This Handbook for Graduate Studies in Plant and Wildlife Sciences is an outline of policies and procedures that apply to graduate faculty and graduate students in the Department of Plant and Wildlife Sciences at Brigham Young University. The general procedures of the Graduate School, as outlined in the Brigham Young University Graduate Catalog, are interpreted specifically for Plant and Wildlife Sciences, and are integrated with other policies the Department has adopted. General administrative procedures of the Department relating to graduate study are also outlined. The University Catalog may change some of the requirements without notice. For the latest information see the Graduate Studies website: http://graduatestudies.byu.edu/.
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ORGANIZATION OF DEPARTMENT

The Department of Plant and Wildlife Sciences is one of seven departments in the College of Life Sciences. Within the Department there are approximately 25 full-time faculty members. Graduate degrees at the MS-level are offered in Environmental Science, Genetics and Biotechnology, and Wildlife and Wildlands Conservation. A Ph.D. is offered in Wildlife and Wildlands Conservation. Faculty members are listed below:

RESEARCH FACULTY - DEPARTMENT OF PLANT AND WILDLIFE SCIENCES

Zachary T. Aanderud. PhD, Soils and Biogeochemistry, University of California Davis, 2006. Impacts of environmental and resource variability on ecosystem services, consequences of disturbance (e.g. fire and exotic invasion) on plant-soil-microbial interactions, applications of phyto- and bioremediation. 4125 LSB. 422-4220. zachary_aanderud@byu.edu.


Loreen Allphin. PhD, Biology (Ecology and Evolution), University of Utah, 1996. Plant ecology, Conservation biology, and Ecological genetics. 5130 LSB. 422-5603. loreen_allphin@byu.edu.


Craig E. Coleman. PhD, Molecular and Cell Biology, Pennsylvania State University, 1992. Plant molecular genetics and biotechnology. 5134 LSB. 422-5145. craig_coleman@byu.edu.

Brad D. Geary. PhD, Plant Pathology, Washington State University, 1999. Endophytes in plants, Seed germination and survival of native Utah plants, Potato disease control, Quinoa disease control. 4123 LSB. 422-2369. brad_geary@byu.edu.


Eric N. Jellen. PhD, Plant Breeding, University of Minnesota, 1992. Genome ancestry of Quinoa (Chenopodium quinoa), polyploid cytogenetics, crop genetic resource conservation, Cytogenetics of oat (Avena sativa) and related species. 5009 LSB. 422-7279. eric_jellen@byu.edu.

Randy T. Larsen. PhD, Wildlife Biology, Utah State University, 2008. Avian biology, avian ecology, wildlife habitat relationships, biostatistics. 5046 LSB. 422-2322. randy_larsen@byu.edu.

Matthew D. Madsen. PhD, Wildlife and Wildlands Conservation, Brigham Young University, 2010. Methodologies and technologies for wildland restoration, seed technology, soil-plant-water relationships. 5048 LSB. 422-2458. Matthew.madsen@byu.edu

Peter J. Maughan. PhD, Molecular Genetics, Virginia Polytechnic Institute and State University, 1996. Plant genetics, Genetic marker analysis, Transgenic plants and gene expression. 5144 LSB. 422-8698. jeff_maughan@byu.edu.


Steven L. Petersen. PhD, Rangeland resources (Rangeland ecology and management), Oregon State University, 2004. Landscape Ecology. 5027 LSB. 422-4885. steven_petersen@byu.edu.


Sam St. Clair. PhD, Ecological and Molecular Plant Physiology, Penn State University, 2004. Plant physiological ecology. 293 WIDB. 4124 LSB. stclair@byu.edu.
J. Ryan Stewart. PhD, Horticulture, Iowa State University, 2005. Plant Ecophysiology. 2124 LSB. 422-7984. rstewart@byu.edu.

Mikel R. Stevens. PhD, University of Arkansas, 1993. Tomato and quinoa disease resistance genetics research, Quinoa molecular genetic studies, Wild indigenous species genetic research, Invasive species control studies, Molecular techniques in plant breeding research, Molecular techniques in plant diversity studies. 5131 LSB. 422-4032. mikel_stevens@byu.edu.

