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Welcome to the Department of Entomology and Plant Pathology (EPP) at the University of Tennessee. We are pleased that you have chosen our department for your graduate studies. By taking this important step, you are on your way to becoming a professional in Entomology or Plant Pathology. Graduate studies are very different from undergraduate studies. In graduate school, while working with the guidance of your major advisor, you are expected to take responsibility for your plan of study and fulfillment of departmental and university requirements that are pertinent to your program. You are also expected to display high standards of personal and professional integrity, and to satisfy all compliance regulations governing your work and study at the University. We believe that a successful graduate student establishes a life-long partnership with their major advisor and with the department. We want to assure you that you will receive the necessary guidance and support from your major advisor, other faculty, and staff to help you in furthering your educational and career goals.

This document contains policy statements, procedures, requirements, and institutional philosophy that is consistent with the University of Tennessee Graduate Catalog. This handbook is not intended to be your sole source of information, but should provide you with written guidance in many areas. This document is updated annually and you should always refer to the latest version. If, after seeking information in this handbook, you are uncertain about appropriate procedures, please seek advice from your major advisor or the Director of Graduate Studies.

The mission of the Department of Entomology and Plant Pathology (EPP) is to advance scientific knowledge and to provide science-based information to improve the sustainability of food and fiber production, protect natural resources, and enhance the lives of all people in Tennessee and across the world. Our vision is to be a recognized and innovative leader in discovery, education, development, and applications related to entomology and plant pathology.

The Department of Entomology and Plant Pathology is fully committed to a diverse, welcoming, and inclusive environment. We welcome students, postdoctoral research associates, visiting scholars and all others regardless of age, appearance, disability status, gender, gender identity, geographic background, marital/partnered status, parenting status, political affiliation, race, religion, sexual orientation and all other characteristics that make each of us unique. We continually work to create

---

**Geographic Diversity of our Graduate Students**

- Bangladesh
- Canada
- China
- India
- Iran
- Serbia
- US-Florida
- US-Kentucky
- US-Mississippi
- US-Ohio
- US-Pennsylvania
- US-Tennessee
- US-Texas
- US-Virginia
an inclusive environment that reflects the diversity of society in general. We aim to cultivate an environment built on mentorship, encouragement, tolerance, and mutual respect. We believe diversity brings together a wide range of abilities, experiences, perspectives and worldviews that are crucial to enriching experiences and addressing challenging research questions.

The culture of the department reflects a sincere desire for a high degree of collegiality, professionalism, community participation, diversity, mutual respect among all members, and the highest standards of scholarship and extension. We encourage the interactions of faculty, staff, and students in support of intellectual curiosity, scholarly ambition, and social enrichment. Each person’s ideas and insights are valued for their creativity and independence of thought; all opinions and thoughts are welcome without prejudice or repercussions. Our departmental culture provides a constructive and safe environment to flourish and succeed, for learning and active debate, and is one that fosters inclusivity, openness, candor, respect for all people and ideas, and professionalism. We welcome, encourage, and accept diversity in age, appearance, citizenship, culture, gender, gender identity, marital status, military service, physical ability, professional status, race, religion, or sexual orientation. We celebrate the great strength of diversity and believe that it fosters excellence. All departmental members are encouraged to collaborate freely on teaching, research, and Extension programs with colleagues at the University of Tennessee and with personnel at U.S. and global academic and governmental institutions.

Our faculty members strive to prepare students to lead lives of personal integrity and civic responsibility in an increasingly diverse world. As a graduate student, you are a vital part of our department and its mission. We encourage you to participate actively in departmental activities including seminars; student, staff, and faculty recruitment; committees; outreach activities; fund raising; undergraduate student mentoring; social events; and the EPP Graduate Student Association to gain a broader perspective and more complete professional experience.

**GRADUATE SCHOOL INTRODUCTION**

*(wording approved by Graduate Deans, 2010)*

*In order to serve the mission and vision of the Graduate School and preserve the integrity of Graduate Programs at the University of Tennessee, Knoxville, information related to the process of graduate education in each department is to be provide for all graduate students.*

*Based on Best Practices offered by the Council of Graduate Schools, it is important that detailed articulation of the information specific to the graduate degrees offered in each department/program be disseminated.*

*The Department Graduate Handbook does not deviate from established Graduate School Policies (tiny.utk.edu/grad-policies) noted in the Graduate Catalog, but rather provides the specific ways in which those policies are carried out.*
PURPOSE OF THE GRADUATE HANDBOOK

Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university.” For additional information please refer to the current Graduate Catalog (tiny.utk.edu/grad-catalog), to Hilltopics (hilltopics.utk.edu), and to the publications on the Appeals Procedure (gradschool.utk.edu/graduate-student-life/understanding-your-rights-and-obligations/).

EPP GRADUATE STUDIES ADMINISTRATION

The EPP Graduate Studies Committee consists of seven members. The purpose, membership, and procedures for this committee are described in the EPP departmental bylaws. The following section is excerpted from the EPP bylaws.

“Section 4. Graduate Studies Committee

9.4.1. Purpose. The Graduate Studies Committee (GSC) provides oversight to the development and maintenance of healthy and productive graduate degree programs in Entomology and Plant Pathology.

9.4.2. Membership. The committee is appointed by the Department Head. It is comprised of the EPP Director of Graduate Studies (DGS), at least four (4) additional faculty members, one (1) administrative staff member, and the Department Head. The DGS and four (4) faculty members have voting privileges. The DGS serves a 5-year renewable term and the four (4) appointed faculty members serve 2-year renewable terms on a staggered basis. The Department Head serves as an ex officio member without voting rights except in certain cases described below. The administrative staff member serves as an ex officio member without voting rights.

9.4.3. Chair. The EPP Director of Graduate Studies (DGS) serves as the chair of the GSC. The DGS serves on the Herbert Graduate Council as the representative for EPP. In the unavoidable absence of the Chair, the member with the most time served on this committee will act as chair.

9.4.4. Procedures.
(1) The GSC shall evaluate applicants and accept or reject them on the basis of previous transcripts; GRE scores; TOEFL, IELTS, and (or) other required scores; letters of recommendation; curriculum vitae and letter of intent; and major advisor support via letter of support and (or) funding of assistantship. Acceptance or rejection is determined by majority vote of the committee members. In the case of a tie vote, the Department Head shall cast the deciding vote.

(2) Votes on acceptance of applicants shall be by voice vote unless a member requests a secret paper ballot. Votes on other matters will be by voice vote unless another means is requested.

(3) The GSC shall review the progress of enrolled graduate students on a continuing basis and report perceived problems to the Department Head and the student’s graduate committee. In addition, it will prepare an annual report on the state of the departmental graduate program for presentation at a faculty meeting or distribution via other means.
(4) The GSC shall develop and maintain a best practices plan for student-faculty-graduate committee interactions.

(5) An applicant and (or) prospective major professor may appeal a negative decision by submission of a letter outlining the reasons for the appeal along with additional supporting documentation. The vote of the committee on the appeal will be final.

(6) Other roles of this committee will include the following.

- Recommend admission and program policy, standards and procedures for approval by the department faculty.
- Help identify and designate graduate advisors for all applicants accepted for admission.
- Nominate candidates for fellowships and rank students for appointment to Graduate Research and Teaching Assistantships.
- Oversee the maintenance of all graduate files and records.
- Establish rules and guidelines for masters and doctoral programs of study.
- Receive and file thesis and dissertation plans.
- Monitor students’ progress toward their degrees, consult with students and advisors where problems are identified, and make recommendations for dismissal for failure to meet conditions or when reasonable progress is not being made.
- Investigate and respond to graduate student grievances.”

### Table 1. Graduate Studies Committee

<table>
<thead>
<tr>
<th>Member and contact information</th>
<th>Role</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Bonnie Ownley (<a href="mailto:bownley@utk.edu">bownley@utk.edu</a>)</td>
<td>Chair</td>
<td>2015-2020</td>
</tr>
<tr>
<td>Dr. Hadziabdic Guerry (<a href="mailto:dhadziab@utk.edu">dhadziab@utk.edu</a>)</td>
<td>Member</td>
<td>2018-2020</td>
</tr>
<tr>
<td>Dr. Heather Kelly (<a href="mailto:youngkelly@utk.edu">youngkelly@utk.edu</a>)</td>
<td>Member</td>
<td>2019-2021</td>
</tr>
<tr>
<td>Dr. Scott Stewart (<a href="mailto:sdstewart@utk.edu">sdstewart@utk.edu</a>)</td>
<td>Member</td>
<td>2017-2019</td>
</tr>
<tr>
<td>Dr. Bob Trigiano (<a href="mailto:rtrigian@utk.edu">rtrigian@utk.edu</a>)</td>
<td>Member</td>
<td>2017-2019</td>
</tr>
<tr>
<td>Dr. Rebecca Trout Fryxell (<a href="mailto:rfryxell@utk.edu">rfryxell@utk.edu</a>)</td>
<td>Member</td>
<td>2018-2020</td>
</tr>
<tr>
<td>Dr. Karen Vail (<a href="mailto:kvail@utk.edu">kvail@utk.edu</a>)</td>
<td>Member</td>
<td>2017-2019</td>
</tr>
<tr>
<td>Sonya Dexter (<a href="mailto:sdecker@utk.edu">sdecker@utk.edu</a>)</td>
<td>Ex-officio</td>
<td></td>
</tr>
<tr>
<td>Dr. DeWayne Shoemaker (<a href="mailto:dewayne.shoemaker@utk.edu">dewayne.shoemaker@utk.edu</a>)</td>
<td>Ex-officio</td>
<td></td>
</tr>
</tbody>
</table>
Graduate students should review the list of faculty members (Table 2) when selecting a graduate advisor or selecting additional faculty to serve on your advisory committee. As you form your graduate advisory committee, please consult the document on who may chair or serve on the committee ([https://gradschool.utk.edu/documents/2018/02/credentialing-guidelines-proposal.pdf/]). This document provides an explanation of the categories listed.

**Table 2. EPP Faculty Information**

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Position</th>
<th>Location</th>
<th>Ph.D. Committee Service Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. DeWayne Shoemaker</td>
<td>Department Head and Professor Entomology</td>
<td>Knoxville</td>
<td>Category 1</td>
</tr>
<tr>
<td>(<a href="mailto:dewayne.shoemaker@utk.edu">dewayne.shoemaker@utk.edu</a>)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Ernest Bernard</td>
<td>Professor Nematology</td>
<td>Knoxville</td>
<td>Category 1</td>
</tr>
<tr>
<td>(<a href="mailto:ebernard@utk.edu">ebernard@utk.edu</a>)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Jerome Grant</td>
<td>Professor Entomology</td>
<td>Knoxville</td>
<td>Category 1</td>
</tr>
<tr>
<td>(<a href="mailto:jgrant@utk.edu">jgrant@utk.edu</a>)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Kimberly Gwinn</td>
<td>Associate Professor Plant Pathology</td>
<td>Knoxville</td>
<td>Category 1</td>
</tr>
<tr>
<td>(<a href="mailto:kgwinn@utk.edu">kgwinn@utk.edu</a>)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Denita Hadziabdic-Guerry</td>
<td>Research Assistant Professor Plant Pathology</td>
<td>Knoxville</td>
<td>Category 1</td>
</tr>
<tr>
<td>(<a href="mailto:dhadziab@utk.edu">dhadziab@utk.edu</a>)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Dr. Reza Hajimorad</td>
<td>Associate Professor Plant Pathology</td>
<td>Knoxville</td>
<td>Category 1</td>
</tr>
<tr>
<td>(<a href="mailto:mrh@utk.edu">mrh@utk.edu</a>)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Dr. Frank Hale</td>
<td>Professor Entomology</td>
<td>Nashville</td>
<td>Category 1</td>
</tr>
<tr>
<td>(<a href="mailto:fahale@utk.edu">fahale@utk.edu</a>)</td>
<td></td>
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</tr>
<tr>
<td>Dr. Zachariah Hansen</td>
<td>Assistant Professor Entomology</td>
<td>Knoxville</td>
<td>Category 1</td>
</tr>
<tr>
<td>(<a href="mailto:zhansen1@utk.edu">zhansen1@utk.edu</a>)</td>
<td></td>
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</tr>
<tr>
<td>Dr. Darrell Hensley</td>
<td>Extension Assistant Professor Plant Pathology</td>
<td>Knoxville</td>
<td>Category 2</td>
</tr>
<tr>
<td>(<a href="mailto:dhensley@utk.edu">dhensley@utk.edu</a>)</td>
<td></td>
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</tr>
<tr>
<td>Dr. Juan Jurat-Fuentes</td>
<td>Professor Entomology</td>
<td>Knoxville</td>
<td>Category 1</td>
</tr>
<tr>
<td>(<a href="mailto:jurat@utk.edu">jurat@utk.edu</a>)</td>
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</tr>
<tr>
<td>Dr. Heather Kelly</td>
<td>Associate Professor Plant Pathology</td>
<td>Jackson</td>
<td>Category 1</td>
</tr>
<tr>
<td>(<a href="mailto:youngkelly@utk.edu">youngkelly@utk.edu</a>)</td>
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<td></td>
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</tr>
<tr>
<td>Dr. Paris Lambdin</td>
<td>Professor Entomology</td>
<td>Knoxville</td>
<td>Category 1</td>
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<tr>
<td>(<a href="mailto:plambdin@utk.edu">plambdin@utk.edu</a>)</td>
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<tr>
<td>Dr. Kurt Lamour</td>
<td>Professor Plant Pathology</td>
<td>Knoxville</td>
<td>Category 1</td>
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<tr>
<td>(<a href="mailto:klamour@utk.edu">klamour@utk.edu</a>)</td>
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<tr>
<td>Dr. Kevin Moulton</td>
<td>Associate Professor Entomology</td>
<td>Knoxville</td>
<td>Category 1</td>
</tr>
<tr>
<td>(<a href="mailto:jmoulton@utk.edu">jmoulton@utk.edu</a>)</td>
<td></td>
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<tr>
<td>Dr. Bode Olukolu</td>
<td>Assistant Professor Bioinformatics</td>
<td>Knoxville</td>
<td>Category 1</td>
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<tr>
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<tr>
<td>Dr. Bonnie Ownley</td>
<td>Professor Plant Pathology</td>
<td>Knoxville</td>
<td>Category 1</td>
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<tr>
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</tr>
<tr>
<td>Dr. Pat Parkman</td>
<td>Research Assistant Professor Entomology</td>
<td>Knoxville</td>
<td>Category 2</td>
</tr>
<tr>
<td>(<a href="mailto:iparkman@utk.edu">iparkman@utk.edu</a>)</td>
<td></td>
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</tr>
<tr>
<td>Dr. Laura Russo</td>
<td>Assistant Professor Entomology</td>
<td>Knoxville</td>
<td>Category 1</td>
</tr>
<tr>
<td>(Available March 2019)</td>
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<tr>
<td>Dr. Scott Stewart</td>
<td>Professor Entomology</td>
<td>Jackson</td>
<td>Category 1</td>
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<tr>
<td>(<a href="mailto:sdstewart@utk.edu">sdstewart@utk.edu</a>)</td>
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</table>
Table 2. EPP Faculty Information continued

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Location</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Meg Staton</td>
<td>Assistant Professor</td>
<td>Bioinformatics</td>
<td>Knoxville</td>
<td>1</td>
</tr>
<tr>
<td>(<a href="mailto:mstaton1@utk.edu">mstaton1@utk.edu</a>)</td>
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</tr>
<tr>
<td>Dr. Robert Trigiano</td>
<td>Institute Professor</td>
<td>Plant Pathology</td>
<td>Knoxville</td>
<td>1</td>
</tr>
<tr>
<td>(<a href="mailto:rtrigian@utk.edu">rtrigian@utk.edu</a>)</td>
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</tr>
<tr>
<td>Dr. Becky Trout Fryxell</td>
<td>Associate Professor</td>
<td>Veterinary/Med. Entomology</td>
<td>Knoxville</td>
<td>1</td>
</tr>
<tr>
<td>(<a href="mailto:rfryxell@utk.edu">rfryxell@utk.edu</a>)</td>
<td></td>
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</tr>
<tr>
<td>Dr. Jennifer Tsuruda</td>
<td>Assistant Professor</td>
<td>Entomology</td>
<td>Knoxville</td>
<td>1</td>
</tr>
<tr>
<td>(<a href="mailto:jtsuruda@utk.edu">jtsuruda@utk.edu</a>)</td>
<td></td>
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</tr>
<tr>
<td>Dr. Karen Vail</td>
<td>Professor</td>
<td>Entomology</td>
<td>Knoxville</td>
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<tr>
<td>(<a href="mailto:kvail@utk.edu">kvail@utk.edu</a>)</td>
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</tr>
<tr>
<td>Dr. Alan Windham</td>
<td>Professor</td>
<td>Plant Pathology</td>
<td>Nashville</td>
<td>1</td>
</tr>
<tr>
<td>(<a href="mailto:awindham@utk.edu">awindham@utk.edu</a>)</td>
<td></td>
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</tr>
<tr>
<td>Dr. Mark Windham</td>
<td>Distinguished Professor</td>
<td>Plant Pathology</td>
<td>Knoxville</td>
<td>1</td>
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<tr>
<td>(<a href="mailto:mwindham@utk.edu">mwindham@utk.edu</a>)</td>
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</table>

GENERAL DUTIES, RESPONSIBILITIES, AND APPROPRIATE BEHAVIOR OF FACULTY AND GRADUATE STUDENTS

The Student Handbook of the University of Tennessee is named Hilltopics. Two important sections of Hilltopics are the Principles of Civility and Community (https://hilltopics.utk.edu/principles-of-civility-community/). These principles should guide the behavior of every person associated with the university. Hilltopics also contains the Student Code of Conduct (https://hilltopics.utk.edu/student-code-of-conduct/).

