

**Ph.D. STUDENT TRACKING FORM Department of Entomology and Plant Pathology  
University of Tennessee, Knoxville**

**Suggested software to complete this form - Adobe Acrobat Pro (or by hand). For more information, consult the EPP 2017 Graduate Student Handbook**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

First

Middle

Last

Degree: \_\_\_\_\_

Concentration: \_\_\_\_\_

Major Advisor: \_\_\_\_\_

Advisory Committee members and their departments:

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Entry (semester/year): \_\_\_\_\_ Target Graduation (semester/year): \_\_\_\_\_

## Ph.D. 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. Ph.D. students should plan for 6 academic semesters (Fall and Spring) and 3 summer sessions.

### **First Academic Semester**

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

<b>Task:</b>	<b>Date of completion:</b>
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 ( <a href="http://gradschool.utk.edu/orientation">http://gradschool.utk.edu/orientation</a> )	
Form and hold first advisory committee (before first semester finals)*	
Remaining coursework, approved and attached to evaluation	
Submit written proposal to committee for approval of proposed research project	
Complete UT certification training on <a href="#">Responsible Conduct in Research</a> . Select UT Institute of Agriculture as your organization (from the dropdown list) and complete the RCR FOR NON-ENGINEERS training modules.	
Complete <a href="#">Chemical Safety Training</a>	
Complete UT Research specific certification training (committee decision):	
<a href="#">iMedRIS</a> (human subjects research, such as surveys)	
<a href="#">IACUC</a> (work with animals)	
<a href="#">Biosafety</a> (Level-2 if you work with certain microorganisms, i.e. plant pathogens or entomopathogens transported from another state or country)	
<a href="#">Blood-borne pathogens</a> (work with certain microorganisms)	

Major Advisor: \_\_\_\_\_ Student: \_\_\_\_\_  
*Signature* *Signature*

### **Second Academic Semester**

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

Major Advisor: \_\_\_\_\_ Student: \_\_\_\_\_  
*Signature* *Signature*

### **Summer Semester (first year)**

Ph.D. students should concentrate on research project
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### Third Academic Semester

Schedule and convene a committee meeting to discuss progress\*

Renew UT Research specific certification training, specifically Chemical Safety, Biosafety, iMedRIS, IACUC, and Blood-borne Pathogens

Major Advisor: \_\_\_\_\_ Student: \_\_\_\_\_  
Signature Signature

### Fourth Academic Semester

Schedule and convene a committee meeting to discuss progress\*

Schedule and complete preliminary and written oral exams (must be done by the end of the next to last semester)

Major Advisor: \_\_\_\_\_ Student: \_\_\_\_\_  
Signature Signature

### Summer Semester (second year)

Ph.D. students should concentrate on research project

### Fifth Academic Semester – *Note: Deadlines for forms to be submitted to the Graduate School must be met.*

Schedule and convene a committee meeting to discuss progress\*

Submit [Admission to Candidacy Application](#)

Submit [Doctoral Committee Appointment form](#)

Attend [Dissertation workshop](#)

Submit [Graduation Application](#)

Renew UT Research specific certification training, specifically Chemical Safety, Biosafety, iMedRIS, IACUC, Blood-borne Pathogens

Major Advisor: \_\_\_\_\_ Student: \_\_\_\_\_  
Signature Signature

### Summer Semester (third year, if needed)

Ph.D. students should concentrate on research project

### Final Semester of Graduation

Submit evidence of acceptance of one refereed journal article in English

Submit draft of dissertation online for preliminary review by Dissertation Consultant

Submit [Scheduling of Defense of Dissertation form](#)

Schedule Ph.D. dissertation defense

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Submit dissertation to committee members and Department Head 2 weeks prior to defense

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Give final exit seminar (EPP 640 credit 1 hour); should be given during the preceding academic semester if you are graduating in summer session)

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Defend your dissertation (oral examination)

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Submit final dissertation (approved and accepted by Dissertation Consultant)

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Pay graduation fee at Bursar's Office

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

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Submit [Dissertation Approval](#) form

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Verify removal of incompletes and NR grades

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Graduate Hooding Ceremony register at:  
<http://gradschool.utk.edu/hooding/hoodinginfo.shtml> (optional)

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Submit voucher collection, if necessary

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Major Advisor: \_\_\_\_\_ Student: \_\_\_\_\_  
*Signature* *Signature*

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### **Post-Graduation**

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Schedule an exit interview with Department Head

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

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

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Pay all relevant university and departmental fees

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

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Name, date and labels all freezer stocks, experimental standards, etc.

