



Horticulture & Crop Science

THE OHIO STATE UNIVERSITY

Graduate Student Handbook

2005/2006 H&CS Graduate Studies Committee

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Foreword from the Graduate Studies Committee

The Ohio State University **Department of Horticulture and Crop Science Graduate Student Handbook** contains policies, rules, procedures and general information that affect both graduate students and graduate faculty. The material presented here has been gathered from various sources, discussed by the Graduate Studies Committee, and approved by a vote of the Horticulture and Crop Science faculty. Most of the wording and policies are based on the requirements of the Graduate School, the administrative unit at Ohio State, which makes the ultimate decisions about student success or failure. There are some traditional procedures which amount to our interpretation of Graduate School policy and other "local customs" within the Department that extends those policies as they relate to our program. None of the regulations of this department contradict those of the Graduate School. Remember that if the student cannot find a regulation in this handbook, Graduate School regulations may be applicable.

Important policies of the Graduate School have been highlighted, but we have attempted to focus on those practices of graduate education, which are emphasized within the Department of Horticulture and Crop Science. As with any endeavor of this type, there will be changes in departmental and university regulations that will be included in future versions of this Handbook, following consultation with the Department Chair, the Graduate Studies Committee, and the Faculty. Graduate students and faculty are urged to familiarize themselves with university-wide regulations as presented in the **OSU Graduate School Handbook** issued by the Graduate School. Each faculty member should also have a copy of the **Faculty Advisor Handbook** from the College of Food, Agricultural, and Environmental Sciences. There are many other instructive publications, which contain information directly relevant to graduate education. For example, specific instruction on preparation of MS and PhD theses in **Guidelines for Preparing and Submitting Theses, Dissertations, and D.M.A. Documents** (issued by The Graduate School) is required reading for every graduate student who intends to submit a document for approval. If the student is new to the university, a copy of **The Student Handbook**, (available from the Office of Student Life) and the **Graduate School Bulletin** should be obtained. Both are guides to the processes and services available at Ohio State. Faculty and graduate students in Horticulture and Crop Science are strongly encouraged to keep updated copies of the **Horticulture and Crop Science Graduate Student Handbook** and the **OSU Graduate School Handbook**.

The Department of Horticulture and Crop Science will make every effort necessary to provide both the physical resources and intellectual environment for successful completion of the graduate program. Graduate students are expected to exhibit motivation, integrity, and the professional ambition to fully utilize the resources available for this achievement. We hope students will experience professional growth and personal enjoyment during their graduate program at OSU.

On behalf of the graduate faculty in the Department of Horticulture & Crop Science, the Graduate Studies Committee welcomes you to the department. We are excited you are pursuing your studies at OSU and we are ready to assist you in your graduate program.

Letter from the Department Chair

To: Department of Horticulture and Crop Science Graduate Students

Welcome to the graduate program of the Department of Horticulture and Crop Science at The Ohio State University. The entrance into this program marks a significant milestone in your life and a commitment to the pursuit of excellence.

The graduate program in Horticulture and Crop Science is research-oriented and leads to academic degrees at the Masters and Doctoral level. As such, the objectives of our faculty are to: help you understand basic concepts and principles; challenge you to think critically; encourage you to conduct independent research; instill the ability to synthesize and interpret data; aid you in conceptualizing ideas; and encourage you to clearly articulate ideas and concepts in both oral and written form.

The ultimate goal of our graduate program is to foster an intellectual and scholarly interaction among faculty and students that results in both learning and the advancement of knowledge. Your graduate education will take many forms, generally based on the scholarly activities designed or supported by this Department. The elements of graduate education involve: faculty interactions, course work, literature reviews, journal clubs, research experience, teaching experience, peer contacts, seminars, travel to and participation in professional meetings, and other cultural and professional experiences including peer contacts with students and faculty from around the world. Keep in mind that there is great flexibility in how faculty members work with graduate students. This is due to the nature of the research problems, the complexity of the discipline, the philosophy of the individual faculty member and the resources at his/her disposal.

Strive to use all the resources at your disposal to obtain an historical as well as global perspective regarding your research area. In today's world, technical solutions to problems commonly pale to the impediments in implementing these technologies because of social, cultural, religious, political, and economic constraints. The scientist who does not understand or appreciate these non-technical elements in technology transfer and problem-solving is doomed to frustration and is not "educated." In a strict sense, your graduate education is never complete. To be a teacher, scientist, or service professional, one must reinvest in himself/herself continuously by thinking and reading. This is the currency by which our productivity and professional worth and reputation are maintained and increased. Thus, it is important to develop both an attitude and habit of lifelong learning beyond one's formal education.

Graduate student alumni form the ambassador corps for any academic department. As such, you will ultimately contribute to the reputation of this Department. As an aid in making your graduate experience in the Department of Horticulture and Crop Science both rewarding and fruitful, this handbook has been compiled to assist you in laying out the general blueprint for building your career foundation. Welcome aboard.

**Sincerely,
Mark Bennett
Professor and Interim-Chair
Horticulture & Crop Science**

Administering the Graduate Program in Horticulture & Crop Science

I. The Graduate Studies Committee (GSC)

The graduate program is governed by the rules and regulations set forth by the Graduate School of the Ohio State University. Policies are enacted by the Council of Research and Graduate Studies, and administered by the Dean of the Graduate School and the departmental Graduate Studies Committee (GSC). The GSC is the liaison between the Graduate School and the students and faculty of the department, as described in Section 2 of the ***OSU Graduate School Handbook***. The GSC publishes and distributes the ***Horticulture and Crop Science Graduate Student Handbook***.

A. Responsibilities of the GSC.

The Horticulture and Crop Science Graduate Studies Committee:

- Appoints faculty members to the graduate faculty.
- Is responsible for graduate student recruitment.
- Reviews and evaluates applications for graduate study.
- Processes admissions.
- Coordinates assignment of students to advisers.
- Monitors course programs of graduate students.
- Recommends to the graduate faculty any changes in requirements or policy.
- Coordinates operations of the Horticulture and Crop Science graduate program with College and University faculty and administrators and with the Graduate School.

B. Committee Membership.

Members of the GSC are appointed by the Department Chair. The GSC is composed of a minimum of six (6) members, including:

- At least four (4) Department of Horticulture and Crop Science graduate faculty,
- One (1) staff member, and
- One (1) graduate student representative.

The staff member serves as secretary to the committee. The term of service on the GSC for faculty members is two years. The GSC Chairperson is elected by the faculty through a Nomination Committee. The graduate student representative is elected annually by the departmental graduate students. Committee members will represent the junior faculty and senior faculty, from both the Columbus and Wooster campuses.

II. Graduate Faculty Membership

A. Criteria and Categories.

Faculty with the rank of Professor, Associate Professor, Assistant Professor, Instructor, or Adjunct Faculty are eligible to be nominated as regular members of the graduate faculty.

Nominations are made by the Graduate Studies Committee. Potential graduate faculty members must have both an **active program of research** and a **sincere commitment to student advising**.

The OSU Graduate School Handbook describes the criteria for appointment and responsibilities of graduate faculty with Category M or P status. Graduate faculty status affects the official role a faculty member may take as an advisor (see the *OSU Graduate School Handbook*). Briefly, category P faculty may advise PhD and MS students; category M faculty may advise MS students. The Horticulture and Crop Science program also permits category M faculty to serve on examining and advisory committees of PhD students.

B. Removal of Graduate Faculty Status.

Procedures for removing or reducing the rank of graduate faculty members are needed in order to protect the quality of the graduate program. The Graduate Studies Committee, with input from graduate faculty and students, may recommend to the Policy and Standards Committee of the Research and Graduate Council that the category level of a graduate faculty member be reduced or that the individual be removed from membership in the graduate faculty. Criteria for category reduction or removal from the graduate faculty may include poor performance as adviser or mentor, poor quality of graduate students' research proposals, poor record of publication of graduate students' research, or poor performance in teaching graduate classes.

