

DEPARTMENT OF ENTOMOLOGY

UNIVERSITY OF
Nebraska
Lincoln



GRADUATE STUDENT HANDBOOK

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Revised: March 2012

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GENERAL INTRODUCTION

Welcome to the Department of Entomology at the University of Nebraska! This handbook has been prepared to introduce new or prospective students to the Entomology Department. It is a guide to graduate admission information and program procedures for prospective students. After stating the departmental philosophy toward graduate students and expectations for students beyond class work and research performance, a brief introduction to our community and the department's history is reviewed. In addition, departmental facilities available to graduate students both on campus and at district centers are described, financial assistance, and the role of the graduate committee and M.S. and Ph.D. supervisory committees follow. The final sections cover requirements for the M.S. and Ph.D. degrees. Lastly, the graduate student annual report form and a list of awards and fellowships available to graduate students completes the handbook.

GRADUATE ADMISSION INFORMATION AND PROGRAM PROCEDURES

Overall procedures and policies in the Department of Entomology comply with those established by the University of Nebraska [Office of Graduate Studies](#). However, in some cases, department requirements may be more stringent than those of Graduate Studies.

Students seeking admission to the M.S. or Ph.D. program must hold a B.S. or B.A. degree from an accredited college or university. Baccalaureate course work must include chemistry, mathematics, biology, and introductory entomology. A limited number of deficiencies may be made up during the graduate program, typically during the first semester in residence, and these courses do not count toward the program of study.

Admission information can be found at the UNL Office of Graduate Studies. The following materials should be submitted to Graduate Admissions:

- the online application form
- \$50 nonrefundable application fee

- one unofficial copy of all transcripts which can be downloaded on the [Graduate Studies](#) website. Official transcripts will be required after admission.

International students are also required to submit to Graduate Admissions:

- [Financial Resources Certification Form](#)
- [Verification of English proficiency](#)

The following materials should be sent to the Entomology Department:

- letter of intent indicating background and interests
- [three letters of recommendation](#)

An application file must be complete before an applicant can be considered for admission. Once the application is complete, the four member Department of Entomology Graduate Committee reviews the file to determine if the applicant meets requirements for admission. If the applicant is acceptable, the committee circulates information about the applicant to the faculty. Only if a faculty member agrees to serve as advisor is the applicant accepted into the graduate program. Faculty must have adequate resources to cover research expenses. Many qualified applicants are not accepted because faculty have limited resources and can advise only a limited number of students.

Minimum Entrance Requirements

M.S. – Undergraduate GPA of 3.0 or better - Full Graduate Standing. A GPA of less than 3.0 will be considered on an individual basis for provisional admission. Provisionally admitted students must earn a B or better in their first 9 credit hours of graduate entomology courses. Provisionally admitted students will have their admission revoked if they do not meet the academic standard set in their provisional admittance. Provisional status will be upgraded to full admission when the provisional admittance requirement is met.

Ph.D. – With few exceptions, the M.S. Degree is required. The Graduate Committee will not normally admit B.S. students directly into a Ph.D. program.

International Students – A minimum TOEFL score (paper--550, computer--213, or internet--79) is required by Graduate Studies.

Students applying for admission to the Department of Entomology are encouraged to submit Graduate Record Examinations scores. Although the GRE is not an absolute departmental requirement, it can be an important factor influencing our decision to accept students into our graduate program. The decision to accept a qualified applicant resides with the faculty member who wishes to become responsible for directing that student's program. In the event no faculty member accepts responsibility for a prospective student, the student is not recommended for admission.

DEPARTMENTAL PHILOSOPHY TOWARD GRADUATE STUDENTS

The Department of Entomology regards graduate education as one of the most important activities undertaken by the department. We are dedicated to producing highly trained, motivated, and successful M.S. and Ph.D. students. Faculty strive to provide an environment in which students can reach their potential as individuals and professionals. To this end, we recognize graduate education must encompass many experiences in addition to course work. Graduate degrees in entomology are research

degrees; consequently, it is important to learn research skills and gain experience in conducting research. At the M.S. level, the emphasis will be on learning the basic skills of scientific research and implementing a research protocol. At the Ph.D. level, the understanding of research will be significantly greater, and original research in which the student assumes a significant intellectual role is expected.

In pursuing these goals, the department recognizes that there are a number of other activities that will aid professional development beyond course work and research experience. Our philosophy is to regard graduate students as apprentices in the practice of science. As apprentices, it is important that students have the opportunity to participate in the broad range of activities that are conducted by professional scientists. We strive for not only growth in factual knowledge and research skills but also a broader intellectual growth. By this we mean the ability to analyze and critique published research and to develop insights and understandings into novel findings. We expect professional growth to occur through interactions with the major professor, fellow graduate students, and other faculty and staff in the department. The greater the breadth of graduate experience, the greater the potential for professional growth.

EXPECTATIONS

The specific expectations regarding classwork and research performance are described elsewhere in the handbook. It is important to note that as a member of the department, we have expectations beyond classes and research. One expectation is that you are an active member rather than only a student in the department. This involves participating in a variety of activities on both formal and informal levels; such as attending seminars, participating on committees, and joining student organizations. Involvement in these activities will be an important component of professional development.

When we speak of graduate school as an apprenticeship, we recognize that for such an apprenticeship to be successful there must be careful mentoring of graduate students. Professors in the department regard graduate student mentoring as one of their highest priorities. A student will be mentored by a major professor and secondarily through a supervisory committee. It is important that the student works with the major professor and committee to make the graduate experience as mutually profitable as possible. There are also important avenues of professional growth including interactions with other professors and associations with fellow graduate students. These are very important activities that need to be recognized early in a career.

As a student progresses through the graduate program, a number of experiences and opportunities will present themselves. Students in the department routinely attend scientific meetings where they present papers and posters, give seminars in other departments, make presentations in local elementary and high schools, assist in teaching courses, participate in extension workshops, and otherwise contribute to the overall teaching, extension, and research enterprise of the department. There are many opportunities for recognition of graduate student achievements. They include such things as travel grants to scientific meetings, fellowships, scholarships, honorary societies, and teaching and research awards both on campus and through the Entomological Society of America. Our hope is that students will take advantage of these opportunities during their tenure as a graduate student in the department.

Ultimately, students must take responsibility for their own graduate education. They are responsible for ensuring that they meet departmental and Office of Graduate Studies deadlines and requirements for their degree. Although meeting these requirements is important, it is not all students should gain from their graduate experience. We will provide other opportunities for growth, but the student must be

prepared to accept these opportunities and their associated responsibilities and obligations. The professors, staff, and fellow graduate students in the department are willing and eager to work with the student to have as successful a graduate experience as possible. We look to having students entering the department as an apprentices and leaving as colleagues.

COMMUNITY

[Nebraska](#) is located in the east-central region of the Great Plains. Bounded by the Missouri River on the east, the state offers a variety of scenery from the farming area in the east to the rolling Sandhills and the mountainous qualities of the Wildcat Hills and Pine Ridge area in the western Panhandle. Nebraska offers a wide variety of outdoor, year-round activities – check out the [Nebraska Games and Parks Commission](#) website. [Lincoln](#), the capital of Nebraska, has a population of approximately 250,000 (2000 census) and offers some of the finest cultural, historical, and recreational opportunities in the region.

[The University of Nebraska-Lincoln](#) is Nebraska's largest educational institution. Founded as a land-grant university in 1869, UNL's primary mission has three aspects: teaching, research, and extension. UNL also actively supports the fine arts and various [athletic programs](#).