Joshua A. Udall. PhD, Plant Genetics and Plant Breeding, University of Wisconsin, 2003. Plant genetics, Genomics and gene expression, Genome evolution in plants. 5133 LSB. 422-9307. joshua_udall@byu.edu.
GRADUATE PROGRAM

General Information

These guidelines have been prepared for graduate students in Plant and Wildlife Sciences and must be used in conjunction with those contained in the BYU Catalog:

(http://graduatestudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/catalog/current-catalog.pdf)

The graduate student must keep up on current changes made each year in the graduate program, at both the Department and the University level. The ultimate responsibility for complying with all Department and University requirements rests with the student.
MS – Minimum of 3 committee members (at least 2 from PWS).
PhD – Minimum of 5 committee members (at least 4 from PWS, at least 1 not from PWS).

Students are required to order 1 copy of thesis for the department. Copy of receipt must be shown to Graduate Program Manager to be cleared for graduation.
Requirements for Degrees

Environmental Science MS Program
- 30 hours (24 coursework or seminar and 6 thesis hours, PWS 699R)
- No more than 10 hours of senior and transfer credit can be applied toward the MS degree
- No Independent Study (except prerequisites) can be applied toward the MS degree.
- PWS 694R (Seminar) 2 semesters*
- STAT 511
- Biannual progress evaluations with advisory committee
- Final oral examination and defense of thesis
- At least one manuscript from thesis prepared for publication

Genetics* and Biotechnology MS Program
- 30 hours (24 coursework or seminar and 6 thesis hours, PWS 699R)
- No more than 10 hours of senior and transfer credit can be applied toward the MS degree
- No Independent Study (except prerequisites) can be applied toward the MS degree.
- PWS 586 (Plant Cell Biology)
- PWS 694R (Seminar) 2 semesters*
- PWS 673R (Cytogenetics)
- PWS 670 (Analysis of Complex Genomes)
- Biannual progress evaluations with advisory committee
- Final oral examination and defense of thesis
- At least one manuscript from thesis prepared for publication

Wildlife and Wildlands Conservation MS Program
- 30 hours (24 coursework or seminar and 6 thesis hours, PWS 699R)
- No more than 10 hours of senior and transfer credit can be applied toward the MS degree
- No Independent Study (except prerequisites) can be applied toward the MS degree.
- PWS 694R (Seminar) 2 semesters*
- Biannual progress evaluations with advisory committee
- Final oral examination and defense of thesis
- At least one manuscript from thesis prepared for publication

Wildlife and Wildlands Conservation PhD Program
- The minimum requirement for students with no master's degree is 54 semester hours beyond the baccalaureate degree; the 54 hours may not include undergraduate (100- to 400-level) or more than 18 hours of dissertation credit. Students who have earned a master's degree must complete at least 36 semester hours of additional graduate work at BYU beyond the master's degree (18 dissertation credits, 18 coursework credits). Note: Students with a MS degree are more competitive for admission.
- Two consecutive six-hour semesters on BYU campus to fulfill the doctoral residency requirement.
- PWS 694R (seminar) 4 semesters*
- Biannual progress evaluations with advisory committee
• Comprehensive oral and written exam
• Final oral defense of dissertation
• At least two manuscripts from dissertation prepared for publication

*Alternatives may be available for this requirement through petition to the Department Graduate Committee when unusual circumstances apply.

1Genetics Graduate Students only:

Coursework requirements: Specifics are determined by Advisory Committee but must include at least 30 semester hours (24 coursework or seminar and 6 thesis hours) for MS students, and at least 54 semester hours (36 coursework or seminar and 18 dissertation hours) for PhD students with no MS degree and 36 hours (18 coursework or seminar and 18 dissertation hours) for PhD students with MS degrees. (University Form ADV #3 – https://graduatestudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/forms/adv_form_3.pdf)
# STUDENT PROGRESS

The following requirements and deadlines for MS and PhD degrees are guidelines for assessing graduate student progress in the Department of Plant and Wildlife Sciences. Requirements will be reevaluated biannually by the Graduate Committee. Requirements should be completed sequentially.