Reduction of category level or removal from the graduate faculty may not take place without a probationary period of at least two years, during which time the faculty member will be given the opportunity to demonstrate significant improvement. The Graduate Studies Committee may set limits on the number of advisees or advisory committees of a probationary faculty member.

Reducing the category level of a graduate faculty member or removing the faculty member from the graduate faculty will require the approval of a majority of the faculty members of the Graduate Studies Committee. Both placement on probation and final action against a probationary faculty member will require a majority vote. Voting will be by secret ballot. Graduate student and staff members of the Graduate Studies Committee may participate in discussion of these issues but may not vote.

Prior to voting, the Graduate Studies Committee will allow opportunity for input from administrators, faculty, and graduate students. Input may include reports of exit interviews with graduate students, publication records, student progress reports, and any other relevant information. The issue will be discussed at a meeting of the faculty; if possible, this meeting will coincide with a faculty meeting at which promotion and tenure of faculty members is to be considered. The Graduate Studies Committee will inform the faculty member of the action being considered and will give the faculty member an opportunity to meet with the Committee prior to any vote.

The Graduate Studies Committee will review each member of the graduate faculty annually, based on information supplied in the faculty member's annual report of accomplishments.

III. Criteria for Admission into the Horticulture & Crop Science Graduate Program

A. General Application Procedures.

Applicants who seek admission to the Graduate School for graduate study in Horticulture and Crop Science must fulfill admission criteria established both by the Graduate School and

by the Horticulture and Crop Science GSC. Application materials can be obtained from and must be submitted to the Admissions Office of The Ohio State University, 3rd Floor Lincoln Tower, 1800 Cannon Dr., Columbus, OH 43210; (614) 292-9444. Applications are accepted for any quarter, but applicants are encouraged to apply for autumn admission. It is expected that most Horticulture and Crop Science graduate students will complete an MS degree before entering the PhD Program; however, under special circumstances and with permission of the GSC the MS degree can be skipped. The completion of three degrees (BS, MS, PhD) at Ohio State is discouraged. International students should consider summer quarter admission, since this will permit them to gain some experience with American English before intensive coursework begins in autumn quarter. Credentials of those who apply are evaluated without consideration of race, color, creed, sex, age, disability, or national origin.

B. Required Documentation.

- Graduate School application form
- Undergraduate Degree
- GRE
- 3 letters of reference
- Statement of Purpose or Intent
- TOEFL (non-English speaking international students only)

1. Graduate School Admission Application form.

2. An earned baccalaureate or professional degree from an accredited college or university, with prerequisite training required for graduate study in Horticulture and Crop Science.

3. Transcripts covering all undergraduate and graduate academic work undertaken prior to application. A GPA of 3.0 (on a scale of 4.0) or above on all previous undergraduate work and of 3.3 or above on all previous graduate work are generally required, although a trend toward academic improvement later in the undergraduate or graduate program may warrant conditional admission.

4. Graduate Record Exam scores for the General Test (Verbal, Quantitative and Analytical) are required for all applicants, and a ranking above the 50th percentile is preferred. Those students pursuing a MS Degree at OSU with the intention of completing PhD studies at another university are encouraged to take the GRE prior to graduation from OSU. Students wishing to compete for University Fellowships or OARDC Fellowships at OSU are required to submit GRE scores.

5. Three letters of recommendation, preferably on the standard form provided by OSU Graduate Admissions, from persons knowledgeable about the student's academic and/or research performance.

6. A statement of purpose or intent. In a brief and focused description, the student's statement of purpose should give background information concerning the factors that have stimulated the applicant's interest in science in general, and particularly in the disciplines which comprise Horticulture and Crop Science. Please indicate which specific areas of specialization are most interesting to you as a possible focus for graduate research, and include information about previous undergraduate or graduate research experiences.

7. **TOEFL and English Placement.** The Department of Horticulture and Crop Science requires a Test of English as a Foreign Language (TOEFL) for all students whose native language is not English. A TOEFL score of 550 or above (or 213 computer TOEFL score) is recommended for admission. The requirement may be waived if the student has earned a degree in an English-speaking country. Students whose native or first language is not English are required to take the English Placement Exam prior to their initial course registration at OSU. The exam tests oral/verbal, vocabulary, grammar and writing skills to determine which courses, if any, are needed in order to meet basic levels of communication skills.

C. Admission Status.

- Regular
 - Conditional
 - Provisional
 - Graduate Nondegree at Large
1. **Regular.** Acceptance with regular standing is extended to students who have met the minimum requirements for admission and who have been accepted by the Department for work leading to a graduate degree. The minimum requirements for admission of students to the Graduate School at The Ohio State University are listed in Part I of the ***OSU Graduate School Handbook***.
 2. **Conditional.** Acceptance with conditional status is generally extended to students who show potential for successful graduate work but have low scholastic standing. Students with a lower than 3.0 undergraduate GPA or lower than a 3.0 graduate GPA may be given conditional acceptance. Students accepted with conditional status must maintain a minimum GPA of 3.0 in the first 15 credit hours of graduate level coursework. Students admitted on a conditional basis because of low scholastic standing are not eligible for financial assistance until they receive regular graduate standing. Other factors that may necessitate enrollment under conditional student classifications include having obtained a degree from an unaccredited college or university, or having GSC-specified subject matter deficiencies.
 3. **Provisional.** Acceptance with provisional status is extended to students whose verification of degree(s) or transcripts has yet to be completed or received.
 4. **Graduate Nondegree at Large.** Under special circumstances, an applicant may be considered for admission as a graduate nondegree student by submitting appropriate documents to the Graduate School (or to the Graduate Admissions Office if an international applicant or applying by mail), as listed in the Graduate School Bulletin. This classification cannot be considered an alternative pathway to admission into the degree program. In line with Graduate School regulations, the GSC may later approve a transfer into the degree program of up to ten graduate credits earned while a student was enrolled in the nondegree status.

D. Exceptions and Special Circumstances.

Requests for waiver of the admission requirements or applications for **Part-time Graduate Student Status** (enrollment of less than seven credit hours) will be considered. Students may apply for a **transfer from another academic unit** at Ohio State by completing the **Request for Transfer of Academic Unit**, which is available from the

Graduate School. The GSC will require a copy of the original applications materials submitted by the student to their original unit, and information concerning the student's performance while enrolled in the Graduate School at The Ohio State University. The GSC will also require a statement of purpose from the student, indicating the reasons for seeking the transfer. If the GSC approves a transfer, it will also specify which courses already completed will count toward the graduate degree.

IV. Financing Graduate Education

- Graduate Associateships
- Fellowships and Traineeships
- Research Support
- Hourly Support
- Financial Aid

It is the philosophy of the Horticulture and Crop Science faculty that, whenever possible, graduate students in the Department of Horticulture and Crop Science should have financial support from the Department, another University source, or their academic adviser. Consequently, admission in part depends on the ability of the graduate program to identify support for the incoming student. Students are supported in a variety of ways. Each type of support carries stipulations and terms with which the student should be familiar. One of the most important stipulations involves time limits for continuing support. We list here several means of receiving money for graduate study.

A. Graduate Associateships.

Many incoming students are supported by **Graduate Associateships (GAs)** within the Department. For a full description of this University position, including employing unit responsibilities, benefits, etc., see the ***OSU Graduate School Handbook***.

1. **Stipends and Fee Authorizations.** Stipend levels will comply with the Graduate School minimum. A half-time GA in Horticulture and Crop Science carries the following stipend as of July 1, 2003:

MS	\$13,896 (\$1,158/month)
PhD	\$14,412 (\$1,201/month)

All GAs receive a fee authorization for full tuition (approximately \$2,213 per quarter for Ohio residents, \$5,800 per quarter for non-residents). Students who have held regular GA appointments for three consecutive quarters are eligible for fee authorization during the fourth quarter (***OSU Graduate School Handbook***). If appointed to a GA the student may not accept other employment during his/her tenure without the permission of the Horticulture and Crop Science GSC (***OSU Graduate School Handbook***).

