



Graduate Handbook

DEPARTMENT OF ENTOMOLOGY

University of Illinois- Urbana Champaign

GRADUATE STUDENT ADMINISTRATION COMMITTEE | PUBLISHED JAN 2020

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I. Introduction

Welcome to the Department of Entomology at the University of Illinois at Urbana-Champaign. Our department prides itself, in part, on successfully training and preparing students for their careers. The department has a rich legacy of graduates continuing on to become leaders in the field and we hope to continue this tradition into the future. The “Graduate Student Handbook” is intended to provide guidance and clarity on what is expected of graduate students by the graduate college, faculty, and the department. Most importantly, the handbook is intended to be a tool to help ensure success of students by providing a single resource on requirements and expectations.

You are now a member of one of the best entomology departments in North America and one of the few in a college of arts and sciences. For many years this department has had an outstanding reputation in insect systematics, physiology, toxicology, and ecology, and we have in recent years raised our profile in neuroscience, evolutionary genetics, genomics, behavior, and conservation biology.

It is upon the productivity and fame of its graduates that the reputation of a department is built. Thus, outstanding students are essential to the success of our program. We expect you to be actively involved in the department from this time forward and hope that you will represent us as well as those who have completed their studies here before you.

II. University Structure

A. The Graduate College

All graduate students at the University of Illinois, Urbana-Champaign are governed by the Graduate College. The mission of the Graduate College (as of 1/2/2019):

“The Graduate College provides campus-wide leadership for the advancement of graduate education; promotes excellence, integrity, and equity in all graduate programs; and serves the scholarly and professional needs of prospective and current graduate students from recruitment and admission through graduation.”

The Graduate College works with departments to set policies on admission, student progress, and degree requirements. They also provide many useful resources and workshops for graduate student development. It is always a good idea to check their website (<https://grad.illinois.edu/>) for the most up-to-date information on requirements.

General policies are also set for the entire university on academic integrity and expectations which all students are expected to adhere.

B. School of Integrative Biology

The School of Integrative Biology (SIB) is the overarching organizing body for three departments: Entomology, Plant Biology, and Animal Biology. As part of this structure, SIB provides professional support for human resources, grants and requisitions, facilities, etc. SIB consists of a Director, an Associate Director of Academic Affairs, Associate Director of Business Affairs, Associate Director of Personnel and Administration, the Departments of Evolution, Ecology, and Behavior (formerly Animal Biology), Entomology, and Plant Biology, the Program in Ecology, Evolution and Conservation Biology (PEEC) and the Online Master of Science in Teaching of Biological Sciences Program (OMST).

The mission of the School of Integrative Biology (SIB) is to promote teaching and research directed toward understanding the mechanisms of organismal function and the evolution and ecology of organisms. The School pursues this focus through a philosophy that integrates across levels of biological organization, from molecular mechanisms to ecosystem levels. It seeks excellence and national visibility for its programs emphasizing research on insect, plant, and animal taxa. The educational approach is one of inclusion, where breadth of training is paramount. In preparation for careers in science, technology, health sciences, education, or public service, students will achieve proficiency in analytical and quantitative methods as well as a thorough understanding of the paradigms and theories of modern biology. (SIB Bylaws approved 4.28.17)

Undergraduate courses are offered through SIB and most teaching assistantships available are through SIB. SIB offers many resources for graduate students including fellowship and grant support. Due to the structure of SIB many decisions on teaching, fellowships, hiring, and others are made at this level.

C. Department of Entomology

1. Structure

The Department of Entomology at UIUC consists of a department Head, faculty, staff and affiliates. This large group of people keep the department running smoothly and producing excellent research. The department office is in 320 Morrill Hall where the Office Manager can assist with most graduate student needs.

Close ties exist between the Department of Entomology and other departments and institutions on campus, especially the Illinois Natural History Survey (<https://www.inhs.illinois.edu/organization/>). Many members of the survey hold affiliate appointments in the department. This arrangement has served not only to expand the areas of expertise represented by the faculty but also to provide our students with a greater range of opportunities including more applied aspects of our science. For a list of affiliate faculty, see the Department of Entomology webpage.

2. Advisors and Research Advisory Committees

While not required for admission to the program, most students (both M.S. and Ph.D.) admitted are under the supervision of an academic advisor who is a member or affiliate of the Department of Entomology as defined in the Departmental bylaws. The advisor must be in good standing with the Graduate College. The job of an advisor is to supervise and assist with student research, monitor student progress in the program, and ensure students have adequate support. In addition, master's or doctoral committees aid in the design and execution of a master's thesis or doctoral dissertation. As soon as an advisor is chosen and a research problem identified, the student and their advisor should identify a "Thesis or Dissertation Committee" that can be of assistance with completing the thesis or dissertation project. It is expected that the committee will work closely with the student through all stages of the research program. Members of these committees must be approved members of the Graduate Faculty at Illinois. The status of any current faculty member or affiliate can be checked (https://app.grad.illinois.edu/grad_faculty/index.cfm).

a. Master's Thesis Committee:

The Master's thesis committee typically comprises three faculty members, including the advisor and two other members of the Graduate faculty; at least one member should be on the Entomology department faculty. Members of this committee may change if research needs change, though this should be limited.

b. Ph.D. Dissertation Committee:

