Guidance Committee shall consist of *three* members, the major professor, who usually serves as Chair, and two other faculty members, who need not be in Entomology or on this campus.

During the initial Fall Quarter meeting of the Guidance Committee, a coursework plan will be developed for the student that will specify all required courses. Required courses include the Entomology Graduate Program core courses as well as any additional courses that are selected by the student and his/her Guidance Committee and designated as required for granting the graduate degree. A list of required courses will be maintained in the student's file (see attachments D, E, or G, located at the end of this document), and these classes must be successfully completed before the student can take their Qualifying Exam. The list is not set in stone, however; the student and the Guidance Committee can, at any time, make adjustments to this list by mutual consent if the student's research direction changes. The intent is that each student, in consultation with the Guidance Committee, will design a program of coursework that is ideally tailored to his/her interests and needs.

In addition to the initial Fall Quarter meeting, the Guidance Committee is mandated to **meet** at least **once a year** during Spring Quarter (your Graduate Advisor is not required to attend this meeting). Each student and his/her major professor will be advised of mandatory meetings via written notification from the graduate advisor at the beginning of Spring quarter. It is the **student's responsibility** to ensure that these meetings are held in timely manner (see under **Annual Appraisal of Progress**). Additional meetings can be arranged by the graduate student at any time. Holding the annual Spring meeting is mandated by the Graduate Division.

Students will maintain a Guidance Committee until they have taken the Qualifying Examination (usually after two years in the program). Once the qualifying examination has been passed, a thesis committee is formed. This committee can be the same as the guidance committee, or membership can be partially or completely changed to reflect the direction of the research.

Students in the M.S. II plan (course work only) must also establish a Guidance Committee.

**Thesis Committee:** Once a student has completed their Qualifying Examination, he/she must establish a **Thesis Committee**. This committee is established formally by completing the form (GS321) that lists the members of the thesis committee; this form is also the student's petition for Advancement to Candidacy. This form can be downloaded from the Graduate Studies web-site. The formation of a Thesis Committee abolishes the Guidance Committee. The members of this committee oversee the completion of the thesis and finally sign the title page.

The Thesis Committee is composed of three members, the major professor as chair, and two other faculty members. Please refer to the Graduate Council's policy for details regarding who may serve as a member of a Thesis Committee: "Service on Advanced Degree Committees": <https://gradstudies.ucdavis.edu/sites/default/files/upload/files/grad-council/gc1998-01-uc-davis-graduate-council-policy-rev-06-final.pdf>

Thesis committee members are chosen by mutual consent of the student, the prospective members, and the major professor. Such members are chosen usually because of their expertise in fields germane to the student's research. If it serves the interests of the student, the members of the Guidance Committee may continue to serve on the Thesis Committee. Their service still requires approval by the graduate advisor and formal endorsement by Graduate Studies. The student, in conjunction with his/her major professor, at any time can request a change in the composition of the Guidance or Thesis Committee. However, any change in the composition of committees must be approved first by the graduate advisor, and secondarily in the case of the Thesis Committee by Graduate Studies.

### **3. Course and Seminar Requirements**

There is a core curriculum in the Entomology graduate program, with students expected to fulfill 3 of 5 core courses selected from General Entomology ENT 100; Insect Physiology ENT102 (alternative course: Chemical Ecology, ENT 111); Medical Entomology ENT153 (alternative courses: Plant Virus-Vector Interaction, ENT 123; Biology of Parasitism, ENT 156; Forensic Entomology, ENT 158); Systematic Entomology ENT103 (alternative courses, California Insect Diversity, ENT 107; Field Taxonomy and Ecology, ENT 109; Freshwater Macroinvertebrates, ENT 116); or Insect Ecology ENT105 (alternative course, Behavioral Ecology of Insects, ENT 104). The appropriate set of required core courses is chosen by the student in consultation with their major professor and Guidance Committee.

The Entomology graduate program requires all students to take a series of participatory seminar courses (i.e., seminars in which students make a formal presentation or lead a discussion).