PRINCIPLES OF CIVILITY AND COMMUNITY

In 2011, the university adopted the Principles of Civility and Community, which are designed to work in concert with all existing codes of conduct. The principles encourage all members of the campus community to foster a learning environment where the differences of our diverse culture are valued, respected and celebrated. Civility is an act of showing regard and respect for others including: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness. Ultimately, civility is treating others as we would like to be treated.

Our community consists of students, faculty, staff, alumni, parents of students and campus visitors. Community members affect the well-being of others and have a shared interest in creating and sustaining an environment where all community members and their points of view are valued and respected. By affirming the value of each member of the university community, the campus asks that all its members adhere by the following principles.
<table>
<thead>
<tr>
<th><strong>INCLUSIVITY</strong> - We are welcoming to all and hostile to none. We foster an open community in which educational goals may be pursued.</th>
<th><strong>KNOWLEDGE</strong> - We encourage development of a civil community that values critical inquiry, debate, discovery, and innovation to better the world through teaching, research and service.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DIVERSITY</strong> - We respect the diverse backgrounds of all members of our community and welcome the opportunity for interpersonal and group interactions.</td>
<td><strong>INTEGRITY</strong> - We value academic honesty and integrity by all members of the academic community.</td>
</tr>
<tr>
<td><strong>DIALOGUE</strong> - We value and encourage, and facilitate free exchange of diverse ideas and points-of-view along with free speech and expression. However, we discourage uncivil speech or expression that infringes upon the ability of others to express themselves.</td>
<td><strong>LEARNING</strong> - We believe that learning is an interpersonal growth experience that fosters appreciation for diversity.</td>
</tr>
<tr>
<td><strong>COLLEGIALLY</strong> - We value an environment that facilitates collegial relationships, encourages mutual understanding among diverse individuals, and leads to addressing issues and differences in an atmosphere of mutual respect and civility.</td>
<td><strong>AWARENESS</strong> - We believe it is important to recognize how others view and relate to the community and recognize that we are part of a larger community.</td>
</tr>
<tr>
<td><strong>RESPECT</strong> - We believe that a person's views, ideas, and behavior best reflect the goals of the academic community when the dignity of each individual is respected and when members of the community are considerate of the feelings, circumstances, and individuality of others.</td>
<td><strong>RESPONSIVENESS</strong> - We encourage all community members to speak out against incidents involving bigotry and other types of incivility so the university can fulfill its responsibility of responding in a fair, timely and consistent fashion.</td>
</tr>
</tbody>
</table>

**Mentors, as defined by The Council of Graduate Schools, are:**

Advisors, people with career experience willing to share their knowledge; supporters, people who give emotional and moral encouragement; tutors, people who give specific feedback on one's performance; masters, in the sense of employers to whom one is apprenticed sponsors, sources of information about, and aid in obtaining opportunities; models of identity, of the kind of person one should be to an academic (Zelditch 1990).

Good mentoring in all of its forms involves treating students respectfully and fairly, providing reliable guidance, and serving as a role model for upholding the highest ethical standards.

**ROLE OF THE FACULTY ADVISOR IN MENTORING**

(These guidelines were drafted by E. Bernard, K. Gwinn, and B. Ownley in 2012 as an EPP Best Practices document on the mentoring relationship between faculty and students.)

Faculty mentoring of graduate students should be provided in three broad areas:

1. Guiding students through degree requirements
• Ensuring that graduate students receive information about requirements and policies of the graduate program.
• Advising graduate students on developing a program plan, including appropriate coursework, research or creative activity, and defining a timeline for their completion.
• Providing regular feedback on the progress of graduate students toward degree requirements. This should include advising them on their preparedness to take the qualifying exam, as well as any departmental “comprehensive” (“prelims”, “PhD entrance”, etc.) exam(s).
• Providing feedback and advice about the student’s performance in coursework, where appropriate.
• Providing for supervision and advising of graduate students when the faculty advisor is on leave or extended absence.

2. Guiding students through thesis or dissertation research

• Advising graduate students on the selection of a thesis or dissertation topic that offers realistic prospects for successful completion within an appropriate time frame, and on the formation of the thesis or dissertation committee.
• Providing training and oversight in the design of research projects, in rigorous research methodologies, in theoretical and technical aspects of the thesis or dissertation research, and in professional integrity.
• Encouraging graduate students to stay abreast of the scholarly literature and of cutting-edge ideas in the field.
• Providing regular feedback on the progress of graduate students toward degree completion, including timely feedback on research, creative activities, and teaching, and constructive criticism if the student’s progress does not meet expectations.
• Evaluating clearly and explicitly the strengths and weaknesses of the student’s research.
• Encouraging an open exchange of ideas, including contemplation of the student’s ideas if considered feasible by the mentor.
• Providing and discussing clear criteria for authorship of collaborative research.
• Assisting in finding sources to support dissertation research; such as, teaching assistantships, research assistantships, internal and external fellowships, etc.
• Being aware of the student’s research needs and providing assistance in obtaining required resources.
• Encouraging and constructively criticizing oral and written communication.

3. Guiding students through professional development

• Guiding and/or supervising students’ development as teachers, helping them find suitable employment as instructors on campus or elsewhere, visiting their classes, and providing constructive commentary and advice.
• Encouraging participation in professional meetings of regional groups as well as of learned societies.
• Facilitating interactions with other scholars, on campus and in the wider professional community.
• Helping graduate students develop into successful professionals and colleagues, including encouraging students to participate and disseminate results of research or creative activities in the appropriate scholarly or public forums.
• Facilitating career development, including advising graduate students on appropriate job and career options, as well as on the preparation of application materials for appropriate fellowships, scholarships, and other relevant opportunities.
• Assisting with applications for research funding, fellowship applications, field placements, and other applications as appropriate for the respective discipline.
• Being the student’s advocate in academic and professional communities as appropriate in the professional judgment of the mentor.
• Providing career guidance and support, including assistance in preparation of a CV and job applications, writing letters of recommendation in a timely manner, and helping the student prepare for interviews and other recruitment procedures.
• Providing guidance, if asked, about the intersection of concerns around physical and mental health, dealing with stress, or disability with the development of the student as a professional. This requires being cognizant of campus resources that address these issues.
• Helping graduate students to develop professional skills in writing reports, papers, and grant proposals, making professional presentations, establishing professional networks, interviewing, and evaluating manuscripts and papers.

4. Communicate with and strive to understand each student as a unique individual
• Mentors should recognize and seek to understand the various cultures of their students.
• Mentors should build trust and create a comfortable working environment, especially for members of underrepresented groups in the program.
• Graduate research assistants do not have automatically granted vacations or leave; they are required by their contract to work 20 hours/week on a 12-month appointment. Students should be aware of and adhere to the university calendar (i.e., weekdays not designated as holidays or official closings are work days). All non-sick leave must be approved by the major professor before it takes place. A student should notify the major professor if they will be out for medical reasons.
• With respect to family responsibilities, mentors should be alert to students who need extra support when having a child, raising a child alone, returning to school after child-rearing, caring for an elderly parent, etc. If a student holds an appointment as a Graduate Student Researcher (GSR) and is unable to fulfill his or her duties, every effort should be made to modify the GSR’s duties for the remainder of the semester. If family responsibilities (as adequately demonstrated by the student through appropriate...
documentation) prevent the GSR from performing any duties, it is strongly urged that the student continue to receive a stipend from the department, contract or grant (if allowed by the funding source) for the leave period.


“A graduate student must abide by the standards for conduct outlined in Hilltopics as specified therein: ‘An essential feature of The University of Tennessee is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty.’ A graduate student is required to uphold these standards of integrity and honesty in all learning, teaching, and research activities. A graduate student can, in turn, expect the same degree of integrity and honesty from all teachers, mentors, and advisors.”

ROLE OF THE GRADUATE STUDENT MENTEE

As partners in the mentoring relationship, graduate students also have responsibilities. In particular students should:

1. Be aware of their own mentoring needs and how these change through their graduate student tenure. Graduate students should discuss these changing needs with their mentors. If concerns arise about physical or mental health, dealing with stress, or disability, these may be brought to the attention of the mentor for advice on campus resources. Students should not expect mentors to deal with longstanding health issues or major emotional events that are more properly the province of professional counselors, physicians, and psychotherapists.

2. Recognize that one faculty member may not be able to satisfy all of a student's mentoring needs. Seek assistance from multiple individuals/organizations to fulfill the mentoring roles described above.

3. Recognize that their mentoring needs must respect their mentor’s other responsibilities and time commitments.

4. Become aware of—and meet—the deadlines associated with the degree program.

5. Maintain and seek regular communication with their mentors, especially the major professor.

6. See to it, in cooperation with the Head and the Graduate Director in the program, that all parties are informed if a change of advisor is contemplated. If specific research plans have been agreed with one advisor, see these through if possible before changing to another advisor.

ADVISOR/STUDENT GUIDELINES

Both mentors/advisors and students should be aware of some general common-sense guidelines, as follows:

1. Entering a mentoring relationship is voluntary. Mentors and students should discuss their expectations of the mentoring relationship upon entering it.
2. Either party has the right to withdraw from the mentoring “contract” if, despite genuine attempts to make it work, the relationship is not satisfactory. The department head must be included in this discussion. Portability of assistantships should be discussed.

3. While often the mentor will have more experience on aspects of work, the relationship should be one of partners who jointly make decisions, with consideration of the budget and time limitations of the specific project.

4. Meetings should be held in a quiet environment (or environments, for telephone meetings) where both parties feel they can speak freely without being overheard.

5. Meetings should be long enough and paced so as to allow the two people to get to know and feel comfortable with each other.

6. Information shared in mentoring meetings is subject to standard rules of professional confidence (see below).

7. Commitments made should be honored. If meetings are canceled or delayed, adequate warning of non-availability or delay should be given. A postponed meeting should be re-booked promptly.

8. Either party has the right to ask for a review of how the mentoring is progressing, or for agreements or plans made at an earlier stage to be reviewed.

9. If either party feels unclear about the current status of the mentoring, that party should seek to clarify the views and wishes of the other party.

10. Mentors should recognize their limitations and avoid working with the student in ways that exceed those limitations.

11. Should either party sense there is a conflict of interest between the mentoring and any other role, this should be made known to the other as soon as is practicable.

Specific items relating to the University of Tennessee, Herbert College, and Entomology & Plant Pathology and their requirements and expectations:

The relationship between the mentor and student should at all times be congenial, professional, and respectful. Both parties bear responsibility for a healthy relationship. The list below applies primarily to the relationship of the student to other university personnel.

Problems and conflicts are best resolved if they are discussed when they first appear. Both mentor and student are expected to listen carefully to what the other has to say. The university, Herbert College, and the department have formal, well-defined avenues to take if conflict cannot be resolved, and a student can always speak informally about problems with any trusted faculty member or ask a faculty member to serve as an advocate. If a problem is not resolved by mentor-student discussion, the following hierarchy of appeal should be followed:

1. Meeting of the student’s graduate advisory committee
2. Director of Graduate Studies (DGS)
3. Department Head (DH) – The DH and DGS may appoint an ad hoc committee to review the situation and recommend solutions. The major advisor and/or student can also request such a committee

4. Dean of Herbert College

All persons within the department, college, and university are deserving of respect and civil discourse. Unprofessional or hostile behavior or grossly intemperate language toward anyone including faculty, technical staff, clerical staff or other students will not be tolerated and may be grounds for discipline.

In the case of conflict, a student should not denigrate or cast aspersions on the professional reputation of the mentor, the mentor’s lab and personnel, or the department in any manner including verbal, written, electronic, or Internet-based. Hurtful gossip, rumor-mongering, and attacks via social media are not only harmful to the target, they ultimately can cause severe damage to the reputation of the originator. Serious violations may result in dismissal from the program.

Students are expected to follow the directions, advice, and counsel of the mentor and the graduate committee on matters relating to university activities, including research expectations, agreed-upon work hours, laboratory practices, established deadlines and field work. All university regulations regarding best lab practices must be followed.

**OWNERSHIP OF RESEARCH DOCUMENTS**

Laboratory notebooks, research findings, and other research documents are the property of the University of Tennessee and the major professor, and must be freely shared on request from the major professor. Labs are encouraged to develop shared online resources that are sanctioned by the University of Tennessee, such as the UTK Office 365 One Drive and UTK Google Drive through Office 365 (http://oit.utk.edu/storage/). Students must keep in mind that some research is proprietary and confidential; sharing with friends and other unauthorized personnel may be a violation of the agreement the mentor has with the funding entity. It is essential that the level of confidentiality be understood by all parties, since violation could result in the loss of funding.

Course schedules after the first semester MUST be approved by the major professor and the graduate committee before enrollment in classes. The student’s graduate committee should have full input into the course of study. Enrollment in extra courses not approved by the advisor or committee costs the department significant funds that could otherwise be used to support another student, and may result in the removal of the GRA/GTA tuition waiver.

In addition to current EPP departmental policies, these guidelines are adapted from those published by several other universities and organizations:


**ADMISSIONS REQUIREMENTS**

For admission to EPP graduate programs, students must meet all requirements of the University of Tennessee, Knoxville, Graduate School and must have completed at least 24 hours of biological and physical sciences at the undergraduate level.

For admission to a graduate program at the University of Tennessee, a U.S. student must have earned a minimum 2.7 out of a possible 4.0 GPA or a minimum of 3.0 during the senior year of undergraduate study and a minimum of 3.0 on a 4.0 scale on all graduate work.

An international student must have an equivalent 4-year bachelor’s degree. Individuals with degrees from foreign institutions must have earned a minimum of 3.0 on a 4.0 scale on all undergraduate work and a minimum of 3.3 on a 4.0 scale on all graduate work. If you have been awarded a degree from a U.S. institution, you must have earned a minimum 2.7 out of a possible 4.0 GPA or a minimum of 3.0 during the senior year of undergraduate study and a minimum of 3.0 on a 4.0 scale on all graduate work.

English Language Requirement - Applicants whose native language is not English are required to take and pass the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Passing marks are 550 (paper-based), 213 (computer-based), and 80 (internet-based; iBT) for TOEFL, or 6.5 IELTS. Official scores must be received directly from the appropriate testing service. The University of Tennessee’s score reporting code for TOEFL is 1843. The score must not be older than two years from the requested date of entry. Applicants who have received a degree from an accredited U.S. institution in the past two years are exempt from the TOEFL or IELTS requirement.
APPLICATION PROCEDURE

To apply for admission, the following must be submitted to Graduate Admissions through the online application submission process at the following link: https://www.applyweb.com/utg/index.ftl.

1. Graduate Application for Admission
2. $60 non-refundable application fee by credit/debit card or electronic check
3. Uploaded copies of original transcripts of all prior undergraduate and graduate coursework and degree confirmations (if applicable)
4. Uploaded departmental requirements as indicated in the online application system
5. Uploaded degree certificates (if applicable)

Submit application, fee, official transcripts, scores from the general portion of the Graduate Record Examination, three letters of reference (or three Graduate Rating Forms), and a detailed statement of professional goals and reasons for applying to Entomology and Plant Pathology directly to the Office of Graduate Admissions. In the statement letter and application, the concentration of interest and preferred major advisor must be indicated.