The Ph.D. Dissertation Committee typically forms the "Final Examination (Defense) Committee" responsible for approving the dissertation. Though this is not a requirement it is highly advised to simplify the process and ensure cohesion throughout the dissertation research. Outside members from other institutions can be approved by the graduate college to participate in the Defense Committee if they have expertise needed on your committee but the petition must be submitted with adequate time to ensure approval in time for the defense. Please see the graduate college for details. The Graduate College must approve Final Examination Committees which must have a minimum of 4 members, 3 must be members of the graduate faculty (whether a faculty or affiliate is a member of the graduate faculty can be checked on the grad college website), 2 must be tenured faculty at UIUC, and at least one tenured member of the Department of Entomology. This is typically done a few weeks before scheduling of the defense. Members of the Dissertation/Defense committee can change up until it is approved by the graduate college.

c. Annual Committee Meetings:

The Graduate College requires annual meetings with your thesis or dissertation committee. As such, the Department strongly encourages you to assemble your Committee as soon as a general research interest is identified. Numerous problems can arise when committee members are appointed at later stages of your graduate career. At each committee meeting the committee must review the student's progress and complete the "Annual Assessment of Graduate Program Learning Outcomes" form. Students should complete the current progress and faculty should circle the level and recommendations for development.

D. The Graduate Student Administration Committee (GSAC)

This standing committee consists of two full-time faculty members who serve as co-chairs on a two-year term. The duties of GSAC are to: assist the Head of the Department in attending to the needs of the graduate students, serve as the graduate student admissions committee, review petitions for exemptions, review petitions for entry to the Ph.D. program, nominate students for fellowships and other awards, review and track student progress, handle disciplinary actions, and accept and rule on grievance petitions from graduate students. The committee chair also delivers an annual report to the faculty.

The faculty members of GSAC may, by majority vote, add a student member to the committee on a year-to-year basis. Any student beyond his/her first year of graduate study may serve as a student member. When requested to do so by GSAC, the Head will appoint the student, in consultation with the faculty members of GSAC and the President of the EGSA. The student representative will participate and vote in all committee functions, except on matters involving recommendations for support for continuing students.

E. Entomology Graduate Students Association (EGSA)

The Entomology Graduate Student Association is the entomology department's official student voice. The EGSA is open to all graduate students, elects its own officers, organizes a swath of outreach activities, maintains communication with the graduate student union (Graduate Employment Organization (GEO); <https://www.uigeo.org/>), and plays an important role in the department in many ways.

1. Influence on Department Policy

- a. A formal request or proposal from the EGSA on any matter of departmental policy is given attention equal to that given to such matters from other bodies within the university. An item of this sort may be presented by an EGSA representative at a faculty meeting, in meetings between EGSA and the Head of the department, or in a letter to the Head.
- b. An elected representative of the EGSA attends faculty meetings and is responsible for presenting the EGSA perspective and needs. When individual students are discussed, as during annual student evaluations or when other sensitive personnel issues are discussed, the EGSA representative does not attend.
- c. The EGSA or its representatives may meet with the department Head whenever necessary to discuss policy and to inform the Head of student concerns.
- d. A graduate student may be invited to assist the Graduate Student Administration Committee (GSAC) for matters of admission and is elected by the EGSA.

2. Outreach

Outreach is one of the many important responsibilities of academic researchers. EGSA offers numerous opportunities for graduate students to participate in entomology outreach. The biggest outreach event of the year is the Insect Fear Film Festival (IFFF), organized mostly by the EGSA. This is a February event that has occurred on a yearly basis since 1984 and is open to all members of the community. All entomology graduate students are expected to participate, or if otherwise unavailable contribute efforts towards planning and/or advertising. During the remainder of the year, two EGSA officers elected to the position of Outreach Coordinator are responsible for organizing various other community outreach events, including school/library visits and running booths at campus and community events. EGSA maintains an insectary specifically for this purpose. A number of outreach opportunities also exist at the department's Pollinarium located southeast of campus, particularly during fall semester. All outreach events are announced ahead of time through the EGSA email list-serve (see section E3 below), and graduate students are encouraged to participate.

3. EGSA List-Serve

Entomology graduate students should be added to the EGSA list-serve using the following link: <https://mailman.life.illinois.edu/mailman/listinfo/egsa>.

F. Graduates in Ecology and Evolutionary Biology (GEEB)

Another organization in which entomology students are strongly encouraged to participate is the Graduates in Ecology and Evolutionary Biology (GEEB). This organization serves to “coordinate and unify the many graduate students conducting research in ecology and evolutionary biology at the University of Illinois at Urbana-Champaign, including students interested in natural resources, wildlife management, modeling, conservation biology, and related fields.” Like EGSA, they also elect their own officers and conduct a variety of student-led activities. These include organizing an annual research symposium for graduate students, facilitating weekly round table discussions for graduate students and faculty (Ecolunch), coordinating workshops and career-building programs, and providing a social network for students with similar interests. Their webpage can be found here: <https://www.life.illinois.edu/geeb/>.

III. Enrollment in Graduate Programs in Entomology

A. Requirements Prior to Graduate Studies

- 1) Any previous major is eligible for an advanced degree in Entomology.
- 2) Credit earned as a non-degree graduate student will not be applicable to a degree program at UIUC, except upon subsequent admission to a degree program and successful petitioning to the Graduate College for the application of the credit to the degree. Normally, a maximum of 12 hours of graduate credit earned as a non-degree student may be applied to a degree.

- 3) Note that the Graduate College may require additional coursework to compensate for undergraduate deficiencies.

B. Financial Support

The Department of Entomology makes every effort to ensure that students in the Department's programs who are making satisfactory progress toward their degree have adequate support. The terms and conditions of any support offered through the department are detailed below.