Requirements include:

- a. 2 seminars offered outside the department. Each should be in a different subject area.
- b. 4 seminars offered within the Entomology and Nematology department; each should be in a different subject area (e.g., physiology, behavior, systematics, agricultural entomology).

Finally, we have learned that all graduate students should take at least one class or seminar for a grade, so that they can establish a formal UC Davis GPA. Without that, Graduate Division will not approve students to take the qualifying exam (!).

Note that seminar requirements DO NOT have to be completed prior to the Qualifying Exam.

## English Language Requirement

Students who have not obtained a previous degree at an approved English-medium institution or demonstrated English-language proficiency through an appropriate exam (e.g. TOEFL) are required to complete appropriate English-language courses, as described in the policy *Graduate Student Course Requirements – English as Second Language* ([GC2018-02](#)). Courses taken in satisfaction of this requirement do not count towards the units required for graduation.

## 4. Annual Appraisal of Academic Progress

The long-term role of the Guidance/Thesis Committee is to aid the student in the development and completion of an academic program and/or the thesis. The Guidance/Thesis Committee will meet annually, each Spring, to assess the academic progress of the student by reviewing the quality and degree of completion of course work and progress towards completion of research.

The annual appraisal of academic progress involves the following three steps:

**Step 1: completion of the on-line Graduate Studies progress report form.** In 2018 Graduate Studies implemented a new, on-line annual progress reporting process for all graduate students. We encourage students to sit down with their major professors to fill out this on-line form together. We emphasize, however, that completing this on-line form does not take the place of having the annual meeting with the Guidance Committee (and later, with the Thesis Committee) – Step 3 of the annual appraisal of academic progress described below. Input from all members of the Guidance/Thesis Committees is a key part of the mentorship that we want all of our students to receive.

**Step 2: keeping track of your progress using the Academic Progress Worksheet (Attachment H for MS students and Attachment I for PhD students).** This worksheet is a tool to help you keep track of all of the milestones in your graduate program, including the requirements for participatory seminars. The SAO will send you a copy of last year's worksheet, which you should update and return to the SAO. If you update this worksheet each year, it should help to avoid the situation where you discover, late in your program, that you're missing a seminar.

**Step 3: an in-person meeting with your Guidance or Thesis Committee (signatures on Attachment J).** Regular communication with your Guidance or Thesis Committee members is a key part of the mentorship program for every graduate student. Each year, during Spring Quarter, every student is required to meet with their full committee. Students should prepare a 1-2 page written summary of their progress and plans for the coming year; this written summary can provide an outline of topics to be discussed during the meeting. Starting in Spring Quarter of 2019, this required meeting of the Guidance/Thesis Committee will be documented by having the student and each of the three members of the Guidance/Thesis Committee sign a coversheet for the 1-2 page write-up of the student's progress (**Attachment J** of this document). This signed progress report should be submitted to the Entomology Graduate Program's Student Affairs Officer (SAO), who will scan the signature page and the progress report write-up into the student's official Graduate Studies file.

An unsatisfactory performance report results in the student being placed on academic probation. When a student's progress is deemed marginal or unsatisfactory, a written timeline indicating steps needed to remove deficiencies will be prepared and submitted to the Graduate Division. Two successive unsatisfactory reports can lead to academic suspension.

## **5. Entomology Diagnostic Exam**

The **Entomology Examination** must be completed by Ph.D. students prior to taking the **Qualifying Exam**, and is to be completed no later than the end of the first year in the program. (This exam is not required for M.Sc. students.) The **Entomology Exam** mandates that students develop a general knowledge of entomology and an ability to think critically/conceptually, and it will identify any major weaknesses or deficiencies in their understanding of entomology. General Entomology is a required subject area on all **Qualifying Exams: passing the Entomology Exam** fulfills the 'breadth' component of that requirement, although the examiner may still choose to ask some questions on the Qualifying Exam (to satisfy the 'depth' component of that requirement). Please note: passing the Entomology Exam is not a sufficient basis for awarding a coursework-only M.Sc. degree in Entomology (M.Sc. Plan II). It is the responsibility of the student to plan, with the advice of his/her Guidance Committee, for the Entomology Exam. Since we do not offer a graduate level core, the Entomology exam is intended to provide an assessment of how well each student has mastered basic material in the discipline of entomology. The intent of the exam is to differentiate those subject areas for which each student possesses sufficient knowledge and those subject areas that are weaker and should be strengthened by additional work.