UNL consists of 9 undergraduate colleges and an Office of Graduate Studies with an enrollment of approximately 24,000 students. The undergraduate colleges are Agricultural Sciences and Natural Resources, Architecture, Arts and Sciences, Business Administration, Education and Human Sciences, Engineering, Hixson-Lied College of Fine and Performing Arts, Journalism and Mass Communications, and Public Affairs and Community Service. These colleges offer bachelor degrees in more than 100 subject areas. The [Office of Graduate Studies](#) offers many programs which lead to masters, professional, specialist, and doctoral degrees. The University has [two campuses](#) – City Campus and East Campus. The City Campus is the main campus where the University's administration is located and the majority of undergraduate classes are held. East Campus classes are primarily related to agriculture but also include the Colleges of Law and Dentistry and the Barkley Memorial Center for speech and hearing.

The foundation for graduate education is research. The faculty and students at UNL are in the forefront of developing new technology and remain aware of the rapid, expanding knowledge in many fields such as entomology. One of the University's major commitments is disseminating newly acquired knowledge. The [Extension Division](#) and [Extended Education and Outreach](#) are two important programs conducted by UNL faculty and staff to educate the people of Nebraska.

On the cultural side UNL offers an array of activities. The Sheldon Memorial Art Gallery and Sculpture Garden, Kimball Recital Hall, Temple Theater complex, University of Nebraska State Museum, and the Center for Great Plains Studies Art Collection are among the cultural attractions available.

HISTORY OF THE DEPARTMENT OF ENTOMOLOGY AND ITS CURRICULUM

The University of Nebraska first opened its doors to students in 1869. In 1872 insects were recognized as being worthy of study, and entomology courses were added to the curriculum. The 1872-73 catalogue stated, "The Zoology of Agriculture will include the habits, diseases and treatment of livestock, the anatomy of the horse, the cow, the sheep and other farm animals, as well as a special consideration of insects injurious to vegetation." Entomology also was listed as one of the courses being offered.

Samuel Aughey, Professor of Natural Sciences, handled the earliest instruction in entomology. However, only a few students took entomology courses until interest in entomology increased in 1895-96. During the same year, Conway G. McMillan obtained a Masters degree with a major in geology and minor in entomology, the first graduate degree from UNL.

In 1888, Lawrence Bruner, a recognized Nebraska entomologist, was appointed to the University staff and over the next few years began teaching. However, it was not until 1895 that the Regents established the Department of Entomology and Ornithology with Lawrence Bruner as its chairman. For several years, Bruner handled the department with whatever assistance he could secure for his "special students" as they pursued their entomological studies. His students contributed to both the instructional and the experimental activities of the department.

Several of these early students became prominent entomologists and held responsible positions in many areas of the United States. Among them were: Harry G. Barber, Walter D. Hunter, J.C. Crawford, M.A. Carriker, Jr., W. Dwight Pierce, Paul R. Jones, William H. Goodwin, Harry S. Smith, Myron H. Swenk, Ralph W. Dawson, Leroy M. Gates, and Clarence E. Mickel. Others who came along a few years later and became distinguished professionally include: Cornelius B. Phillip, Robert H. Nelson, and Orlando S. Bare.

The courses offered in 1895 were preliminary (or general) entomology, economic entomology, systematic entomology, horticultural entomology, and domestic entomology. As the department's research program expanded and teaching staff grew, basic courses were updated and new courses added. [Click here](#) for a listing of current graduate courses.

Research interests, programs, and backgrounds of the faculty are diverse and allow students to pursue many avenues of scientific investigation. In the early years, taxonomic and systematic studies were the most common subjects for advanced degrees. Up until 1950, almost 60 percent of the submitted theses were in these subject areas. A wider choice of subjects has been investigated in the past 50 years because of the larger teaching staff and expanded research programs. **Current faculty and department priority areas are available [here](#).**

LAWRENCE BRUNER ENTOMOLOGY CLUB

The Bruner Club, named after Lawrence Bruner - the first department chairman - is a social and academic club for entomology graduate students. The club has six student officers and two faculty advisors. The student positions are president, vice-president, secretary, treasurer, student representative to faculty, and graduate student association representative (GSA rep). Officers are elected each April to serve a one-year term except for the graduate student association representative. The GSA rep will serve a two-year term, the first year as the main representative who will vote, the second year the representative will attend and vote if primary representative is absent.

The club is involved in numerous activities, including presentations at the Lincoln Children's Zoo, Pioneers Park Nature Center, and K-12 schools to promote interest in entomology and UNL. The club has sponsored speakers and purchased books for the department library which the club maintains. They volunteer and donate money to various groups in Lincoln. Social gatherings such as the departmental summer barbecue, international potluck, holiday parties, and canoeing/collecting trips are sponsored by the club. At times the club has organized a coed volleyball team to compete in local tournaments.

Financially, the Bruner Club is self-supporting. The main sources of income are from t-shirt and honey sales.

Club members are active in professional organizations such as the Entomological Society of America, where they present papers or symposia and regularly participate in the Linnaean Games, an insect quiz bowl competition at regional and national entomology meetings.

Bruner Club Officers

President – Lizette Dahlgren	Vice President – Travis Prochaska
Secretary – Julianne Matczyszyn	Treasurer – Ken Miwa
Student Representative to Faculty – Jessica Jurzenski	Graduate Student Association Representatives – Irfan Ullah, Ana Maria Velez
Faculty Advisors – Dr. Steve Danielson, Dr. Nick Miller	

FACILITIES AVAILABLE TO ENTOMOLOGY GRADUATE STUDENTS

[Department of Entomology](#)
[103 Entomology Hall, East Campus](#)
[Lincoln, Nebraska 68583-0816](#)
[\(402\) 472-2123](#)

The Department of Entomology is located on the East Campus of UNL in appropriately named Entomology Hall. Entomology offices and laboratories are also located in the Insectary and Biochemistry Hall.

Other East Campus Facilities

The Department of Entomology is conveniently located near several important facilities: the C.Y. Thompson Library, the Statistics Department in Hardin Hall, and the East Campus Union. The C.Y. Thompson Library collections emphasize agriculturally related material. The East Campus Union has a bookstore, a cafeteria, recreational areas, and meeting facilities.

Research Facilities

Research facilities in the department are assigned to staff members on the basis of research programs. Graduate students have access to these facilities through their advisors. The Entomology Department conducts limited field research at the East Campus location. Most field research is conducted at the University of Nebraska Agricultural Research and Development Center, located near Ithaca, or at district centers located at Ithaca, Scottsbluff, North Platte, and Concord. These district centers are staffed by both research and extension specialists from various disciplines.

[University of Nebraska State Museum, Division of Entomology](#)

[Systematics Research Collections](#)
[W436 Nebraska Hall](#)
[Lincoln, NE 68588-0514](#)
[\(402\) 472-2614](#)

The entomology research collections, established over a century ago, contain about 2 million specimens and are ranked among the top 20 collections in the United States. The Great Plains is especially well-represented as are holdings from the Neotropics. A large fluid collection is also maintained, and the reprint collection numbers about 15,000 titles dealing primarily with systematics. Working space and microscopes are available for visitors to the collections.

University of Nebraska Ag Research and Development Center (ARDC)

1071 County Road G
Ithaca, Nebraska 68033
(402) 624-8000

Approximately 80 acres of land, 20 of which can be irrigated, are currently assigned to the Entomology Department. Equipment and facilities include: soil washing facilities, research laboratories, storage buildings, shop areas, and a full complement of small plot farm implements. Most of the entomology research conducted at the ARDC pertains to the biology, ecology, and management of field crop insects, turfgrass arthropods, apiculture, landscape entomology, and insect pests of livestock. The department also has limited access to large crop acreages on the 9,500-acre ARDC facility.