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

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

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Clear office desk and lab workspaces

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Provide EPP business manager with alumni contact information

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**COMMITTEE MEETING**

(One committee meeting expected each academic semester)

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

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

Recommendation (check 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*

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

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

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

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

Major Advisor: \_\_\_\_\_  
*Signature*

Student: \_\_\_\_\_  
*Signature*

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*Signature* *Signature*

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

Major Advisor: \_\_\_\_\_ Student: \_\_\_\_\_  
*Signature* *Signature*



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(One committee meeting expected each academic semester)

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

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Recommendation (check 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 (check one):  Exceeds,  Meets,  Does Not Meet Expectations

Recommendation (check 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*

## Ph.D. Concentration I: Bioinformatics, Genomics, and Molecular Interactions

The following courses are required for students with a concentration in Bioinformatics, Genomics, and Molecular Interactions. The degree requires 48 credit hours, of which 24 credit hours are EPP 600. When dissertation hours (EPP 600) are started, a minimum of 3 credit hours must be taken each subsequent semester (including summer) until graduation. Students with prior course work and/or experience may petition the faculty approved to direct doctoral students for an exemption(s) or course substitution. An exemption may be granted by majority vote on the basis of documentary evidence, or written and/or oral exams. *Course exemptions do not affect the total number of credit hours required.*

**Required:** EPP 600 – 24 credit hours

- EPP 622 – Bioinformatics Applications (3)
- EPP 675 – Scientific Writing and Grantsmanship (3)
- EPP 640 – Seminar (2 semesters for 1 credit each)
- Advanced quantitative methods course (3)

**Required** (6 credit hours selected from the list below based on program direction):

- EPP 515 – Physiology of Plant Disease (3)
- EPP 521 – Plant Virology (3)
- EPP 528 – Molecular Techniques in Entomology, Nematology, and Plant Pathology (3)
- EPP 561 – Insect Physiology (3)

**Electives** (7 credit hours of elective coursework from within or outside EPP; examples are provided below. *This list is not all-inclusive, as the course needs of individual student programs vary.*)

- ANSC 675 – Statistical Genomics (3)
- BCMB 510 – Computational Structural Biochemistry (1)
- BCMB 511 – Advanced Protein Chemistry and Cellular Biology (3)
- BCMB 512 – Advanced Molecular Biology (3)
- BCMB 513 – Advanced Protein Biochemistry and Cell Biology II (3)
- BCMB 517 – Physical Biochemistry (3)
- BCMB 522 – Advanced Plant Physiology I (3)
- BCMB 523 – Advanced Plant Physiology II (3)
- BME 520 – Systems Biology and Complex System Theory (3)
- BME 580 – Computational Cell Biology (3)
- CEM 541 – Cellular and Molecular Basis of Disease (2)
- CEM 542 – Cellular and Molecular Basis of Disease (2)
- ENVE 561 – Climate and Environmental Informatics (3)
- ENVE 655 – Environmental Systems Biology (3)
- LFSC 507 – Programming for Biological Data Analysis (3)
- LFSC 520 – Genome Science and Technology I (4)
- LFSC 521 – Genome Science and Technology II (4)
- MICR 520 – Microbial Pathogenesis (3)
- MICR 540/LFSC 517 – Genomics and Bioinformatics (3)
- PLSC 552 – Plant Biotechnology and Genetics (3)
- PLSC 553 – Introduction to Plant Breeding (3)
- PLSC 554 – Plant Biotechniques (3)
- PLSC 610 – Advanced Plant Genomics (3)
- PLSC 653 – Advanced Plant Breeding (3)

Course	Course Title	Hours	Grade
<b>First Academic Semester    Fall    Spring _____ Year</b>			
<b>Second Academic Semester    Fall    Spring _____ Year</b>			
EPP 640	Seminar	1	
<b>Summer Semester _____ Year</b>			
<b>Third Academic Semester    Fall    Spring _____ Year</b>			
<b>Fourth Academic Semester    Fall    Spring _____ Year</b>			
<b>Fourth Academic Semester    Fall    Spring _____ Year</b>			
<b>Summer Semester _____ Year</b>			
<b>Fifth Academic Semester    Fall    Spring _____ Year</b>			
<b>Sixth Academic Semester    Fall    Spring _____ Year</b>			
<b>Summer Semester _____ Year</b>			