The Entomology Exam will be oral, last for 1½ hours, and will be offered once each year during spring quarter. All students of the same annual "cohort" will be tested from the same set of recommended readings. This means that the exam will be given during the same time period to all students.

The **Entomology Exam Committee**, appointed by the chair of the department, will provide a formal "Reading List, Guide and Sample Questions" during Fall Quarter. Questions will be in four major areas of Entomology: (1) Systematics and Evolution; (2) Physiology and Molecular Biology; (3) Ecology and (4) Behavior. Preparation for the Entomology Exam also includes registering for 1 unit of ENT 298 (Topics in Entomology) in Winter and Spring quarters, designed to formalize the operation of a study group that will review exam materials. Students will meet once a week during the two quarters, with periodic involvement of the Entomology Exam committee. Other faculty members also may be called upon to provide input on selected topics.

## **6. Thesis Proposal**

Feedback on research is often most constructive when it is received early, before a great deal of actual research has been conducted. To this end, the Entomology Graduate Program mandates that each student prepare a written thesis proposal and then present the proposal orally in a public forum. The research proposal must be presented not later than the end of the first year for M.S. Plan I students and not later than the end of the second year for Ph.D. students, but we encourage students to present their proposals earlier than this, as soon as they have a clear plan of research goals and anticipated methodologies. Many Ph.D. students will be ready to present their thesis proposals towards the end of their first year/beginning of their second year.

The written proposal (*three-five* pages plus references) will be submitted to the Guidance Committee **two weeks in advance** of the proposed date of the oral presentation. All students and faculty in the department will be informed via department mail or e-mail of the title of the proposal and the date, time, and place of the oral presentation. It is the student's responsibility to make appropriate reservations and arrangements for the oral presentation.

The thesis proposal should present concrete, reasoned ideas about the student's projected research. It is not a presentation of research results, and indeed the intent is that the thesis proposal will be given as early as possible once the student's plan of research takes shape, and often before data are collected. The student, through reading of primary scientific literature,

course work and laboratory work should have developed a feasible research plan. The proposal should follow the format of a grant that is organized in sections such as the following: *Introduction, Hypothesis, Justification and Significance, Methodology, Expected Results, and Importance to Field*. It is important that the proposal demonstrate an in-depth knowledge of the relevant literature. Your major professor should help you with the logic and presentation of the thesis proposal.

The oral presentation of the thesis proposal will involve a formal 20-30 minute talk by the student to the Guidance Committee (chaired by major professor) and audience; after which, the committee can ask questions about the proposal. Since the presentation is a public forum, the student may be asked questions by the audience after the questions from the Guidance Committee have been addressed.

A thesis proposal that is approved by the Guidance Committee is requisite for advancement to Candidacy. The Guidance Committee may require that the proposal be revised if they find important elements that need to be corrected or developed further.

## **7. Qualifying for the Degree: The Qualifying Examination and Candidacy**

The rules for filing for **Candidacy** and taking the **Qualifying Examination** are specified by Graduate Studies. The rules for the M.S. degree are different from those for the Ph.D. The unit requirements for the various degrees are specified in attachments **E, F, and G**. The unit requirements for the two M.S. degrees are set by Graduate Studies. The requirements for the Ph.D., other than those for residency, are set by the Entomology graduate program

### ***The Master's Student***

All **M.S.** students must file an application for **Candidacy** after completion of at least one-half of the course requirements for the degree and at least one quarter before completion of all degree requirements (30 and 36 units of upper division and graduate level courses for M.S. I & II, respectively). A student may not take the comprehensive examination or file his/her thesis before qualifying for candidacy. A student must be **registered** during the quarter in which he/she takes the comprehensive examination and/or submits the thesis. The student must be advanced to Candidacy by the **end of the 9th quarter** (i.e., by the end of their third year; summers are not counted here).