Panhandle Research and Extension Center (PHREC)

4502 Avenue I
Scottsbluff, Nebraska 69361
(308) 632-1230

The Panhandle Center is unique from other centers by having three satellite field laboratories associated with it: the Scottsbluff, the High Plains, and the Northwest Agricultural Laboratories. Access to irrigated and dryland field plot areas is available at all locations. The center itself has 320 acres for research plots and has an entomology laboratory, insect rearing, and greenhouse space. Graduate student office space is available along with housing facilities at the Scottsbluff and High Plains Agricultural Laboratories. Recent research emphasis has been on pests associated with wheat and specialty crops such as sugar beets and dry beans.

West Central Research and Extension Center (WCREC)

402 West State Farm Road
North Platte, Nebraska 69101
(308) 696-6740

WCREC has excellent facilities with work space and equipment for graduate students and staff. Graduate students have housing facilities available, are provided with office space, and have access to office equipment. Growth chambers are available for controlled environmental studies and rearing rooms provide space for insect rearing. Pastures, swine facilities, and feedlots are located at the center. A screened fly barn permits controlled studies in livestock entomology. UNL also maintains the Gudmundsen Sandhills Laboratory, a 13,000-acre ranch near Whitman, Nebraska, where a cattle herd of 750 head is available for livestock studies.

South Central Agricultural Laboratory (SCAL)

P.O. Box 66
842 Road 13
Clay Center, Nebraska 68933
(402) 762-4403

The South Central Ag Laboratory (SCAL) is located four miles west of Clay Center on State Spur 18D. The office building adjoins the USDA Roman L. Hruska Meat Animal Research Center and the Great Plains Veterinary Education Center (GPVEC). Office and laboratory space is available for entomology research. Limited dormitory space for student housing is available through GPVEC. The SCAL Research Farm, located four miles north of the office building, is well equipped for field research. Currently 640 acres are being used for research, including both dryland and irrigated crop production. Entomology programs focus on insect pest management and biological control of corn and grain sorghum insects.

[Northeast Research and Extension Center \(NEREC\)](#)

601 East Benjamin Avenue, Suite 104

Norfolk, Nebraska 68701-0812

(402) 370-4000

The UNL Northeast Research and Extension Center (NEREC) is headquartered in Norfolk. The NEREC District Director administers the Extension program in the 28 county area of the Northeast District. Extension educators work closely with research and extension specialists at the district center and the Haskell Ag Laboratory at Concord to address the research and education needs of citizens in northeast Nebraska.

[Haskell Agricultural Laboratory \(HAL\)](#)

57905 866 Road

Concord, Nebraska 68728

(402) 584-2234

Haskell Agricultural Laboratory is well equipped to conduct applied entomological field studies. In recent years, research has primarily focused on European corn borer, soybean arthropods, and chemigation. The center houses several chemigation units, including a four-tower overhead center pivot and a six-tower lateral overhead irrigation system. The center also houses the necessary high clearance ground application equipment necessary for insecticide research. A modest rearing facility is operable, and a shop is available for equipment manufacture, storage, and upkeep. Graduate student work space is limited but adequate for some students.

DEPARTMENTAL SERVICES, FACILITIES, AND SUPPLIES

Computers – Are provided in the graduate student offices. Since many students will be using these computers, your files should be backed up on other sources (DVD disk, CD disk or USB flash drive) rather than onto the hard drives. The network also provides access to laser printers. In accordance with university policy, the laser printers are to be used with job-related projects only. The laser printers may be used for course work or assistantship work.

The PCs allow students to obtain research information, use SAS, run other programs, and use electronic mail capabilities. Each student is entitled to a UNL email account. Consult your advisor if additional computing capabilities are required.

Questions and clarifications on the computing information and policies outlined above may be obtained from the chair of the graduate student computer committee.

Private Use – Use of computer resources by faculty, staff, or students for personal purposes or monetary gain is prohibited unless approved by the *Board of Regents* or an administrative officer designated by the *Board of Regents* for such approval. The university must be reimbursed for all such use.

Departmental Rules for Graduate Student Computer Use

1. Do not add shortcuts to the desktops.
2. Do not remove browser shortcuts.
3. Do not change desktop backgrounds or defaults in programs without consulting a computer committee member.
4. Do not add or delete programs without consulting a computer committee member.

5. Do not use computers for pornography – this is a University regulation. See **Ethical Conduct for the Use of UNL Computing Resources**.

Ethical Conduct for the Use of UNL Computing Resources – University policy about the use of University computers is very specific and carries very severe penalties if misused. University computers, network, or any equipment used for hacking, malicious use, and pornography are grounds for immediate dismissal, criminal prosecution, or both.

Any person who is in violation of the University policy regarding the use of computing resources may lose access to these resources and be subject to disciplinary action. Among the more serious violations are:

1. Use of University computing allocations for private or personal purposes, or for purposes other than those for which the allocation was granted.
2. Violation or attempted violation of the rights of others including:
 - a. The rights of privacy.
 - b. The rights of ownership.
 - c. The right to equitable access to computing resources.
3. Modification or attempted modification of the operating environment of the facilities without authorization.
4. Theft or attempted theft of data or programs belonging to others.

The University intends to meet its responsibilities to ensure the privacy of the users of the resources and to ensure that public monies are used as intended.

FAX Usage. No personal FAX messages can be sent from the department. Since UNL has tax-exempt status, the state of Nebraska does not allow personal use of the FAX machine.

Supplies. All office supplies should be requested through the main office or the student's advisor.

Photocopier. The copier is available for use by graduate students. Students must get a code from the Entomology main office to gain access. Copies that are not for departmental research or teaching are 5 cents/page.

Keys. Graduate students should go to the departmental main office to obtain building keys. Students must return keys when they finish their programs. Students should secure their personal belongings when they are in the building and remember to lock all doors during non-business hours.

Desk Space. The major professor in conjunction with the Bruner Club vice-president will locate a desk for the student. As other individuals leave, students have the option of changing desks.

FINANCIAL ASSISTANCE

Graduate Assistantships

The Department of Entomology offers graduate research assistantships (GRA) and graduate teaching assistantships (TA) to both M.S. and Ph.D. students. Entomology GRAs are on 0.49 FTE appointments which require up to 20 hours of service per week at the discretion of the major advisor. The service may include working for the major advisor, the department, etc. Service is in addition to normal student activities (classes, thesis/dissertation research). Minimum and maximum enrollment requirements are

listed below. Entomology TAs are on 0.33 FTE appointments which require approximately 13 hours of service (teaching) per week. TA appointments are for the academic year. Entomology TAs are usually appointed to research assistantships during the summer. Graduate students who are employed are advised not to exceed the following registration guidelines established by the Graduate Council. Maximum registration guidelines, registration requirements for full/part-time status, and registration requirements can be found [here](#).

Departmental assistantships are competitive and a limited number are available. They may be funded from state or federal appropriations or from grants received from state, federal, or private granting agencies. Although the monthly stipends for M.S. and Ph.D. assistantships are slightly different, all M.S. and Ph.D. assistantships offered by the Department of Entomology will be at the same monthly rate, respectively. However, students who apply for assistantships from external units or agencies may receive the monthly stipends approved by that unit or agency. Assistantships that are included in a grant provided to a faculty member will be considered as a Department of Entomology assistantship and must be at the departmental rate.

GRAs at district centers carry out their research under the direction of an advisor at the district center and complete formal course work during the academic year in Lincoln under the direction of a co-advisor.

Occasionally, a student may have particular training needs which must be obtained through a cooperative program with another department. In this case, an assistantship may be arranged, with the approval of the advisors and department chairpersons involved, for funding through both departments.