1. Types of Support:

Financial Support may come from research or teaching assistantships, from grants or awards from foreign governments, from grants or funds from domestic agencies, or foundations that are awarded directly to the student, from grants or awards that are given by or through the University of Illinois, or from other means. Many types of support will cover tuition through either tuition waivers or tuition payments to the university but this is dependent on type of support.

Salaries will also depend on the type of support received. Teaching assistantship (TA) salaries are determined by the School of Integrative Biology. Research Assistantship (RA) salaries will often match the rate set for teaching assistantships. Fellowships can be either higher or lower dependent on the source of the fellowship. Fees are assessed at the beginning of the semester at a rate that covers the entire semester and some fees are waived provided the student is registered for at least 91 days in the Fall and Spring semesters and 41 days in the Summer semester and fulfills the appointment requirements for at least 91 days in the Fall and Spring semesters and 41 days in the Summer semester.

A student who holds an appointment that provides exemption from the tuition and fees and who resigns that appointment before rendering service for at least 91 days in the Fall and Spring semesters or 41 days in the summer will be assessed the full amount of the appropriate tuition and fees unless they meet all requirements of the Graduate College and Registrar to a) withdraw or b) complete all degree requirements. Please see the Graduate College and Office of the Registrar for more information on those rules.

2. Terms of support:

The terms of support under which a student is admitted to the graduate program are given in the letter of admission sent to an applicant when admitted. A student admitted "with support" will receive support from the Department as necessary for the period of time and under the conditions detailed below, contingent upon satisfactory progress through the degree program. Because the University receives its funding in annual appropriations, the Department can make no absolute guarantee of financial support except on a semester-to-semester basis. If a student is admitted "without support," meaning that the student will be supported by his or her own funds or by a grant or award from a foreign government, the Department makes NO COMMITMENT to provide any support for that student.

The guidelines that follow apply to all graduate students in the Entomology program:

- a. A student who was admitted without support may petition GSAC in writing to be considered for support in subsequent years. Such a petition will be evaluated in the same way that a student's original application to the Department is evaluated, except that, in addition to the student's academic record and qualifications from the period prior to admission to the Department, the student's performance during the time he or she has been in the Department will also be evaluated. If GSAC recommends, and the Head of the Department concurs, that the student be given full or partial support, the change in the student's support status will be described in a letter to the student, with a copy to be placed in the student's permanent file. Any support granted will be subject to the same limitations placed on all supported students, counting from the time that the student is first admitted to a degree program, not from the time at which support is first granted.
- b. Students who are admitted to the Master's program will ordinarily be supported for two years after which time support will be dependent upon availability.
- c. Students who are admitted directly to the Ph.D. program with a Master's degree from another institution will ordinarily be supported for four years after which time support will be dependent upon availability.
- d. Students who are admitted to the Ph.D. program after having been in the Master's program in this Department will ordinarily be supported for a maximum of four years beyond the two years of support already granted for the Master's work, for a total period of support of six years. If a student has taken more than two years to finish his or her Master's work and has been granted support for those extra years in anticipation of entry into the Ph.D. program, the extra years of support will count against the period of Ph.D. work that will be supported, so that the total period of guaranteed support will be six years only.
- e. International students who are admitted directly into the Ph.D. program but who still need to complete the requirements for a Master's degree here will normally be supported for a maximum of six years.
- f. The Department commits itself to finding support for the periods specified above for all students admitted with support. The time limitations should allow sufficient time to complete a degree program. If a student is awarded external support in the form of a

fellowship or research assistantship, this support will not extend the period of time the Department will ordinarily support the student.

- g. The Department recognizes that sometimes circumstances prevent a student from finishing a degree program within the time limits above. Therefore, a student may petition GSAC in writing for support beyond the limitations given above. The petition should include a rationale for the request for extra support. The Department will try to honor requests for extended support to the extent that funds allow, but it should also be clearly understood by all students that any student who wishes to continue study in this department beyond the time limits of support given above may have to do so without support.

3. Fee Waivers:

A student who holds a teaching or research assistantship is exempt from tuition and most service fees; the appointment must be for not less than 25% time and not more than 67% time to obtain the waiver. Dependent upon the funding mechanism for fellowships or grant supported positions, fees are typically paid by the grant or fellowship but this may not cover all fees. Students should check the terms of these types of support to ensure required fees are paid.

C. Grad Student Privileges

Certain amenities are provided to graduate students according to the financial state of the department and the degree to which the privileges are accepted responsibly. They may change at the discretion of the Department Head. In the past, these have included:

- a) supplies for professional purposes, such as pencils, paper, and envelopes
- b) use of telephones for local calls
- c) transportation to the national ESA meeting (if funds permit)
- d) use of the photocopy machine in 320 Morrill

Entomology students are eligible to compete for several grants and awards to support research or professional development that are administered by the School of Integrative Biology, The Graduate College, and the Illinois Natural History Survey. Information on these awards, including application deadlines, is available online.

D. Entering the Ph.D. Program without a Master's Degree

If the student has entered the graduate program without a master's degree, he or she must demonstrate independent research capability before taking preliminary examinations. This can be done by completing a master's thesis according to the procedures stated in Table 1 in Section IV B and petition GSAC as detailed below in Section III F.

E. Transitioning from Master's to Ph.D.

A student in the master's degree program and near completion of the degree who wishes to enter the Ph.D. program should file a formal petition to GSAC the beginning of the semester before he or she wishes to begin doctoral studies.