After qualification for the degree, a student on the M.S. II plan, in lieu of a thesis, is required to pass a final **comprehensive oral examination** in order to obtain the degree. This examination assesses the student's knowledge of course work taken to qualify for the degree. Usually the members of the Guidance Committee will serve as members of the comprehensive oral examination committee. This student must consult his/her graduate advisor concerning the formal establishment of this examination committee. The membership of this committee must also be approved by Graduate Studies. After the student and the major professor have been formally notified of membership, it is the student's responsibility to inform the committee members of their charge, and arrange a date, time, and place of examination. (NOTE: Ph.D. students who successfully complete their Qualifying Exam may use that exam, instead of the comprehensive oral exam, to file paperwork for a M.S. Plan II degree.)

### ***The Ph.D. Student***

All **Ph.D.** students must be advanced to Candidacy **by the end of the 9th quarter** (i.e., by the end of their third year). However, the student must first take his/her **Qualifying Examination** before applying for advancement to Candidacy. Eligibility for taking the Qualifying Examination requires the student to have completed all minimum preparatory requirements, deficiencies, all

departmental requirements [courses specified by Guidance Committee, the thesis proposal], the Entomology Departmental Examination, and appropriate academic preparation to permit the student to defend the subjects of choice in the Qualifying Examination. The student must be **registered** in the quarter in which the Qualifying Exam is taken, and must have at least a **B** average (or 3.0 GPA) in all graduate course work.

Here is the official language from Graduate Studies: “The primary purpose of the Qualifying Examination (QE) is to validate that the student is academically qualified to conceptualize a research topic, undertake scholarly research and successfully produce the dissertation required for a doctoral degree.” To this end, the qualifying exam will consider the student’s breadth and depth of understanding in each of the five disciplines that he/she will defend, and will also employ the student’s thesis research plan to explore their ability to conceptualize a research topic.

Students should prepare a **written research proposal** to be distributed to QE committee members not less than 4 weeks before the date of the exam. This advance time is included to permit QE committee members to read and comment on the proposal. Feedback from committee members, which should be returned to students not later than 2 weeks before the qualifying exam, can be used to revise the proposal; revisions can be circulated again, in writing, before the exam if so desired by the committee members, or can simply be presented during the oral presentation at the start of the qualifying exam. This is a valuable opportunity for students to receive constructive suggestions on their research plans. Thus, they should describe their planned research projects in sufficient detail that committee members can critically evaluate it.

The standard format for the qualifying exam is as follows. Students will begin with an oral presentation of their thesis proposal. This presentation should be short enough that a student can complete it in 15-20 minutes if uninterrupted. Often, however, committee members will ask questions during this presentation, such that it can extend to a substantial portion of the exam time. After the presentation and associated questions, each member of the exam committee will be given time, in turn, to ask questions in the disciplinary area that they have been asked to cover.

General entomology is a required subject area on all **Qualifying Exams**. In addition to the subject of general entomology, which is covered by a member of the Departmental Exam Committee, students will defend 4 additional areas on their **Qualifying Exam**, two within entomology and two outside. It is the responsibility of the student to plan, with the advice of his/her Guidance Committee, for the Qualifying Examination. The **Qualifying Examination** should be taken approximately between the **6th** and **9th** quarters, still permitting the student to apply for and advance to Candidacy **by the end of the third year** in residence (equivalent to the end of **9th quarter**). Failure to take the Qualifying Examination within this time frame constitutes breach of **normative progress**, and requires a special petition from the graduate advisor to Graduate Studies to extend the limit for advancing to Candidacy.

Application for taking the Qualifying Examination is as follows.