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

	1 <sup>st</sup>	2 <sup>nd</sup>	Summer 1	3 <sup>rd</sup>	4 <sup>th</sup>	Summer 2	5 <sup>th</sup>	6 <sup>th</sup>	Summer 3	Total
Seminar (2 hr)		1						1		2
EPP 600 Dissertation (24 hr required)										24
Courses (≥ 22 hr)										
Total (≥ 48 hr)										

<b>Professional Skills</b>	<b>Date of Completion</b>
Academic Outreach	
Extension Experience	
Leadership/Service	
Mentoring	
Teaching	
Other	
Other	
Other	

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Major Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Graduate Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Head's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Ph.D. Concentration II: Organismal Biology, Ecology, and Systematics

The following courses are required for students with a concentration in Organismal Biology and Ecology. The degree requires 48 credit hours, of which 24 credit hours are EPP 600. When dissertation hours (EPP 600) are started, a minimum of 3 credit hours must be taken each subsequent semester (including summer) until graduation. Students with prior course work and/or experience may petition the faculty approved to direct doctoral students for an exemption(s) or course substitution. An exemption may be granted by majority vote on the basis of documentary evidence, or written and/or oral exams. *Course exemptions do not affect the total number of credit hours required.*

**Required:** EPP 600 – 24 credit hours

EPP 675 – Scientific Writing and Grantsmanship (3)

EPP 640 – Seminar (2 semesters for 1 credit each) Advanced quantitative methods course (3)

**Required** (9 credit hours selected from the list below based on program direction):

EPP 505 – Mycology (3)

EPP 514 – Phytobacteriology (3)

EPP 520 – Nematology (3)

EPP 521 – Plant Virology (3)

EPP 523 – Field Crop and Vegetable Entomology (3)

EPP 525 – Medical and Veterinary Entomology (3)

EPP 528 – Molecular Techniques in Entomology, Nematology, and Plant Pathology (3)

EPP 530 - Integrated Pest Management (3)

EPP 548 – Taxonomy of Adult Insects (3)

EPP 552 – Insect Morphology (3)

**Electives** (10 credit hours of elective coursework selected from within or outside EPP; examples are provided below. *This list is not all-inclusive, as the course needs of individual student programs vary*).

ANSC 571 - Design and Analysis of Biological Research (3)

ANSC 572 – Mixed Linear Statistical Modeling (3)

BSE 555 – GIS and GPS Applications in Biosystems (3)

BZAN 553 - Design of Experiments (3)

CEM 504 – Descriptive Applied Epidemiology (3)

CEM 507 – Epidemiology of Vector-borne, Bacterial, and Viral Zoonotic Diseases (2)

CEM 601 – Advanced Epidemiology (3)

CEM 602 – GIS and Geographical Epidemiology (3)

PLSC 561 – Statistics for Biological Research (3)

PLSC 571 – Design and Analysis of Biological Research (3)

EEB 509 – Ecology (3)

EEB 560 – Biometry (3)

EEB 583 – Zoogeography (3)

EPP 512 - Soilborne Plant Pathogens (3)

ESS 516 - Soil Biology and Biochemistry (3)

STAT 573 – Design of Experiments (3)

STAT 578 – Categorical Data Analysis (3)

STAT 579 – Applied Multivariate Methods (3)

WFS 501 – Ecology and Management of Wildlife Health (3)

WFS 545 – Advanced Population Analysis (3)

Course	Course Title	Hours	Grade
<b>First Academic Semester    Fall    Spring _____ Year</b>			
<b>Second Academic Semester    Fall    Spring _____ Year</b>			
EPP 640	Seminar	1	
<b>Summer Semester _____ Year</b>			
<b>Third Academic Semester    Fall    Spring _____ Year</b>			
<b>Fourth Academic Semester    Fall    Spring _____ Year</b>			
<b>Fourth Academic Semester    Fall    Spring _____ Year</b>			
<b>Summer Semester _____ Year</b>			
<b>Fifth Academic Semester    Fall    Spring _____ Year</b>			
<b>Sixth Academic Semester    Fall    Spring _____ Year</b>			
<b>Summer Semester _____ Year</b>			