2. **Criteria and Procedures for Selecting GAs.** Selection of GAs for positions funded by the departmental budget is the joint responsibility of the Department Chair and the GSC. Criteria for selection of GAs include academic and research record, letters of recommendation, and GRE and TOEFL scores. Qualified individuals expressing interest in departmental support monies should so inform the GSC Chairperson. Students may also apply to individual faculty or faculty working groups for funding from grants. Associateships can be held by MS-Plan A and PhD students. The GSC will evaluate applicants for appointment as graduate associates and will recommend students for

departmental support to the Department Chair. The following will be considered in the evaluation process:

- Overall academic potential as reflected by performance.
- Background experience, motivation & dedication to the specific area of interest.
- Potential to excel in a specific area of interest.
- Recommendations from faculty members.
- Specific needs of the Department.

3. **Criteria and Procedures for Reappointing GAs.** In order to be reappointed, a student must be: (i) in good standing with the Graduate School; (ii) maintaining satisfactory progress in research and (iii) performing required duties adequately. Students will be informed if for any reason an appointment cannot be renewed. If a student is not to be reappointed he or she will be notified in writing by the Chair of the department; this will occur at least 60 days prior to the termination of the contract if it is for reasons other than failure of the student to maintain the required academic standards (***OSU Graduate School Handbook***). If it is necessary to apply for extension beyond the stated time periods, the criteria listed in (2) will again apply.

The Department Chair using a standard letter of offer makes all GA appointments, regardless of funding source. All offers of GAs will be in writing, with copies provided to the GSC Chairperson. The ***OSU Graduate School Handbook*** covers deadlines for receiving acceptances or refusals of offers.

4. **Period of Appointment.** Appointments will normally be made for four quarters, but through mutual agreement between the student and the Chair of the Department, short-term appointments of one to three quarters may be made.
5. **Availability of summer quarter appointments.** The standard appointment will include summer quarter. Separate summer quarter appointment may be available on application to the Chair of the Department.
6. **Specific GA responsibilities.** Graduate Associateships funded through the Department of Horticulture and Crop Science will carry responsibilities in addition to their own thesis or dissertation research. These duties may include classroom instruction, research, extension, administration, and service on committees. GAs can be asked to provide Departmental service up to twice in an academic year while receiving departmental support (also refer to **#6 Teaching Requirement** under **Regulations for Graduate Programs** on p. 16). Students will not be asked to perform Departmental service in the last quarter of their program. Students will not be required to teach more than 9 hours during fall, winter and spring, and 7 hours in the summer as indicated in the ***OSU Graduate School Handbook***. Scheduling teaching assignments and administering this policy is the responsibility of the Academic Affairs Committee in consultation with the advisor. Those students receiving Fellowships or Associateships through grants or contracts will have responsibilities as determined by their advisor in addition to one teaching experience as outlined in **Teaching Requirements** (p. 16).
7. **Eligibility requirements for GAs are listed in Section II.8.5 of the *OSU Graduate School Handbook*.** In brief, to be eligible for a GA appointment a student must be pursuing a graduate degree, be registered and in good standing in the Graduate School as a full time student (nine credit hours during each quarter, except during summer when the minimum is seven graduate credit hours), and have accumulated no more than 200

credit hours. Students who have conditional admission status due to a low undergraduate GPA are not eligible for a GA. Those admitted on a conditional basis due to background deficiencies may be eligible for financial assistance.

8. The suggested maximum time for receiving support on a GA while completing a degree is as follows:

- Masters degree - 2.5 years (10 quarters)
- Ph.D. degree with prior M.S. - 4 years (16 quarters)

Exceptions for extending appointments beyond these limits will be considered on a case-by-case basis.

9. Termination of GAs. Graduate student appointments are terminated prior to the end of the appointment for any of the following reasons:

- The GA is no longer enrolled in the Graduate School.
- The GA is registered for fewer than seven graduate credit hours.
- Performance as a GA is determined to be unsatisfactory.
- The GA graduates.
- The employing unit has insufficient funds.

Eligibility requirements listed in Section 2 above must be met in order to qualify for reappointment.

10. Evaluation of GAs is primarily the responsibility of the adviser or supervisor, although participation by the Department Chairperson, Academic Affairs Chairperson, or GSC Chairperson may be appropriate. In addition, there will be semi-annual **Graduate Student Progress Reports**, filled out by the student and the advisor. This will permit the GSC to follow each student's progress and identify potential problems. Grievance procedures related to GA appointments are described in Section II.8.8 of the **OSU Graduate School Handbook**.

11. Departmental Policies on Graduate Associateships.

a. Work load. Graduate Associates (GAs) are expected to work an average of 20 hours per week in service to the department. Research performed as part of the thesis or dissertation is not considered service to the department and does not count toward the 20 hours per week. Examples of service to the department include teaching and work done for the adviser's research project. Advisers should assign their GAs work experiences that further the GA's education and help prepare the GA for a career. It is expected that departmental service will not interfere with a GA's reasonable progress toward completion of the degree.

The 20-hour figure represents an approximate average amount; there will be periods that demand a greater or lesser amount of time.

b. Vacation and leave. Provision for time off for vacation, including breaks between quarters, should be decided by the GA's adviser. Time for vacation is important for all employees, but responsibilities to the department and to the maintenance of satisfactory progress toward a degree must be met. Sick leave and personal leave will be available for GAs as for departmental staff. If extensive leave is requested, the Graduate Studies Committee should review the request.

- c. **Use of facilities.** Personal use of office facilities and supplies is not permitted.
- d. **Outside employment.** Outside employment by GAs is not permitted without approval of the adviser. The adviser should inform the Graduate Studies Committee in any such cases. In considering approval of outside employment, the primary criteria will be the effect of the employment on departmental mission and on the student's progress toward a degree.
- e. **Re-appointment.** Once appointed, GAs normally retain their positions until graduation unless they fail to make satisfactory progress or exceed the time limits described in section IV.A.8 of the ***Department of Horticulture and Crop Science Graduate Student Handbook***. Additional valid reasons for termination of GAs are listed in section IV.A.9 of the Handbook.
- f. **Resolution of disputes, due process.** The student's adviser and advisory committee should be the first recourse in the case of a dispute. If this does not lead to a satisfactory resolution, the dispute should be brought before the Graduate Studies Committee. If further action is needed, the grievance procedures of the Council on Research and Graduate Studies (section II.8.8 of the ***OSU Graduate School Handbook***) should be consulted.

Ordinarily, termination of GA for unsatisfactory performance will not occur without a probationary period, during which the GA will be given the opportunity to demonstrate improved performance. The Graduate Studies Committee reserves the right, however, to terminate a GA without such a probationary period if such an action is needed in order to protect the integrity of the department. The Graduate School will disallow re-appointment of GAs who are no longer in good academic standing.

B. Fellowships and Traineeships.

Outstanding incoming students are eligible for various **University Fellowships** or the **Research and Graduate Council Fellowship** through the Graduate School of The Ohio State University, or for the **Director's Fellowship** through the Ohio Agricultural Research and Development Center (OARDC). Stipends for these Fellowships are equal to or greater than those for GAs. Fee waivers are also included with these fellowships.

To be eligible for Fellowship support, the applicant must indicate interest by checking the appropriate box on the Admissions Office application form. Students must be nominated by the GSC to be eligible for these awards. Information regarding other fellowships and scholarships may be obtained from the Graduate School office; refer to the listings in the ***Graduate School Bulletin***. Be aware of all stipulations on any fellowship or scholarship such as course load, GPA, etc.