The student consults with his/her graduate advisor concerning the exact composition of the examination committee. This committee is composed of five faculty members who are chosen by the student in conjunction with his/her Guidance Committee. A member of the Departmental Examination Committee must serve as the fifth member of the committee, covering the area of Entomology. This faculty representative from the Departmental Examination Committee is expected to participate in the questioning, addressing “depth” aspects of the topic of entomology (the “breadth” aspects of the topic of entomology are considered to have been satisfied during the departmental exam); for more details on this policy, which was established by Graduate Studies, please see: [https://grad.ucdavis.edu/sites/default/files/upload/files/grad-council/qe\\_policy\\_approved\\_4-1-2011.pdf](https://grad.ucdavis.edu/sites/default/files/upload/files/grad-council/qe_policy_approved_4-1-2011.pdf). At least one member of the Qualifying Examination

Committee must be from outside of the Entomology Graduate Program's faculty. Three members of the committee must be members of the Entomology Graduate Program, including the Chair of the committee. Members of the Guidance Committee may serve on the Qualifying Examination Committee, however the Major Professor may not serve on the Qualifying Examination Committee. Committee members are often professors from whom the student has taken upper division courses in areas the student wishes to defend; at least three members of the Qualifying Examination Committee should be members of the UC Academic Senate. It is the responsibility of the student to confer with faculty about their willingness to serve as examiners and also to discuss with each member of their QE committee well in advance of the exam the examiner's specific expectations for the exam (format, and material to be covered). Different faculty may have somewhat different philosophies about the qualifying exam, and each student should discuss this with prospective committee members and make sure they are comfortable with each faculty member's approach before they ask them serve on their committee. Additional information concerning the Qualifying Examination is available from your graduate advisor. Once the prospective members of the examination committee have been identified, the graduate advisor is notified by the student and **the student then petitions Graduate Studies by filing form GS319 for formal assignment of those faculty to the committee**. This takes about two weeks.

After verification by the Dean's signature, Graduate Studies will mail to the student, the department, and the Chair of the Qualifying Examination Committee a copy of the Application for Qualifying Examinations; other committee members **will not be notified!** It is the **student's responsibility** to arrange a date, time, and place of the examination.

The student may not hold the examination before the committee members have been officially approved by Graduate Studies.

It is important that all students be prompt in applying for advancement to **Candidacy** upon successfully completing the qualifying examination. The student fills out the proposed thesis committee members and a proposed thesis title on Graduate Studies form GS321, and submits the form to the Graduate Division. Approval of the thesis committee constitutes advancement to candidacy. Your future eligibility to be appointed as an RA or TA is contingent upon obtaining candidacy in a timely fashion. Students are automatically eligible for appointment during the **first 9 quarters**. Students are encouraged to take their Qualifying Exam as early as possible (as soon as coursework requirements are completed and a line of research has been established). Students who have not taken their Qualifying Exam by the end of their 8<sup>th</sup> quarter must meet with their Guidance Committee to schedule their exam for the 9<sup>th</sup> quarter. Further eligibility, up to a maximum of **15 quarters**, requires advancement to Candidacy. Eligibility also requires that the student have a GPA of 3.0 or better. (Note: Summer quarters are not counted in these requirements.)

## **8. The Thesis and Exit Seminar**

The topic of the thesis will be agreed upon by the student and his/her major professor in consultation with the Thesis Committee, and must be passed (and signed by) the Thesis Committee to complete the degree, as required by the Graduate Division.

Prior to leaving the campus, the candidate is **STRONGLY ENCOURAGED** to present a departmental seminar in the regular departmental series, or failing that to give a special seminar in an alternate time slot, reporting the results of their thesis research. This is your chance to share your accomplishments with the department and for others to enjoy your success.

## **9. Meeting Normative Progress**

The criteria by which satisfactory progress of the student is judged by the major professor, the Guidance/Thesis Committee members, and the Graduate Advisor are outlined below. These criteria serve only as **guidelines**. Undoubtedly variance will be permitted to accommodate specific situations. Students are responsible for monitoring their own normative progress. A checklist for each degree is provided in addition to the following summaries to facilitate self-monitoring.