This petition will consist of:

- a) a complete Curriculum Vitae (CV)
- b) a summary of their potential Ph.D. project (approx. 2 pages, single-spaced 11-12pt font)
- c) a timeline of completion
- d) a letter of recommendation from their potential advisor sent directly to GSAC co-chairs
- e) an interview with GSAC

After the interview the student will receive a formal response from GSAC on the outcome of their petition within 2 weeks. If the petition is not filed with ample time, the student will not be allowed to enroll in the Ph.D. program the following semester.

F. Evaluations

Whether a student remains in good standing with the department is determined in part on them satisfactorily completing courses, expected milestones, requirements, duties, research, and teaching. To assist with determining student standing, evaluations of performance are conducted. Two primary types of evaluations are the Annual Student Evaluations and Teaching Assistant Evaluations.

1. Annual Student Evaluations

Each spring semester (January-February), the faculty of the department meet to evaluate the progress and competence of every graduate student. Progress in research, coursework, and teaching is considered. This evaluation is an important factor in assigning assistantships for the following year and assessing student progress.

Students and advisors are also required to complete an online annual progress report. These evaluations along with additional information from the spring faculty review of students, teaching evaluations, and any additional information shared with GSAC or faculty are used to evaluate student progress. Every student in the department is informed of his/her progress in writing by the Department Head. The Graduate College also requires that every doctoral candidate be informed in writing, no later than the end of the second year, as to whether he/she is making satisfactory progress. The results of the departmental evaluation of doctoral candidates are communicated to the Graduate College.

2. Teaching Assistant Evaluations

Many students in the department are funded by teaching assistantships. Teaching in graduate courses given in the department and undergraduate courses in the School of Integrative Biology is evaluated by the Center for Innovation in Teaching and Learning (CITL). Responses to both faculty and teaching assistants are solicited from all students in

the course by means of a questionnaire. Teaching assistants are also evaluated by the course instructor or laboratory coordinator. All these evaluations become part of the record of the respective teachers and are used in evaluations for promotion and tenure of faculty as well as continued departmental support for graduate student teaching assistants.

G. International Students

International students have special concerns and special responsibilities. The UIUC Office of International Student and Scholar Services (<http://iss.illinois.edu/>) is the definitive source of information for international students.

IV. The Curriculum

A. General

The Department of Entomology offers five core courses in Entomology:

- Insect Physiology (IB 433)
- Insect Ecology (IB 444)
- Classification and Evolution of Insects (IB 468)
- Insect Pest Management (IPM) (IB 482)
- Genomic Analysis of Insects (IB 504)

Introduction to Entomology (IB 401), the Colloquium (IB 526 B), and other Advanced Special Topics Seminars in Entomology (IB 526) are also offered for further training in entomology. These classes as well as others offered across campus will help complete your formal training in entomology and support your interests and career.

B. Requirements Overview

Table 1: Master's and Ph.D. requirements for the University of Illinois Department of Entomology. **For additional information on these topics, see sections C-H below.**

Requirements	Master's Degree	Ph.D. Degree
Time restrictions	Complete all requirements within FIVE calendar years after initial registration in the Graduate College. However, students should aim to complete this degree in 2-3 years.	<u>Entering WITHOUT M.S.</u> : Complete all requirements within SEVEN calendar years, <u>which includes time applied towards MS degree.</u> <u>Entering WITH M.S. from elsewhere</u> : Complete all requirements within SIX calendar years after initial registration in the doctoral program. If leaving, changing programs, or re-entering the program, the graduate college will review all cases and re-entry and time limits determined based upon situation.
Core Courses	Grade of A or B in 4 of the core courses listed in Section IV. A.	Grade of A or B in ALL 5 core courses listed in Section IV. A. If analogous courses were taken at other institutions, proficiency exams can be arranged with the core course instructors to test out of individual courses.
Statistics/Methodologies requirement	While taking a graduate level statistics course is highly recommended, there is no formal requirement for the M.S. program.	Take 4 hours of 400-500 level statistics and/or analytical methodologies. GSAC must approve courses: 1) taken prior to enrollment at UIUC or 2) that do not clearly meet the requirement.
Seminar requirements	Enroll in and attend the weekly department colloquium (IB 526 B) every semester.	Same as M.S. requirement, plus at least three additional Advanced Special Topics Seminars in Entomology (IB 526) with a grade of "satisfactory". The three seminars need to fulfill three <u>different</u> subject areas including: IPM, ecology, genomics, physiology, classification, systematics, toxicology, and behavior. Other seminars can also fulfill this requirement if approved.

Requirements	Master's Degree	Ph.D. Degree
Credit Hours	32 credit hours of graduate coursework including the core courses, thesis research (ENT 599), and electives. At least 12 hours must be in the major field (Entomology). No more than 12 hours of thesis credit (ENT 599) may be counted towards the minimum 32 hours required. At least 16 hours must be from courses meeting at the Urbana-Champaign campus, or other courses approved for resident credit by the Graduate College.	96 hours of graduate coursework (400-500 level) including the 5 core courses and 4 credits of statistics/methods. A student entering with a master's degree is given credit for 32 hours irrespective of the university or department where the degree was earned. At least 64 of the hours, including thesis credit, must be courses meeting on the Urbana-Champaign campus or at other locations approved by the Graduate College for residence credit.. This may include units prior to formal admission to Ph.D. candidacy.
GPA	Maintain a 3.0 average or above.	Maintain a 3.0 average or above.
Thesis/ Dissertation	Submit a thesis prepared on original research performed with the supervision of a faculty member or affiliate faculty of the graduate program in entomology.	Submit a dissertation prepared on original research performed under the supervision of a faculty member or affiliate member of the Department of Entomology. This cannot include data in the MS thesis.
Exit Seminar	N/A	Present a seminar to the department on the complete research project.
Examination	Pass final examination on the thesis material.	Pass the Preliminary Examination within a year of completing the core courses. Pass the Final Examination (thesis defense) on the dissertation material within five years of passing the Preliminary Examination.
Teaching	N/A	2 semesters of Teaching Experience is required (student may petition GSAC for an exemption if necessary).
Article Submission	N/A	At least one chapter should be submitted to a scientific journal prior to the defense. Under extreme circumstances a petition can be submitted to GSAC to waive this requirement.