## Program Requirements

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<th>Deadline</th>
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<tr>
<td><strong>MS Degree</strong></td>
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<tr>
<td>Program of Study and Advisory Committee</td>
<td>End of 1st semester</td>
</tr>
<tr>
<td>Prospectus</td>
<td>End of 2nd semester</td>
</tr>
<tr>
<td>Biannual Progress Evaluations</td>
<td>Every Fall and Winter Semesters, with Advisory Committee.</td>
</tr>
<tr>
<td>Application for Graduation</td>
<td>1st month of final semester (must be done prior to scheduling defense)</td>
</tr>
<tr>
<td>Scheduling of Thesis Defense and actual Thesis Defense</td>
<td>Defense must be scheduled 2 weeks before Oral Thesis Defense (See Graduation Deadlines)</td>
</tr>
<tr>
<td>Hard copies of thesis submitted to Graduate Program Manager to be distributed to Dean and Committee with Thesis Completion Form</td>
<td>Same time the defense is scheduled</td>
</tr>
<tr>
<td>ETD Submitted to Graduate Studies for printing</td>
<td>Following thesis defense, must have Dept. and Dean’s signatures (See Graduation Deadlines)</td>
</tr>
<tr>
<td>At least one manuscript from thesis prepared for publication</td>
<td>Prior to graduation approval</td>
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<table>
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<th>Requirement</th>
<th>Deadline</th>
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<tr>
<td><strong>PhD Degree</strong></td>
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<tr>
<td>Program of Study and Advisory Committee</td>
<td>End of 1st year</td>
</tr>
<tr>
<td>Prospectus and Oral Presentation to Committee</td>
<td>End of 3rd semester</td>
</tr>
<tr>
<td>Biannual Progress Evaluations</td>
<td>Every Fall and Winter Semesters, with Advisory Committee.</td>
</tr>
<tr>
<td>Comprehensive Examination</td>
<td>Completion of coursework/End of 3rd year</td>
</tr>
<tr>
<td>Application for Graduation</td>
<td>1st month of final semester (must be done prior to scheduling defense)</td>
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</tbody>
</table>
Scheduling of Dissertation Defense and actual Oral Dissertation Defense\(^4\)  
Defense must be scheduled 2 weeks before Oral Dissertation Defense (See [Graduation Deadlines](https://graduatestudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/forms/adv_form_8c.pdf))

Hard copies of dissertation submitted to Graduate Program Manager to be distributed to Dean and Advisory Committee \textit{with} Dissertation Completion Form  
Same time the defense is scheduled

Hard copies of dissertation submitted to Graduate Program Manager to be distributed to Dean and Advisory Committee \textit{with} Dissertation Completion Form  
Same time the defense is scheduled

ETD Submitted to Graduate Studies for printing  
Following dissertation defense, must have Dept. and Dean’s signatures (See [Graduation Deadlines](https://graduatestudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/forms/adv_form_8c.pdf))

At least two manuscripts from dissertation prepared for publication  
Prior to graduation approval

Doctoral Survey to Office of Graduate Studies  
Within one week after final submission to Graduate Studies

\(^1\)Coursework requirements: Specifics are determined by Advisory Committee but must include at least 30 semester hours (24 coursework or seminar and 6 thesis hours) for MS students, and at least 54 semester hours (36 coursework or seminar and 18 dissertation hours) for PhD students with no MS degree and 36 hours (18 coursework or seminar and 18 dissertation hours) for PhD students with MS degrees. (University Form ADV #3 – [https://graduatestudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/forms/adv_form_3.pdf](https://graduatestudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/forms/adv_form_3.pdf))

\(^2\)Prospectus of research: Written proposal of planned research. Must be submitted to Advisory Committee and approved after a formal oral presentation of the prospectus is given to the Advisory Committee ([Department Form # 1](https://graduatestudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/forms/adv_form_8c.pdf)).