Please note the following information related to EPP requirements for your application.

1. Graduate Record Examination (GRE) scores - Currently, students with a total (verbal + quantitative) GRE score of 300 and an analytical writing score of 3.5 are given our highest consideration.
2. Three letters of reference – The letters of reference should come from former instructors, mentors, or advisors who know you well. Your recommenders should be able to attest to your academic performance and potential for graduate study. Do not include letters that do not specifically address your academic and research abilities.
3. Letter of intent that describes why you are interested in graduate studies in our department
4. Complete supplementary information with emphasis on undergraduate preparation, demonstration of extracurricular or supplemental study related to entomology or plant pathology, academic honors, awards or scholarships, and papers, abstracts, or presentations given previously. We are also very interested in whether applicants have had prior research experience, either as a student or through employment. In the statement letter, the concentration of interest and preferred major professor should be indicated.
5. Applicants are strongly encouraged to make contact with prospective major professors early in the application process to learn if your interests match their programs.

FINANCIAL SUPPORT

Scholarships in the forms of Graduate Teaching Assistantships (GTA), Graduate Research Assistantships (GRA), and Graduate Assistantships (GA) are awarded on a competitive basis. In the Department of Entomology and Plant Pathology, an assistantship covers tuition costs (referred to as maintenance fees) and provides a stipend for living expenses. We offer half-time (20 hours per
week) and quarter-time (10 hours per week) assistantships. For a half-time assistantship, our minimum stipend for living expenses is $18,000 per year.

Before an I-20/DS-2019 can be issued for an admitted international student, documented availability of sufficient funds for the first 12 months of studies must be submitted to the Center for International Education (CIE). Please visit the CIE website at http://international.utk.edu/isss/estimate-of-expenses/ for the most current estimate of expenses.

REGISTRATION AND ADVISING

Students should seek the advice of their major advisor about registration for all courses. If more assistance is needed, please contact the Director of Graduate Studies (Dr. Bonnie Ownley).

INSTITUTE POLICIES AND RIGHTS FOR GRADUATE RESEARCH ASSISTANTS

1. Graduate Research Assistants (GRAs) and Graduate Teaching Assistants (GTAs) are employees responsible to the Department Head and are under the supervision of their major advisor. They are appointed to contribute to the research or teaching program under the direction of their major advisor. Their workload (beyond academics and their individual research project) is considered to be 50% of a full-time equivalent or 20 hours per week.

2. Assistantships, fellowships, and other stipends are paid in equal portions (over 9 or 12 months depending on the source) and may be subject to Federal Income Tax year-round and Social Security Tax when the student is not enrolled in classes, e.g., between semesters and during the summer.

3. A maximum of 20 hours of academic work per calendar year may be taken. M.S. students on departmental funding are expected to complete the requirements for the M.S. degree in 2 years. M.S. assistantships are generally funded only for 24 months. Students normally take all coursework, thesis hours, etc., during fall and spring semesters. Students will not enroll in courses during the summer semester unless: 1) a necessary course is taught only in the summer, or 2) the student is graduating in the summer semester and has to enroll for 3 hours of Thesis (EPP 500) or Dissertation (EPP 600).

4. Ph.D. students are required to take at least 3 credits of EPP 600 every semester (including summer) once they have first received credit for it.

5. Out-of-state tuition is waived for all GRAs with granted assistantships. University-mandated health insurance is paid by the department or from granting agencies. All other fees are paid by the student. GRAs are eligible for official University holidays.

6. GRAs will develop a work schedule in consultation with their faculty advisor. The first priority of all graduate assistants must be satisfactory progress in their scholastic program. At the same time, acceptance of an assistantship is predicated on the belief that satisfactory progress can be concurrently achieved with additional work assignments. Collaborative
efforts between graduate assistants and their major advisors should be focused on the goal of satisfactory performance in both of these areas.

7. An M.S. student on an assistantship and his/her major advisor together with the Graduate Advisory Committee will select a thesis problem that can be completed within the two-year term normally expected for the M.S. degree program. Circumstances beyond the control of the student may necessitate a longer time for completion, but there is no guarantee that a funded assistantship will be continued. However, the student may request an extension of the assistantship through the major advisor to the department head by writing a justification as to why the extension is needed. The major advisor should concur and write a letter in support of the extension. The Department Head and Graduate Studies Director will carefully evaluate each request on the basis of the individual circumstances involved and availability of funds and notify the student of the decision.

8. The Student Health Clinic administers the graduate student employee health insurance program. The health plan requires a referral by the Student Health Clinic. Graduate students enrolled in less than 9 hours and who have not paid the student health fee must pay the health fee each semester in order to utilize the Student Health Service (prior to using the health plan). Students may elect to add spouse or dependent coverage at their own expense. Please direct questions regarding the graduate student employee health insurance to the Student Health Clinic at 865-974-3135.

9. In all cases of appointment and reappointment, the major advisor is responsible for notifying the graduate assistant as early as possible. When an assistantship is not to be renewed, the graduate student should be notified in advance. In most cases, this notice must be given no later than one month prior to the end of the appointment. Specific reasons for not renewing the contract should be given (e.g., discontinuation of the program or grant, significant neglect of duty, unsatisfactory academic performance or progress toward a degree, lack of research progress, non-compliance with university policies, etc.). In cases where an assistantship is for one year only, the student should be informed at the time of appointment. In some circumstances, graduate assistants may be given a conditional appointment such as an appointment in which funding of a grant is pending.

10. In cases where graduate assistants feel that they have a legitimate complaint about any aspect of carrying out their assignments (work hours, duties assigned, pay, work conditions, etc.), they have a right to pursue all established channels to resolve the conflict. In the order that follows, the student should speak to his/her immediate supervisor, the department head, the appeals committees in the home unit or college, and the dean of Herbert College. If the student feels that a resolution should be sought beyond the department/college level, the Dean of Graduate School should be contacted. Established procedures are outlined in the Graduate Council Appeals Procedure and/or Hilltopics.

11. The maximum number of years that a graduate assistant can be appointed to an assistantship is three years as a master’s student, five years as a doctoral student, or eight years in doctoral programs in which students enter with a baccalaureate degree only. Some units may have maximum time limits that are less than those stated above. Requests for an extension beyond the maximum terms here specified must be made in writing by the
academic unit to the Dean of the Graduate School. In EPP, these requests should be routed through the Director of Graduate Studies.

12. Information on relationships between students and faculty, including prohibited relationships can be found in section 2.2.6 of the UTK Faculty Handbook (http://provost.utk.edu/wp-content/uploads/sites/10/2016/10/Faculty-Handbook-2016.pdf). Graduate assistants’ rights and responsibilities are defined in Student Rights and Responsibilities section of Hilltopics. Additional rights and responsibilities of graduate students are found on the student’s copy of the admission status form.

**NON-ASSISTANTSHIP STUDENTS**

Full or part-time employees may pursue graduate degrees. Procedures for regular university employees in relation to making up work and number of hours/semester are detailed in Policy No.: HRO330 http://hr.utk.edu/policies/educational-assistance-fee-or-tuition-waiver-procedure/

Students who are not on assistantship or employed by UT will work with their advisor to determine class loads and research schedules on a case-by-case basis to ensure timely progression through the program.

**FELLOWSHIPS**

Graduate Fellowships are available from the University and Graduate School. Eligibility requirements, application procedures, stipends and responsibilities for graduate fellowships are found at the Graduate School web site http://gradschool.utk.edu/?s=fellowships&btnF=Go.

**LOANS**

Student loans for graduate students are administered by the Office of Financial Aid and Scholarships at 115 Student Services Building.

**EMPLOYMENT**

Graduate Research Assistant Students with 50% FTE appointment may not incur further on-campus work obligations without specific approval from the Dean of Graduate Studies. GRAs with 50% appointments are discouraged from engaging in off-campus employment.

**RESOURCES FOR STUDENT PROBLEM RESOLUTION**

Learning to address issues and solve problems in an informed, proactive way helps students improve their knowledge of the University as well as develop personally. When students experience problems at UTK, there are several offices available to help them.
**ISSUES RELATED TO ACADEMIC COURSEWORK**

Issues related to grades or academic coursework should first be addressed with the course instructor, then the appropriate department head, and finally the dean of the college in which the course is offered. If an appropriate solution cannot be reached through discussions with these individuals, the Associate Dean of Graduate Studies can offer assistance regarding the best “next steps” for problem resolution.

**ISSUES RELATED TO CAMPUS LIFE**

All comments and concerns related to campus life, student organization, or student interests should be directed to the Dean of Students Office. Staff in this office will assist in resolving a concern or identifying the appropriate channel of appeal.

Students who are unsure how to initiate the process of problem resolution may contact the Dean of Students (974-3179) or [Dr. Ernest Brothers](http://hr.utk.edu/management-toolkit/conflict-resolution/), Associate Dean of Graduate Studies (974-3634) for assistance in determining the appropriate administrative channels of appeal.

Staff in the following offices provide support and guidance for students who are pursuing the resolution of University-related problems. These staff: (1) explore problems encountered by individual students, (2) inform students of appropriate administrative channels that should be utilized for problem resolution, and (3) work to address the broader issues and policies that impact all students. Each office is open from 8:00 a.m. - 5:00 p.m. Monday through Friday. Students are encouraged to visit any of these offices to share their concerns and ask for assistance.

1. **Associate Dean of Graduate Studies** (218 Student Services, 974-3634). The Associate Dean of Graduate Studies is available to assist graduate students who are experiencing difficulties or want to express academic concerns related to their graduate programs.

2. **Dean of Students** (413 Student Services Building, 974-3179). The Dean of Students Office sponsors and coordinates activities that focus on student growth and development outside of the classroom. This office advocates on behalf of all students, supplements existing channels of appeal, and helps students to resolve problems in a variety of areas.

3. **Office of Equity and Diversity** (1840 Melrose Avenue, 974-2498). The Office of Equity and Diversity (OED) assists the University community in its goal to affirm diversity as an opportunity for personal growth and development. OED provides resources and services for the enhancement of diversity programs campus-wide. In addition, OED works with members of the University community who wish to file a complaint of discrimination or sexual harassment. All complaints receive private and immediate attention.

4. **Conflict Resolution Program** ([http://hr.utk.edu/management-toolkit/conflict-resolution/](http://hr.utk.edu/management-toolkit/conflict-resolution/), 946-8847). The Conflict Resolution Program provides mediation services whereby people having conflict can work with a neutral third party to resolve their differences. The Conflict Resolution Program also offers seminars, internship opportunities, and consultation for individuals or groups. Services are available to students, faculty, and staff. They are voluntary and confidential.

5. **Dean, Herbert College of Agriculture (Herbert)** (126 Morgan Hall, 974-7303).
6. **Student Disability Services** (915 Volunteer Blvd/ 100 Dunford Hall, 974-6087). If you need course adaptations or accommodations because of a documented disability or if you have emergency information to share, please contact Student Disability Services. This will ensure that you are properly registered for service.

7. **University Ombudpersons** ([https://ombuds.utk.edu/](https://ombuds.utk.edu/)). The ombudsperson program is designed to provide an informal mediator, and the process is an alternative to university’s formal complaint and grievance procedure for staff and the administrative and Faculty Senate process for faculty. An ombudsperson does not serve as an advocate for the faculty or staff member or the university, but as a supporter of fair practices. This office can also be utilized for disputes between students and faculty or staff.

### ADDITIONAL RESOURCES

1. AgResearch [http://taes.tennessee.edu/](http://taes.tennessee.edu/)
2. Center for International Education [https://cie.utk.edu/](https://cie.utk.edu/)
3. Center for Student Engagement [http://go.utk.edu/](http://go.utk.edu/)
4. Herbert College of Agriculture (Herbert) [https://ag.tennessee.edu/herbert/Pages/default.aspx](https://ag.tennessee.edu/herbert/Pages/default.aspx)
5. Department of Entomology & Plant Pathology (EPP) [http://epp.tennessee.edu/](http://epp.tennessee.edu/)
8. Fitness and Physical Activity [http://recsports.utk.edu/](http://recsports.utk.edu/)
15. Graduate Student Life [https://gradschool.utk.edu/graduate-student-life/](https://gradschool.utk.edu/graduate-student-life/)
16. Graduate Student Senate [http://web.utk.edu/~gss](http://web.utk.edu/~gss)
17. Housing (off campus) [http://housing.utk.edu/style/apartment/#volunteer](http://housing.utk.edu/style/apartment/#volunteer)
19. Housing (off campus) [https://www.cribspot.com/search/utk/rentals?e=83.9068&n=35.9763&s=35.9339&w=83.9525](https://www.cribspot.com/search/utk/rentals?e=83.9068&n=35.9763&s=35.9339&w=83.9525)
20. Housing (on campus) [http://housing.utk.edu/students/halls/](http://housing.utk.edu/students/halls/)
22. International House [https://ihouse.utk.edu/](https://ihouse.utk.edu/)
23. ITA testing for teaching assistants ([http://gradschool.utk.edu/graduate-student-life/ita-testing-program/](http://gradschool.utk.edu/graduate-student-life/ita-testing-program/))
a. Scholars' Collaborative
b. Subject Librarians
c. Research Consultation
d. Research Guides
e. Citing Sources
f. EndNote | Zotero

25. Mindfulness Club https://utk.collegiatelink.net/organization/mindfulnessandmeditation
26. Multicultural Student Life/Black Cultural Center (http://multicultural.utk.edu/)
27. Office of Research and Engagement http://research.utk.edu/
29. Parking Information http://parking.utk.edu/
31. Register for courses (One Stop) http://onestop.utk.edu/queue/
32. Scholarships (One Stop/Scholarships (internal and external))
   http://onestop.utk.edu/scholarships/
33. Student Conduct and Community Standards http://web.utk.edu/~osja/
34. Student Counseling and Mental Health http://counselingcenter.utk.edu/
35. Student Health Center (http://studenthealth.utk.edu/)
36. Student Insurance Information https://studenthealth.utk.edu/health-insurance-records-requests/student-health-insurance/
37. Student Resources (general orientation information, maps, transportation, etc.)
   http://gradschool.utk.edu/orientation/sresources.shtml http://www.utk.edu/currentstudents/

**DEGREE REQUIREMENTS FOR EPP GRADUATE PROGRAMS**

*Note: Degree requirements may change annually. The Graduate School mandates that graduate students must fulfill the requirements of the Graduate Catalog that are in effect during the semester in which they graduate.*

This handbook serves as a guide for the Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) programs in the Department of Entomology and Plant Pathology at the University of Tennessee, Knoxville. The department offers an M.S. degree in Entomology and Plant Pathology, with concentrations in: **Bioinformatics and Genomics; Entomology; and Plant Pathology**, and a Ph.D. degree in Entomology, Plant Pathology, and Nematology, with concentrations in **Bioinformatics, Genomics, and Molecular Interactions; Organismal Biology, Ecology, and Systematics; and Sustainable Disease and Integrated Pest Management**. Each concentration has different requirements, and students may only graduate with one concentration. **For both the M.S. thesis and Ph.D. programs, a concentration must be selected.**
The regulations and procedures described in this handbook are consistent with the requirements of the Office of Graduate and International Admissions as well as those of the Herbert College of Agriculture (Herbert), UT AgResearch, and UT Extension at the University of Tennessee.

**MASTER OF SCIENCE (M.S.) ENTOMOLOGY & PLANT PATHOLOGY– Thesis Option**

The M.S. degree is designed to provide students with the basic disciplinary knowledge and research background for a career in the life sciences. Graduates have proven to be competitive in obtaining positions at academic institutions, in public service or the private sector, or admission to Ph.D. programs.

Many of the specialties within the department involve cross-disciplinary activity, including close cooperation with ecologists, horticulturists, plant geneticists, soil scientists, and veterinarians. The department has special interest and expertise in alternative methods of insect and disease management, such as biological control, resistant cultivars, cultural techniques, and integrated pest management to help meet the need for safe food production without or with reduced use of pesticides.

A student seeking the M.S. degree must complete a written thesis based on original research and the completion of a minimum of 24 semester hours of course work for graduate credit, approved by the student’s graduate advisory committee. Included in the course requirements are two acceptable seminar presentations for one credit hour each. The first seminar (for 1 hour of EPP 640 credit) is a research proposal. The second seminar (for 1 hour of EPP 640 credit) is an exit seminar based on the student’s thesis research. In addition, 6 hours of EPP 500 Thesis are required. Regardless of how many hours of EPP 500 a student has taken, during the last semester, students must register for 3 hours of EPP 500 – this is a Graduate School Requirement. Plan your course schedule wisely to avoid excessive credit hours of EPP 500.