C. Core Courses, Special Topics Seminars, and Statistics

1. Core Courses

The core courses listed above under “General” are usually taken in the first two academic years after enrollment. The optimal sequence for taking this coursework should be determined in consultation with your advisor.

2. Advanced Special Topics Seminar Courses

- a) IB 526 advanced special topics seminars will be offered by the department in one of the following areas genomics, IPM, ecology, physiology, classification, systematics, toxicology or behavior. Faculty responsibility for each semester of IB 526 will be arranged by the Head of the department. As mentioned in Table 1, only one IB 526 seminar in each subject area may count towards the doctoral degree requirement of three advanced special topics seminars.
- b) Additional IB 526 seminars may be arranged by students, in consultation with faculty, provided the proposed seminars meet the following criteria:
 - 1) Students are responsible for preparing original seminar material and presenting it orally.
 - 2) Departmental faculty are involved in the seminar to ensure high standards and adequate student evaluation.
 - 3) The seminar subject fits in one of the core areas of entomology, toxicology, or behavior, and the faculty involved in this area approve its status as an IB 526 seminar.
 - 4) The seminar is at an advanced level, beyond that of the appropriate core course.
- c) Seminar courses offered by units other than the Department of Entomology (e.g., the Department of Plant Biology, the Department of Evolution, Ecology and Behavior (EEB), or the Program in Ecology, Evolution and Conservation Biology(PEEC)) may be substituted for an IB 526 seminar for credit toward the doctoral degree with the approval of GSAC. Irrespective of the unit offering the course, the requirement that only one IB 526 seminar may be taken for credit toward the doctoral degree in each subject area applies.
- d) Other courses may be proposed by students or faculty, which, if not fulfilling these requirements, can be listed under IB 490. Short lecture courses in specialized areas, practical courses and mini-courses of various sorts may be included, where the subject matter will not be covered in a routinely scheduled course.

3. Statistics and/or Analytical Methodologies Courses

Four credit hours in statistics and/or analytical methodologies are required. Analytical methodologies can be courses in bioinformatics, GIS, or other areas that are critical to the student’s degree but must emphasize analysis. Approved courses are offered by many different campus units. This requirement can be fulfilled after the completion of the

preliminary exam. No exceptions to the four credit hour course will be made, so if a three credit hour course is taken, another course will be needed to complete the requirement. The departmental office maintains an informal list of approved courses. A student should consult with GSAC to ensure that a new course or a course not on the list is acceptable. Students are encouraged to take more statistics courses as this is highly beneficial for careers in entomology.

D. Credit Loads

1. Normal Credit Loads

The Graduate College limits the maximum amount of credit for which a University appointee may enroll. A teaching assistant or research assistant normally has a 50% appointment. The department encourages students on assistantships to register for a full load of credit (8 hours in the Fall and Spring semesters and 4 hours in the Summer semester). Students without waiver-generating assistantships or fellowships are considered full-time when registered for a minimum of 12 hours in the Fall or Spring and 6 hours in the Summer. Exceptions can be made if the advisor deems a lighter load necessary to meet the requirements of a job or fellowship. In this case, the student should discuss this with the staff in the Entomology office who will assist with completing the Graduate Student Request Form. A maximum of 20 hours in Fall and Spring terms and 12 hours in the summer are permitted.

Undergraduate courses taken by a graduate student (100-, 200-, and 300- level) are **not counted** as part of the maximum load of an employed student. They can be counted as part of the minimum load of a Fellow or the holder of a tuition waiver.

2. Students Who Hold Tuition Waivers Only

Students may only enroll in units up to the permitted level by the position generating the tuition waiver. For example, UIUC employees (other than grad research assistants or grad teaching assistants) are eligible to enroll for up to 11 hours and stay within the allotted hours/semester. If the position is terminated the student may be held responsible for paying their tuition in full dependent on the terms of the tuition waiver.

3. Final Semester Course Registration

Upon degree completion, the Graduate College does not require students to be registered at the time of deposit. However, all doctoral candidates must be registered for the entire semester or term during which they take the final examination.

4. *In absentia* Course Registration

If a student needs to remain registered but plans to be away studying or doing research they may register *in absentia*. Important details concerning registration *in absentia*, tuition and fees, exceptions to time limits for progress toward degree, and requirements for enrollment can be found in "The Graduate College Handbook for Students, Faculty and Staff" (<http://www.grad.illinois.edu>). **Students are required to take responsibility for their rate of progress through the graduate program.**

E. Department Colloquium

The Department of Entomology sponsors its own colloquium series and it is **required** that our graduate students sign up for **1 hour credit as IB 526B** every semester and **attend all departmental colloquia**. Special effort is made to permit graduate students to interact with off-campus guest speakers through a number of lunches, coffee hours and/or receptions. At some point during their tenure, graduate students should arrange with the faculty chair of the Seminar Committee to sign up to host an off-campus speaker; hosting duties include ensuring that the speaker is escorted to all appointments, attending and arranging for three or four other students to have lunch with the speaker, and introducing the speaker at the seminar. Students are strongly urged to avail themselves of these opportunities to broaden their circle of entomological acquaintances. Material covered during departmental colloquia may be included in the oral portion of the preliminary exam.