Because assistantships carry a work requirement, students appointed 0.49 FTE are limited to a maximum of 12 credit hours per fall or spring semester and 6 credit hours per 8-wk summer session, 4 credits per 5-wk session, and 2 credits per 3-wk session. Graduate assistantships of 0.49 or 0.33 FTE provide a tuition waiver. Graduate assistants appointed more than 0.33 FTE for two consecutive semesters in a given academic year may be eligible for up to 12 hours of tuition waiver during the summer sessions if they are not on appointment. Student eligibility should be clarified with Graduate Studies. Graduate assistants on tuition waiver are required to pay student and program fees. Graduate students on tuition waiver who withdraw from the graduate program or resign their RA/TA during a semester, are required by UNL to pay all or a portion of the tuition costs for that semester.

Department of Entomology stipends for the 2011-2012 academic year are:

Graduate Research Assistant – 0.49 FTE

M.S. – \$19,050 (\$1,587.50 monthly); Ph.D. – \$20,010 (\$1,667.50 monthly)

Graduate Teaching Assistant – 0.33 FTE

M.S. – \$15,875 (\$1,587.50 monthly/10 months); Ph.D. – \$16,675 (\$1,667.50/10 months)

Full-Time Student Certification

Students who need the Office of Graduate Studies to certify full-time status must enroll for at least nine credit hours during each academic year semester and six hours during the summer sessions. [Click here](#) for information in the *Graduate Bulletin*. With approval of the Dean of Graduate Studies, students in a thesis-option masters degree program in their final semester (i.e., Option I) or candidates for doctoral degrees, registered for fewer than the minimum hours required for a full program may be granted full-

time status provided they are not employed more than 20 hours per week (half time). [Click here](#) to request Certification of Full-Time Graduate Status.

Scholarships and Fellowships

Scholarships and fellowships are available to both M.S. and Ph.D. students. Any student interested in applying for unrestricted fellowships can check out the [Graduate Studies](#) website. For information relating to fellowships and scholarships restricted to the Department of Entomology, refer to **Appendix II**. Scholarships and fellowships may be offered in addition to other financial assistance. The student should be aware of all stipulations on any fellowship or scholarship for which he/she is applying, and should consult the [Funding](#) section in the *Graduate Bulletin* General Information Section, "Financial Aid" and "Employment and Registration. "

Fellowship recipients are required to be "full-time" students (at least 9 hours per spring and fall semester) during the term of their appointment. Most fellowships are academic year appointments and enrollment requirements do not normally apply to summer sessions.

Hourly

A student may be employed on an hourly basis on a project in the area of his/her study. Pay is based on amount of experience and academic level (B.S., M.S., Ph.D.). A student being paid on an hourly basis is not eligible to receive GRA or TA benefits.

Other Assistance

Information regarding other types of financial assistance such as loans may be obtained from the [Office of Scholarships and Financial Aid](#).

UNIVERSITY HEALTH SERVICES

If a student takes at least seven hours during academic semesters, or at least 4 hours during each 5- or 8-week summer session, Health Center services are included with the student fee payment. If fewer hours are taken, fees are reduced and health services are not included. However, if a student needs University Health Center services during the semester, they can pay the fees when they go to the Health Center.

A graduate student on an assistantship will be provided basic individual [student health insurance](#) at a reduced rate. The student and UNL shares in the cost of the premium. Approximately 21 percent of the health insurance premium annual cost will be directly billed to the student's account. Students who do not want the UNL health insurance will need to complete a Waiver of Insurance Form each semester and submit to the Health Center business office within 14 days of the beginning of the semester. F1 or J1 visa holding international students must participate unless they provide proof of comparable insurance and complete a waiver each semester by the published deadline. [Click here](#) for Frequently Asked Questions for students.

ROLE OF THE DEPARTMENT GRADUATE COMMITTEE

The graduate committee serves as a resource body to students and faculty and formulates and recommends changes in policy pertaining to curricula and departmental requirements for advanced degrees.

The graduate committee consists of a graduate chair plus three other elected members. The graduate chair will be a member of the graduate faculty and be appointed by the department head to a three-year term after having served one or more years as a member of the graduate committee. Elected members will be graduate faculty elected by a vote of the entire, eligible faculty to a three-year term with reelection possible. Elections will be held on a staggered basis, i.e., one new member of the committee will be elected each year as one existing member rotates off the committee after their three-year term is completed. Elections will be held in May each year. Courtesy and adjunct faculty are not eligible to serve on the committee nor are they eligible to vote for members of the committee during the May election.

Graduate Chair Responsibilities

The graduate chair will be the contact person for all graduate applicants and has other responsibilities assigned by the Office of Graduate Studies. The graduate chair will represent Entomology Department in all interactions with the Office of Graduate Studies. The chair will preside at all graduate committee meetings and will circulate a call for agenda items prior to each meeting. With the assistance of the department office staff and the distance education coordinator, the graduate chair will manage relevant record keeping and documentation. The graduate chair will also manage and administer the general entomology exam that is required for all graduate programs.

Letters of acceptance and official offering of assistantships will come from the chair of the graduate committee following recommendations from the graduate committee and the faculty member agreeing to serve as major advisor. All correspondence regarding graduate programs, including requests for waivers of requirements, should go through the graduate committee chair and not directly to the Office Graduate Studies.

Elected Member Responsibilities

Elected members will provide faculty governance for all graduate programs, will vote on the approval of graduate school admission applications, and will vote on all matters they are asked to consider by the chair or department head. They will also receive input from all faculty and supply agenda items to the graduate chair.

Graduate Program Applications

The graduate chair and voting members will review all graduate applications and make recommendations for approval, approval with conditions, or non approval. At least three voting members must consider all applications, and if necessary, the graduate chair may appoint a substitute member from the entomology faculty to obtain the necessary members to consider an application. If consensus on the status of an application is not reached, the department head will be notified. All disagreements will be settled by a majority vote with the department head casting the deciding vote in case of a tie. The graduate chair will distribute all approved applications to the faculty. If an applicant designates a specific faculty member that they wish to study with, the graduate chair will indicate such when the application is circulated. If the applicant does not indicate a specific faculty member, graduate committee members will not contact applicants until all faculty have had an opportunity to review the application.

2011-2012 Entomology Graduate Committee

- Marion Ellis, Chair
- Ashley Hall
- Jeri Cunningham, Secretary for Graduate Committee
- Steve Danielson
- Bob Wright

ROLE OF THE SUPERVISORY COMMITTEES

The faculty member recommending admission of an applicant will serve as chair or co-chair of the supervisory committee. It is the chair's responsibility to see that all activities relating to the student's graduate program comply with the regulations and procedures of UNL and the department.

During the first semester in residence, the candidate in conjunction with her/his faculty advisor should establish their supervisory committee.

M.S. Supervisory Committee – A supervisory committee for the M.S. degree consists of not less than three graduate faculty.

Ph.D. Supervisory Committee – The major professor assists the student in developing a proposed supervisory committee. The supervisory committee will consist of at least four graduate faculty. All members must either be on the graduate faculty or be non-graduate faculty approved to perform specified graduate faculty duties. At least one graduate faculty member external to the academic department or area in which the doctorate is to be granted must be included on the supervisory committee. If a minor is desired for a Ph.D., a faculty member from the appropriate department must be a member of the committee. When the representative of the minor department is a graduate faculty member, he/she may also serve as the outside representative.

Satisfactory Progress Requirement – In order to meet the Department of Entomology satisfactory progress requirement, graduate students must meet all department graduate program requirements, demonstrate progress on their research program, and make Bs or better in all courses in the major department. A grade of B- or lower is not considered a passing grade in the major. If a student receives a grade of B- or less in the major or C- or less in any collateral or supporting area of work, the student's supervisory committee must meet and review the academic progress of the student. The supervisory committee will then make recommendations to the department graduate committee regarding the student's continuation in the graduate program.