Students are strongly encouraged to publish papers derived from their theses. An oral final exam must be passed to the satisfaction of the student’s graduate advisory committee after the thesis has been completed. The oral exam is both comprehensive and a defense of the thesis.

A minor is not required but may be selected at the option of the student in consultation with their major advisor and graduate advisory committee. The minor must include at least 6 semester hours and not more than 10 hours of graduate-level credit in the minor department. Minor programs vary in requirements. The Graduate Catalog must be consulted to find these requirements. The student’s committee shall include a member of the faculty from the minor department to assist in designating courses required for the minor. If you select a minor, be aware that this may increase the number of credit hours that you are required to take. However, depending upon your research topic and career goals, a minor may well be appropriate.
REQUIREMENTS FOR M.S. CONCENTRATIONS (THESIS OPTION)

**BIOINFORMATICS AND GENOMICS CONCENTRATION (THESIS OPTION)**

In addition to a solid biological background in entomology, plant pathology or a combination of the two, students will gain foundational knowledge in bioinformatics and genomics. Students concentrating in bioinformatics and genomics can study biological sequencing and analysis of DNA and RNA, epigenetics, metagenomics and metatranscriptomics, phylogenomics, genotyping by sequencing, differential gene expression, population genomics, gene interactions and/or proteomics.

**Degree Requirements**

**Course Requirements:**
- EPP 570 - Colloquium (1 credit hour)
- EPP 622 - Bioinformatics Applications (3 credit hours)
- EPP 640 - Graduate Seminar (1 credit hour). Students are expected to attend seminar each academic semester of their MS program, regardless of whether they are registered for EPP 640 credit.
- Select a minimum of 9 credit hours selected from EPP courses listed in the Graduate Catalog, excluding EPP 500, EPP 502, EPP 503, EPP 570, EPP 622, EPP 640, and EPP 675
- Select a minimum of 6 credit hours from CBE 672 (3), LFSC 520 (4), LFSC 521 (4), LFSC 507 (3), and MICR 540/ LFSC 517 (3)

**Other course requirements:**
- EPP 500 - Thesis (6)
- Program Electives (3). The remainder of coursework will be selected by the student in consultation with the major advisor and graduate advisory committee. Students may elect to have a minor that will complement the concentration. Course(s) in statistical analysis of biological data are highly recommended.

**Non-course requirements:**
- Detailed written research proposal prior to research for the thesis
- Committee-approved Thesis reporting the results of original and significant scientific research
- Formal seminar presentation of the thesis research for the department
- Pass an oral comprehensive examination
- An understanding of research ethics is also required. This requirement may be achieved through CITI RCR training and presentation of a CITI RCR certificate to the EPP Director of Graduate Studies.
- Annual training in Environmental Health and Safety is required. Evidence (certificate or test scores) of this training must be provided to the EPP Director of Graduate Studies.

Number of credit hours required for the degree: 30
**ENTOMOLOGY CONCENTRATION (THESIS OPTION)**

Entomology is an interdisciplinary science that specializes in plant, human, and animal health with a focus on problematic and beneficial insects. Students who wish to prepare for further graduate studies or careers as researchers, teachers, Extension specialists, regulators, or practitioners of plant/human/animal health or insect pest management may choose the Entomology concentration.

**Degree Requirements**

**Core Course Requirements:**
- EPP 570 - Colloquium (1)*
- EPP 640 - Graduate Seminar (2). Students are expected to attend seminar each academic semester of their MS program, regardless of whether they are registered for EPP 640 credit. *If you graduate after summer 2019, only 1 credit of EPP 640 will be required.*
- EPP 548 - Taxonomy of Adult Insects (3)
- Select one course (3) from EPP 530, EPP 552, and EPP 561
- Select a minimum of one course (3) from EPP 508, EPP 523, EPP 525, EPP 530, EPP 552, and EPP 561

**Other course requirements:**
- EPP 500 - Thesis (6)
- Program Electives (12). The remainder of coursework will be selected by the student in consultation with the major advisor and graduate advisory committee. Students may elect to have a minor that will complement the concentration. Course(s) in statistical analysis of biological data are highly recommended, but not required.

**Non-course requirements:**
- Detailed written research proposal prior to research for the thesis
- Committee-approved Thesis reporting the results of original and significant scientific research
- Formal seminar presentation of the thesis research for the department
- Pass an oral comprehensive examination
- An understanding of research ethics is also required. This requirement may be achieved through CITI RCR training and presentation of a CITI RCR certificate to the EPP Director of Graduate Studies.
- Annual training in Environmental Health and Safety is required. Evidence (certificate or test scores) of this training must be provided to the EPP Director of Graduate Studies.

Number of credit hours required for the degree: 30

*Number of semester credit hours
PLANT PATHOLOGY CONCENTRATION (THESIS OPTION)

Plant Pathology is an interdisciplinary science that specializes in plant health with a focus on the organisms that cause plant disease. Students who wish to prepare for further graduate studies or careers as researchers, teachers, Extension specialists, regulators, or practitioners of plant health management may choose the Plant Pathology concentration.

Degree Requirements

Core Course Requirements:

- EPP 570 - Colloquium (1)*
- EPP 640 - Graduate Seminar (2) Students are expected to attend seminar each academic semester of their MS program, regardless of whether they are registered for EPP 640 credit. **If you graduate after summer 2019, only 1 credit of EPP 640 will be required.**
- EPP 505 – Mycology (3)
- Select one course (3) from EPP 514, EPP 515, EPP 520, and EPP 521
- Select a minimum of one course (3) from EPP 508, EPP 512, EPP 514, EPP 515, EPP 520, and EPP 521.

Other course requirements:

- EPP 500 - Thesis (6)
- Program Electives (12). The remainder of program electives coursework will be selected by the student in consultation with the major professor and graduate advisory committee. Students may elect to have a minor that will complement the concentration. Course(s) in statistical analysis of biological data are highly recommended, but not required.

Non-course requirements:

- Detailed written research proposal prior to research for the thesis
- Committee-approved thesis reporting the results of original and significant scientific research
- Formal seminar presentation of the thesis research for the department
- Pass an oral comprehensive examination
- An understanding of research ethics is also required. This requirement may be achieved through CITI RCR training and presentation of a CITI RCR certificate to the EPP Director of Graduate Studies.
- Annual training in Environmental Health and Safety is required. Evidence (certificate or test scores) of this training must be provided to the EPP Director of Graduate Studies.

Number of credit hours required for the degree: 30
There are no concentrations for the non-thesis option. In lieu of a thesis, students are required to complete a project/practicum and prepare a written report summarizing project findings. Students working on a project/practicum must complete 30 credit hours of graduate credit, which includes one to four credit hours of EPP 503, and an acceptable seminar presentation for one credit hour. Final oral and written examinations covering the project and coursework are required and must be passed to the satisfaction of the advisory committee after the project/practicum has been completed.

Students who select the non-thesis M.S. option are not eligible for Graduate Research or Teaching Assistantships, but may receive hourly pay based on availability of major advisor grant/contract funds. The non-thesis option is directed primarily at those who are already employed full-time, and wish to fulfill degree requirements over a longer time period.

**REQUIREMENTS FOR M.S. (NON-THESIS OPTION)**

**Degree Requirements**
- Credit Hours Required: 30 credit hours
- Core Course Requirements:
  - EPP 570 - Colloquium (1 credit hour)
  - EPP 640 - Graduate Seminar (1 credit hour). Students are expected to attend seminar each academic semester of their MS program, regardless of whether they are registered for EPP 640 credit. Online options are available.
  - Select at least 15 credit hours from EPP courses at the 500 level or above (excluding EPP 500, EPP 502, EPP 503, EPP 531, EPP 570, EPP 640, and EPP 675).
  - Select a minimum of one course (3 credit hours) from EPP 508, EPP 523, EPP 525, EPP 530, EPP 552, and EPP 561
  - Non-thesis Project/Practicum (EPP 503) (1-4 credit hours)
- Other course requirements:
  - Program Electives (3-6). The remainder of coursework will be selected by the student in consultation with the major advisor and graduate advisory committee. Students may elect to have a minor that will complement the concentration. Course(s) in statistical analysis of biological data are highly recommended, but not required.
- Non-course requirements:
  - The student and the major advisor will select a minimum of two additional faculty from the University of Tennessee, who hold the rank of assistant professor or above, to serve on the student's project advisory committee. The committee should be formed during the first semester of the student's program. The responsibility of this committee is to assist the student in planning a program of study and carrying out research, and to assure fulfillment of the degree requirements.
  - If the student has a minor, one member of the committee must be a faculty member from the minor department to assist in designating courses required for the minor.
• An understanding of research ethics is also required. This departmentally-enforced requirement may be achieved through (CITI RCR) training, as evidenced by presenting a valid CITI RCR certificate to the EPP Director of Graduate Studies.
• Annual training in Environmental Health and Safety is required. Evidence (certificate or test scores) of this training must be provided to the EPP Director of Graduate Studies.
• Students are expected to prepare a detailed written research proposal prior to research for the project. The proposal must be reviewed and approved by the advisory committee.
• Students are expected to attend seminar (EPP 640) each academic semester of their MS program.
• Final oral and written examinations covering the project and coursework are required, and must be passed to the satisfaction of the advisory committee after the project/practicum has been completed.
• Written report summarizing the results of the project/practicum
• Formal seminar presentation of the final project/practicum results for the department
• Pass an oral and a written comprehensive examination covering project/practicum and coursework, given by the student’s advisory committee

M.S. STUDENT PROGRAM CHECKLIST

*Note: With the exception of the EPP Progress Forms, the newest version of all forms mentioned below can be found at the Graduate School Forms website - [http://gradschool.utk.edu/forms-central/](http://gradschool.utk.edu/forms-central/). The EPP Progress (tracking) forms are maintained on the EPP website.*

*Always invite Department Head and/or Director of Graduate Studies to Committee Meetings. This is especially important if you foresee conflict.*

I. First Semester
   A. Contact major advisor
      
      *NOTE: International students need to visit the Student Health Services and the Center for International Education (CIE) before reporting to the department.*
   B. Complete departmental paperwork
      1. Bring Passport or driver’s license and Social Security card; International students must bring visa paperwork (I-20).
      2. Bring Bank account number and Bank routing number. We pay assistantships via direct deposit to your bank account.
   C. Develop first semester’s coursework (including deficiencies and prerequisites)
   D. Attend graduate student orientation ([http://gradschool.utk.edu/orientation](http://gradschool.utk.edu/orientation))
   E. Form a graduate advisory committee (before first semester final exams)
1. Consult with the Graduate Director to ensure that the composition of your committee meets the criteria of the Graduate School.
2. Submit the names of your committee members to the Director of Graduate Studies.
   F. Schedule and convene your first committee meeting
      1. Develop a plan, approved by graduate advisory committee, for remaining coursework.
      2. Obtain approval of the proposed research project from your committee.

II. Second Semester
   A. Schedule and convene committee meeting to present your academic and research progress
   B. Schedule and present M.S. proposal seminar (EPP 640, 1 credit hour)

III. Summer Session
   A. M.S. students should concentrate on research project
   B. Enrollment in your first summer session is not required, unless there are courses of interest on your plan of study.

IV. Interim Semesters (for fully employed students who are taking less hours per semester)
   A. Schedule and convene a committee meeting each semester to discuss academic and research progress

V. Third Semester (or semester preceding graduation)
   A. Schedule and convene a committee meeting to discuss academic and research progress.
   B. Submit the Admission to Candidacy Application.
   C. Attend thesis workshop (thesis option students only).
   D. Submit Graduation Application.

VI. Final Semester of Graduation
   A. Give final exit seminar (EPP 640, 1 credit hour). **Do not enroll in EPP 640 for your final seminar after August 15, 2019.**
   B. Schedule Master’s thesis defense of project /practicum defense (non-thesis).
   D. Submit thesis to graduate advisory committee 2 weeks prior to defense and to department head 48 hours prior to final exam. Non-thesis option students submit project report.
   E. Defend your thesis (oral examination) and Submit Report of Final Examination (Pass/Fail) Form to the Graduate School. Non-thesis students take oral and written exam on research project and course work.
   F. Submit dissertation to iThenticate and submit approved form to the Graduate School. Non-thesis students use iThenticate to check project report, but form is not submitted to the Graduate School.
G. Submit final thesis (approved & accepted by Thesis/Dissertation Consultant) (thesis option only).
H. In consultation with major advisor, decide whether your thesis should receive an embargo (thesis option only).
I. Pay graduation fee at Bursar’s office.
J. Graduate Hooding Ceremony (optional).

VII. Post-Graduation
   K. Schedule an exit interview with Department Head.
   L. Return keys, computer or any other UT owned items used during your studies.

PH.D. IN ENTOMOLOGY, PLANT PATHOLOGY, AND NEMATOLOGY

The Ph.D. degree is evidence of exceptional scholarly attainment and demonstrated capacity in original investigation. Requirements for the degree include courses, examinations, and a period of resident study, as well as arrangements that guarantee sustained, systematic study and superior competency in the chosen concentration. The program of study as listed by the student on the Admission to Candidacy form must be approved by the doctoral committee and the Director of Graduate Studies.

A candidate for doctoral degree must complete a minimum of 24 hours of graduate coursework beyond the master’s degree, which is a prerequisite for entry into most doctoral programs. The Department of Entomology and Plant Pathology does not ordinarily admit Ph.D. students who have not earned a Master’s degree with a thesis, although there may be exceptions. A student entering the doctoral program without a master’s degree must complete a minimum of 48 hours of graduate coursework beyond the baccalaureate degree. A minimum of 12 of the 24 hours, or 30 of the 48 hours, must be graded A-F. A minimum of 6 hours of the student’s coursework must be University of Tennessee courses at the 600 level, exclusive of dissertation (EPP 600).

Ph.D. students are required to present two seminars. The first (for 1 hour of EPP 640 credit) is the research proposal seminar. The second (for 1 hour of EPP 640 credit) is an exit seminar based on the student’s dissertation research. In addition, 24 hours of EPP 600 Doctoral Research and Dissertation are required. Written and Oral Comprehensive Exams, as well as the Defense of Dissertation Exam are required of Ph.D. students in the EPPN program.

REQUIREMENTS FOR PH.D. CONCENTRATIONS

BIOINFORMATICS, GENOMICS, AND MOLECULAR INTERACTIONS CONCENTRATION

The following courses are required for students with a concentration in Bioinformatics, Genomics, and Molecular Interactions. A student with prior course work and/or experience may petition the EPP 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.

Core Course Requirements:
- EPP 570 - Colloquium (1)
- EPP 622 - Bioinformatics Applications (3)
- EPP 640 - Graduate Seminar (1). Students are expected to attend seminar each academic semester of their PhD program, regardless of whether they are registered for EPP 640 credit. Course is offered during academic semesters only. Online options are available.
- EPP 675 - Scientific Writing and Grantsmanship (3)
- Advanced quantitative methods course (3)
- EPP 600 - Doctoral Research and Dissertation (24)

Other course requirements:
- Program electives (6) 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 515 - Physiology of Plant Disease (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).

**Note:** EPP 528 has been dropped from the curriculum.
- EPP 530 - Integrated Pest Management (3)
- EPP 548 - Taxonomy of Adult Insects (3)
- EPP 552 - Insect Morphology (3)
- EPP 561 - Insect Physiology (3)
- EPP 630 - Advanced integrated Pest Management (3)

- Program electives (Seven 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).
  - 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 - Genomics and Bioinformatics/ 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 (2)
PLSC 653 - Advanced Plant Breeding (3)

Non-course requirements:
- Detailed written research proposal prior to research for the dissertation
- Pass oral and written comprehensive qualifying exams
- Complete requirements of five professional skills
- Committee-approved dissertation reporting the results of original and significant scientific research
- Formal seminar presentation of the dissertation research for the department
- Pass an oral defense examination of the dissertation
- Submission of a manuscript to a referred journal
- An understanding of research ethics is also required. This requirement may be achieved through CITI RCR training and presentation of a CITI RCR certificate to the EPP Director of Graduate Studies.
- Annual training in Environmental Health and Safety is required. Evidence (certificate or test scores) of this training must be provided to the EPP Director of Graduate Studies.