F. Examinations

Examinations are of two primary types:

- 1) those administered by the Department, and
- 2) those administered by the Graduate College.

Preliminary examinations (oral) will typically not be scheduled other than during regularly scheduled class times in the spring and fall semesters.

1. Departmental Examinations

a. Proficiency Examinations:

Proficiency examinations in any of the core courses can be arranged with the instructor of the core course if a student feels competent in the area.

A pass of B or better on the examination will exempt the student from taking the course and will be recorded as having fulfilled the course requirement. No credit units will be given. The instructor will inform the office staff and GSAC of the results of the proficiency exam. No more than 3 core courses may be passed via proficiency examination.

b. Remedial Examinations for Core Course:

A grade of C or below in a core course by a candidate for an advanced degree in entomology will require the recipient to follow one of the two procedures stated below, selected by mutual agreement between student and course faculty. This must be completed prior to taking the preliminary oral examination for the doctorate or the final oral exam for the master's degree.

- i) Repeat the course (without credit) and obtain a grade of A or B.

- ii) Earn a grade of A or B on a proficiency examination or paper evaluated by the staff of the core course in question. Authority for this decision rests with the instructor of the core course. Although the academic penalty engendered by such a grade may be rectified in this manner, the original numerical value of the grade will not be erased from the student's record and will continue to enter into calculations of grade point average (for example, when GPA is calculated for Graduate College fellowships).
- iii) A grade of C in two core courses may be similarly rectified only after approval of the faculty of the entire department, following a review of the candidate's overall performance.
- iv) A grade of C in three core courses will automatically preclude a candidate from any advanced degree in this department.

c. Final Examination: Master's Degree:

The defense of the master's thesis is a departmental examination administered by the student's thesis advisory committee appointed by the Department Head, on advice from the advisor and student. The committee is composed of at least three faculty members, one of whom is the advisor, two other members of the Graduate faculty; at least one member should be on the Entomology department faculty.

This oral exam normally lasts two hours. It is intended to verify the student's understanding and development of the research problems undertaken and his/her general competence as a researcher. A copy of the thesis must be submitted to each member of the examining committee at least **two weeks** in advance of the examination. Failure to meet this deadline can result in the cancellation (or postponement) of the exam. The Departmental Secretary must also be notified at this time and will assist in scheduling the exam and collecting appropriate paperwork.

If a student fails this examination, it may be repeated after a certain period of time, usually no sooner than three months, with the committee composed of the same members unless extraordinary circumstances prevent a member from continuing to serve. A student will normally be terminated as a degree candidate after a second failure. Grievance procedures outlined by the department are available to students who feel they have received unfair treatment.

2. Graduate College Examinations

Preliminary and Final Examination committees for Ph.D. candidates are faculty committees appointed by the Dean of the Graduate College from members of the Graduate faculty. The committees are appointed on the recommendation of the department executive officer. These committees are responsible to the Dean of the Graduate College, and their decisions are not subject to alteration at the departmental level. Grievance procedures administered by the Graduate College are available to students who feel they have received unfair treatment.

A Candidate passes the exam if the Director(s) of research vote Pass and no more than one of the remaining members vote Fail.

a. Preliminary Examination:

The purpose of the prelim is to ensure that the student is well versed in basic biology, is thoroughly acquainted with the core areas of entomology, and is able to integrate these subjects into a professional understanding of the discipline. The preliminary examination is a Graduate College examination administered by a committee of five faculty members and affiliates of the department selected by the Department Head and representing the core areas of entomology (i.e. ecology, integrated pest management (IPM), genomics, physiology, and taxonomy/systematics). Students who take proficiency exams for one or more core courses (see Section IV. F.V.B) must complete the proficiency by the time the final required core course is taken. Core courses may be taken concurrent with the preliminary exam if students feel confident they can pass the section before the end of the semester and the student is on track to receive a B or better. Other degree requirements including seminars and statistics can be completed after the Preliminary Examination. Eligibility for the Preliminary Examination requires completion of the following requirements:

- 1) Fulfillment of preadmission deficiencies
- 2) All core courses with a grade of B or better, including proficiencies

Students should complete the Preliminary Examination within a year of completing the core courses or by the end of the 6th semester enrolled. In cases of extreme hardship, exceptions to this time limit may be granted upon petition to GSAC.

The preliminary examination consists of two parts: 1) a written research proposal and 2) an oral exam that covers both the research proposal and the core areas. The written proposal should be sent to the committee 2 weeks before the exam. Failure to meet this deadline can result in the cancellation of the preliminary exam.