Leave Policy for Graduate Students – UNL does not have a leave policy for graduate students. Any leave granted is at the discretion of the department. Graduate research assistantships (GRA) and teaching assistantships (TA) offered to students carry specific and implied obligations. A student accepting the GRA/TA agrees to work toward these obligations as specified by the major advisor. At the same time, the department and faculty recognizes the reasonableness of requests for leave and the hardships that students may incur if leave is not granted. Reasonable requests may include illness and/or personal matters. The university and/or the department does not have a policy for long-term illness. The graduate student should submit a request for leave by email to their major professor. This leave request should include 1) beginning and ending dates, 2) reason for absence, and 3) a phone number where the student can be contacted in case of an emergency. Approval notice will be emailed to the student and copied to the entomology graduate secretary by the major professor.

Students receiving a GRA/TA also need to be aware that semester breaks are breaks from class only, not leave time, and that they are still responsible for fulfilling their research and other obligations during those periods. This policy shall apply to all resident students with an assistantship and those on fellowships and/or funding from other sources. All students are supported financially by investments of time and space by both the faculty and the department and are expected to make reasonable progress in their graduate program.

International students need approval and documentation from International Affairs and the department to assist with and meet the needs of immigration and visa issues prior to leaving / reentering the USA. International students departing the country on protracted leave will cease to receive a stipend during an extended leave time. Documentation verifying receipt of a stipend upon their return should be requested from the entomology office associate before departing.

REQUIREMENTS FOR THE MASTERS DEGREE

[Resources for current graduate students](#)

[M.S. residency and time requirements](#)

Masters Degree Options

The Office of Graduate Studies offers the degree of Master of Science under three options.

Option I

Option I, the only option requiring a thesis, should be taken by individuals who are preparing for careers in research and scholarly work or in college or university teaching. Only Option I students may receive graduate research assistantships. Students seeking an M.S. in Entomology generally follow Option I.

The student, in consultation with the major advisor, selects the subject of the thesis from the candidate's field of major interest. The thesis topic must be approved by the student's supervisory committee. The thesis should reveal a capacity to carry on independent study or research and should demonstrate the student's ability to use the techniques employed in her/his field of investigation. The thesis must conform in style and form to the Office of Graduate Studies specifications. Examples may be checked out from the entomology main office or examined in Love Memorial Library.

CHECKLIST FOR OPTION 1

- Read general regulations and M.S. degree sections of the [Graduate Bulletin](#) and the Entomology Graduate Student Handbook and follow master degree deadline dates through completion of the degree.
- Form a supervisory committee during the first semester in residency** – The advisory committee must consist of at least three members. The supervisory committee also serves as the examining committee.
- Hold First Meeting of the M.S. Supervisory Committee**

The objectives for the first committee meeting of M.S. students are to identify any deficiencies, establish a program of courses (including a minor, if desired), and define a research program. To meet these objectives, the student needs to prepare some preliminary information consisting of three parts before the first committee meeting.

 - Develop a list of the student's undergraduate course work emphasizing all science, mathematics, and any other supporting courses.
 - Identify courses to be taken to remove deficiencies (if any). These courses will not count toward the masters program. Course deficiencies must be removed before submitting the Memorandum of Courses.
 - Present a list of proposed courses to fulfill degree requirements with proposed courses listed in chronological order by semester. The student should ensure that the criteria listed under "Requirements for the Masters Degree" are met.
 - Prepare a general statement of the problem to be researched and briefly describe the objectives to be accomplished.

- **Memorandum of Courses** – must be filed before letter grades, no reports, or incompletes are received for more than half of all credit hours in the student's program.

Core Curriculum Courses – To meet core curriculum requirements, M.S. students must take, or have taken, Biology and Classification of Insects and a second course selected from either Insect Physiology or Insect Ecology. In addition, M.S. students are required to take two credit hours of seminar (one must be ENTO 905). These seminars include formal presentations by the students.

Seminar and Significant Teaching Assistant Experience – Students may substitute "significant teaching assistant experience" or focused journal club experience for one of the required M.S. or Ph.D. seminars. Either substitution must be approved by the supervisory committee. To qualify for significant teaching assistant experience, the student must enroll in one hour of independent study with the course instructor and receive a passing grade. A student must demonstrate that both of the following teaching activities have taken place at least 3-5 times during the course of a semester: 1) presenting original lectures (=synthesizing information) to students and presenting it in a classroom format, and 2) preparing original laboratory materials (e.g., handouts, collections, PowerPoint presentations). "Original" in this context does not include downloaded information from the web or copies of material developed by secondary parties.

- Must have at least 30 total credit hours (beyond the B.A. or B.S.)
- Must have at least 22 (22-24) credit hours of courses. (This is a department requirement; the Office of Graduate Studies allows 20-24 credit hours.)
- Only 6-8 credit hours for master's thesis. (The department will only allow 6-8 hours to be included on Memorandum of Courses but additional hours may be taken; the Office of Graduate Studies allows 6-10.)
- At least half of all hours in major area
- 8 credit hours in courses open exclusively to graduate students (900- or 800-level courses without 400 counterparts)
- Must take Entomology 800 (Biology and Classification)
Must take one of the following courses: ENTO 801 Insect Physiology or ENTO 806 Insect Ecology
- Must take two credits of seminar (typically ENTO 905) (Seminar must include a formal [ca. 40 minutes] presentation.)
- Minors (which are optional) require nine credit hours in the minor department and a member of the minor department should be on the advisory committee.
- Indicate to the advisory committee the general area of research and provide a brief description of proposed research objectives. A brief description of the research topic or field is required on the Memorandum of Courses.
- After meeting, the Memorandum of Courses must be signed by the major professor, graduate committee chair, and member of the graduate committee from the minor department.
- The Office of Graduate Studies will send a copy of the approved Memorandum of Courses to be placed in the graduate student's file in the main office.

Hold Second Committee Meeting with M.S. Supervisory Committee – M.S. students must meet with their committee during the second semester in residency. There are two main objectives for this meeting. The first is to confirm the proposed course of study; if changes in courses occur, reasons for the change should be supplied. The second is to prepare formal research proposal for presentation to committee. It should include: review of pertinent literature – although the literature review will need to be expanded as research progresses, a thorough basic knowledge is necessary to

develop sound objectives and a strong plan of attack. The review should be sufficiently complete at this point to guarantee that the committee is comfortable with the student's knowledge of the research area.

- Statement of research question – what is needed and what new knowledge will be contributed.
- Research objectives – define the specific research objectives to address the research question.
- Procedures – for each objective, describe the specific experimental procedures to be followed including experimental design and analysis along with a schedule of activities.
- Put revised research proposal (revised in response to committee suggestions) in student folder.

If a student enters school in January and plans to perform extensive field research that summer, an expanded research proposal is needed for the first semester committee meeting.

☐ **Annual Committee Meetings with Supervisory Committee**

- Inform committee of progress in courses and research. Make any necessary modifications to research as needed (and to the program of study if absolutely necessary; changes will require approval from the Office of Graduate Studies). A written summary of research findings to date is encouraged.

The major advisor should send a memo to the graduate committee chair indicating that a meeting was held and whether satisfactory progress has been made to date. This will be included in the student's file in the main office.

- ☐ Complete **Annual Review of Student Progress** (see **Appendix I**) during the fall semester to submit to the department head. A meeting will subsequently be scheduled.