C. Research Support and Travel Grants.

GAs are the primary mechanism for providing research support. Students nearing the end of their training are eligible for several special fellowships, including the **Presidential Fellowship** and the **Graduate Student Alumni Research Award**, administered by the Graduate School. A student must be nominated by the GSC or by the student's adviser to be eligible for these awards. There is also an annual OARDC Graduate Research Grant competition (with a late March deadline).

For the 2003-2004 academic year, travel grants to present research are available by request to the GSC. Each student is eligible to receive one \$250 travel grant per degree.

D. Hourly Support.

A student may also 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 (BS or MS). A student paid on an hourly basis is not eligible for benefits accorded to GAs. Any arrangements concerning this type of financial assistance must be established between the Department Chair and the student's employer.

E. Financial Aid.

Information regarding other types of financial assistance (such as student loans) may be obtained from the Office of Student Financial Aid, 517 Lincoln Tower, 1800 Cannon Drive, Columbus OH 43210 (see Contacts on p. 28).

V. The Advisor and the Advisory Committee

Prospective students should contact individual faculty members to explore the possibility of conducting research under the direction of that investigator. During the first quarter of registration, students must also meet with other members of the graduate faculty to discuss research objectives and Student Advisory Committee (SAC) involvement.

A. Choice of Advisor.

When choosing an advisor:

- The decision is often made prior to enrolling in graduate school and must be made during the first quarter of enrollment.
- The student must communicate the decision in writing to the GSC.
- The student also must communicate any changes in advisors to the GSC.

Choosing the academic advisor is an extremely important step in establishing a student's graduate program. Several important factors to consider in selecting an advisor include intellectual interest in a given research area, the presence of an ongoing research program, and availability of funding for support of research.

Some of the responsibilities of the academic advisor include:

- Promote innovative research and set appropriate standards for the quality of research and coursework.
- Critically review the thesis research proposal, seminars, manuscripts, presentations, and final thesis.
- Serve as the Chair of the Student Advisory Committee (see **SAC** discussion below; and **Graduate Faculty Status** section on p.5).
- Define the amount of time the student must devote to non-thesis related research.

Communication between advisor and student is vitally important. Dissatisfaction by the student with the advisor/student relationship should be voiced to the GSC Chairperson. One purpose for the **Graduate Student Progress Report** is to identify and correct potential problems. It is occasionally necessary to change advisors and such changes should be handled through the GSC Chairperson in a way that all interested parties (student, old advisor, new advisor, and GSC) are aware of the desired changes. **Students wishing to change advisors must notify the GSC.**

The Horticulture and Crop Science Department has not traditionally required graduate

students to obtain direct experience with different research groups prior to choosing an advisor. Individual faculty or faculty working groups may arrange for a research rotation whereby students work for a predetermined time under the supervision of different faculty advisors. The purpose of such a rotation is to expose the student to research strategies and techniques while having the opportunity to evaluate possible permanent advisor/student relationships. If a rotation is desired, the student should identify at least two graduate faculty members who will allow the student to undertake a trial research period in their group by the beginning of the second quarter of enrollment. The GSC should be notified of the student's intentions. Students can obtain up to 5 hr credit for HCS 993 (Individual Studies) during their rotation.

B. The Student Advisory Committee.

The student and advisor must select additional graduate faculty to constitute the Student Advisory Committee (SAC). The selection of the SAC should be completed by the end of the first quarter (M.S. students) or second quarter (Ph.D. students) of enrollment. Selection of a SAC is an important task that will have a major influence on the direction of the student's course work and research program. Careful consultation with the adviser is required before the SAC is assembled so that both student and adviser are satisfied with the committee composition. The final composition of the SAC must be approved by the GSC, and the GSC should be advised in writing of any appointments, resignations, etc. from the SAC.

There are specific guidelines for SAC selection and approval:

1. The Master of Science SAC (MS)

- Consists of at least three (3) members holding Category M or P status on the graduate faculty.
- One member is suggested to be from outside the department.

2. The Doctor of Philosophy SAC (PhD)

- Consists of four (4) or more faculty members.
- At least one member must be from outside the Department.
- Chair of this committee must have Category P status.
- Additional members must have Category M or P status.

The SAC will:

- Provide guidance and advice in the development of a course program.
- Ultimately approve a course program.
- Provide input and review the research proposal and thesis or dissertation.
- Meet to resolve matters concerning the student's graduate program whenever necessary.

The student is required to keep the SAC informed as to the progress of research and coursework. Both the **Candidacy exam Committee** and the **Final Oral Exam Committee** must include a faculty representative appointed by the Graduate School. The Graduate Faculty Representative for general and final examinations may be recommended to the Graduate School by the student's advisor, but cannot be a member of the Department of Horticulture and Crop Science or of the SAC.

It is important to keep the SAC informed of the student's progress in both coursework and research. It is recommended that the student meet twice each year with their advisory committee, but **there are times when the student is required to meet with the assembled SAC:**

1. To prepare the Graduate Course Program (prior to the end of the second quarter)
2. To present the research proposal (may be combined with #1)
3. For the Candidacy Exam (PhD only)
4. Two quarters prior to graduation
5. For the final oral exam (PhD) or the Master's Exam
6. Or thesis or dissertation approval (usually combined with #5)

The SAC is expected to continue as the PhD Candidacy exam Committee, the MS Thesis or PhD Dissertation Reading Committee, and the Master's Exam or PhD Final Examination Committee, but the membership of these committees can be altered following approval by the GSC. Students receiving the MS degree and continuing study for the PhD degree may have an entirely different SAC for the second degree.

The student is ultimately responsible for scheduling SAC meetings, oral and written exams, distributing manuscripts to the reading committee, and for obtaining appropriate forms from the Graduate School and for returning them.

VI. Regulations for Graduate Programs

The Department of Horticulture and Crop Science offers three-degree programs:

Master of Science (MS) degree with thesis
Master of Science degree with a non-thesis option
Doctor of Philosophy (PhD) degree

The non-thesis MS degree is permitted only by petition to the Graduate Studies Committee. The Graduate Faculty rules for MS and PhD degree programs are listed in the ***OSU Graduate School Handbook***. The student is responsible for knowing all the graduation requirements of both the Graduate School and the Department.

All new graduate students will be required to attend a two-day departmental orientation before the start of the Autumn Quarter. New students will be introduced to the faculty, staff, current graduate students and facilities. Students are also encouraged to attend university autumn orientations and TA workshops.

A. Course Requirements.

Graduate programs in Horticulture and Crop Science require a solid background in mathematics and the basic sciences (biological, chemical, and physical). Good communication skills are essential. The Department does not require a foreign language for graduate students, but a foreign language may be required by individual student advisory committees if they feel that such training is in the best interest of the student.

Shortly after the first meeting with the student's student advisory committee, a complete **Graduate Course Program** must be prepared by the student and his or her adviser. The proposed **Graduate Course Program** should meet the minimum requirements of the department and be approved by the SAC no later than the end of the second quarter (M.S.) or third quarter (Ph.D.). Any deviation from the minimum requirements must be approved by the student advisory committee and the Departmental Graduate Studies Committee.

Minimum course requirements for the MS & PhD degree in Horticulture & Crop

Science:

1. Seminar requirement:

Seminar presentations are an excellent educational resource for faculty and students of the Department. Research presented by investigators, both those located at Ohio State and those from outside the university, generally represents state-of-the-art or frontier level topics. Graduate students are encouraged to attend all departmental seminars that do not conflict with class schedules. It is also important to be aware of seminars offered outside of the department, which relate to the student's research program.

MS and PhD students are expected to register in Horticulture and Crop Science Seminar (H&CS 804) and present two seminars during their enrollment in the program. Ordinarily, one of these seminars is the colloquium (presentation of research proposal) and the other is the exit seminar. Attendance at seminars is expected regardless of enrollment for H&CS 804 credit.