Number of credit hours required for the degree: 48 beyond the MS or 72 beyond the BS/BA

**ORGANISMAL BIOLOGY, ECOLOGY, AND SYSTEMATICS CONCENTRATION**

The following courses are required for students with a concentration in Organismal Biology, Ecology and Systematics. A student with prior course work and/or experience may petition the EPP 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.

**Core Course Requirements:**
- EPP 570 - Colloquium (1)
- EPP 640 - Graduate Seminar (1). Students are expected to attend seminar each academic semester of their PhD program, regardless of whether they are registered for EPP 640 credit. Course is offered during academic semesters only. Online options are available.
- EPP 675 - Scientific Writing and Grantsmanship (3)
- Advanced quantitative methods course (3)
- EPP 600 - Doctoral Research and Dissertation (24)
Other course requirements:

- Program electives (9) 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 530 - Integrated Pest Management (3)
  EPP 548 - Taxonomy of Adult Insects (3)
  EPP 552 - Insect Morphology (3)

- Program electives (10) 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/PLSC 571 - Design and Analysis of Biological Research (3)
  ANSC 572 - Mixed Linear Statistical Modeling (3)
  BSE 555 - GIS and GPS Applications to Biosystems (3)
  BZAN 553 - Design of Experiments / STAT 573 - Design of Experiments (3)
  CEM 504 - Descriptive and 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)
  EEB 509 - Core: Ecology (3)
  EEB 560 - Biometry (3)
  EEB 583 - Zoogeography (3)
  EPP 512 - Soilborne Plant Pathogens (3)
  ESS 516 - Soil Biology and Biochemistry (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)

Non-course requirements:

- Detailed written research proposal prior to research for the dissertation
- Pass oral and written comprehensive qualifying exams
- Complete requirements of five professional skills
- Committee-approved dissertation reporting the results of original and significant scientific research
- Formal seminar presentation of the dissertation research for the department
- Pass an oral defense examination of the dissertation
- Submission of a manuscript to a referred journal
- An understanding of research ethics is also required. This requirement may be achieved through CITI RCR training and presentation of a CITI RCR certificate to the EPP Director of Graduate Studies.
• Annual training in Environmental Health and Safety is required. Evidence (certificate or test scores) of this training must be provided to the EPP Director of Graduate Studies.

Number of credit hours required for the degree: 48 beyond the MS or 72 beyond the BS/BA

**SUSTAINABLE DISEASE AND INTEGRATED PEST MANAGEMENT SYSTEMS CONCENTRATION**
The following courses are required for students with a concentration in Sustainable Disease and Integrated Pest Management Systems. A student with prior course work and/or experience may petition the EPP 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.

**Core Course Requirements:**
- EPP 570 - Colloquium (1)
- EPP 630 – Advanced Integrated Pest Management (3)
- EPP 640 - Graduate Seminar (1). Students are expected to attend seminar each academic semester of their PhD program, regardless of whether they are registered for EPP 640 credit. Course is offered during academic semesters only. Online options are available.
- EPP 675 - Scientific Writing and Grantsmanship (3)
- Advanced quantitative methods course (3)
- EPP 600 - Doctoral Research and Dissertation (24)

**Other course requirements:**
- Six 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 - Phytophysiology (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 530 - Integrated Pest Management (3)
- Program electives (7) 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/PLSC 571 - Design and Analysis of Biological Research/PLSC 571 (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 and Genetics (3)
  - PLSC 634 - Advanced Weed Science Principles (3)

**Non-course requirements:**
- Detailed written research proposal prior to research for the dissertation
• Pass oral and written comprehensive qualifying exams
• Complete requirements of five professional skills
• Committee-approved dissertation reporting the results of original and significant scientific research
• Formal seminar presentation of the dissertation research for the department
• Pass an oral defense examination of the dissertation
• Submission of a manuscript to a referred journal
• An understanding of research ethics is also required. This requirement may be achieved through CITI RCR training and presentation of a CITI RCR certificate to the EPP Director of Graduate Studies.
• Annual training in Environmental Health and Safety is required. Evidence (certificate or test scores) of this training must be provided to the EPP Director of Graduate Studies.

Number of credit hours required for the degree: 48 beyond the MS or 72 beyond the BS/BA

PH.D. STUDENT PROGRAM CHECKLIST

Note: All Graduate School forms mentioned below can be found at the Graduate School website http://gradschool.utk.edu/forms-central/.

Always invite Department Head and/or Director of Graduate Studies to Committee Meetings. This is especially important if you foresee conflict.

I. First Semester
   A. Contact major advisor
      NOTE: International students need to visit the student health services and the Center for International Education (CIE) before reporting to the department
   B. Complete departmental paperwork
      1. Bring Passport or (driver's license and Social Security card) International students must bring visa paperwork (I-20)
      2. Bring Bank account number and Bank routing number
   C. Develop first semester’s coursework (including deficiencies and prerequisites)
   D. Attend graduate student orientation (http://gradschool.utk.edu/orientation)
   E. Form a graduate advisory committee (before first semester final exams)
      1. Consult with the Graduate Director to ensure that the composition of your committee meets the criteria of the Graduate School
      2. Submit Graduate Student Committee form to Department Head for signature, and deliver to the Graduate School.
   F. Schedule and convene your first committee meeting to complete:
      1. Remaining coursework, approved and attached to evaluation
      2. Obtain approval of the proposed research project from your committee.

II. Second Semester
   A. Schedule and convene committee meeting to discuss academic and research progress
B. Schedule and present Ph.D. research proposal seminar (EPP 640, 1 credit hour)

III. **Interim Semesters**
   A. Schedule and convene a committee meeting each semester to discuss academic and research progress

IV. **Semester Prior to Intended Graduation**
   A. Schedule and convene a committee meeting to discuss academic and research progress
   B. Attend Dissertation Workshop
   C. Complete oral and written Comprehensive Exams, report results on the Admission to Candidacy form, and submit to the Graduate School
   D. Submit Graduation Application

V. **Final Semester of Graduation**
   M. Give final exit seminar (EPP 640, 1 credit hour). **Do not enroll in EPP 640 for your final seminar after August 15, 2019.**
      A. Meet with Thesis/Dissertation Consultant for preliminary review of your dissertation
      C. Submit dissertation to graduate advisory committee at least 2 weeks prior to scheduled defense date and to department head 48 hours prior to scheduled defense date
      D. Defend your dissertation (oral examination)
      E. Submit report of Final Examination (Pass/Fail) Form to the Graduate School
      F. Submit dissertation to iThenticate and submit form to the Graduate School
      G. Submit final dissertation (approved & accepted by Thesis/Dissertation Consultant)
      H. In consultation with major advisor, decide whether your dissertation should receive an embargo.
      I. Pay graduation fee at Bursar’s office
      J. Graduate Hooding Ceremony (optional) register at: [http://gradschool.utk.edu/hooding/hoodinginfo.shtml](http://gradschool.utk.edu/hooding/hoodinginfo.shtml)

VI. **Post-Graduation**
   F. Schedule an exit interview with Department Head
   G. Return keys, computer or any other UT owned items used during your studies

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**GRADUATE MINOR IN ENTOMOLOGY AND PLANT PATHOLOGY**

The Department of Entomology and Plant Pathology offers three different minors for graduate students who are not enrolled in graduate programs in EPP. The student’s graduate advisory committee must include a member of the faculty from the Department of Entomology and Plant Pathology who will be responsible for designating courses required for the minor.

A minor in Entomology and Plant Pathology requires 9 credit hours of course work in the department with at least 6 credit hours in 500-level courses and above (excluding EPP 500, EPP 502, EPP 503, EPP 600, EPP 603, EPP 640, and EPP 675).
An **Entomology minor** requires 9 credit hours of entomology-oriented 500-level or above courses in the department (excluding EPP 500, EPP 502, EPP 503, EPP 600, EPP 603, EPP 640, and EPP 675).

A **minor in Plant Pathology** requires 9 credit hours of plant pathology-oriented 500-level coursework or above in the department (excluding EPP 500, EPP 503, EPP 600, EPP 603, EPP 640, and EPP 675).

**GRADUATE MINOR IN STATISTICS**

The department also participates in a program designed to give EPP graduate students the opportunity to pursue a minor in statistics. See the Intercollegiate Graduate Statistics Program (IGSP) for a description of the program and approved courses ([http://igsp.bus.utk.edu/](http://igsp.bus.utk.edu/)).

**COMPOSITION OF GRADUATE ADVISORY COMMITTEES**

**M.S. STUDENT COMMITTEE**

1. Major Advisor
2. Two other faculty members (at the rank of assistant professor or above)
   a. If the student has a minor, one member of the committee must be from the minor department
   b. Two members of the M.S. committee must be from EPP, but it is recommended that one member of the committee be from outside the department or from one of the other departmental disciplines. For example, if you are in plant pathology, another committee member may be from bioinformatics.

**PH.D. STUDENT COMMITTEE**

1. Major Advisor
2. Three Faculty members (at the rank of assistant professor or above)
   a. Three of these four faculty members must be approved by the Graduate School to direct doctoral research.
   b. At least one member of the Ph.D. committee must be from an academic unit other than the student's major field.
   c. Ph.D. students are encouraged where appropriate to seek a fifth member in the field of specialization from outside the university to serve on their dissertation committee.

**STUDENT PROGRESS (Tracking) FORMS**

Progress of all graduate students will be reviewed each academic semester by the major advisor and graduate advisory committee. Student progress will be recorded each semester on the
Student Progress forms. The forms can be found on the EPP website. Forms should be submitted to Sonya Dexter for transmittal to the EPP Graduate Studies Committee for their review.

**ENTOMOLOGY AND PLANT PATHOLOGY GRADUATE COURSE DESCRIPTIONS**

**EPP 410 - Diseases and Insects of Ornamental Plants** (M.S. credit only)
3 Credit Hours Lecture
Symptoms, identification, and management of diseases and insect pests that affect plants in greenhouse, nursery, and landscape environments.
Instructors: M. Windham and J. Grant

**EPP 411 - Forest Insects and Diseases** (M.S. credit only)
3 Credit Hours Lecture
Insects and pathogens associated with trees and shrubs will be identified and their impacts on host plants evaluated.
Instructors: P. Lambdin and M. Windham

**EPP 485 – Forensic Entomology and Crime Scene Investigations** (M.S. credit only)
3 Credit Hours Lecture and Lab
Objectively observe, record, and determine how insects and other arthropods contribute to the overall analysis of a death event or crime scene, e.g., homicide, child/elderly neglect investigations, food contamination, and other civil and criminal applications. Learn how to collect, preserve, and identify forensically important arthropods as well as estimate post-mortem interval. Learn how to prepare written reports of investigation, write an affidavit, learn the basics of crime scene processing, identify and classify forensically important insects, and present findings in a mock courtroom.
*Contact Hour Distribution: 2 hours lecture and 1 lab.*
*Prerequisite(s):* 12 hours of biology and/or anthropology, or consent of instructor.
Instructor: G. Phillips

**EPP 500 - Thesis**
1-15 Credit Hours
*Grading Restriction: P/NP only*
*Repeatability: May be repeated. Maximum 15 hours*
*Registration Restriction: Master of Science - Entomology & Plant Pathology major*

**EPP 502 - Registration for Use of Facilities**
1-15 credit hours. Required for students not otherwise registered during any semester when student uses university facilities and/or faculty time before degree is completed.
*Grading Restriction: Satisfactory/No Credit grading only.*
*Repeatability: May be repeated.*
*Credit Restriction: May not be used toward degree requirements. Credit Level Restriction: Graduate credit only. Registration Restriction(s): Minimum student level – graduate.*
**EPP 505 – Mycology**  
3 Credit Hours Lecture and Lab  
Survey of the fungal kingdom and traditional allies in the context of phyla and classes. Systematics, biology, reproduction, structure-function, physiology, and ecology illustrated with fresh and preserved material and cultural techniques in laboratories.  
Instructor: B. Ownley

**EPP 508 - Plant Health Diagnostics**  
3 Credit Hours - One-week summer workshop offered in odd years at the Soil, Plant and Pest Center in Nashville, TN, and in even years at the West TN Research and Education Center in Jackson, TN. Practical experience diagnosing plant health problems caused by insects, nematodes, microbial pathogens, and abiotic stresses. Students will use modern plant health diagnostics tools and techniques both in the laboratory and field in diverse ecosystems including field, vegetable, and orchard crops, forests, and urban landscapes.  
Instructor: A. Windham or S. Stewart

**EPP 512 - Soilborne Plant Pathogens**  
3 Credit Hours Lecture  
Causal agents; host-parasite-soil environment interactions; epidemiology; detection and identification of soilborne plant pathogens; biological, cultural, and chemical control.  
Instructor: B. Ownley

**EPP 514 – Phytobacteriology**  
3 Credit Hours Lecture  
Morphology, taxonomy, ecology, physiology, and genetics of bacterial plant pathogens; infection and disease development, pathogenesis and resistance; diagnosis, detection, effect of environment, and management of bacterial plant diseases; beneficial plant-bacterial interactions.  
Instructor: B. Ownley

**EPP 515 - Physiology of Plant Disease**  
3 Credit Hours Lecture  
Biochemical and physiological events involved in host-pathogen interactions. Mechanisms of disease resistance.  
*Recommended Background: Introductory plant physiology and plant pathology or consent of instructor.*  
Instructor: K. Gwinn

**EPP 520 – Nematology**  
3 Credit Hours Lecture and Lab  
Survey of the phylum Nematoda, including free-living, insect-parasitic, vertebrate-parasitic, and plant-parasitic groups. Emphases will be on identification, collecting methodologies, economic importance, and applications to pest management and soil health.  
*Recommended Background: 8 hours of biology.*  
Instructor: E. Bernard
EPP 521 - Plant Virology
3 Credit Hours Lecture and Lab
Symptomatology, epidemiology, and management of virus infection; structure, morphology, replications, transmission, purification, characterization, and classification of plant viruses; serology; plant pathogenic viroids, mycoplasmas and spiroplasmas.
Recommended background: EPP 313 or introductory plant pathology
Instructor: R. Hajimorad

EPP 523 - Field Crop and Vegetable Entomology
3 Credit Hours Lecture and Lab
Identification, biology, ecology, and management of insects affecting field crops, commercial vegetables, and home garden crops.
Recommended Background: EPP 321 or basic entomology course.
Instructor: J. Grant

EPP 525 – Medical and Veterinary Entomology
3 Credit Hours Lecture and Lab
Identification, biology, and control of arthropod parasites of humans and animals. The course focuses on arthropods and their biology, life histories, habitats, hosts, and options for management. Review and discussion of sampling/monitoring methods and decision-making guidelines to managing vector-borne diseases also will be addressed. This course will include an in-depth research experience requiring a manuscript submission for publication.
Registration Restriction(s): Minimum student level – graduate.
Recommended Background(s): Minimum student level – graduate.
EPP 321, or consent of instructor.
Instructor: R. Trout Fryxell

EPP 530 - Integrated Pest Management
3 Credit Hours Lecture
Principles and application of biological, cultural, genetic, behavioral, and chemical methods of control to maintain pest populations below economic threshold levels.
Cross Listed: (Same as PLSC 530)
Recommended Background: EPP 321 or consent of instructor.
Instructor: J. Grant

EPP 531 - Special Problems in Entomology, Nematology and Plant Pathology
Credit Hours 1-3
Comprehensive individual study of current problems.
Repeatability: May be repeated. Maximum 9 hours.
Instructor: varies
**EPP 548 - Taxonomy of Adult Insects**
3 Credit Hours Lecture and Lab
Classification, phylogeny, and distribution of insects and related arthropods. Lectures on theory and practice of insect systematics and major features of insect evolution. Laboratory practice on methods of collection, preservation, and study of insects, with emphasis on order and family identification of adults. Substantial insect collection (above requirements for EPP 448), one or more field trips, and a taxonomically oriented project required.

*Registration Permission: Consent of instructor.*
*Credit Level Restriction: Graduate credit only.*
*Registration Restriction(s): Minimum student level – graduate.*
Instructor: J. K. Moulton

**EPP 552 - Insect Morphology**
3 Credit Hours Lecture and Lab
Identification of insect structures and relevance of structures to insect development, survival, physiology, and classification.
Instructors: J. K. Moulton

**EPP 561 Insect Physiology**
3 Credit Hours Lecture
Molecular, cellular, and tissue mechanisms involved in relevant physiological processes in insects, and the evolutionary diversity of these processes among insect taxa. Students will be able to identify and understand emerging areas of research in insect physiology and molecular biology.
*Recommended background: Biochemistry, molecular biology, basic cell biology.*
Instructor: J. Jurat-Fuentes

**EPP 570 Entomology and Plant Pathology Colloquium**
1 Credit Hour
Professional development and other essential topics for new Graduate Students, who are enrolled in a graduate academic program in the Department of Entomology and Plant Pathology.