The written proposal should be either a grant proposal for a major agency such as United States Department of Agriculture pre-doctoral fellowship, or other appropriate agency of at least 6 pages or a preliminary proposal using the following guidelines:

Up to 8 pages single-spaced, 12 point font, 1 inch margins (references and figures not included):

- Introduction of broad area of interest (knowledge gaps) leading into aims/objectives – 1-2 pages
 - This section is intended to explain to your committee the basic biology and theory grounding your proposal and the areas your work will address.
- Study System/Group – A description of the source of the data to be collected.
- A series of aims and/or objectives. The dissertation should aim for a minimum of three data chapters each of which should be explained by an aim and objective. One possible format to explain these objectives is as follows:
 - Introduction to specific aim – 1-2 paragraphs
 - Hypothesis
 - data to be collected
 - preliminary or possibly final results (if applicable)

- Methodology and Analysis – Broken down by aims detailing how you will accomplish the aims as detailed above
- Expected Results
- Synthesis and Significance of Proposed Work
 - Students should write a paragraph or two of how these chapters will address knowledge gaps and the overall significance of the work.
- Timeline for completion- short but detailed tables are encouraged
- References – This must have uniform format of your choosing.
- Budget – This should be realistic for the project being described.

If following the guidelines of a specific grant, this should be approved by the preliminary examination committee beforehand and requirements for the specified grant should be sent to the prelim committee accompanying the proposal. The proposal must be written by the student, with input from the student's advisor or advisory committee limited to basic grammatical, typographical, or similar editorial corrections. It is expected, however, that the proposed research will be discussed with the advisor before the process of writing begins.

The student should inform the prelim committee chair and the departmental secretarial staff of his/her intention to take the Preliminary Examination during the first week of the relevant semester so that the Graduate College can be notified. The departmental staff will assist in scheduling the exam and collecting the appropriate paperwork.

If a student fails the Preliminary Examination, another exam, administered by the same committee, should be given within the next three to six months. A second failure will preclude the student from gaining a Ph.D. in the Department of Entomology. Grievance procedures outlined by the Graduate College are available to students who feel they have received unfair treatment.

If more than five years elapse between a doctoral student's preliminary and final examinations, the student is required to demonstrate that his or her broad knowledge of the field is current by passing a second preliminary examination.

Responsibilities of the Preliminary Examination Committee:

At the start of each academic year, the Department Head will assign a five-person committee for each student who will complete the core course requirements during the coming academic year. This committee will be responsible for conducting the Preliminary Examination (oral) of that student and evaluating the research proposal. Only students who have submitted written research proposals to his or her committee will be eligible to take the examination.

b. Final Examination: Ph.D. Degree:

The Final Examination for the Ph.D., a Graduate College requirement, is administered by the Final Examination Committee. The Final Examination Committee is also called the Thesis Advisory Committee or the Doctoral Committee. The Graduate College requires at least four voting members, including three current members of the Graduate Faculty, two of which must be tenured members of the Graduate Faculty.

The department requires that at least one tenured faculty member of the Department of Entomology be on the committee.

The process of committee selection for the final examination is initiated by the student and his/her advisor. Names of those faculty members who can best help the student in research and who have agreed to read the dissertation are submitted to the Department Head, who then forwards the list to the Dean of the Graduate College. The Dean then makes the appointments.

This oral exam will normally last 2-3 hours and is a defense of the dissertation. It is also intended to examine the candidate's research ability and general competence as an entomologist and research biologist. A copy of the dissertation must be submitted to each member of the examining committee at least **two weeks** before the examination. Failure to meet this deadline may result in the cancellation (or postponement) of the exam. The departmental secretary must also be notified two weeks prior to the exam so he/she can process the required forms and collect the appropriate paperwork.

If a student fails this examination, it can be repeated with the same committee between 3 months and one year after completing additional research or writing, as recommended by the committee. A student will be terminated as a degree candidate after a second failure.

Students who are defending their dissertation are expected to present a departmental seminar based on the thesis within six months of the defense.

G. Dissertation and Thesis Preparation

There is a strict set of rules to follow when preparing an M.S. thesis or Ph.D. dissertation in the department. They must pass both Departmental and Graduate College Format checks.

- 1) Instructions issued by the Graduate College must be followed. Be sure you obtain the most recent edition of their checklist. Consult <https://grad.illinois.edu/>.
- 2) All other decisions regarding preparation of a dissertation should be made by the student, the thesis advisor and the thesis committee. As stated in the directive from Dean Daniel Alpert of the Graduate College (Jan. 17, 1972), "*The student and his advisor will be responsible for the organization of the chapters, division in subtopics, pagination, accuracy of references.*" Thus, when a dissertation is submitted for the departmental format check it will be assumed that the student and the advisor assert that the required style and format have been followed. Confrontations between students and Graduate College staff must be avoided. The person in charge of the departmental format check and/or the Department Head will intervene when necessary.
- 3) Important dates and deadlines for graduate students may be obtained from the departmental office. The student must adhere to all Graduate College deadlines for defense and deposit of the thesis.

The dissertation must be submitted to Final Examination Committee members at least two weeks before the examination date. Once the thesis is approved by the Committee,

the student must allow at least three working days for the Departmental Format Check. The format check must be done before final copies are prepared, in case changes are necessary to adhere to departmental and Graduate College regulations.

- 4) **Publication:** All doctoral students are expected to have submitted at least one chapter of their dissertation prior to the defense. This requirement can be waived by GSAC via petition from the student. If a part of the dissertation has been published before the submission, appropriate acknowledgment of the earlier publication should be included.
- 5) Expenses for duplicating a thesis are borne by the student.

H. Student Publication and Oral Presentation

As part of their time in the department, it is necessary that graduate students speak at scientific meetings and publish their work in peer-reviewed research journals. Two rules are imposed to assure that our students' work is well received by the scientific community:

- 1) If a student wishes to publish a paper based on research conducted in this Department, he/she must have it reviewed and approved by an advisor and/or the thesis committee before submission to a journal.
- 2) The Department will schedule a preview session several weeks prior to the annual meeting of the Entomological Society of America and all students planning to present papers or posters at that meeting will be expected to participate. This will assure that ample time is available to revise the presentations in response to suggestions from faculty and fellow students. Arrangement for practice sessions for other meetings are the responsibility of the students, but all oral presentations by students must be previewed by at least one faculty member before any scheduled meeting.