2. Current Topics requirement:

All graduate students are required to register for current topics courses offered as Horticulture and Crop Science 830 (2 credits). These courses have a journal club format in which students and faculty discuss current papers in the field. MS students must register for a minimum of 2 times, and PhD students must register for a minimum of 4 times. Similarly structured classes may substitute for this requirement.

3. Statistics requirement:

All students are expected to complete Horticulture & Crop Science 887 (5 credits),
Techniques of experimental design – offered winter quarters.

4. Horticulture and Crop Science Core requirement:

It is essential that a graduate from this department possess a fundamental knowledge of plants. A minimum of three (3) courses for MS students and four (4) courses for PhD students in the fundamental plant sciences is required. Of those three (MS) or four (PhD) courses, one must be HCS 621 or HCS 622. The Graduate Studies Committee will consider exemptions from this requirement if a student provides justification that is supported by his or her advisory committee. The following is a list of recommended courses from which the student may choose:

HCS 602 (3)	Field Crop Ecology (alt. even years)
HCS 621 (4)	Crop Physiology
HCS 622 (4)	Crop Physiology and Production II
HCS 625 (4)	Crop Breeding (alt. odd years)
HCS 636 (3)	Mineral Nutrition of Plants (alt. years)
HCS 631 (3)	Seed Physiology (alt. odd years)
HCS 825 (3)	Advanced Plant Breeding (alt. even years)
BioC 702 (3)	Molecular Genetics: Regulation of Gene Expression
EEOB 510 (5)	Field Botany
EEOB 657 (5)	Experimental Field Ecology (alt. odd years)
EEOB 671 (5)	Plant Population Ecology (alt. even years)
EEOB 674 (5)	Physiological Ecology of Plants (alt. even years)
EEOB 720 (5)	Community Ecology and Ecosystems (alt. even years)
Geography 520 (5)	Climatology
M Gen 622 (4)	Plant Molecular Biology
M Gen 701 (3)	Molecular Genetics: DNA Transactions
PCMB 643 (5)	Plant Anatomy (alternate odd years)

PCMB/BioC 735 (3)	Plant Biochemistry I
PCMB/BioC 736 (3)	Plant Biochemistry II
PCMB 741 (3)	Reproductive Biology of Flowering Plants (alt. odd years)
PCMB 836 (3)	Mechanisms of Plant Development
PI Path 660 (5)	Mycology
PI Path 703 (3)	Agricultural Genomics: Principles and Applications
Soil Sci 580.01 (3)	Soil Fertility and Fertilizers

5. Methods course requirement:

Each student is required to take at least one of the following courses.

HCS 604.01 Research Methods in Plant Science I. Whole Plants.

HCS 604.02 Research Methods in Plant Science II. Plant Cell and Tissue Studies.

HCS 604.03 Research Methods in Plant Science III. Molecular & Biochemical Methods.

6. Teaching requirement:

One quarter of a teaching experience is required as part of the program of studies for all MS and PhD students. **(For specific GA responsibilities, please refer to section #6 on p.9.)** This experience could be:

- Direct responsibility for teaching a lab or discussion section of a course,
- Giving a series of lectures in a course, or
- Making extension presentations.

The activity should not demand more than 20 hours per week of the student's time. The student in consultation with the student advisory committee will be asked to indicate the area and time the teaching experience could occur. The assignment of a student to a particular teaching duty will be made by the Chair of the Department (who may delegate this responsibility to the Chairperson of the GSC or the Academic Affairs Chairperson) in consultation with the student's advisor. Students may gain up to 5 hours of credit in HCS 993 (Individual Studies) in the quarter of the assignment.

In addition, students are encouraged to enhance their teaching skills through attendance at the Fall Quarter TA workshop, a course in teaching methods, observation of teaching by a member of faculty recognized for outstanding teaching and the use of resources such as The Faculty and TA Development Office in the College of Education.

7. Research Proposal:

The student must also undertake an innovative, timely research project as a major component of the total graduate program. It is highly recommended that students enroll in Horticulture and Crop Science 999 (Research) to obtain credit for their research experience. Research Proposals must be submitted to the GSC by the end of the second quarter of enrollment for M.S. students and by the end of the third quarter of enrollment for Ph.D. students.

B. Filing a Graduate Course Program.

The student is required to file a **Graduate Course Program in Horticulture and Crop Science** with the GSC before the end of the second quarter of enrollment. The course program is a detailed overview of the courses to be taken during each quarter the student is enrolled in the graduate program. Careful consultation between student, adviser and student advisory committee is essential before this filing, so that the student must meet with the student advisory committee to review and receive approval of the proposed Course Program. Once filed, the course program is considered a part of the degree requirements for the student and may be changed only with the consent of the student advisory committee.

C. Academic Misconduct.

Academic misconduct is defined as any activity, which tends to compromise the academic integrity of the institution, or subvert the educational process (University Committee on Academic Misconduct, section 2.0). **Examples of academic misconduct include, but are not limited to:**

1. Violation of course rules as contained in the course syllabus or other information provided the student; violation of program regulations as established by departmental committees;
2. Providing or receiving information during quizzes and examinations such as course examinations and candidacy examinations; or providing or using unauthorized assistance in the laboratory, at the computer terminal, or on field work;
3. Submitting plagiarized work for an academic requirement. Plagiarism is the representation of another's works or ideas as one's own; it includes the unacknowledged word for word use and/or paraphrasing of another person's work and/or the inappropriate unacknowledged use of another person's ideas;
4. Falsification, fabrication, or dishonesty in reporting research results;
5. Serving as, or enlisting the assistance of, a "ringer" or substitute for a student in the taking of examinations;
6. Alteration of grades or marks by the student in an effort to change the earned grade or credit; and
7. Alteration of University forms used to drop or add courses to a program, or unauthorized use of these forms. (see University rule 3335-31-02)

VII. The Master of Science Degree

MS degree programs are designed to give the student the opportunity to gain additional knowledge and skills in Horticulture and Crop Science. The emphasis of this program should allow the student to engage in research and other scholarly activities, to teach, and to become a practitioner in Horticulture and Crop Science. M.S. Plans A and B are available; however, Plan B requires written permission of the GSC and is considered to be a terminal degree. Plan B is not available to students on associateship. A summary of MS graduation requirements and detailed information regarding forms, filing dates, the composition and conduct of written and oral examinations, is presented in section 8 of the **OSU Graduate School Handbook**.

Students entering the MS program are expected to complete degree requirements within 6 years. Extension of the 6-year limit will be considered on a case-by-case basis by the GSC. The first step in obtaining the MS is to choose an advisor and then to name a SAC (within the first quarter) to assist in the design of a course program and research proposal. The MS program in Horticulture and Crop Science consists of:

A. Choosing an advisor and a student advisory committee (SAC).

- See *The Advisor and The Advisory Committee* section on p.12

B. Coherent pattern of courses and seminars.

- Minimum of 45 graduate credit hours is required (see *Course Requirements* section on p. 14)
- Courses must be listed in a **Graduate Course Program** during the second quarter of enrollment
- Courses must be approved by the SAC and submitted to the Horticulture and Crop Science GSC

- Approved research proposal by end of the second quarter
- See *Seminar requirement* under *Course Requirements* section on p. 15

C. Thesis.

The student must submit a complete, typed, thesis draft to the SAC for approval **prior to the Master's exam**. Format is important, so follow the ***Graduate School Guidelines for Preparing and Submitting Theses, Dissertations and D.M.A. Documents***. If the thesis is acceptable and the student performs satisfactorily on the Master's exam, the SAC will indicate approval by signing a **Thesis Approval form**. The approval form and the final thesis must be submitted to the Graduate school no later than one week before commencement. A bound copy of the thesis must be submitted to the Horticulture and Crop Science main office in Columbus.

D. Master's exam.

After filing an **Application to Graduate - Master's Degree** The Master's Exam Report form, signed by the SAC to indicate their judgment, must be submitted to the Graduate School no later than two weeks before commencement. The advisor notifies the student and the GSC as to the outcome of the exam. On completion of the Master's exam, the examining committee shall determine if the student will be allowed to continue for a PhD in the OSU Department of Horticulture and Crop Science.

