

M.S. STUDENT PROGRAM CHECKLIST

Always invite Department Head and/or Director of Graduate Studies or their Designee to Committee Meetings.

Based on whether you started in Fall, Spring, or Summer semester, the sequence of semesters may be in a different order for you. M.S. students should plan for 4 academic semesters (Fall and Spring) and 2 summer sessions.

First Academic Semester

International students must visit Student Health Services and Center for International Education (CIE) before reporting to the department.

<u>Task</u>	<u>Date of completion</u>
All students must report to the Business Manager (K. Campbell) to complete Human Resources paperwork upon arrival at UT	
First meeting with major advisor	
Develop first semester's coursework (including deficiencies and prerequisites)	
Attend graduate student orientation (http://gradschool.utk.edu/orientation)	
Form and hold first advisory committee meeting *	
Submit written proposal to committee for approval of proposed research project	
Complete University of Tennessee certification training on Responsible Conduct in Research Create account. Select UT Institute of Agriculture as your organization (from the dropdown list) and complete the RCR FOR NON-ENGINEERS training modules.	
Complete Chemical Safety Training	
Complete UT AgResearch specific certification training (committee decision): iMedRIS (human subjects research, such as surveys) IACUC (work with animals) Biosafety (Level-2 if you work with certain microorganisms, i.e. plant pathogens or entomopathogens transported from another state or country, or foodborne pathogens) Blood-borne pathogens (work with certain microorganisms)	
Major Advisor: _____	Student: _____
<i>Signature</i>	<i>Signature</i>

Second Academic Semester

Schedule and present M.S. proposal seminar (EPP 640 credit 1 hour)
Schedule and convene committee meeting to discuss progress**

Major Advisor: _____ Student: _____
Signature *Signature*

Summer Semester (first year)

M.S. students should concentrate on research project

Third Academic Semester

Schedule and convene a committee meeting to discuss progress**
Submit [Admission to Candidacy Application](#)
Attend [thesis workshop](#)
Submit Graduation Application (go to MyUTK/Student Records/Apply to Graduate)
Renew UT Research specific certification training: [Chemical Safety](#), [Biosafety](#),
[iMedRIS](#), [IACUC](#), [Blood-borne pathogens](#), as required for research project

Major Advisor: _____ Student: _____
Signature *Signature*

Summer Semester (second year)

M.S. students should concentrate on research project

Fourth and Final Semester - Graduation

Meet with [Thesis/Dissertation Consultant](#) for preliminary review of your thesis

Schedule Master's thesis defense

Submit thesis to committee members 2 weeks prior to defense

Give final exit seminar (EPP 640 credit 1 hour)

Submit thesis to Department Head 24 hours prior to final exam

Defend your thesis (oral examination) **

Submit [Report of Final Examination](#) (Pass/Fail) Form

Submit final thesis, approved and accepted by Thesis/Dissertation Consultant

Pay graduation fee at Bursar's office

Graduate Hooding Ceremony register at: <http://gradschool.utk.edu/hooding/hoodinginfo.shtml#a>

Submit voucher collection, if necessary

Major Advisor: _____

Signature

Student: _____

Signature

Post-Graduation

Schedule an exit interview with Department Head

Schedule exit interview with [Environmental, Health and Safety Office](#) and [Biosafety Office](#) (if applicable)

Inform your advisor and EPP business manager (K. Campbell) of your final date of employment

Pay all relevant university and departmental fees

Meet with EPP administrative specialist (C. Maguigan) to fill out HR and departmental forms, and return university keys

Labels on all microorganisms in freezer stocks, experimental standards, etc.

Clear lab bench of containers with solutions/reagents and clean containers

Provide your major advisor with data, laboratory notebooks and thesis files

Clear office desk and lab workspaces

Provide K. Campbell with alumni contact information

Major Advisor: _____

Signature

Student: _____

Signature

COMMITTEE MEETING

(One committee meeting expected each academic semester)

Date of committee meeting _____

Overall performance of student (circle one): **Exceeds,** **Meets,** **Does Not Meet Expectations**

Recommendation (circle one): **Retain on assistantship;** **Retain without assistantship;** **Dismiss**

Comments by Major Advisor (accomplishments, strengths, weaknesses): Attach additional sheet if needed.

Major Advisor: _____

Student: _____

Signature

Signature

COMMITTEE MEETING

(One committee meeting expected each academic semester)

Date of committee meeting _____

Overall performance of student (circle one): **Exceeds,** **Meets,** **Does Not Meet Expectations**

Recommendation (circle one): **Retain on assistantship;** **Retain without assistantship;** **Dismiss**

Comments by Major Advisor (accomplishments, strengths, weaknesses): Attach additional sheet if needed.

Major Advisor: _____ Student: _____

Signature

Signature

COMMITTEE MEETING

(One committee meeting expected each academic semester)

Date of committee meeting _____

Overall performance of student (circle one): **Exceeds,** **Meets,** **Does Not Meet Expectations**

Recommendation (circle one): **Retain on assistantship;** **Retain without assistantship;** **Dismiss**

Comments by Major Advisor (accomplishments, strengths, weaknesses): Attach additional sheet if needed.

Major Advisor: _____ Student: _____

Signature

Signature

COMMITTEE MEETING

(One committee meeting expected each academic semester)

Date of committee meeting _____

Overall performance of student (circle one): **Exceeds,** **Meets,** **Does Not Meet Expectations**

Recommendation (circle one): **Retain on assistantship;** **Retain without assistantship;** **Dismiss**

Comments by Major Advisor (accomplishments, strengths, weaknesses): Attach additional sheet if needed.
Provide statement on submission ready manuscript provided by the student. This is now required based on Learner Outcomes that were approved by the faculty.