<b>M.S. Plan I</b>	The normative time period for completion of all requirements is <i>two-three</i> years. The student should have met the following guidelines throughout the normative progression by:	
Year 1	A.	Establishment of a Guidance Committee by the end of the first week of initial enrollment.
	B.	Completion of 1/2 of preparatory requirements and 10-15 units toward the 30 unit requirement.
	C.	Defense of thesis proposal by the end of first year in residence.
	D.	Submission of brief yearly progress report ( <i>one-two</i> pages) to Guidance Committee.
Year 2	A.	Completion of course requirements by end of year. Filing of application for candidacy before <b>6</b> quarters in residence. Establishment of Thesis Committee.
	B.	Submission of brief yearly progress report ( <i>one-two</i> pages) to Thesis Committee.
Year 3	A.	Completion of all course work.
	B.	Completion of thesis, or submission of brief yearly progress report ( <i>one-two</i> pages) to Thesis Committee explaining when thesis will be finished.

<b>M.S. Plan II</b>	The normative time period for completion of all requirements is <i>two</i> years. The student should have met the following guidelines throughout the normative progression by:	
Year 1	A.	Establishment of a Guidance Committee by the end of the first week of initial enrollment.
	B.	Completion of 1/2 of course requirements, and 18 units toward the 36 unit requirement.
	C.	Submission of brief yearly progress report ( <i>one-two</i> pages) on academic progress to Guidance Committee.
Year 2	A.	Completion of all course work and oral comprehensive examination by the end of the second year. The student must apply for Advancement to Candidacy one quarter before taking the comprehensive examination.

<b>Ph.D.</b>	The normative time period for completion of all requirements is <i>four-five</i> years. The student should have met the following guidelines throughout the normative progression by:	
Years 1-3	A.	Establishment of a Guidance Committee no later than the end of the first week of entrance into the program.
	B.	Completion of Entomology exam no later than the end of year 1.
	C.	Completion of all course requirements prior to the Qualifying Exam.
	D.	Defense of thesis proposal by end of second year in residence.
	E.	Student must submit annually (each spring) a brief progress report ( <i>one-two</i> pages) on academic progress to Guidance Committee.
	F.	Completion of all other course requirements (except seminars), taking of the Qualifying Examination by the end of the 9th quarter in residence (not including summers), and filing for Candidacy before the end of the 9th quarter in residence.
	G.	Establishment of Thesis Committee immediately following advancement to Candidacy and by the end of the third year.
Year 4-5	A.	Submission of the proposed date of completion of dissertation to Thesis Committee and graduate advisor.
	B.	Completion of thesis by end of year 4-5 and Exit Seminar

## **FILING FEE STATUS AND PLANNED EDUCATIONAL LEAVE**

The graduate program in Entomology follows the policy established by Graduate Studies regarding the Planned Educational Leave Program (PELP) and Filing Fee status. Please see the Graduate Studies web-site for details:

[http://gradstudies.ucdavis.edu/students/handbook/GS201\\_GraduateStudentGuide.pdf](http://gradstudies.ucdavis.edu/students/handbook/GS201_GraduateStudentGuide.pdf)

# ATTACHMENT A

Student \_\_\_\_\_ Date of Entrance \_\_\_\_\_

## CHECKLIST: NORMATIVE PROGRESS FOR THE Ph.D.

Yr*	Fall	Spring
1	Meet w/advisor & major prof. (1st wk.) _____ Guidance Comm. Mtg. _____	Progress Report _____ Guidance Comm. Mtg. _____
2	Entomology Examination _____	Thesis Prop. _____ Progress Report _____ Guidance Comm. Mtg. _____
3	(You must take your Qualifying Examination and Advance to Candidacy by the end of your 9th quarter of residence.)	Progress Report _____ Guidance Comm. Mtg. _____ Qualifying Exam _____ Advance to Candidacy _____
4		Progress Report _____ Thesis Comm. Mtg. _____ Thesis (written) _____ Exit Seminar _____
5		Thesis Comm. _____

\*1 year corresponds to 3 quarters.