IV. Expectations for Student Behavior and Procedure for Addressing Concerns

A. General

The entire campus community is expected to treat each other with civility and respect as outlined in the Campus Integrity Statement:

"The University of Illinois at Urbana-Champaign expects its faculty, staff, students and guests to conduct themselves in accordance with the community values of civility, respect and honesty; to maintain the highest level of integrity and exercise critical judgment in all dealings, decisions and encounters; and to maintain and strengthen the public's trust and confidence in our institution." (taken from the 2018-2019 Student Code)

If you are found to be behaving outside of these expectations you will be notified by GSAC formally with consequences for subsequent violations.

We hope that you have few issues during your time here but in case there are problems please follow the procedures in “Graduate Student Grievance Procedures” to handle grievances. These procedures will also be used if a problem is brought against you and you will be informed of the grievance and the decision.

B. Comments on Academic Integrity

Academic integrity is the bedrock upon which the entire scientific enterprise rests. It can be a complex issue, so we take this opportunity to provide you with some guidance. Although these statements are presented in the context of coursework, you should continue to apply them throughout your professional career.

The most common form of academic dishonesty encountered among students is plagiarism. Put simply, plagiarism is taking someone else's writing (either words or ideas) and taking credit for it. **Never use text written by anyone else without clear attribution.** If you do have a need to use text that is unchanged from its original source, that text must be set off from the rest of your writing with quotation marks and the source of the text clearly cited. **Citing other people's words without attribution is the academic equivalent of stealing and is an offense that is punishable by actions ranging from reprimand to expulsion from the University.**

See Article 1 of the UIUC Student Code for guidelines on plagiarism and other violations of academic integrity, including fabrication, cheating and academic interference (Student Code -- § 1-402): <https://studentcode.illinois.edu/article1/part4/1-402/>

- a) **Laboratory Reports.** All laboratory reports that you hand in for class must be written **by you entirely in your own words.** Laboratory work is frequently carried out in groups and sometimes class data are pooled. Discussion of the results among students is expected, but, when your report is prepared, you must write it in your own words. It is proper form to give credit in writing to anyone (even your lab partner) who has provided you with major insights.
- b) **Term Papers, Seminar Presentations.** These exercises involve organizing, interpreting, and criticizing the published work of others. All references used must be cited, but bibliographies must not be padded with material you did not personally consult. **It is essential that you avoid any form of plagiarism.** Seek guidance from your advisor, the Head, or GSAC as needed if any questions arise as to what constitutes plagiarism. Even though term papers are not ordinarily written for publication, all standards of scientific integrity nonetheless apply; direct quotations from the literature must be indented as such, and all source materials used on the preparation of the paper disclosed.

C. Sexual Misconduct Policy

A student at the University of Illinois at the Urbana-Champaign has “the same rights and responsibilities as any citizen of larger communities of the state, the nation, and the world.”

“The University of Illinois at Urbana-Champaign (“University”) is committed to providing a safe and welcoming campus environment free from discrimination based on sex, which includes sexual assault, sexual exploitation, stalking, sexual harassment, dating violence,

and domestic violence (collectively referred to as sexual misconduct). The University prohibits and will not tolerate sexual misconduct because such behavior violates the University's institutional values, adversely impacts the University's community interest, and interferes with the University's mission. The University also prohibits retaliation against any person who, in good faith, reports or discloses a violation of this policy, files a complaint, and/or otherwise participates in an investigation, proceeding, complaint, or hearing under this policy. Once the University becomes aware of an incident of sexual misconduct, the University will promptly and effectively respond in a manner designed to eliminate the misconduct, prevent its recurrence, and address its effects."

(Student Code -- § 1-111): <https://studentcode.illinois.edu/article1/part1/1-111/>

D. Graduate Student Grievance Procedures

If a student has a grievance regarding professional affairs, he/she should try to resolve the conflict by conferring with the person involved, his/her advisor, or the supervisor responsible for conduct if in a classroom or work setting. A grievance brought to an advisor or supervisor but not resolved is then taken to the Graduate Student Administration Committee (GSAC) for resolution. As well, if the student feels that this avenue would be either unproductive or lead to a prejudicial judgment, the grievance may be brought initially to the attention of GSAC.

The committee will attempt to resolve the problem by whatever means it deems suitable. Its decision will be submitted to the Department Head. If the GSAC finds the grievance to be justified, it will make a recommendation to the Department Head on how the situation that has resulted in the grievance might be resolved. The Head will then take the necessary action to correct the problem.

If the committee finds the grievance unjustified, it will so inform the student and the Department Head. In this case, or if the Head's action does not satisfy the student, a final appeal can be made to the Grievance Committee of the Graduate College.

If a faculty member (or members) of the GSAC is directly involved with a grievance he/she will be replaced by the first alternate member of the GSAC committee, chosen by the Department Head when the committee is appointed. If the president of the EGSA is personally involved, the EGSA secretary will take his/her place.

If the Department Head is directly involved with a grievance, and the grievance is deemed justifiable by the GSAC committee, the chair will take whatever action he/she can to alleviate the circumstances leading to the grievance.

All parties will be notified in writing of the outcome of any grievances including any subsequent actions that may take place.