**EPP 600 - Doctoral Research and Dissertation**
3-15 Credit Hours
*Grading Restriction: P/NP only Repeatability: May be repeated.*
*Registration Restriction(s): Doctor of Philosophy - Entomology, Plant Pathology, and Nematology major. PhD students only.*
Instructors: varies
EPP 602 - Advanced Topics in Entomology
1-3 Credit Hours
Morphology, systematics, physiology, ecology and genetics of arthropods, apiculture, medical and veterinary entomology, insect biodiversity, insect pathology.
Repeatability: May be repeated. Maximum 12 hours
Registration Restriction(s): Minimum student level – graduate.
Instructors: varies

EPP - 603 Research Planning
1-15 Credit Hours
Preliminary research and investigation of dissertation research topic.
Grading Restriction: P/NP only Repeatability: May be repeated. Maximum 15 credit hours
Instructors: varies

EPP 604 - Advanced Topics in Plant Pathology
1-3 Credit Hours
Biological control, disease diagnosis and management, epidemiology, fungal plant pathogens, integrated pest management, molecular plant-microbe interactions, nematology, plant pathogenesis, plant pathogenic bacteria, soil and seed-borne pathogens, and virology. Repeatability: May be repeated. Maximum 12 hours
Registration Restriction(s): Minimum student level – graduate.
Instructors: varies

EPP 606 - Advanced Topics in Nematology
1-3 Credit Hours
Specialized instruction on systematics, physiology, ecology, genetics, genomics, and evolution of nematodes, plant, insect, mollusk, medical and veterinary nematology, nematode biodiversity, entomopathogenic nematodes, nematode-microbe interactions, plant-nematode interactions, and biological control.
Repeatability: May be repeated. Maximum 12 hours.
Registration Restriction(s): Minimum student level – graduate.
Instructors: varies

EPP 622 – Bioinformatics Applications
3 Credit Hours Lecture and Lab
Fundamental bioinformatics concepts, principles and techniques with a focus on the application of bioinformatics to problems in agriculture. Laboratory practical will be taught within a LINUX computational environment where students will gain basic skills in bash and python scripting and construction open source-software based workflows to analyze genomic data.
Prerequisite(s): Life Sciences 520 or introductory genetics course.
Registration Restriction(s): minimum student level – graduate.
Instructor: M. Staton
EPP 630 - Advanced Integrated Pest and Pathogen Management
3 Credit Hours Lecture
Use of principles and concepts of IPM to focus on real-life, practical applications of IPM programs. This course builds on EPP 530/PLS 530: Integrated Pest Management (IPM), where students are introduced to principles and concepts of pest and plant disease management and investigate its importance as an environmentally sound practice based on economic, ecological and sociological consequences. EPP 630 extends these concepts to focus on real-life, practical applications of IPM programs. The course will have a seminar-type format with presentations, guest lecturers, and field trips to both regulatory centers and businesses that have implemented IPM programs.

Prerequisite: EPP 530/PLS 530.
Instructor: J. Grant

EPP 640 – Seminar
1 Credit Hour
Presentation of research proposals and research (dissertation or thesis) seminars by students. Presentations on current topics by outside speakers

Registration Restriction(s): Minimum student level – graduate.
Instructor: R. Hajimorad and J. Jurat-Fuentes

EPP 675 - Scientific Writing and Grantsmanship
3 Credit Hours Lecture
Preparation of scientific evidence for the thesis or dissertation in scientific journals, parts of the scientific paper, graphical and tabular presentation of data, sources of funding to support research, writing research grants, the editorial process, elements of style, and ethics.

Registration Restriction(s): Minimum student level – graduate.
Instructors: R. Trigiano and C. Beyl
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*Note: This schedule is as accurate as possible as of August 2018. These changes will be made available department-wide after approval by the Graduate Council. Some courses are taught on an as-needed basis and instructors may decide to teach in different semesters than indicated. The online timetable will be accurate for the current semester. To check the availability of a course in future semesters, check with the indicated instructor. For Special Problem and Advanced Topic courses, check with your major advisor.*
**SEMINAR (EPP 640)**

**All students** pursuing an M.S. (thesis option) or Ph.D. graduate degree in the Department of Entomology and Plant Pathology are required to register twice for EPP 640. All students pursuing a non-thesis option M.S. are required to register once for EPP 640. Credit is given only in the semester in which the student registers and presents a seminar. The seminar course is not offered in the summer.

**All graduate students** in the EPP department are required to **attend all seminars whether or not they are registered for credit**; exceptions include class conflicts, required field research, and scientific meetings. In the case of anticipated conflicts, students should contact the course instructor prior to the seminar. Attendance will be taken at seminar and the results forwarded to the Graduate Studies Committee.

The first seminar is focused on a research proposal and the second on the project (non-thesis), thesis, or dissertation research (exit seminar). Non-thesis M.S. students are not required to give a research proposal.

**Research Proposal Seminar** – Students should work closely with their major advisors to develop this seminar in order to present it in their second academic semester.

**Exit Seminar** – Upon completion (or near completion) of the dissertation research all Ph.D. students must present a dissertation seminar to the department. Students must register for the dissertation seminar prior to graduation in the last regular academic semester of their Ph.D. studies.

**Seminar Length**

1. **Research Proposal Seminars (M.S. and Ph.D.)** will last for a maximum of 25 min, including 5-10 min for questions and answers.

2. **Exit Seminars (non-thesis M.S., M.S., and Ph.D.)** will last for 50 min, which includes 10 to 15 min for questions and answers.

**Abstracts**

1. A written abstract and a graphic abstract of the presentation must be delivered by the presenter to the course instructor for distribution to all the departmental faculty, students, and staff. These abstracts are due no later than noon on the **Wednesday** (for Fall semester) **OR Tuesday** (for Spring semester) **of the week scheduled for the presentation** (i.e. **three business days prior to the day of the scheduled seminar**). Students should e-mail the abstracts to Chris Maguigan with a request to forward them to the course instructor for distribution to all faculty, students and staff. Abstracts that are received after the due date at noon will be considered late and may result in a 5-point grade deduction (1/2 letter grade).
2. Written abstracts are limited to 300 words for all types of M.S. Seminars and 250 words for all types of Ph.D. Seminars. Thus, the word limitation for abstracts is independent of the type of the seminar, but differs between an M.S. and a Ph.D. seminar.

3. A graphic abstract summarizes the presentation in a concise, pictorial form and is designed to capture the attention of seminar announcement flyer readers. Keep in mind that the seminar announcement flyer is viewed by a wide range of readers. Provide an image or group of images, with or without a short legible text, which clearly represents the content of the seminar. Keep the graphic abstract as simple as possible with a high resolution.

4. The quality of the abstract will be evaluated as part of the student’s grade.

Grading

1. Entomology and Plant Pathology faculty members, students, and staff, and visitors attending the seminars will evaluate students on the basis of criteria listed on the Student Seminar Evaluation Form.

2. Evaluations will be reviewed and discussed by members of the Seminar Committee. The Chair of the Committee will share the audience evaluations with the student. If interested, students would be able to discuss the seminar with the Chair of the Committee during the week of final exams. Final grade assignments will be made by the Chair of the Seminar Committee at the end of the semester.

3. Final grades will be based on the following point values:
   - Title and timeliness of the abstract submission: 5
   - Graphic abstract: 5
   - Quality of the abstracts and adherence to word count limit: 10
   - Moderating a seminar session: 5
   - Attendance at seminars: 5
   - Participation in meetings with invited seminar speakers: 5
   - Seminar Score Sheet Evaluation: 65

Format and general instructions

1. PowerPoint is the recommended software program for seminar presentations.

2. Laptop computers to prepare the presentation are available for checkout from the main office (PBB 370), if needed.

3. Seminar will be broadcasted live to participants using Zoom and will be recorded and loaded to a YouTube channel as unlisted, meaning that viewers will need to have received the link to view it. This link will be shared upon request.

4. Please contact Chris Maguigan for any questions, or concerns you may have about the electronic technology pertinent to seminar presentation.
TIPS FOR SEMINAR PREPARATION AND PRESENTATION

1. Oral delivery
   a. Avoid reading your seminar presentation. The idea of giving an extemporaneous seminar frightens some students, but you are a professional and must learn to do this. Seminars are invaluable for experience in presentation without reading.
   b. Do not memorize your seminar. Some students are good at memorizing, and can recite a seminar presentation perfectly. But these students usually give it in a “singsong” voice and/or use stilted and conventional textbook style language. Notes are acceptable and desirable if you need them. Your notes can be in the form of words, phrases, or outlines to follow.
   c. Describe the information you wish to convey in your own words. However, avoid slang and poor grammar.
   d. Practice!!! You should practice your seminar at least once with your major professor.
   e. Practice in the seminar room, if possible.
   f. M.S. students who have not given a seminar are advised to present a practice “dry run” of the seminar one week prior to the scheduled seminar to their major professor or co-advisors.
   g. Students who have previously given seminars but still think that they need extra help may also benefit from a dry-run with the student’s major professor.

2. Visual Aids
   a. Tabular data: Do not copy tables from the literature. They usually contain so much material that your audience in the back of the room cannot read the values. Tables containing excessive data are confusing. Re-make the table and include only the results of a few treatments most relevant to the point that you would like to make.
   b. Graphs: Simple graphs may be copied from publications. Be sure that the lines and values given are large enough to be read from the back of the room. When presenting a graph, always describe it fully, e.g., “this graph illustrates the relationship of temperature (point to horizontal axis) to spore size in *Alternaria solani*. The vertical axis (point) represents spore size in micrometers. As the temperature increased up to X degrees (point), spore size increased, then sharply decreased with further rises in temperature. This experiment was done by A. R. Richie, a USDA plant pathologist at the University of Maryland.”
   c. Photographs: When presenting details of a photograph such as a photomicrograph of hyperplasia in phloem tissue, or markings on the abdomen of an insect, etc., first explain what the photo is about, so that the audience (especially those in other disciplines who see only a mass of jumbled lines and curves) can understand what they are seeing. Then point out details.
   d. Acknowledgement of the source for the original data. If you are using published data, graphs or figures from the literature, then you should acknowledge the “original source for such information” in small font directly on that slide! It should be noted that without giving credit to “the original source” on the relevant slides, such a practice is considered plagiarism!
RESEARCH SUPPORT AND WORK

If you received a teaching or research assistantship, you are a part-time employee of state government. All state employees are required to follow state and university regulations involving work schedules and productivity. You must pay attention to all e-mail messages to you from your major advisor, department head, graduate director, faculty, staff, Graduate School, and university officials. You are required to maintain contact with your major advisor, effectively communicating your whereabouts and any planned or unplanned absence from work.

Assistantships are awarded to the department in lieu of additional technical support. Therefore, GRAs on departmental funding are expected to perform in a support capacity in addition to their own thesis or dissertation research projects. This requires working the hours mutually agreed upon by the GRA and the major advisor. Hours working in the lab on nonacademic projects should not exceed 20 hours. Students shall keep their major professor apprised of any difficulties in meeting their workload or their work in a support capacity.

The work responsibilities for GRAs may include:

1. Student’s own thesis or dissertation research, when agreed upon by both student and major advisor, and is to be considered a priority.
2. Major advisor’s research.
3. Research of other project leaders in the department.
4. Other duties as assigned.

TERMINATION OF ASSISTANTSHIP OR DISMISSAL FROM THE PROGRAM

Termination of a GRA’s assistantship or dismissal from the program may be recommended by the student’s committee for poor scholarship, lack of research progress, or failure to comply with University or departmental guidelines.

THESIS OR DISSERTATION AND ITHENTICATE

It is the responsibility of the student to submit a thesis or dissertation based on substantial original research conducted by the student. The thesis or dissertation must be completed to the satisfaction of the major advisor and Graduate Advisory Committee and the student must furnish an approved electronic copy of the thesis or dissertation (ETD) to the Office of Graduate Student Services, department, major advisor and each committee member who requests one. Prior to submission to the Graduate School, all theses and dissertations must be submitted to iThenticate software to check for plagiarism. The major advisor must work with the student to ensure that potential plagiarism is corrected prior to submission to the Graduate School. The major advisor must also sign a form that acknowledges the thesis/dissertation has been checked for plagiarism with iThenticate. Access to the UTK sponsored iThenticate software and
additional information can be found at the following website http://gradschool.utk.edu/?s=ithenticate&btnF=Go.

A draft of the thesis or dissertation should be presented to each member of the graduate advisory committee for critique 2 weeks prior to the oral examination. Failure to comply with this time requirement may result in extending the time period necessary for completion of the M.S. or Ph.D. program. A copy of the draft is to be made available to the department head, or designee, 24 hours (thesis) or 48 hours (dissertation) prior to the final exam.

**ADMISSION TO CANDIDACY - M.S. DEGREE**

Admission to Candidacy indicates agreement among the student’s committee that the student has demonstrated the ability to do acceptable graduate work and that satisfactory progress has been made toward a degree. This action connotes that all prerequisites to admission have been completed and a program of study has been approved. The Admission to Candidacy Form (http://gradschool.utk.edu/forms/Master_Adm_Cand.pdf) must be signed by the student, major advisor, graduate advisory committee members, and the EPP Director of Graduate Studies. All courses to be used for the degree must be listed, including transfer coursework. **The student must submit this form to the Graduate School no later than the last day of classes of the semester preceding the semester in which the student plans to graduate.**

**ADMISSION TO CANDIDACY - PH.D. DEGREE**

Admission to Candidacy indicates agreement that the student has demonstrated the ability to do acceptable graduate work and that satisfactory progress has been made toward a degree. This action usually connotes that all prerequisites to admission have been completed and a program of study has been approved. A student may be admitted to candidacy for the doctoral degree after passing the written and oral comprehensive examinations, fulfilling any language requirements and maintaining at least a 3.0 average in all graduate coursework. Each student is responsible for filing the Admission to Candidacy Form (http://gradschool.utk.edu/forms/Adm_Candidacy_Docs.pdf), which lists all courses to be used for the degree, including courses taken at the University of Tennessee, Knoxville, or at another institution prior to admission to the doctoral program. The form must be signed by the student, major advisor, graduate advisory committee members, and the EPP Director of Graduate Studies. **Admission to candidacy must be applied for and approved by the Office of the University Registrar at least one full semester prior to the date the degree is to be conferred.**

**EXPECTATIONS OF PARTICIPATION IN PROFESSIONAL CONFERENCES**

Graduate students are expected to participate in professional scientific society meetings during their program. They are expected to give oral or poster presentations at these meetings. With
approval of the major advisor, funding is available through EPP (Thompson Student Development Fund), Herbert College, AgResearch and the Graduate Student Senate to cover the costs of travel to professional conferences. In addition, most professional scientific societies offer opportunities for competitive funding for meeting travel. Students are strongly encouraged to seek these opportunities also.

RESIDENCY REQUIREMENTS (from the Graduate Catalog)

Initial residency classification is determined by a designated staff member from information included on the UT Graduate Application for Admission. Notice of residency classification is included in the email acknowledging receipt of the application for admission. Students who would like their residency classification reviewed may submit a Graduate Application for In-State Classification appeal form to the graduate residency classifier listed on the Office of the University Registrar’s website at http://registrar.utk.edu/residency/residency.shtml. The appeal form and supporting documentation must be filed no later than the last day of regular, or priority, registration in order to have the reclassification effective for the semester. Classification will be determined and the applicant will be notified by email. Additional information regarding the State of Tennessee regulations for classification may be found in the Residency Classification Guide at the Office of the University Registrar's website at http://registrar.utk.edu/residency/resguide.shtml.

CONTINUOUS ENROLLMENT (from the Graduate Catalog)

All degree-seeking graduate students are expected to make a full commitment to their graduate and professional study in order to ensure that they can complete all degree requirements without unnecessary delay. Graduate students are therefore required to maintain an active status through continuous enrollment from the time of first enrollment until graduation. (Doctoral students registered for course 600 may have option of exemption. See Exemption from Continuous Enrollment of Course 600).