# ATTACHMENT B

Student \_\_\_\_\_ Date of Entrance \_\_\_\_\_

## CHECKLIST: NORMATIVE PROGRESS FOR THE M.S. I (Thesis Plan)

Yr*	Fall	Spring
1	Meet w/advisor & major prof. (1st wk.) _____ Guidance Comm. Mtg. _____	Progress Report _____ Guidance Comm. Mtg. _____ Thesis Prop. _____
2	(Student must complete at least 1/2 of course work and advance to candidacy before submitting thesis.)  (Although Graduate Studies specifies that candidacy must be reached by the end of the 9th quarter, the department considers 4-6 quarters normative progress.)	Progress Report _____ Thesis Comm. Mtg. _____ Advancement to Candidacy _____ Thesis (being written or experimentation progressing well) _____
3		Progress Report _____ Thesis Comm. Mtg. _____ Thesis (submitted) (The thesis should be submitted by the end of the 9th quarter.) _____

\*1 year corresponds to 3 quarters.

# ATTACHMENT C

Student \_\_\_\_\_ Date of Entrance \_\_\_\_\_

## CHECKLIST: NORMATIVE PROGRESS FOR THE M.S. II (Course Work Degree)

Yr*	Fall	Spring
1	Meet w/advisor & major prof. (1st wk.) _____ Guidance Comm. Mtg. _____	Progress Report _____ Guidance Comm. Mtg. _____
2		Progress Report _____ Guidance Comm. _____ Advancement to Candidacy _____ Comprehensive Examination _____

\*1 year corresponds to 3 quarters.

# ATTACHMENT D

## M.S. PLAN I

Name \_\_\_\_\_ Major Professor \_\_\_\_\_

Date of Entry \_\_\_\_\_

### MINIMUM PREPARATORY REQUIREMENTS:

One course in each of: chemistry or biochemistry \_\_\_\_\_, statistics \_\_\_\_\_, genetics \_\_\_\_\_, zoology/biology/bioscience \_\_\_\_\_.

### CORE ENTOMOLOGY CURRICULUM (3 of 5, where necessary):

General Entomology ENT100 ( ); Insect Physiology ENT102 ( )  
Medical Entomology ENT153 ( ); Systematic Entomology ENT103 ( );  
Insect Ecology ENT105.

### DEGREE REQUIREMENTS:

1. Entomology seminars (two, each in a different area):
2. Outside seminar:
3. Remaining units to total 30 upper division plus graduate units (at least 12 of these units must be graduate-level entomology; ENT 299 counts here):
4. Courses required by major professor (can also be used to satisfy parts 1-3):

\_\_\_\_\_  
**Major Professor's Signature**

5. Annual Research Progress Report: Year 1 ( ) Year 2 ( ) Year 3 ( )  
(signed by Guidance Committee).
6. Research proposal:
7. Thesis:

# ATTACHMENT E

## M.S. PLAN II

Name \_\_\_\_\_ Major Professor \_\_\_\_\_

Date of Entry \_\_\_\_\_

### MINIMUM PREPARATORY REQUIREMENTS:

One course in each of: chemistry or biochemistry \_\_\_\_\_, statistics \_\_\_\_\_, genetics \_\_\_\_\_, zoology/biology/bioscience \_\_\_\_\_.

### CORE ENTOMOLOGY CURRICULUM (3 of 5, where necessary):

General Entomology ENT 100 ( ); Insect Physiology ENT102 ( )  
Medical Entomology ENT153 ( ); Systematic Entomology ENT103 ( );  
Insect Ecology ENT105.

### DEGREE REQUIREMENTS:

1. Entomology seminars (two, each in a different area):
2. Outside seminar:
3. Remaining units to total 36 upper division plus graduate units (at least 18 units must be graduate level ENT courses; ENT299 can contribute not more than 9 of these units).
4. Courses required by major professor (can also be used to satisfy parts 1-3).

\_\_\_\_\_  
**Major Professor's Signature**

5. Annual Research Progress Report: Year 1 ( ) Year 2 ( ) Year 3 ( )  
(signed by Guidance Committee).
6. Comprehensive oral examination:

# ATTACHMENT F

## PLAN II M.S. EXAMINATION

Candidate \_\_\_\_\_ Date \_\_\_\_\_

In this examination, the candidate for the Master of Science degree, Plan II is responsible only for the subject matter contained in courses taken by the candidate.