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

	1 <sup>st</sup>	2 <sup>nd</sup>	Summer 1	3 <sup>rd</sup>	4 <sup>th</sup>	Summer 2	5 <sup>th</sup>	6 <sup>th</sup>	Summer 3	Total
Seminar (2 hr)		1						1		2
EPP 600 Dissertation (24 hr required)										24
Courses (≥ 22 hr)										
Total (≥ 48 hr)										

<b>Professional Skills</b>	<b>Date of Completion</b>
Academic Outreach	
Extension Experience	
Leadership/Service	
Mentoring	
Teaching	
Other	
Other	
Other	

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Major Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Graduate Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Head's Signature \_\_\_\_\_ Date \_\_\_\_\_



### **Ph.D. Concentration III: Sustainable Disease and Integrated Pest Management Systems**

The following courses are required for students with a concentration in Sustainable Disease and Integrated Pest Management Systems. The degree requires 48 credit hours, of which 24 credit hours are EPP 600. When dissertation hours (EPP 600) are started, a minimum of 3 credit hours must be taken each subsequent semester (including summer) until graduation. Students with prior course work and/or experience may petition the faculty approved to direct doctoral students for an exemption(s) or course substitution. An exemption may be granted by majority vote on the basis of documentary evidence, or written and/or oral exams. *Course exemptions do not affect the total number of credit hours required.*

**Required:** EPP 600 – 24 credit hours

EPP 630 – Advanced Integrated Pest and Pathogen Management (3)

EPP 640 – Seminar (2 semesters for 1 credit each) (2)

EPP 675 – Scientific Writing and Grantsmanship (3)

Advanced quantitative methods course (3) of your choice

**Required** (6 credit hours selected from the list below based on program direction)

EPP 505 – Mycology (3)

EPP 508 – Plant Health Diagnostics (3)

EPP 512 – Soilborne Plant Pathogens (3)

EPP 514 – Phytobacteriology (3)

EPP 520 – Nematology (3)

EPP 521 – Plant Virology (3)

EPP 523 – Field Crop and Vegetable Entomology (3)

EPP 525 – Medical and Veterinary Entomology (3)

EPP 528 – Molecular Techniques in Entomology, Nematology, and Plant Pathology (3)

EPP 530 – Integrated Pest Management (3)

**Electives** (7 credit hours (minimum) of elective coursework selected from within or outside EPP; examples are provided below. *This list is not all-inclusive, as the course needs of individual student programs vary*).

ANSC 571 - Design and Analysis of Biological Research (3)

ANSC 572 – Mixed Linear Statistical Modeling (3)

BSE 555 – GIS and GPS applications to Biosystems (3)

FWF 535 – Environmental Impacts to Natural Ecosystems (3)

PLSC 515 – Agroecology (3)

PLSC 552 – Plant Biotechnology, Genetics and Breeding (3)

PLSC 571 – Design and Analysis of Biological Research (3)

PLSC 634 – Advanced Weed Science Principles (3)

Course	Course Title	Hours	Grade
<b>First Academic Semester    Fall    Spring _____ Year</b>			
<b>Second Academic Semester    Fall    Spring _____ Year</b>			
EPP 640	Seminar	1	
<b>Summer Semester _____ Year</b>			
<b>Third Academic Semester    Fall    Spring _____ Year</b>			
<b>Fourth Academic Semester    Fall    Spring _____ Year</b>			
<b>Fourth Academic Semester    Fall    Spring _____ Year</b>			
<b>Summer Semester _____ Year</b>			
<b>Fifth Academic Semester    Fall    Spring _____ Year</b>			
<b>Sixth Academic Semester    Fall    Spring _____ Year</b>			
<b>Summer Semester _____ Year</b>			

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

	1st	2nd	Summer 1	3rd	4th	Summer 2	5th	6th	Summer 3	Total
Seminar (2 hr)		1						1		2
EPP 600 Dissertation (24 hr required)										24
Courses (≥ 22 hr)										
Total (≥ 48 hr)										

Professional Skills	Date of Completion
Academic Outreach	
Extension Experience	
Leadership/Service	
Mentoring	
Teaching	
Other	
Other	
Other	

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Major Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Graduate Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_