Continuous enrollment is maintained by registering for a minimum of one graduate credit hour per semester (excluding the summer, unless stipulated otherwise by the program or department). However, students who have started taking dissertation hours (course 600) must maintain a minimum of three credit hours per semester during all semesters, including the summer, as stipulated in the policy under "Registration and Enrollment Requirements" in order to comply with the Continuous Enrollment requirement.

The minimum enrollment for international students may be different, and international students always need to check with the Center for International Education (CIE) in order to determine what minimum enrollment they need to maintain in order to satisfy all enrollment requirements attached to their specific visa.
EXEMPTION FROM CONTINUOUS ENROLLMENT OF COURSE 600: INTERNSHIPS/PRACTICUM FOR DOCTORAL STUDENTS (from the Graduate Catalog)

Doctoral students who have started taking course 600 and wish to do an internship/practicum that is relevant to their degree can petition to be exempted from the Continuous Enrollment requirement for a maximum of up to three semesters or 12 months. The request should describe the nature of the internship/practicum and must include justification. Approval must be granted first by the student’s advisor, then the Department or Unit, followed by the Graduate School.

Multiple terms may be separate in time or back-to-back. Students whose petition is approved need not sign up for any course work while doing the internship/practicum except international students must always check with the Center for International Education (CIE) to ensure that they remain compliant with their specific type of visa. The time limit to degree is not extended as a result of an internship/practicum. See [http://gradschool.utk.edu/forms-central/600-continuous-enrollment-exemption/](http://gradschool.utk.edu/forms-central/600-continuous-enrollment-exemption/) to submit form/request.

CONSEQUENCES OF NON-ENROLLMENT WITHOUT LEAVE OF ABSENCE (from the Graduate Catalog)

Graduate students who do not maintain continuous enrollment as stipulated in the "Continuous Enrollment" policy will lose their active student status. A student who has lost his or her active status without having been granted a Leave of Absence for the period of non-enrollment ahead of time will not be allowed to continue in their graduate program until readmitted. (See policy on "Readmission" for more details.)

Non-enrollment other than during an approved Leave of Absence (LOA) does not alter or affect any of the milestone deadlines, such as admission to candidacy, time to degree, etc. Upon approval for readmission to complete the interrupted degree program, students will be retroactively enrolled in every semester of missed enrollment for one graduate credit hour of Course 502 or for three graduate credit hours of Course 600 (whichever is appropriate). Students will be responsible for paying the past tuition charges and fees as well as the current university per semester late registration penalty. All past due charges will need to be paid before the Graduate School will approve the student for any future enrollment.

SHORT TERM ABSENCES

If a student needs to take a short-term leave of absence there is no official graduate school policy. These requests are handled by the departments on a case by case basis. This option may be preferable to the Leave of Absence request described below. If the need arises for this type of request, please discuss with your major advisor, the graduate studies director and the department head. If the request is approved, a written plan of action will be developed to accommodate your request.
If extenuating circumstances arise that make it necessary for students to interrupt their studies temporarily, a Request for a Leave of Absence (LOA) for a maximum of 2 years may be granted by the Graduate School upon approval by the student’s home department or program. All Graduate Student Leave of Absence Requests are reviewed and granted on a case by case basis. There are many situations for which a leave can be requested, such as the birth or adoption of a child, dependent care, a serious medical condition, military service, or other personal reasons. A Leave of Absence (LOA) will not be granted with the sole reason of financial hardship.

Graduate students are strongly encouraged to consult with their program, advisor, and Director of Graduate Studies of their academic unit in order to determine whether a Leave of Absence (LOA) is the most appropriate course of action, and international students must also consult with the Center for International Education in order to ensure compliance with Federal immigration policy. Prior to requesting a Leave of Absence (LOA), graduate students should always explore alternatives which would allow them to remain registered and make progress toward the degree, even if at a slower pace.

Students who are granted a Leave of Absence (LOA) by the Graduate School in accordance with this policy are eligible for Reinstatement provided they enroll no later than the term immediately following the expiration of the approved Leave of Absence, excluding summer (see policy on Reinstatement" for more details). The term(s) and/or year(s) of an approved Leave of Absence (LOA) will not be counted toward time to degree, and milestone deadlines such as Admission to Candidacy will be adjusted accordingly. Having a Leave of Absence (LOA) granted does, however, not imply a guaranteed continuation of funding options upon return.

Graduate students who are on a Leave of Absence (LOA) suspend their active study for one term or more (up to 2 years), and while on a Leave of Absence (LOA) they are not able to make any formal progress toward their degree. In addition, they may not use faculty services and/or university facilities for the period of time that they are on a Leave of Absence (LOA).

Students are expected to return from a Leave of Absence (LOA). If they do not return to active student status by the end of the period of time stipulated in the approved Leave of Absence (LOA), they will be considered non-enrolled once their LOA has expired and lose their eligibility for Reinstatement. Graduate Students who have lost their eligibility for Reinstatement need to seek Readmission prior to being able to continue work in their graduate degree program (see policies on "Consequences of Non-Enrollment without Leave of Absence" and on "Readmission").
Absence (LOA) need to complete and submit their Request for Reinstatements to the Graduate School no later than on the last day of classes of the semester prior to the semester for which they seek to be reinstated. (also see the graduate policy on "Reinstatement"). If a student would like to return to active study earlier than originally anticipated and approved on his or her Leave of Absence (LOA) Request, the student will need to contact the director of graduate studies of his or her academic unit and discuss available options.

**TIME LIMITS TO OBTAIN DEGREES (from the Graduate Catalog)**

**M.S. STUDENTS**

Candidates have six calendar years to complete the degree, starting at the beginning of the semester of the first course counted toward the degree. Students who change degree programs during this six-year period may be granted an extension after review and approval by the Dean of the Graduate School. In any event, courses used toward a master's degree must have been taken within six calendar years of graduation. The term(s) and/or year(s) of an approved Leave of Absence (LOA) will not be counted toward time to degree, and milestone deadlines such as Admission to Candidacy will be adjusted accordingly.

**PH.D. STUDENTS**

Comprehensive examinations must be taken within five years, and all requirements must be completed within eight years, from the time of a student's first enrollment in a doctoral degree program. The term(s) and/or year(s) of an approved Leave of Absence (LOA) will not be counted toward time to degree, and milestone deadlines such as Admission to Candidacy will be adjusted accordingly.

**EXEMPTIONS AND SUBSTITUTIONS FOR REQUIRED COURSES**

Please contact the Graduate Studies Director for all requests related to course exemptions and substitutions in your Graduate Program. Your request must be approved by your major advisor and Graduate Advisory Committee. The request will then be considered by the Graduate Studies Committee and the departmental faculty.

**SPECIAL GRADUATION REQUIREMENTS FOR PH.D. STUDENTS**

**PROFESSIONAL SKILLS**

Doctoral students in the Department of Entomology and Plant Pathology at the University of Tennessee are expected to obtain varied professional skills during their graduate program. To help students meet this expectation, five Professional Experiences must be incorporated into their graduate Plan of Study and completed before graduation. In addition to your Advisor and Graduate
Advisory Committee, numerous other faculty members are available to serve as mentors for any of these experiences. The five Professional Experiences are described below:

**Academic Outreach Experience:** The University of Tennessee, Knoxville, defines academic outreach and engagement as integrated scholarship, which engages its academic missions of research, creativity, teaching, and service with its community. This engagement is a reciprocal relationship, which informs and shapes the academic mission, and extends the University’s intellectual resources to serve its constituents. Graduate students will have numerous opportunities to gain meaningful academic outreach experience through the department’s ongoing K-12 activities focused on students and teachers. Graduate students who participate in this experience will learn the philosophy and practice of successful academic outreach. Examples of outreach experiences include but are not limited to the following:

- K-12 teaching lessons
- Academic outreach and engagement council activities ([http://web.utk.edu/~aoec/](http://web.utk.edu/~aoec/))
- Academic outreach programs (Gadget Girls program, Judging Science Fair projects, etc.)
- 4-H activities

**Extension Experience:** Extension is one of the three missions of the land grant university. UT Extension provides a gateway to the University of Tennessee as the outreach unit of the Institute of Agriculture by bringing research-based information about agriculture, family and consumer sciences, and resource development to the people of Tennessee. UT Extension’s mission is to help people improve their lives through an educational process that uses scientific knowledge to address issues and needs. The department provides opportunities for graduate students to gain meaningful extension experience as part of their graduate education. This experience may involve one of the EPP faculty members with an extension appointment. Students participating in this activity are expected to learn the philosophy and practice of extension education. Examples of an extension experience include but are not limited to the following:

- Developing an Extension article for a blog or website delivery
- Working with stakeholders to implement a new practice or policy
- Q/A and troubleshooting pest management issues, involvement in diagnostics in collaboration with Extension specialist or agent
- Developing an Extension App
- Developing an Extension Fact Sheet

**Leadership Experience:** Leadership skills are essential in all walks of life. These skills are paramount for success in academia, industry, non-profit organizations, government, and other professional careers. Students may meet the leadership experience expectation by leading one or more of the department’s activities including social activities, fundraising, visibility, branding and marketing, alumni networking, and K-12 and public engagement. Students may also fulfill this requirement by providing leadership in the EPP Graduate Student Association or they may design their own leadership activity in consultation with the Department Head,
Graduate Advisory Committee and/or a faculty member. Participating in the activities/committees without an identified leadership role will be considered a service experience, rather than a leadership experience, which will not fulfill the activity requirement for this category.

**Mentoring Experience:** A successful mentor is the hallmark of academic life. Graduate students may gain formal mentoring experience by working with high school, undergraduate and incoming graduate students at the University of Tennessee. Graduate students are connected with potential mentees through participation in the department’s teaching, research, and outreach programs. To fulfill the mentoring experience, students can arrange to work with one or more undergraduates or new graduate students as mentees. The mentee must agree with the arrangement. The graduate student could help the mentee(s) with class projects, answers questions about different majors, provide information about job prospects, particularly in agbiosciences, and may involve him/her in their own research project.

**Teaching Experience:** Students have a multitude of opportunities to gain significant teaching experience in the department’s academic program. Students seeking to fulfill the teaching experience requirement should contact an EPPN faculty member with a teaching appointment slated to teach an undergraduate or graduate course, and work with them, assisting and engaging in various teaching activities. Depending upon their prior experience and language skills, the students may conduct labs and/or deliver one or more formal lectures. Examples of teaching experiences include but are not limited to the following:

- Serving as a teaching assistant (can take for credit - AGNR 512 or volunteer)
- Best Practices in Teaching Program (3-month program – seven lectures offered during fall and spring semesters. Final product is a teaching portfolio) through the UT Graduate School
- Giving lectures to university students in an undergraduate or graduate course in EPP
- Writing and publishing a teaching lesson for educational sections of professional scientific societies

**PROCEDURE FOR COMPLETION OF PROFESSIONAL SKILLS EXPERIENCES**

In consultation with their Advisor, a student will determine which experiences are appropriate to fulfill the professional skills requirement. For each chosen experience, a student must complete a ‘Ph.D. Professional Experience Application Form’ with an attached written proposal (the Form must contain approval signatures from the student’s Major Advisor and the Experience Mentor [if other than Advisor]. Once the Professional Experience Application Form is completed and all of the appropriate signatures are obtained, the student will submit the completed Form to the Chair of the Seminar and Program Assessment Committee (SPAC) before the activity is initiated. Once the SPAC approves the Application, the student may begin the experience. The role of the SPAC is to evaluate all applications and reply to the student within two working days of receiving the submission. The purpose of these evaluations is to ensure that Applications are consistent and that experiences are appropriate.
Upon completion of each experience, students are required to: 1) submit a brief written report documenting the activities conducted and lessons learned (expected length is 1-2 paragraphs) and 2) make a brief (3 to 5 min) presentation detailing the experience to the department. This you guys are presentation will be part of a Professional Experience Extravaganza to be held each year. All students who completed Professional Experiences during that year will share their outcomes with the department. For students whose graduation timeline does not fit this annual Extravaganza, they may share their outcomes during their Final Exit Seminar. Students with substantial experience/skill in any experience(s) may be exempted (i.e., receive a waiver) from that Professional Experience by completing the same Form and obtaining written approval from their Advisor and SPAC.

The following step-by-step procedures will guide the student through the process of completing her/his Professional Experiences:

1. Select an experience.
2. Develop an activity to satisfy that experience.
3. Discuss your activity with your Advisor; together select (or agree upon) the person with whom you would like to complete your experience (i.e., Faculty Mentor).
4. Discuss your activity with your Faculty Mentor; finalize the specifics of the activity.
5. Complete a Ph.D. Professional Experience Application Form and obtain all necessary signatures.
6. Submit your completed Form to the Chair of SPAC.
7. Wait to receive reply from SPAC (within two working days).
8. Once you receive approval from SPAC, begin your activity.
9. Once your activity is completed, develop a written report (typically 1-2 paragraphs), attach it to your approved Form, obtain signatures from your Advisor and Faculty Mentor, and submit it to the SPAC Chair (prior to the end of the semester in which your activity was completed).
10. Present a brief (3-5 min) overview of your Professional Experience to the department; be sure to indicate your completion of this Experience on your Ph.D. Tracking Form.
11. Repeat Steps 1-10 to complete the remaining four Professional Experiences.
12. Once you have completed all five Professional Experience categories, reflect and enjoy your accomplishments in expanding your professional skills.
**PH.D. PROFESSIONAL EXPERIENCE APPLICATION FORM**

Name of Student: ____________________________________________________________

Contact Information: ___________________________(telephone) ____________________________(email)

Professional Experience Category (select one):

___Academic Outreach  ____Extension  ____Leadership/Service  ____Mentoring  ____Teaching

Please attach a brief (1 to 2 paragraphs) description of your proposed activity to satisfy this Professional Experience.

**REQUIRED SIGNATURES:**

By signing this Professional Experience Form, you approve this proposed activity to satisfy the Professional Experience Category listed above.

Student  ____________________________________________  
Printed Name  Signed Name  Date

Major Advisor  _______________________________  
Printed Name  Signed Name  Date

Faculty Mentor  ____________________________________________  
Printed Name  Signed Name  Date

Chair, SPAC  ____________________________________________  
Printed Name  Signed Name  Date

(The Chair of SPAC will sign and return this form once the committee confirms the activity meets the expectations for the proposed Professional Experience)

**Once the Activity Is Completed, attach a Brief (1-2 paragraphs) Report and Obtain Appropriate Signatures**

By signing this Professional Experience Form, you confirm that this activity was satisfactorily completed; complete the Ph.D. Tracking Form to reflect this activity.

Student  ____________________________________________  
Printed Name  Signed Name  Date

Major Advisor  _______________________________  
Printed Name  Signed Name  Date

Fac. Mentor  ____________________________________________  
Printed Name  Signed Name  Date

Chair, SPAC  ____________________________________________  
Printed Name  Signed Name  Date
PUBLICATION SUBMISSION REQUIREMENT FOR PH.D. STUDENTS

All Ph.D. students enrolled in the Entomology, Nematology and Plant Pathology Ph.D. program are required to submit at least one first-authored scientific paper to a referred journal prior to graduation. A formal notice of submission from a journal editor may meet this requirement. Students should submit evidence that this requirement has been completed to the Graduate Studies Director (Dr. Ownley).

REQUIRED TRAINING CERTIFICATIONS

CHILD PROTECTION TRAINING FOR COVERED ADULTS (REQUIRED)

Graduate students who work with minors (children under 18 years of age) are required to take specific training. Go to the following website - https://hr.tennessee.edu/training/training-services/child-protection-training/. Scroll down the page and click on the link for External Users. Please complete the training during your first semester and send a copy of your completion form to Sonya Dexter (sdexter@utk.edu) and Chris Maguigan.

COMPUTER SECURITY TRAINING (REQUIRED)

This online training is being revised and is not currently available. More information will be provided at a later date. When the online training is available, all graduate students in EPP will be required to complete this training and send a copy of your completion form to Sonya Dexter (sdexter@utk.edu).

LABORATORY CHEMICAL SAFETY TRAINING (REQUIRED)

There are two options for this training. Login to http://extol.tennessee.edu/safetyinitial/ or https://ehs.utk.edu/index.php/training/#canvas. Please complete the training during your first semester and send a copy of your completion forms to Sonya Dexter (sdexter@utk.edu) who will provide your documents to the Graduate Studies Committee.