☐ **Preparation for Graduation**

- File [Application for Degree](#) and \$25 with Graduation Services effective for current term only.
- **Thesis Preparation.** Follow [Guidebook for Preparation and Submission of an Electronic Thesis](#). A copy must be presented to the supervisory committee a **minimum of two weeks** before the oral exam. Electronically submit the title page and abstract to the master's specialist for preliminary review and approval at least two weeks (one week in summer) prior to the oral defense or by the posted deadline. Present thesis seminar to the department and defend the thesis with the supervisory committee. Non-thesis related questions also may be part of this exam at the committee's discretion.
- The [Final Examination Report for Masters Degree](#) must be submitted at least four weeks (three in summer) prior to the date of the oral exam. Final examinations are required for M.S. candidates and are open to all faculty, staff, and students. Send (or take) completed form signed by advisor(s) and graduate committee chair to the master's programs specialist in Graduate Studies, 1100 Seaton Hall. Receipt of form generates the final graduation check. The form should include the date and time of the exam and names of oral exam committee. Approved form will be returned to the major advisor for safekeeping until the day of the thesis defense.

☐ **Examinations**

- **Entomology general exam** (or Entomology Certification Board exam) consists of a standardized entomology exam developed and administered by the department. The exam may be taken up to a total of three times but only one time per semester and once during the summer.
- When a student has substantially completed courses in the program, he/she must pass a written comprehensive examination and an oral examination required by the Entomology Department. This exam must be completed within ten months but no less than one week prior

to the oral exam. The objectives of these examinations are for the student to demonstrate proficiency in general entomology and biology, and to apply entomological and biological principles and information in problem solving situations.

- The specialized exam is developed by the student's supervisory committee. The supervisory committee will function as the examination committee that is required by the Office of Graduate Studies.
- The oral examination is essentially a defense of the thesis and is conducted in a manner similar to a seminar. The examination, sometimes called the thesis defense, consists of two parts. In the first phase, the student presents research results to an open audience: faculty, students, and other interested individuals may attend and ask questions. In the second phase, the student and her/his supervisory committee complete the examination during a closed session, but other faculty may attend.
- Pass a specialized exam for the minor (if required, this can be waived by the minor department).

□ Final Steps to Graduation

- Procedures to deposit the thesis following the oral examination are available in the [Guidelines for Preparation and Submission of an Electronic Thesis](#).
- Schedule exit interview with department head.
- Remember to give the business center a change of address if moving to another city or state (important for mailing the W-2).
- Make sure desk space is cleaned out.
- Return UNL keys to the entomology main office.

Option II

Option II offers students a wider range of courses than permissible under Option I and no thesis is required. A student must earn a minimum of 36 semester hours of credit in courses representing a major and either one or two minors. A thesis is not required for students selecting Option II. A program consisting of a major and one minor must include not fewer than 18 hours in the major and 9 hours in the minor. If two minors are selected, the major must total at least 15 hours and the minors at least 9 hours each. In either case, at least 12 of the 36 hours must be earned in courses open exclusively to graduate students (900 level or 800 level without 400 or lower counterparts).

Option III

Option III permits the substitution of more intensive work in advanced courses. Typically, only students having M.S. degrees with a thesis are admitted into Ph.D. programs. Under this option, a student must earn a minimum of 36 semester hours of credit, at least 18 of which must be earned in courses open exclusively to graduate students (900 level or 800 level without 400 or lower counterparts). This program must include no fewer than 18 hours in the major, and a thesis is not required.

REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY DEGREE

[Resources for current graduate students](#)

[Academic residency requirements / time limits](#)

CHECKLIST

- ❑ Read general regulations and Ph.D. degree sections of the [Graduate Bulletin](#) and the Entomology Graduate Student Handbook and follow [Ph.D. Degree Forms and Deadlines](#) through completion of degree.

- ❑ [Ph.D. Supervisory Committee](#) – The supervisory committee for the Ph.D. degree consists of at least four graduate faculty. All members must either be on the graduate faculty or be non-graduate faculty approved to perform specified graduate faculty duties. At least one graduate faculty external to the academic department or area in which the doctorate is to be granted must be included on the supervisory committee. If a minor is desired for a Ph.D., a faculty member from the appropriate department must be a member of the committee. When the representative of the minor department is a graduate faculty member, he/she may also serve as the outside representative. A dissertation reading committee (two supervisory committee members other than the chair) is designated. The reading committee will evaluate the dissertation before it is circulated to the entire supervisory committee. Submit [Appointment of Supervisory Committee](#) form to the Office of Graduate Studies. It should be filed by the student prior to the completion of 45 credit hours, exclusive of research tools or language requirements.

- ❑ **Hold First Committee Meeting** – The objectives of the first meeting include identifying any deficiencies, establishing a program of courses (including a minor, if desired), determining how the language/research tool, collateral field, minor requirement will be met, and defining a research program. The student needs to assemble preliminary information to accomplish the following four objectives:
 1. A list of background courses is required and should include relevant undergraduate and graduate courses. The supervisory committee uses the graduate course list to determine how many credits the student can transfer from their M.S. degree and to help the student select appropriate courses to provide a sound program of study. Thirty hours (counting a maximum of eight hours thesis work) are accepted from the M.S. degree. If the student earned more than 30 hours during her/his M.S. program, the supervisory committee may accept up to 15 additional hours towards the Ph.D. degree. Identify courses to be taken to remove deficiencies (if any). These courses will not count toward the Ph.D. program.
 2. A list of proposed courses (listed chronologically by semester) is required and should satisfy the following requirements: 1) graduate work must total at least 90 hours, including dissertation; 2) at least 45 hours and half of all total hours must be completed after the proposed program is approved by the Office of Graduate Studies; 3) at least one half of the course work, including dissertation, should be taken in entomology (this includes hours taken during the M.S. program); 4) three semester hours of formal presentation seminars are required; and 5) if a minor is desired, at least 16 hours must be taken, and at least 6 hours must be from courses open exclusively to graduate students (900 level or 800 level without 400 or lower counterparts).

3. A Ph.D. candidate must satisfy the language, research tool, minor, or collateral field requirement. In the Department of Entomology, a minor will meet the language/ research tool requirement. If courses are taken to fulfill the collateral field requirement, they are in addition to the required courses previously mentioned.
4. Students must prepare a general outline of the proposed research to include a general statement of the problem and a brief description of proposed research objectives.

□ Prepare [Program of Studies for the Doctoral Degree](#)

Core Curriculum Courses – To fulfill core curriculum requirements, Ph.D. students must take, or have taken, Biology and Classification of Insects and either Insect Physiology or Insect Ecology. In addition, Ph.D. students are required to take three credit hours of seminar, which must include formal presentations. One M.S. presentation seminar course may be counted toward the Ph.D. seminar requirement.

Seminar and Significant Teaching Assistant Experience – Students may substitute "Significant Teaching Assistant Experience" or focused journal club experience for one of the required M.S. or Ph.D. seminars. Either substitution must be approved by the supervisory committee. To qualify for "Significant Teaching Assistant Experience," the student must enroll in 1 hour of independent study with the course instructor and receive a passing grade. A student must demonstrate that both of the following teaching activities have taken place at least 3-5 times during the course of a semester: 1) presenting original lectures (=synthesizing information) to students and presenting it in a classroom format, and 2) preparing original laboratory materials (e.g., handouts, collections, PowerPoint presentations). "Original" in this context does not include downloaded information from the web or copies of material developed by secondary parties.

Must take at least 90 total credit hours (beyond the B.A. or B.S.)