\(^3\)Biannual Progress Evaluations: Students will be evaluated twice an academic year (Fall to Summer), no later than the end of Fall and Winter Semesters, by their advisory committees. Performance may be evaluated in the following areas: course work on schedule, course work grades, proposal approved, program of study approved, research progress, TA evaluation, Thesis preparation ([Department Form # 2](https://graduatestudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/forms/adv_form_8c.pdf)). \textit{It is the graduate student's responsibility to schedule and ensure that evaluations take place. The University will terminate any student who does not complete 2 evaluations per school year.}

\(^4\)Defense of thesis/dissertation: Two weeks after a copy of the thesis/dissertation has been turned in to the Committee, a draft submitted to the Dean, and the thesis/dissertation defense scheduled with the Graduate Program Manager (using Department Form 4 and the University Form ADV 8c), the student will formally present the thesis/dissertation to his/her Advisory Committee. The presentation of the thesis/dissertation will be open to the Department and general public, but only the Advisory Committee will vote on the student’s performance.
Comprehensive examination: (For PhD students): To be taken after the majority of coursework is completed and at least one year prior to the defense of dissertation. This exam includes both a written and an oral component. The exam is designed to measure the breadth of the student's knowledge in his/her program area and identify those areas in which that knowledge is weak. The written portion of the examination is an extensive writing assignment determined by the student’s Advisory Committee. The writing assignment should be mentally challenging and probe the student’s ability to think deeply and write about complex topics. The writing assignment may be a concept paper, a formal literature review, and/or a written response to questions obtained from the Advisory Committee. Upon completion and submission of the written exam, the graduate student will undergo an oral examination. The oral examination will provide an opportunity for the Advisory Committee to probe in greater depth any issues or topics covered in the written exam or topics they deem relevant to the student’s research project. The comprehensive exam must be completed and passed before the student is considered a candidate for a PhD in the Department of Plant and Wildlife Sciences (Department Form #4).

Advisory Committee and Program of Study

The same form (University Form ADV #3) is used to establish an Advisory Committee and the official Program of Study. In cooperation with his/her Committee Chair, the student should select Committee members who will be of assistance to him/her during the graduate program.

MS Programs

The University requirement is three members for an Advisory Committee, including the Committee Chair. A minimum of two Graduate Faculty members should be from the Department. One may be from outside the Department. Additional appointments may be made to suit the needs of the program.

PhD Program

The University requirement is 5 members for an Advisory Committee, including the Committee Chair. Three or four Graduate Faculty members from the Department, including the Committee Chair; and one or two Graduate Faculty members from outside the Department constitute the Advisory Committee.

Procedure

Potential Advisory Committee members must be cleared with the Graduate Advisor and Department Graduate Coordinator. Each member should be contacted individually and asked to be on an Advisory Committee. If the student has declared a minor, one Committee member must be from that department. If the student has asked a Graduate Faculty member from another university or organization to be on his/her Committee, he/she must fill out a Petition
for Exception (University Form OGS 2): stating the reason(s) for having the individual included on the Committee. This outside member is required to send a curriculum vita to the Graduate Program Manager. After the Committee is established, the student should schedule a Committee meeting to discuss a Program of Study. The form (University Form ADV 3, Program of Study) is available from the Graduate Program Manager or online. All members of the Advisory Committee and the Graduate Coordinator must sign the form. It should be returned to the Department Graduate Program Manager.

**Biannual Progress Evaluations**

Students are encouraged to complete their degree programs in a timely fashion. Toward this end, the Plant and Wildlife Sciences department will formally monitor each graduate student's progress twice during the calendar year. Department Form # 2 (Department Form # 2) should be filled out by the student and their graduate committee. The form can also be obtained from the Graduate Program Manager. The following criteria will apply:

The Student will be evaluated by their advisory committee, no later than the end of Fall and Winter semesters. Students must be evaluated twice a year. If a student is NOT evaluated twice a year, the University will terminate their graduate status. It is the graduate student’s responsibility to schedule and ensure that evaluations take place.

Each student is rated as making satisfactory, marginal, or unsatisfactory progress.