E. Exit seminar.

The final or exit seminar consists of a one hour public seminar (Columbus and Wooster via satellite link) presenting the major results of the research efforts. This seminar is normally scheduled to be given during the final quarter of attendance, and announcements are circulated to the faculty and students of the Department. This presentation counts as one of the two required seminars (p. 15).

VIII. The Doctor of Philosophy Degree

The doctoral program ideally provides a broad integrative approach to the discipline, and following its successful completion, the student should be prepared to pursue research as an independent investigator. Doctoral students undergo intensive course training, which can be highly specialized due to the flexibility in the design of the Course Program. Students entering a PhD program are expected to complete degree requirements within 6 years. Extension of the 6-year limit will be considered on a case-by-case basis by the GSC. A summary of PhD graduation requirements and detailed information regarding forms, filing dates, the composition and conductance of written and oral examinations, etc., is presented in section 9 of the ***OSU Graduate School Handbook***. Students entering a MS program who are later approved for a PhD program will be expected to complete the requirements for both degrees within 8 years. Students in the PhD program may be registered for research in absentia for not more than two years (eight quarters). This policy applies to students with or without financial support. The PhD program in Horticulture and Crop Science consists of:

A. Choosing an advisor and a student advisory committee (SAC).

- See *The Advisor and The Advisory Committee* section on p. 12.

B. Academic program.

- A minimum of 135 credits in graduate-level courses.
- Courses must be listed in a **Graduate Course Program** during the second quarter of enrollment.
- Courses must be approved by the SAC and by the Horticulture and Crop Science GSC.
- Detailed SAC approved research proposal with a copy to the GSC is required by the end of the 3rd quarter of study.
- See *Seminar requirement* under *Course Requirements* section on p. 15.

A significant portion of PhD degree course work should be taken in fundamental sciences outside the Department. A student entering the program with a Master's degree may request that the GSC review previous course work and, if it is considered to be equivalent to that listed on the Course Program, the GSC may allow up to **45** credit hours to be applied to the 135 hour requirement for the PhD degree.

The advisor should provide the format of the proposal. Students are encouraged to develop their own research projects rather than base their work on a proposal of the advisor.

C. Candidacy Exam.

After completing most of the formal course requirements for the PhD, the student becomes eligible for the Candidacy Examination, a comprehensive review of knowledge in the area studied and in related areas. The Candidacy Examination for the PhD degree consists of written questions from members of the SAC and an oral examination by the full SAC. The student must file a **Doctoral Notification of Candidacy Exam** form with the Graduate School at least two weeks prior to the oral portion of this exam. The purpose of the Candidacy Exam is to determine if the student possesses the requisite knowledge and philosophical attitude to be admitted to candidacy for the PhD degree, if the student needs to enroll in additional coursework, or if the student should terminate graduate study. In the context of the Candidacy Exam, the specialty area is taken in the broadest sense.

1. The **written portion** of the Candidacy Examination for the PhD degree consists of written questions from the SAC. The format of this exam and the timing of its administration are determined by the individual exam committee members.
2. The **oral portion** of the Candidacy Examination, which lasts approximately 2 hours, is normally completed within one month after the written exam. Questions need not be limited to specific aspects of the research and may deal with general aspects of Horticulture and Crop Science and related disciplines. The examination is open to all faculty, with permission of the advisor.

A **Candidacy Exam** Report. The satisfactory completion of both the written and the oral examination will constitute admission to candidacy, and the Candidacy Exam Committee must give unanimous approval for a satisfactory rating. If the examination is judged to be unsatisfactory and the Candidacy Exam Committee approves, the student may apply to be reexamined. If a second examination is permitted, it must be held by the same Candidacy Exam Committee. The committee may decide to include both the written and oral portions in the second examination, or may decide to include only the oral portion if the written proposal was satisfactory. If the performance on the Candidacy Exam is regarded as unsatisfactory on two attempts, the student will be denied candidacy to the doctoral program in this department.

D. Dissertation.

- The student must submit a complete, typed, thesis draft to the SAC for approval *prior* to the Final Oral Exam.
- A final copy of the dissertation must be submitted to the Graduate School within **five** years following the successful completion of the Candidacy Examination.
- A bound copy of the dissertation must be submitted to the Departmental main office in Columbus. It is the student's responsibility to pay for these copies to be bound.

The dissertation is a scholarly contribution to knowledge in the student's chosen area of specialization. The presentation and discussion of research in the dissertation should demonstrate a high level of knowledge and the capability to function as an independent scholar. The student must submit a complete, typed, thesis draft to the SAC for approval prior to the Final Oral Exam. Format must follow the ***Graduate School Guidelines for Preparing and Submitting Theses, Dissertations and D.M.A. Documents***. If the dissertation is acceptable, each Dissertation Committee member indicates approval by signing the **Draft Approval/Notification of Final Oral Examination** form, which must be submitted to the Graduate school no later than two weeks before the date of the Final Oral Exam. A final copy of the dissertation must be submitted to the Graduate School within five years following the successful completion of the Candidacy Examination or the candidacy will be canceled (see section E below). A bound copy of the dissertation must be submitted to the Departmental main office in Columbus and the OARDC Library.

E. Final Oral Examination.

The SAC makes up the Final Oral Examination Committee (FOEC), together with a representative from the Graduate School who is appointed by the dean of the Graduate School. The composition of this committee must be approved by the dean of the Graduate School. The **oral examination** is closed to those outside the FOEC. The FOEC meets with the candidate to pursue questions concerning general principles, historical perspective, originality, independence of thought, and ability to synthesize ideas and interpret data, as well as assessing the quality of the research represented by the dissertation. Each examiner indicates judgment by signing the **Final Oral Examination Report** form that must be submitted to the Graduate School no later than *two* weeks before commencement. The result of the examination will be considered satisfactory if the FOEC votes approval unanimously or with one dissenting vote. If the examination is judged to be unsatisfactory, a second examination may be scheduled, subject to the approval of the FOEC. Following satisfactory completion of the Final Oral Exam, the committee can sign a **Final Approval/PhD Dissertation** form, which must be submitted to the Graduate School along with a bound final copy of the dissertation.

F. Exit Seminar.

The exit seminar is a one-hour public seminar (Columbus and Wooster via satellite link) presenting the major results of the dissertation research. This seminar is scheduled at the beginning of the final quarter of attendance, and public announcements are circulated to the faculty and students of the Department. The final seminar will count as one of the required seminar presentations.

IX. Registration and Scheduling

The student and their advisor, within the guidelines of the approved Graduate Course Program, should make decisions about the number of credit hours and specific course registration.

- Course loads for **full-time** students range from **12** to **15** hours per quarter, with a maximum of 18.
- Graduate Associates must enroll for a minimum of **9** credit hours each quarter during the autumn, winter or spring quarters.
- Summer quarter enrollment for GAs depends upon the source of support, and ranges from **7** to **12** credit hours.

Former students returning after an absence of one or more years, or after completing a Master's degree, must obtain permission from the GSC to re-enroll. The allowable course loads vary for those with fellowships or other sources of support, so consult the **OSU Graduate School Handbook** for further information.

New students must pay an acceptance fee prior to obtaining registration materials. Continuing students will be emailed registration information before the fifth week of the quarter preceding the intended quarter of enrollment. Information regarding the **Registration System** is available on the Internet at the Office of the Registrar's "**On-line Services**" at <http://www.ureg.ohio-state.edu/ourweb/online.html>. Students bear full responsibility for any problems that arise from failure to consult with their advisor or from failure to follow the approved course program.