**A. Coverage.** The candidate has been examined in subject matter from the following courses:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**B. Candidate's Performance.**

1. Ability to produce relevant information in an organized way in response to questions.

2. Ability to produce in-depth discussions and to propose and defend conclusions.

3. Ability to provide factual details.

4. Obvious deficiencies or preparation appear in the following subject matters:

**C. Conclusions.** Comment below on the outcome of the examination as to pass or fail. If the candidate passed the examination, state if the performance was distinctive. If the candidate failed the examination, briefly state (1) the reasons for the failure, and (2) recommendations for re-examination.

Committee

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Chair)

# ATTACHMENT G

## Ph.D.

Name \_\_\_\_\_

Major Professor \_\_\_\_\_

Date of Entry \_\_\_\_\_

### MINIMUM PREPARATORY REQUIREMENTS:

One course in each of: chemistry or biochemistry \_\_\_\_\_, statistics \_\_\_\_\_, genetics \_\_\_\_\_, zoology/biology/bioscience \_\_\_\_\_.

### CORE ENTOMOLOGY CURRICULUM (3 of 5, where necessary):

General Entomology ENT 100 ( ); Insect Physiology ENT102 ( )

Medical Entomology ENT153 ( ); Systematic Entomology ENT103 ( );

Insect Ecology ENT105.

### DEGREE REQUIREMENTS:

1. Entomology seminars (four 2-unit seminars, each in a different area):
2. Outside seminars (2 different areas):
3. Courses required by major professor:

\_\_\_\_\_  
**Major Professor's Signature**

4. Annual Research Progress Report: Year 1 ( ) 2 ( ) 3 ( ) 4 ( )  
5 ( )

5. Entomology Examination:

6. Research proposal:

7. Qualifying Examination:

8. Dissertation:

9. Thesis approved and Exit Seminar:

# ATTACHMENT H

## Entomology Graduate Program Academic Progress Worksheet: MSc plan 1

Name \_\_\_\_\_ Major Professor \_\_\_\_\_ Entry Date \_\_\_\_\_

1. Thesis Proposal: Date completed: \_\_\_\_\_

### 2. Participatory seminars:

Outside entomology	Course title	Quarter completed	Topic
	1.		
Inside entomology			
	1.		
	2.		

### 5. Entomology core courses:

Core course title	Quarter completed
1.	
2.	
3.	

### 6. All other courses required by Guidance Committee:

Course title	Quarter completed

Form update May 2018

# ATTACHMENT I

## Entomology Graduate Program Academic Progress Worksheet: PhD

Name \_\_\_\_\_ Major Professor \_\_\_\_\_ Entry Date \_\_\_\_\_

1. Entomology Examination: Date passed: \_\_\_\_\_

2. Thesis Proposal: Date completed: \_\_\_\_\_

3. Qualifying Examination: Date passed: \_\_\_\_\_

### 4. Participatory seminars:

Outside entomology	Course title	Quarter completed	Topic
	1.		
	2.		
Inside entomology			
	1.		
	2.		
	3.		
	4.		

### 5. Entomology core courses:

Core course title	Quarter completed
1.	
2.	
3.	

### 6. All other courses required by Guidance Committee:

Course title	Quarter completed

# ATTACHMENT J

## Signature page: annual meeting of Guidance Committee or Thesis Committee

**Instructions:** students should use this sheet as the cover page of a 1-2 page written summary of (i) progress during the past academic year, and (ii) plans for coursework and research during the coming year. This form should be submitted to the Entomology Graduate Program Student Affairs Officer (SAO), who will scan it into the student's official Graduate Studies electronic record.

Date of committee meeting: \_\_\_\_\_

Signatures:

1. Student: \_\_\_\_\_ printed name: \_\_\_\_\_

2. Major professor: \_\_\_\_\_ printed name: \_\_\_\_\_

3. Committee member: \_\_\_\_\_ printed name: \_\_\_\_\_

4. Committee member: \_\_\_\_\_ printed name: \_\_\_\_\_