**Marginal or Unsatisfactory Progress** may include the following:
- Failure to submit program of study form
- Failure to establish a graduate committee
- Registering for thesis hours when little or no work has been done
- Failure to submit an approved thesis/dissertation prospectus
- Minimal contact with chair or advisory committee members
- Prospectus or thesis/dissertation draft not approved
- Limited progress toward courses and requirements on Program of Study
- Poor performance in clinical/externship/applied experience
- Poor performance in research

**Unsatisfactory progress** may include the following:
- Grade in a course falling below B-
- Failure to complete program of study form
- Failure to establish a graduate committee
- Failing a course
- Registering for thesis hours when little or no work has been done
- Failure to submit an approved thesis/dissertation prospectus
- Failure of comprehensive exams
- Minimal or no contact with chair or advisory committee members
- Prospectus or thesis/dissertation draft not approved
- Lacking progress toward courses and requirements on study list
- Poor performance in clinical/externship/applied experience
- Rated as marginal in previous review and has not remediated weak areas
- Failure to resolve any problems or fulfill any requirements indicated in a previous marginal or unsatisfactory review.
- Concerns about ethical or professional behavior
- Poor performance in research

If a student receives either a marginal or an unsatisfactory rating, the student’s funding may be suspended. If a student receives two marginal or unsatisfactory ratings in succession (or a combination) the department will:

1. Terminate the student’s program at the conclusion of the semester OR
2. The student will be temporarily suspended from Departmental TA/RA funding until any missing requirements are met.
3. Submit a petition to Graduate Studies making a convincing case that the student be given another semester to demonstrate satisfactory progress.

**Research**

In most instances, graduate students, with assistance from Graduate Advisor, are expected to originate and plan their own research projects that will be acceptable to their Advisory Committees. Students should periodically discuss their research with their Advisory Committees; however, most detailed problems should be worked out with their Graduate Advisors in advance. The Graduate Advisor will serve as the graduate student’s mentor for research. Therefore, the Graduate Advisor is expected to work closely with the graduate students in all aspects of the proposed research and in the writing of the thesis or dissertation. Students should be respectful of their Graduate Advisors and appreciative of the opportunity to gain graduate research experience in a mentored environment. The Advisory Committees are typically chosen for their expertise in particular areas. Members of Advisory Committees are expected to provide technical advice and expertise to support the students’ research. **Students should not ask for technical help from faculty members not on their Advisory Committees unless they first obtain permission from their Graduate Advisor.**

**Prospectus of Research**

The prospectus is to be submitted to and approved in a meeting of the Advisory Committee before the end of the second semester of resident study for MS students and by the end of the third semester for PhD students.

If the research emphasis changes more than in a minor way after a prospectus is approved, the student must submit a new approved prospectus to the Department as soon as possible and no later than one semester before graduation.
Generally, the main sections of the prospectus will include:

**TITLE** (must contain good "retrieval" words--key words used in any journal database searches)

**INTRODUCTION** (must include justification and objectives)

**HYPOTHESIS** (unless inappropriate for descriptive or natural history studies)

**METHODS** (must include experimental design, description of study site, etc.)

**PERTINENT LITERATURE** (must include sufficient references to assure Advisory Committee members that student is familiar with the proposed research area)

**ANTICIPATED COSTS** (must include information which will alert the Advisory Committee members if any expensive equipment or supplies will be needed that are not already available and how such expenditures are to be met)

Students should give one copy of the prospectus to each member of his/her Committee and one copy with Department Form # 1, Approval of Prospectus (*Department Form # 1*), attached, to the Department Graduate Program Manager.

**Comprehensive Examination (PhD)**

The comprehensive exam is usually given after completion of coursework and a minimum of one year prior to the defense of dissertation. Each student must make arrangements with his/her Advisory Committee to begin the comprehensive examination. The comprehensive exam must be completed and passed before a student may be considered a **candidate for a PhD** in the Department of Plant and Wildlife Sciences. The comprehensive exam has two components 1) a writing assignment and 2) an oral examination.

**PART 1: WRITING ASSIGNMENT**

When the student is ready to take the comprehensive exam, the student’s advisory committee will determine the content of the written examination, and will also determine a specified time period (time period could be one to six weeks) for the student to complete written portion of the comprehensive exam. Advisory committees may also determine the degree of outside help a student may have to complete the written assignment (i.e. whether the writing assignment is open or closed book, whether they may consult with other faculty members or students, etc.).
The writing assignment is determined by the student’s Advisory Committee. The writing assignment could include any of the following:

- **concept paper**
  - An in-depth discussion paper of a pertinent concept(s) that the Advisory committee may deem as relevant to the student’s education.