X. Academic Standards

The student must maintain a graduate cumulative grade point-hour average (GPA) of 3.0 or better in all graduate credit courses, and must demonstrate reasonable progress towards graduate program requirements. Failure to maintain a GPA of 3.0, or failure to maintain reasonable progress towards a degree, will result in the student being placed on probation by the Graduate School. If the student's GPA falls below 3.0, the GSC will contact the student and his/her advisor to discuss the options. The GSC will inform the student of the actions to be taken if they are not able to raise the GPA to 3.0 by the end of the quarter of probation. The student on probation must obtain approval of both current and proposed schedules from the GSC.

While on academic probation, the student will be permitted to continue enrollment if the student demonstrates steady improvement of the graduate GPA while taking the set of courses approved on the Graduate Course Program, but **the GSC has the option to deny further registration**. The GSC will deny renewal of a GA to a student on probation (see **OSU Graduate School Handbook**.) Reinstatement of support may be approved when the student attains a GPA of 3.0 or better. The GSC may deny enrollment to students who, while maintaining a graduate GPA of 3.0 or greater, fail to make reasonable progress toward completion of program requirements. Students who are denied enrollment for any reason must apply through the GSC to be reinstated by the Graduate School in order to continue work towards a degree.

XI. Recommended Reading

National Academy Press <www.nap.edu> Publications:
“On Being a Scientist” (2nd edition) 1995. 40p.
“Advisor, Teacher, Role Model, Friend” 1997. 96p.

Day, R. A.:
“How to Write and Publish a Scientific Paper”

Frequently Asked Questions

Where do I get my parking permit, ID, keys, e-mail address or office assignment?

- A. **Parking permits** - issued by Transportation & Parking Services located in 160 Bevis Hall (West Campus) 292-9341.

IDs - 219 Lincoln Tower, 1800 Cannon Drive, 292-0400.

Keys - Key request forms are turned into the main office receptionist in 202 Kottman Hall and after 1-week to 10 days, picked up at Key Control, Central Services Building, 2003 Millikin Road, 292-1415.

Email address - Email accounts can be obtained by contacting your Departmental Systems Manager at 2-6208. S/he will also provide you with access to the graduate computer resources in Howlett Hall 240 and Kottman Hall 310. [Use a browser on a networked computer, go to www.osu.edu/units/uts/, then click on Get OSU Internet Username. If you need assistance call 688-HELP.]

Office assignment (Columbus) - see GSC secretary in 216 Howlett Hall.

Is there a qualifying exam?

- A. No. Some programs require such exams, but ours does not.

When do I have to have my committee formed? How many people need to be on my committee? How do I choose these people?

- A. You must have your committee in place by the end of the first quarter (M.S.), or second quarter (Ph.D.) of enrollment. For the M.S., the committee consists of three faculty, including the adviser. For the Ph.D., there are four faculty, including the adviser. At least one member of each Ph.D. committee must be from outside the department. In order to serve on a committee, faculty must be members of the graduate faculty. Faculty in category P may serve on either M.S. or Ph.D. committees. Faculty at the category M may serve on Ph.D. committees with the permission of the GSC.

How do I inform the Graduate Studies Committee of my SAC?

- A. You may use a copy of the form provided in this handbook (Appendix), or request one in Rm 216 Howlett Hall, or write the names of you committee on a sheet of paper and forward to the GSC Chairperson or 216 Howlett Hall. E-mail is also acceptable.

What happens if I need to change the members on my committee?

- A. Make sure you communicate the changes clearly to both the former and new committee members and notify the GSC Chairperson.

What do I do if I have a problem with an advisor/member of my committee?

- A. Contact the Graduate Studies Committee.

What do I do if I want to change from a MS to a Ph.D. program? Whom do I contact?

- A. This should be discussed with and approved by your advisory committee. The approval of the GSC is also necessary.

How many course hours do students take typically (per degree)?

- A. Course programs are designed for the needs of the particular student, so there is no "typical" program. Most students, however, have more credit hours than the minimum required by the Graduate School.

What are the minimum allowable course loads per quarter?

- A. Course loads for **full-time** students range from **12 to 15 credits**. GAs must enroll for a minimum of **9** during the Au, Wi, and Sp quarters and a minimum of **7** during Su quarter. Students on fellowship must enroll for a minimum of 15 hours. If you are a part-time student not funded by OSU or are an OSU staff member pursuing a degree, there is no minimum course load.

Is there a maximum number of 999 credits I can take in my degree program? A. No

How do I join a professional society?

- A. You'll need to contact the society directly, by mail or through its web page.

Are visits to conferences solely set up by my advisor? How else may I be made aware of them?

- A. Joining your professional society will help keep you aware of professional meetings.

What are the expectations for graduate students associated with time off or vacation?

- A. This is primarily up to the adviser.

How is equipment shared by faculty and staff? Is there a list of available equipment?

- A. Arrangements like this are made on an informal, case-by-case basis. Your adviser can assist you with this. No list is available.

If my advisor doesn't have a lab where do I get equipment that I need for my research?

- A. Your advisor and student advisory committee will help you with this.

How do I get field or greenhouse space/growth chambers that I might need? How early do I have to ask to reserve it?

- A. All farm, greenhouse and growth chamber space is reserved through the staff that coordinate each facility. You should inform them of your needs as early as possible.

What computer facilities are available?

- A. There are several university computer centers on both the main and ag campuses. Additionally, there are computers in 310 Kottman and in 240 Howlett Halls.

What types of software are available for my research? Where can I access it? Where can I access help with software?

- A. The graduate computers in Howlett 240 and Kottman 310 provide access to Word Perfect, Quattro Pro, Presentations, Word, Excel, PowerPoint, and SAS. Additional programs can be added on an as-needed basis with appropriate funding and approvals.
- A. The University computer lab in Howlett 272 has the following softwares available for use: Adobe Acrobat, Autocad, Claris Homepage, Eudora, Netscape, ConStats, Arcview, Filemaker Pro, Inspiration, Internet Explorer, McAfee, MiniTab, SPSS, SAS, Winzip, Access, Word, Excel, PowerPoint, PhotoEditor, Publisher, and Quattro Pro. Questions regarding these software packages may be directed to 8-HELP.
- A. General questions regarding computers and software at OSU can be found by calling 8-HELP or by visiting <http://www.osu.edu/units/uts/>.

If I am looking for specific help (i.e. statistical) where can I find it? Is there a web site?

- A. University Technology Services has some excellent statistical consultants in 512 Baker

Systems. Also, several faculty within the department are willing to help.

If I do not get a departmental assistantship, where else can I look for money? When does this need to be done?

- A. Your adviser may be able to suggest some possibilities. The GSC may be able to provide an assistantship to unfunded students who are making good progress if funds become available.

If I do not get a departmental assistantship one year, can I re-apply for the next? Is that done automatically? Are there forms that need to be filled out? What about fellowships?

- A. The GSC Chairperson and your adviser should be made aware of the need for assistance. There is no need to make a formal application. Announcements of fellowships and awards appear throughout the year.

Do I have a say in which class I teach? Who do I see if I have a preference? When does this need to be done?

- A. Each summer, before teaching assignments are made, students will have the opportunity to request courses they would prefer to teach. These preferences will be considered when making assignments.

What are the English rules and regulations for international (ESL) students? Does it differ if they are on hard or soft funding?

- A. All students from a country where English is not the first language are required to take an English placement examination, regardless of funding source. The results of this exam determine whether further instruction is required. Additionally, these students must certify their proficiency in spoken English before assuming any teaching duties with a TOEFL or SPEAK. (See the **Graduate Handbook**). If English courses (e.g., 106, 107, 108) are required, the Graduate School monitors the student's progress and sets a time limit on completion of the courses.

Is there some place on campus that helps international graduate students with their thesis?

- A. Thesis and Dissertation Writing, 501F, is offered during the summer by the Department of Education, Teaching and Learning. It has proven helpful for students to take while working on their thesis or dissertation.

Where are the appropriate forms located?

- A. Most forms are available in Room 216 Howlett Hall. University forms are also available from the Graduate School.