- Can have at least 30 credit hours apply from the masters degree. Up to 15 additional credits from the masters degree can apply toward the Ph.D. (at the discretion of the supervisory committee).
- Can have 6-8 credit hours for master's thesis research be applied toward the Ph.D.
- At least 45 hours and half of all total hours must be completed after the program of studies is approved (courses being taken in the semester the program of studies is filed with the Office of Graduate Studies count as after the filing).
- At least half of all total hours should be in entomology (hours from the masters degree and dissertation can count toward this total)
- Between 12-55 hours of dissertation research
- Must take or have taken ENTO 800 – Biology and Classification
Must take or have taken ENTO 801 – Insect Physiology or ENTO 806 – Insect Ecology.
Must take 3 credits of seminar (typically Entomology 905) (Seminar must include a formal [ca. 40 minutes] presentation; 1 credit hour seminar from the masters degree can count toward this requirement.
- At least half of the total credit hours must be completed at the University of Nebraska.
- **Language/Research Tool/Collateral Field/Minor.** The Department of Entomology requires a doctoral student to take a foreign language, a research tool, a collateral field, or a minor. Latitude is given in determining how this requirement will be fulfilled; however, the completion of this requirement should increase the student's research ability and contribute to their

professional status. Proposed course work or study to complete this requirement must have prior approval from the student's supervisory committee.

All Ph.D. students must qualify in one of these areas, which is regarded as an addition to the regular course of study. Consequently, credit hours to meet this requirement (except for minors) will not count toward the total needed for the Ph.D. degree.

Language – A demonstrated reading knowledge of a foreign language or sufficient knowledge to converse in the language and translate both directions. German, French, Russian, Spanish, Italian, Portuguese, Greek, Latin, the Scandinavian languages, or the Oriental languages are suggested languages. International students may use English as a second language to meet the language/research tool requirement.

Research Tool – Demonstrated mastery of a special technique approved by the supervisory committee. A research tool should be chosen from an area not related to, but supplementing, the entomology major or minor. Various supporting subject areas are open for consideration and must be approved by the supervisory committee and the graduate committee. Although courses may be taken to learn a research tool, courses will not meet the research tool requirement. The student must demonstrate mastery of the research tool to her/his supervisory committee or to other suitable individuals designated by the supervisory committee.

Collateral Field – An acceptable collateral field must include a sequence of courses totaling at least 15 semester hours in a field related to but not overlapping the student's major or minor areas. Credits may not apply toward 90 hours required for a Ph.D. Unless otherwise specified by the supervisory committee, these courses: (1) must be carried in one department and completed with a grade of C or above, and (2) cannot be counted as a part of the graduate program leading to the Ph.D. Undergraduate courses may be included as long as they were not taken to meet a previous degree requirement.

The student's supervisory committee has the prerogative of choosing to administer reading examinations in approved foreign languages and/or examinations to determine proficiency if a research tool or collateral field is chosen as part of the graduate program. The supervisory committee may accept course credit instead of special examination as evidence of satisfactory completion of the foreign language or collateral field requirement.

Minor – The department accepts a formal minor to meet this requirement (credits for a minor do count toward the Ph.D.). The minor must include 16 credit hours with 6 credit hours in courses open exclusively to graduate students (900- or 800-level courses without 400 counterparts), and credits from the masters degree may not apply toward the minor.

- The Program of Studies for the Doctoral Degree form must be signed by the supervisory committee chair(s) before sending to the Office of Graduate Studies.
- The Office of Graduate Studies will send a copy of the approved Program of Studies to be placed in the graduate student's file in the main office.

□ **During Second Semester of Residency**

Hold Second Committee Meeting – Ph.D. students must meet with their committee during the second semester in residency. There are two main objectives for this meeting. The first is to confirm

the proposed course of study and, if changes in courses occur, reasons for the change should be supplied. The second is to evaluate the research proposal. The research proposal will include:

Prepare formal research proposal for presentation to committee. It should include:

Review of pertinent literature – although the literature review will need to be expanded as research progresses, a thorough basic knowledge is necessary to develop sound objectives and a strong plan of attack. The review should be sufficiently complete at this point to guarantee that the committee is comfortable with the student's knowledge of the research area.

Statement of research question – what is needed and what new knowledge will be contributed.

Research objectives – define the specific research objectives to address the research question.

Procedures – for each objective, describe the specific experimental procedures to be followed including experimental design and analysis, schedule of activities.

A revised research proposal (revised in response to committee suggestions) should be placed in student's folder.

If a student enters school in January and is planning to perform extensive field research that summer, an expanded research proposal is needed for the first semester committee meeting.

☐ **Annual Supervisory Committee Meetings After the First Year**

After the first two committee meetings, Ph.D. committees will meet annually to review the student's progress. This meeting will include a written summary of the student's progress in course work and dissertation research. Any proposed changes in course work or research direction must be approved by committee action and recorded prior to the change.

- Inform committee of progress in courses and research. Make any necessary modifications to research as needed (and to the Program of Study if absolutely necessary; changes will require approval from the Office of Graduate Studies). A written summary of research findings to date is encouraged.
- The major advisor should send a memo to graduate committee chair indicating that meeting was held and whether satisfactory progress has been made to date. This will be included in the student's file in the main office. Written summaries should be given to the committee.

- ☐ Complete Annual Progress Report (see **Appendix I**) during the fall semester to submit to the department head. A meeting will be subsequently scheduled.

☐ **Preparation for Graduation**

- Take and pass (or have previously passed) the **Entomology general exam** or the Entomology Certification Board exam. The exam may be taken up to a total of three times but only one time per semester and once during the summer.
- Pass a specialized exam for the minor (if required, this can be waived by the minor department).
- The objectives of the Ph.D. comprehensive examinations are similar to those for the M.S. degree. However, in addition to being responsible for greater breadth of knowledge in the areas required of M.S. students, a Ph.D. candidate must demonstrate proficiency in a sub-discipline(s) of entomological and/or biological sciences.

The comprehensive examination consists of a written comprehensive examination followed by an oral comprehensive examination. Also, additional exams may be required, such as an exam in the candidate's minor field of study or the biometrics exam. The comprehensive exams are developed by the Supervisory Committee and may, but are not required, to include questions from Entomology faculty members and/or the candidate's committee members. The written exams are usually taken after the majority of the student's course work has been completed. The oral comprehensive examination should be taken within one month after successful completion of the written comprehensive examination. The report on the results of the comprehensive examination must be filed in the Office of Graduate Studies at least seven months prior to the dissertation defense.

[Application for Admission to Candidacy](#) must occur **at least seven months prior** to graduation. After passing the comprehensive examinations, the supervisory committee will report the results to the Office of Graduate Studies. Once the comprehensive exams are passed and the language/research tool/collateral field/minor requirement is met, the supervisory committee recommends admission to candidacy to the Ph.D. and submits the form to the Office of Graduate Studies for approval. After admission to candidacy, the student must register each academic semester until the Ph.D. is received. **Failure to register will terminate candidacy.**

- File [Application for Degree](#) and \$25 with Graduation Services for current term only.
- Prepare dissertation by following the [Guidebook for Preparation and Submission of an Electronic Dissertation](#). Prior to filing the Application for the Final Oral Examination in the Office of Graduate Studies, present a copy and abstract to the reading committee of the supervisory committee, other than the chair, a **minimum of five weeks** before the final oral exam.
- Final examinations are required for Ph.D. candidates, and they are open to all faculty, staff, and students. The [Application for Final Oral Examination](#) must be submitted to the Doctoral Programs Specialist at least **three weeks** prior to the date of the final oral exam. Along with the completed application, a rough draft of the title page and abstract should be submitted. This may be done electronically as an attachment to email. The doctoral specialist will give final oral examination instructions, including how to obtain the Report on Completion, Signature Page, Survey of Earned Doctorates, upload instructions for ProQuest and Digital Commons, and the Electronic Dissertation Information. Some of these are important for the defense so the instructions should be read prior to the scheduled defense.
- Present dissertation seminar to the department and defend the dissertation with the supervisory committee. Non-dissertation related questions also may be part of this exam at the committee's discretion.

□ Graduation

- To file the dissertation with the Office of Graduate Studies, refer to the [Guidebook for Preparation and Submission of an Electronic Dissertation](#).
- Schedule exit interview with department head.
- Remember to give the business center a change of address if moving to another city or state (important for mailing the W-2).
- Make sure desk space is cleaned out.
- Return UNL keys to the main office.