Major Advisor: _____

Signature

Student: _____

Signature

M.S. - PLANT PATHOLOGY CORE CURRICULUM

The following courses are required for students with a concentration in Plant Pathology. A student with prior course work and/or experience may petition the Graduate Director for an exemption(s). An exemption may be granted by majority vote of the faculty on the basis of documentary evidence, or written and/or oral exams. None of the above supersedes College or University requirements for total hours taken in courses numbered at or above the 500 level.

- EPP 505 Mycology (3 hr); Dr. Ownley (fall, even years)
- EPP 514 Phytobacteriology (3 hr); Dr. Ownley (fall, odd years)
- EPP 520 Nematology (3 hr); Dr. Bernard (spring, odd years)
- EPP 521 Plant Virology (3 hr); Dr. Hajimorad (spring, even years)
- EPP 528 Molecular Techniques in Entomology, Plant Pathology and Nematology (3 hr); Dr. Trigiano (course will be dropped 07/2018)

Course Number	Course Title	Hours	Grade
First Academic Semester __ Fall __ Spring ____ Year			
Second Academic Semester __ Fall __ Spring ____ Year			
Summer Semester ____ Year			
Third Academic Semester __ Fall __ Spring ____ Year			
Fourth Academic Semester __ Fall __ Spring ____ Year			
Summer Semester ____ Year			

Course Credit Check - Please enter the number of credit hours earned in each semester

	First Semester	Second Semester	Summer Semester	Third Semester	Fourth Semester	Summer Semester	Total
Seminar (must total 2 hr)							
EPP 500 Thesis (must ≥ 6 hr, with 3 hr taken in final semester)							
Courses (must be ≥ 22 hr)							
Total (must be ≥ 30 hr)							

Student Signature _____	Date _____
Major Advisor's Signature _____	Date _____
Graduate Director's Signature _____	Date _____
Department Head's Signature _____	Date _____

M.S. - ENTOMOLOGY CORE CURRICULUM

The following courses are required for students with a concentration in Entomology. A student with prior course work and/or experience may petition the Entomology teaching faculty for an exemption(s). An exemption may be granted by majority vote on the basis of documentary evidence, or written and/or oral exams. None of the above supersedes College or University requirements for total hours taken in courses numbered at or above the 500 level.

- EPP 530 Integrated Pest Management (3 hr); fall of even years - Dr. Grant
- EPP 548 Taxonomy of Adult Insects (3 hr); fall of even years - Dr. Moulton
- EPP 552 Insect Morphology (3 hr); spring of odd years - Dr. Moulton
- EPP 561 Insect Physiology (3 hr); spring of odd years - Dr. Jurat-Fuentes

Course Number	Course Title	Hours	Grade
First Academic Semester __ Fall __ Spring ____ Year			
Second Academic Semester __ Fall __ Spring ____ Year			
Summer Semester ____ Year			
Third Academic Semester __ Fall __ Spring ____ Year			
Fourth Academic Semester __ Fall __ Spring ____ Year			
Summer Semester ____ Year			

Course Credit Check - Please enter the number of credit hours earned in each semester

	First Semester	Second Semester	Summer Semester	Third Semester	Fourth Semester	Summer Semester	Total
Seminar (must total 2 hr)							
EPP 500 Thesis (must = 6 hr, with 3 hr taken in final semester)							
Courses (must be ≥ 22 hr)							
Total (must be ≥ 30 hr)							

Student Signature _____ Date _____

Major Advisor's Signature _____ Date _____

Graduate Director's Signature _____ Date _____

Department Head's Signature _____ Date _____

M.S. - BIOINFORMATICS AND GENOMICS CORE CURRICULUM

The following courses are required for students with a concentration in Bioinformatics and Genomics. A student with prior course work and/or experience may petition the teaching faculty for an exemption(s). An exemption may be granted by majority vote on the basis of documentary evidence, or written and/or oral exams. None of the above supersedes College or University requirements for total hours taken in courses numbered at or above the 500 level.

EPP 622 Bioinformatics Applications (3 hr); fall each year - Dr. Staton

At least 9 hours from the EPP courses listed in the graduate catalog (excluding EPP 500, 502, 531, 541, 640, 675, and 622) At least 6 hours in bioinformatics or genomics. Current courses available that would meet this requirement include:

CBE 672 Computational Bioinformatics (3); LFSC 520 Genome Science and Technology I (4)

LFSC 521 Genome Science and Technology II (4); LFSC 507 Programming for Biological Data Analysis (3)

MICR 540/LFSC 517 Genomics and Bioinformatics (3)

Highly recommended: ANSC 675 Statistical Genomics (3) or another statistics course

Course Number	Course Title	Hours	Grade
First Academic Semester __ Fall __ Spring ____ Year			
Second Academic Semester __ Fall __ Spring ____ Year			
Summer Semester ____ Year			
Third Academic Semester __ Fall __ Spring ____ Year			
Fourth Academic Semester __ Fall __ Spring ____ Year			
Summer Semester ____ Year			

Course Credit Check - Please enter the number of credit hours earned in each semester

	First Semester	Second Semester	Summer Semester	Third Semester	Fourth Semester	Summer Semester	Total
Seminar (must total 2 hr)							
EPP 500 Thesis (must = 6 hr, with 3 hr taken in final semester)							
Courses (must be ≥ 22 hr)							
Total (must be ≥ 30 hr)							

Student Signature _____ Date _____

Major Advisor's Signature _____ Date _____

Graduate Director's Signature _____ Date _____

Department Head's Signature _____ Date _____