Can the forms be e-mailed to the appropriate people?

- A. University forms are in duplicate and triplicate and cannot be e-mailed. Departmental forms such as the SAC Committee and the Course of Program could be e-mailed.

Who are the appropriate people the forms need to go to?

- A. Most forms have a notation on the bottom or back telling where they should be submitted.

When do these forms need to be completed?

- A. **Graduate Course of Study** - by the end of the 2nd quarter of enrollment
Research Proposal - by the end of the 2nd quarter for M.S. and by the end of the 3rd

quarter for Ph.D. students.

Graduate Student Progress Report -due date will be given at the time you receive the form, each autumn and spring quarter.

Doctoral Notification of Candidacy Examination - submit before beginning the written portion of the exam.

Application to Graduate - Submit to the Graduate School by the second Friday of the quarter you expect to graduate; your adviser and the GSC Chairperson must sign this form.

Doctoral Draft Approval Notification of Final Oral Examination - Submit at least four weeks before commencement and two weeks before the Final Oral exam.

What is the colloquium requirement?

- A. HCS 804, seminar. This course must be taken twice during your program, once to present a research proposal (colloquium) and once to present the results of your research (exit seminar).

When do I have to do my colloquium? What will it consist of?

- A. The colloquium is a research proposal. One purpose of requiring the colloquium is to provide you with input and suggestions that may improve your research. Therefore, you should present the colloquium after you have a firm idea of your research proposal but before you have gone too far in carrying it out.

Who do I submit my proposal to? When does it need to be done?

- A. The proposal is generally submitted to your advisor for initial feedback, then to your advisory committee, and then to the GSC. The approved proposal must be submitted to the GSC no later than the end of the second quarter for M.S. and third quarter for Ph.D.

When is the Candidacy Exam typically taken? How does the process work? What happens if I don't pass the first time?

- A. The Ph.D. Candidacy Exam is usually taken after all or nearly all courses are complete. Consult with your adviser and SAC to determine what the exam will consist of. If a student fails the exam, the examining committee has the option to permit a second exam. A student who fails the second exam is ineligible to receive a Ph.D. degree in this department.

What must be done to schedule Ph.D. Candidacy Exam?

- A. The exam may be scheduled at any time thought appropriate by your SAC but at least 2 quarters prior to graduation. You must be in good standing and registered for a minimum of 3 credit hours in the quarter in which any part of the exam is taken. You need to submit a form called "Doctoral Notification of Candidacy Examination" to the Graduate School before beginning the written portion of the exam.

Wooster Frequently Asked Questions

Where is Wooster, who is there and how do we get there?

- A. The Wooster Campus of The Ohio State University is located 90 miles north of the Columbus Campus. About one third of our faculty is located in Wooster. To get there from Columbus, you take I-71 North to State Route 30 East. Take the Madison Ave. exit in Wooster, make a left and you will find the Wooster Campus on the left one half mile from the exit. The driving time is about 1 hour and 40 minutes.

How big is Wooster and what large city is close by?

- A. Wooster's population is currently about 22,000 and it is a typical middle American town. Canton is a little over a half hour away and Cleveland is about an hour away.

What type of housing is available for students in Wooster?

- A. Aside from apartments off campus, there is on-campus married student housing, shared graduate student housing and apartments. Contact Administrative Services in Wooster for information on rates.

What kind of facilities are in Wooster?

- A. Wooster faculty tend to be more field-oriented but there are also good laboratory and greenhouse facilities on campus. Statistical services, a copy center, agricultural library, photo-laboratory and electron microscopy center offer their services to students in our department, regardless of location.

What type of communication exists between the Columbus and Wooster Campuses?

- A. Electronic communication is making things easy for rapid communication. Video-linked classrooms on both Columbus and Wooster campuses permit presentations of seminars and class lectures, originating on either campus to be shared between both campuses.

Contacts

(For calls from Columbus Campus phones to Columbus campus use the last 5 digits of the telephone number.)

Graduate School, 250 University Hall, 230 N Oval 614-292-6031

Admissions (Graduate), 3rd Floor Lincoln Tower, 1800 Cannon Drive, 614-292-9444

OSU Registrar, 320 Lincoln Tower, 1800 Cannon Drive, 614-292-8500

On-Line Services, <http://www.ureg.ohio-state.edu/ourweb/online.html>

Financial Aid, 517 Lincoln Tower, 1800 Cannon Drive, 614-292-0300

Fees and Deposits, 230 Lincoln Tower, 1800 Cannon Drive, 614-292-3337 or 614-292-2812

Traffic and Parking, 160 Bevis Hall, 1080 Carmack Road, 614-292-9341

Buck ID, 219 Lincoln Tower, 1800 Cannon Drive, 292-0400

Columbus

HCS Departmental Chair, Dr. Stephen Myers, 202 Kottman Hall, 614-292-1399 (Myers.603@osu.edu)

HCS Graduate Chair, Dr. JC Jang, 123 Rightmire Hall, 614-292-8496 (Jang.40@osu.edu)

HCS Graduate Chair-Elect, Dr. Dave Barker, 226 Kottman Hall, 614-247-6258 (Barker.169@osu.edu)

HCS Academic Program Associate, Regina Vann, 234 Kottman Hall, 614-292-3866 (vann.5@osu.edu)

HCS Department Office (Columbus), 202 Kottman Hall, 292-2001

HCS Fiscal Office Columbus, Jeenah Trout, 236 Kottman Hall, 688-3254 (trout.44@osu.edu)

HCS Human Resources Office, Jackie Severance, 232 Kottman Hall, 247-6859

(severance.15@osu.edu)

Howlett Greenhouse, David Snodgrass, 292-1666

Kottman Greenhouse, Dr. Mike Boehm, 292-6807 (Boehm.1@osu.edu)

Horticulture & Crops Farm-Columbus, Mark Schmittgen, 292-7234

Turfgrass Research Center-Columbus, Jill Taylor, 292-6264

(For calls from Columbus Campus phones to Wooster campus use "5" and the last 4 digits of the telephone number.)

Wooster

HCS Departmental Assoc. Chair, Dr. Ray Miller, 110 Williams Hall, 330-263-3669 [or 5-3669]

(Miller.5@osu.edu)

HCS Department Office (Wooster), Williams Hall, 330-263-3823 [or 5-3823]

HCS Fiscal Office Wooster, Laura Raubenolt, 111 Williams Hall, 330-263-3812 [or 5-3812]

(Raubenolt.5@osu.edu)

HCS Hort. Unit 1, 330-263-3940/263-2944 [or 5-3940/5-2944]

HCS Hort. Unit 2, 330-264-8358 [or 5-8358]

HCS Greenhouses Agronomy East, 33-263-3673 [or 5-3673]

HCS Greenhouses Agronomy West, 330-263-2953 [or 5-2953]

Appendix

Forms the student should know, for students and Advisors.

Please note these forms are subject to change and the student should always check with the Graduate School or Department for the latest version of each form.

Forms available to students:

- Request for Transfer of Graduate Program (OSU form)
- Request for Transfer of Graduate Credit (OSU form)
- Application to Graduate - Master's degree (OSU form)
- Doctoral Notification of Candidacy Examination (OSU form)
- Application to Graduate - Doctoral degree (OSU form)
- Doctoral Draft approval/Notification of Final Oral Exam (OSU form)
- Horticulture and Crop Science Course Program (H&CS form)
- Horticulture and Crop Science Student Advisory Committee (H&CS form)
- Horticulture and Crop Science Progress Report (H&CS form)

Forms sent to the Advisor or GSC:

- Graduate Student Progress Report (H&CS form)
- Recommendation of MS Graduate for PhD Program (H&CS form)
- Masters Exam Report (OSU form)
- Master's Thesis approval (OSU form)
- Candidacy Exam Report (OSU form)
- Final Oral Exam Report (OSU form)
- Final Approval - PhD Dissertation (OSU form)