APPENDIX I. ANNUAL REVIEW OF STUDENT PROGRESS
UNL Entomology Department

Due the first Friday of January

Student Name: _____

Date Studies Began: _____ Projected Graduation Date: _____

Dates of Committee Mtgs: _____

Checklist for Student Progress

Master of Science		Doctor of Philosophy	
Adviser(s) _____		Adviser(s) _____	
Committee Members _____ _____ _____ _____		Supervisory Committee Members _____ _____ _____ _____	
Date		Date Approved by Graduate Studies	
Memorandum of Courses Approved (copy attached)		Program of Studies Approved (copy attached)	
Research Proposal Submitted		Research Proposal Submitted	
General Entomology Exam Taken		General Entomology Exam Taken: (if not already taken during MS program)	
Comprehensive Exam Completed		Comprehensive Exam Completed	
Thesis Defense Completed		Admission to Candidacy	
		Dissertation Defense Completed	
Thesis / Dissertation Title			
Objectives			

LAST YEAR'S GOALS
ACCOMPLISHMENTS / EXPERIENCES

Research

Outreach (presentations, guest lectures, conferences)

Citizenship (Power of Bugs open house, Bruner Club participation, e.g., committees)

Publications, Presentations, and Grants

Educational Training (e.g. teaching, extension)

NEXT YEAR'S GOALS

SIGNATURES

Student

Date

Co-Major Advisor

Date

Co-Major Advisor

Date

Rationale:

- By Department Head
 - To help student stay on task and progressing
 - To assist student in being aware of opportunities
 - To provide training comparable to expectations of professional scientists
 - To protect student from program oversights
 - To foster departmental interests
- Student would submit annual report to major adviser(s)
 - Student advisor(s) would sign report
 - Student would schedule a 45 minute meeting with Department Head to review activities.
 - Attach an updated CV.

APPENDIX II. AWARDS AND FELLOWSHIPS

Entomology graduate students are eligible for numerous competitive scholarships and fellowships. Some are offered through the department, college, or university, whereas others are from professional societies or other organizations. We try to keep track of these competitions and will make every effort to announce the availability of these fellowships in a timely manner via email. However, it is up to you to make sure you are eligible and that you submit the required materials by the specified time. Below is a list of some of the scholarships and fellowships for which entomology graduate students are eligible:

Administered by the Entomology Department:

- **Fred Clute Memorial Scholarship** – Established for students in the department who have expressed a desire to pursue a career in structural pest management.
- **Ward A. and Helen Combs Scholarship** – This scholarship was established by the Presto-X Company and is awarded annually to a student(s) whose primary studies are in entomology, especially urban pest management and structural pest control field.
- **Myron H. Swenk Memorial Fund** – A scholarship grant-in-aid program designed to provide additional financial assistance to students. Funds are primarily used by students for traveling to professional meetings. The fund was established in 1970 in honor of Myron H. Swenk, Entomology Department Head from 1919-1941, by his sister, Iva B. Swenk, as part of her estate. The Nebraska Foundation manages the fund by investing the principal in appropriate financial instruments. Interest accumulated on these investments is available to students. The Executive Committee of the Bruner Entomology Club, under the guidance of the club's faculty advisors and the department head, review requests for scholarship grant-in-aid and authorize the allocation of funds. Application forms are available from members of the Bruner Club Executive Committee.

Administered by UNL:

- [Graduate Fellowships](#) – The Office of Graduate Studies holds an annual competition for current graduate students who may apply for fellowship assistance for the next academic year. Awards range from the Presidential and Fling Fellowships (full funding, tuition remission, health insurance and some fees for one year) to smaller fellowships. Applications are due in early February.
- [Folsom Distinguished Master's Thesis and Doctoral Awards](#) – Recognize the outstanding research and creative accomplishments of UNL graduate students. The recipient of the Distinguished Master's Thesis Award will receive a plaque and a \$500 honorarium. The recipient of the Distinguished Doctoral Dissertation Award will receive a plaque and a \$1,000 honorarium.
- [Hardin Distinguished Graduate Fellowship](#) (\$3,000 plus \$2,000 for program enhancement, e.g., travel) – For graduate students conducting research in the general area of plant physiology (with particular emphasis on genetic mechanisms influencing plant responses to stress conditions) is eligible for nomination.
- [Holling Family Teaching Assistant Award \(\\$1,000\)](#) – The Holling Family Award Program for Teaching Excellence was made possible by a gift from the Holling family to honor their pioneer parents. John Holling was a 1912 electrical engineering graduate of the University of Nebraska-Lincoln and his brother, Gustave Holling, attended the College of Agriculture before farming the family's land in the

Wood River Area. Awarded annually by the College of Agricultural Sciences and Natural Resources and Agricultural Research Division.

- [Larrick Graduate Student Travel Grant](#) – Supports graduate student travel to professional and scientific meetings. The deadlines for submissions are May 15 and November 15. Awarded by the Agricultural Research Division.
- [Mary and Charles C. Cooper/Emma I. Sharpless Fellowship](#) – This fellowship was established to recruit exceptional graduate students capable of benefiting from further education into the College of Agricultural Sciences and Natural Resources. Funds are to be used to supplement an existing assistantship with offers of \$3,000 for M.S. and \$5,000 for Ph.D. students.
- [Milton E. Mohr Awards Program](#) – Offers graduate fellowships (\$1,000) for graduate students enrolled in biotechnology-oriented programs. Applications are due to the department in mid-March.
- [Milton E. Mohr Graduate Teaching Fellowship](#) – Preference will be given to PhD graduate assistants, although very outstanding MS students may also be considered. Students with previous teaching excellence and those with generally high merit or potential should be nominated.
- [Outstanding Graduate Teaching Assistant Award](#) – Recognizes graduate teaching assistants who have demonstrated special effectiveness in teaching undergraduates at UNL. Recipients will receive a plaque and cash award of \$1,000.
- [Outstanding Graduate Research Assistant Award](#) – Recognizes excellent in graduate student research at UNL. Recipients will receive a plaque and cash award of \$1,000.
- [Shear-Miles Agricultural Scholarship and Fellowship](#) – The \$2,000 award is added to the stipend of outstanding graduate students. Nominations are due to the Agricultural Research Division mid-June.
- [Warren and Edith Day Dissertation Travel Award](#) – Full-time students are eligible to apply who cannot complete research for their dissertation except by travel and who have been admitted to Candidacy or who present written justification by the chair of their supervisory committee.
- [Widaman Trust Graduate Fellowship \(\\$2,000 award\)](#) – Awarded to students conducting research in agriculture and medicine. Nominations are due mid-June.

Administered by Professional Organizations:

- The [Entomological Society of America](#) and the [North Central Branch-ESA](#) – Provide numerous awards, honors, and scholarships as well as oral and paper competitions for outstanding graduate students.
- **Outstanding Graduate Student Award** – Awarded by the Nebraska Chapter of Gamma Sigma Delta, graduate students in human sciences, agriculture, and related sciences are eligible to apply who have demonstrated outstanding accomplishment in their teaching, research, or extension endeavors, and great promise for future academic contributions in their field of expertise.

- [Sigma Xi Outstanding Graduate Student Award](#) – Awarded by Sigma Xi, Scientific Research Society, University of Nebraska Chapter 007. Any current graduate student (or a recent graduate) who is eligible for membership in Sigma Xi is eligible for this award, but no nominee will be considered more than once. Only an active full member of the chapter may nominate a student.
- [Sigma Xi Student Travel Grants](#) – Awarded by the University of Nebraska Chapter of Sigma Xi to provide several travel grants to students to partially cover costs associated with presenting research results at scientific meetings.