RESPONSIBLE CONDUCT OF RESEARCH (ETHICS) TRAINING (REQUIRED)

All EPP graduate students are required to take training in research ethics. Many federal granting agencies require that anyone working on a project that they funded receive this training or take a formal course that covers this material. The online modules are the easiest way to receive the training. Please complete the training and send a copy of your completion form to the Graduate Studies Director (Dr. Ownley) by the end of your first semester. Once the training is completed, Jane Burns, the AgResearch Compliance Officer, will receive notification of your addition to the database that is maintained of those who have completed the online training for Responsible Conduct of Research (RCR).
The training is good for 5 years and is recognized at other institutions – save your certificate. If you took the training and signed up under UTK, rather than UTIA, your name will not show up on Jane Burns’ records. Please contact me if this is the case and we can search for your name in the UTK database and add you to the list of those who have completed it.

**Directions for Training:**

1. Go to this site: [https://www.citiprogram.org/](https://www.citiprogram.org/)
2. Register to create an account and select UT Institute of Agriculture as your organization from the dropdown list
3. Complete the RCR FOR NON-ENGINEERS training modules during your first semester.
4. When the training is complete, you will have access to a certificate. Print and deliver or save and email a copy of the completion certificate to Sonya Dexter (sdexter@utk.edu), who will provide your certificate to the Graduate Studies Committee.
5. Jane Burns will also receive automatic notification when you complete the training.

**SEXUAL ASSAULT TRAINING (REQUIRED)**

Visit the following website [https://utk.instructure.com/enroll/LCDA4X](https://utk.instructure.com/enroll/LCDA4X). Log on with your NETID and password complete the video and take the quiz (as long as you score 3 out of 3 you have completed the course and can close the browser. The course will record your information and quiz score.

**OPTIONAL TRAINING**

**ACTIVE SHOOTER TRAINING**

Active Shooter Training is recommended, but not required. Do you know what to do in an active shooter scenario? If not, you are strongly encouraged to visit this website for more information - [http://safety.utk.edu/ep/active-shooter/](http://safety.utk.edu/ep/active-shooter/). Additional information on other public safety topics can be found at this site.

**BIOSAFETY LEVEL 2+**

Students should consult with their major advisor to determine if their research requires Biosafety Level 2 training. In general, this type of research would involve blood borne pathogens and infections agents. Additional information can be found at the Biosafety Program website at [http://biosafety.utk.edu/biological-safety-training/](http://biosafety.utk.edu/biological-safety-training/).

**INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)**

Students who work with animals must complete the IACUC training. More information can be found on the following website - [http://iacuc.utk.edu/training/](http://iacuc.utk.edu/training/).
INSTITUTIONAL REVIEW BOARD (IRB)

Students who work with human subjects, including administration of surveys, may be required to have IRB training. More information can be found at the following website - http://irb.utk.edu/. Students should discuss this possibility with their major advisor.

TRAINING OPPORTUNITIES AT LYNDACOM

Online and classroom training on many different software programs is available to students free of charge through the Office of Information Technology. In particular, there are many training opportunities offered by Lynda.com. For more information and many link, please see their website - https://oit.utk.edu/

EPP GRADUATE STUDENT ASSOCIATION

The Entomology and Plant Pathology Graduate Student Association (GSA) is a self-governing student organization. The GSA participates in various community awareness programs, including visits to local elementary schools and the Ijams Insect Walk. The GSA also participates in University events, and information to undergraduates about the Department of Entomology and Plant Pathology. You are strongly encouraged to get involved in your Association.

Officers for the Graduate Student Association are elected each fall semester for 1-year terms. A Student Organization Update Form should be filled out each time the elected officers change. A designated representative from GSA is entitled and expected to attend EPP faculty meetings at the discretion of the department head. A member of the EPP GSA must also serve on the Graduate Student Senate. For additional information, contact the Faculty Advisor for the EPP GSA, Dr. Moulton.

GENERAL PROCEDURES FOR ALL STUDENTS

KEYS

University keys can be obtained through an online application process (https://webapps.utk.edu/Facilities/AccessRequestApp/). The application will need to be filled and signed by your major advisor or Chris Maguigan.

ROOM RESERVATIONS

Requests to reserve conference rooms can be made through Office 365 with your userid and password or by contacting Chris Maguigan.
COMPUTER SOFTWARE/ TECHNOLOGY PROBLEMS

If students have problems with computer hardware or software, visit the OIT website https://oit.utk.edu/ for assistance. Communication can be via call (865-974-9900), chat, message, or visit if hardware needs repair.

TRANSPORTATION/ TRAVEL POLICY

When circumstances require departmental transportation to conduct research activities, departmental vehicles can be signed out on an as needed basis (see Chris Maguigan in 370 Plant Biotech 370.) When not in use, vehicles should be parked in Lot CFN1 across from Brehm Animal Science.

Vehicles are available on a first come, first served basis. Please choose vehicles best suited for your trip's need. Consolidate the use of vehicles when possible to ensure efficient use. A sign-up book and keys are located in 370 Plant Biotech Building. If you have signed out a vehicle and are not going to use it, or have finished with it early, please cross your name out so it will be available to others. Please have consideration for other researchers by making reservations on a one-week prior time basis. Vehicles used for routine greenhouse and other in-town jobs are subject to the same sign-up requirements. Note: Department vehicles may not be best suited for long trips.

Persons who check out a vehicle are expected to read and adhere to the following rules. If you do not adhere to these policies, you may be refused permission to drive department vehicles.

1. There will be no smoking in any departmental vehicles (or University property, grounds included).
2. Upon returning from a trip, remove all items including any drink cans, lunch bags, candy wrappers, etc., and all working equipment and supplies. If excessive amounts of dirt, dust, or mud have accumulated either on the inside or outside of the vehicle, then it is that person's responsibility to see to it that it is cleaned. If soil, pots, sand, or any other debris is hauled in either truck, the driver is expected to hose out the bed before putting away the vehicle. At scheduled intervals vehicles will be taken to the motor pool for a more thorough cleaning.
3. Vehicles taken out-of-town are to be refueled and oil checked upon returning to campus.
4. Local use transportation is expected to be refueled when the gauge reads one-half full. The motor pool is open 7:00 a.m. - 11:30 p.m. Monday through Friday.
5. Any problems, broken parts, strange noises, malfunctions, etc., are to be reported to Chris Maguigan immediately. The purpose of reporting is to get the vehicle back on the road as soon as possible and prevent further damage.
6. A reimbursement of $0.47/mile (rate is subject to change) is for use of a personally-owned vehicle for local travel. You are encouraged to utilize this method for travel off campus (stores, Plant Sciences Farm, etc.) when departmental vehicles are not available. Travel to
Main Campus cannot be reimbursed since there is bus transportation available throughout the day.

7. After each trip, lock vehicle and return keys to 370 Plant Biotech Building. Leave a message on the sign-out book as to where the vehicle is located if not in the designated area.

8. Use of UT Transportation equipment is a privilege and not a right. Abuse of privileges by students, staff, or faculty may result in loss of such privilege.

9. A log is located in each vehicle for the driver to log in each trip, i.e., date, driver, beginning and ending odometer readings, and account numbers. Please comply with this request so that mileage can be charged to appropriate accounts.

10. Wearing seat belts is a state law - any traffic citation is the responsibility of the driver. We are expected to obey all posted speed limits.

11. To purchase gas and oil at an out-of-town location, use the university provided fuel cards. All fuel cards are in the leather key pocket of each vehicle. In Knoxville, fuel should be obtained from Fleet Management (Division of Finance & Administration, 1201 UT Drive, Knoxville, TN 37996-2920).

WHAT TO DO IN AN EMERGENCY WITH A UNIVERSITY VEHICLE

If there is an injury - call 911. If an accident occurs always get a police report. Usually, the Voyager card can be used for minor repairs when out of town. However, should an emergency occur where the “Voyager” card cannot be used you may call the UT Motor Pool at the following numbers: 7:00 a.m. - 11:30 p.m. 974-2134. For emergencies from 11:00 p.m. to 7:00 a.m., you may call UT Safety and Security at 974-3114. This number will get a tow-in only. For further safety precautions call 911 and request police to come to where vehicle is broken down.

Flashlights, triangular reflective flares, and other emergency items have been placed in each vehicle for your added personal safety. We encourage you to use these should the need arise.

EPP TRAVEL PROCEDURES

Authorization for travel and reimbursement of expenses must follow the provisions of UT and EPP policy. It is the employee’s responsibility to be familiar with and follow established travel policies. Deliberate disregard of these regulations while traveling on UT business or filing of an intentionally misleading or fraudulent travel claim, are grounds for disciplinary action, including termination of employment. The travel policy and other travel resources can be found at https://finance.tennessee.edu/travel/.

Sonya Dexter (353 Plant Biotech) is responsible for all travel processing and IRIS entry.

All travel must be necessary to execute official university business or educational objectives. Professional meetings, conferences, or workshops must be directly connected to your duties and role within the university. All student travel must be reimbursed in accordance with FI0535 - Student Payments (Non-Employment Related) and, if applicable, reported to the campus financial aid office.
World Travel Services Inc. is the university’s travel agency and employees are encouraged to use them to ensure that they receive negotiated discounts, required supporting documentation and assistance in complying with policy. Concur Solutions is the online self-service booking tool provided by World Travel and is available to all employees. Expenses associated with other travel agencies, including online booking tools will not be reimbursed.

If your travel is in-state, please proceed to #7. For most employees, a Travel Request is not needed for in-state travel. In-state travel is travel within the state of Tennessee and travel into another state and back in the same day.

**If travel is out-of-state or considered a foreign trip:**

1. Notify Sonya of an upcoming trip as far in advance of the trip as possible to allow for proper routing and approval.
2. All out-of-state and/or international travel require a Travel Request Worksheet (even if at no cost to UT). Sonya will email you instructions and a form to fill out (this does not need to be typed).

Provide travel information that is as accurate as possible on the request but if the information changes you can put the corrected information on the Travel Expense with a detailed reason for the change. “Destinations” are where you will lodge overnight and other places to be visited can be listed in the comments.

3. Attach supportive conference documentation and submit to Sonya.
4. The major advisor must reply to an email from Sonya authorizing the usage of their account number(s)
5. Sonya will enter the travel information into IRIS.
6. IRIS must approve the request (or your travel is not approved).
7. You will receive an email from Sonya letting you know when this has been approved.

Anyone traveling internationally on any UT funding must prepare the International Travel Registration form at http://international.utk.edu.

**Registration** – Employees may pay registration fees with personal funds and apply for reimbursement at the end of the trip or direct-bill the fees at the start of the trip (direct-bill means that the payment comes directly from the paying account and at no out-of-pocket cost to the traveler).

**If you are requesting that your conference registration be direct-billed to the university (which can be done after your travel request has been approved):**
1. This should have been noted on your travel request. When the request is approved, Sonya will email you with instructions.

2. If you can register online and save the information, fill out all but the payment information, save, and provide Sonya with the appropriate conference log-in information (NOT YOUR UT OR IRIS NETID AND PASSWORD).

3. If you can register online but it will not save the information, provide Sonya with screenshots of each registration page (so she knows what to put where when she is filling it in).

4. If you cannot register online, provide Sonya with a completed registration form.

5. You will receive an email from Sonya letting you know when this has been approved.

**NOTE:** Registrations cannot be charged to your P-Card. Registrations should not be processed more than 6 months prior to the event unless an “early bird” rate applies and is documented.

Airfare and Car Rental – Employees may purchase airline tickets/car rentals with personal funds and apply for reimbursement at the end of the trip or direct-bill the cost at the start of the trip.

If you are requesting that your airfare be direct-billed to the university (which is done after travel has been approved and after conference registration (if applicable):

**NOTE:** If you are direct-billing the airfare/car rentals, World Travel or CONCUR must be used to purchase the tickets. Travel involving additional destinations for personal reasons (personal time), flight class other than standard coach, or leaving from a destination other than your official station airport may not be purchased through direct-bill.

1. This should have been noted on your travel request. When the request is approved, Sonya will email you with instructions and a form to fill out (does not need to be typed).

2. Get an idea of the available flights, dates, times and the destination airport (to put on the form). Please note that the “destination” on this form is the airport you are flying into.

3. Return the form to Sonya.

4. Sonya will process and forward the form for approvals.

5. You will receive an email from Sonya letting you know when this has been approved. Please note that airfare for E01 and R01 accounts must go to the Treasurer's office on main campus. I may not receive notification of approval for these.

6. After 24 h, you will need to call World Travel or use CONCUR to book your final flight arrangements.

**NOTE:** For international travel, remember that the dates on the direct-bill form, the dates you registered with CIE, and the dates on the travel request must match.
**TRAVEL ADVANCE**

Advances from university funds constitute a loan to an individual. The advance must be repaid within 30 days upon completion of the travel. This must be repaid within 30 days even if you have not received any travel expense reimbursement. If a cash advance is not repaid within 30 days after the conclusion of the trip, a deduction may be made from the employee or student’s payroll check. By requesting a travel advance, the traveler is authorizing this deduction. Any person for whom a payroll deduction is made will forfeit future cash advance privileges.

This should have been noted on your travel request. When the request is approved, Sonya will email you with instructions and a form to fill out (does not have to be typed).

Please bring the completed form to me to process. Include an itemized estimate of expenses. This completed form must be submitted in time to allow for processing (including approvals, auditing and mailing/bank deposit). If not submitted in a timely manner an advance is not guaranteed.

Normally, a cash advance will not be made more than ten days before the travel departure date and will be direct deposited into the traveler’s bank account. Direct deposit is only available for University employees and UT students who have been created in IRIS. If you do not have direct deposit, please tell Sonya because it changes the process.

Advances are limited to a maximum of eighty percent (80%) of estimated reimbursable travel expenses. However, team, tour, and international travel may be advanced at one hundred percent (100%) of estimated travel costs.

Upon completion of the trip, the traveler must submit a Travel Expense Report. The amount of the advance will automatically be deducted from the total expenses incurred. If the advance exceeds the total expenses, the employee must reimburse The University of Tennessee within 30 days or the funds will be withheld from their next payroll check.

Travel advances cannot be made for items billed directly to the university.

**TRAVEL EXPENSE REIMBURSEMENT**

Reimbursement must be requested no more than 30 days after the trip; after 30 days UT is not obligated to reimburse you.

You must fill out a **Travel Expense Form**. Precise, detailed travel information must be entered on this form.

1. Attach all receipts.
2. Give the expense form and receipts to Sonya.
3. Sonya will enter the expense information into IRIS.
4. You will receive an email from Sonya when you need to come and sign the IRIS form.
5. The major advisor must reply to an email from Sonya and approve the final expenses to their account number.
6. The expense must be approved in IRIS and electronically routed for approval to the business manager of all cost centers and WBS elements that are paying for any part of the expenses.

7. You will receive an email from Sonya when the expenses have been approved.

8. The UT Travel System reimburses expenses via direct deposit to your bank account.

NOTES:
- The earlier you start on your steps the smoother, (but not faster) it will go.
- While all receipts may not be required for reimbursement it seems to pay in the end to just keep them all and turn them in with your Travel Reimbursement Form. Some charges, like for baggage at the airport, will not be reimbursed without a receipt.

FUNDING SOURCES FOR TRAVEL

Thompson Student Development Fund

Guidelines:

1. EPP Thompson Student Development Funds may be used for travel to scientific meetings, research-relevant training workshops, or other similar venues. If attending a meeting, the student should be an active participant by presentation of an oral paper or a poster.

2. Funds are not transferable to other students and remainders may not be rolled over. Instead, they will remain among the available funds for use by future students.

3. A graduated student may still have access to funds for presenting a paper at a meeting if the following criteria are met:
   a. The meeting must be no later than six months after graduation;
   b. The student’s stated affiliation must be The University of Tennessee;
   c. The reported research must have been substantially performed in Entomology & Plant Pathology at the University of Tennessee;
   d. Requests for fund use must be made and approved before the official graduation date.
   e. A student who has finished an MS degree in EPP and started a PhD program in EPP must use PhD funds rather than any remaining MS funds.

4. Major Professors and students are expected to seek outside funding and to include travel to meetings and workshops in their grant proposals. Each major advisor and student should plan to ensure that the student has funds available for the activity. Students also should be proactive in seeking potential sources of funding for their travel and plan accordingly.

5. The department head and business manager will periodically review the financial status of the fund and adjust amounts if necessary.

Graduate Student Senate (GSS) Travel Award (http://gss.utk.edu/travel-awards/)