- **formal literature review**
  - A thorough review of literature of the major theme(s) of the student's dissertation research in which the student has the flexibility to more fully develop ideas and to consider alternative or controversial points-of-view. This assignment permits the student to demonstrate an in-depth mastery and synthesis of the relevant literature.

- **proposal for an additional study**
  - The advisory committee may have the student design a study and write a formal proposal for that study.

- **written response to a group of comprehensive questions**
  - obtained from the Advisory Committee.
  - these may be a list of specific questions from coursework. Advisory committees, however, may wish to ask questions that have no right or wrong answers, but probe the student’s ability to think deeply about complex topics/issues.

The Graduate Advisor will distribute the completed written exam to all Advisory Committee members. At this point, the student will schedule the oral phase of the exam with his/her Advisory Committee.

**PART 2: ORAL EXAM**

The oral examination will provide an opportunity for the Advisory Committee to probe in greater depth any issues they deem relevant for an assessment of the student's academic potential for a PhD. This oral exam may include coverage of previous coursework. The oral exam may also include discussion of weaknesses observed in the writing assignment. It should assess the students’ background and breadth of knowledge in his/her field of study. The exam should also test the graduate student’s ability to critically think about complex topics and ideas.

Observed weaknesses in a student’s academic preparation, writing abilities, or critical thinking may result in an advisory committee’s recommendation for the student to: complete additional coursework, complete additional readings in a topic area, provide further writing exercises, or be terminated as a PhD student in the Department of Plant and Wildlife Sciences. Any issue(s) may be revisited at the Advisory Committee's discretion. See University guidelines for more specifics.
Upon satisfactory completion of the oral examination, the Committee should submit the "Doctoral Comprehensive Examination Evaluation" form (Department Form # 3) to the Department Graduate Program Manager.

**Minimum Registration**

- To retain active status and to qualify for subsequent registration, graduate students must register for at least **six semester hours** each academic calendar year (i.e. Fall 2016 through Summer 2017).

- Minimum registration for at least two credit hours during any semester (If a student has already completed 6 hours during fall and winter semesters, registration during spring/summer terms will be optional).

- International Students must register for nine credit hours for both Fall and Winter Semesters.

- Doctoral students must satisfy a residency requirement of two consecutive semesters of at least six credit hours each (this can take place at any time during the students’ doctoral experience).

- Two credit hours’ minimum registration is required of all students during the semester in which the student **begins** and **finishes** his/her graduate program.

- To qualify for work on campus the student must be registered for at least 2 credits in the semester they receive a Teaching or Research Assistantship. (See Financial Assistance section for more information.)

**Oral Defense of Thesis/Dissertation**

Each student must defend his/her thesis before the Advisory Committee in a public seminar. Although the presentation of Thesis is open to the public, only members of the Advisory Committee may vote on the student's performance.

- The first part of the examination will be a presentation of research and will be open to all interested individuals.
- The second part will be an examination of research and the thesis/dissertation by the advisory committee.

- First, apply for Graduation through MyBYU

- University Form ADV 8c ("Departmental Scheduling of Final Oral Examination") must be completed a minimum of 2 weeks prior to the presentation of Thesis - No Exceptions! This
The student will submit to the Graduate Program Manager hard copies of the thesis/dissertation which have been read and approved by the students’ Graduate Advisor. These copies must be accompanied with the Thesis/Dissertation Completion Form, Department Form 4 – (Department Form # 4) before or at the same time the defense is scheduled with Form ADV 8c - "Departmental Scheduling of Final Oral Examination" (ADV Form 8c). Hard copies will be distributed by the Graduate Program Manager to the Dean’s office, Graduate Committee (2 - 4 copies depending on the size of the committee) and Graduate Coordinator.

During the two weeks prior to the examination, it is expected that the Advisory Committee will be actively involved in reviewing the thesis/dissertation and will be prepared to provide feedback to the student before and/or during the Oral Defense of Thesis/Dissertation.

When the student has successfully passed the examination, the Committee Chair will submit University Forms #9 ("Committee Member Evaluation of Final Oral Examination") and #10 ("Report of Committee Action for Final Oral Examination") to the Department Graduate Program Manager.

The instructions for formatting, preparing copies, and submitting the forms, fees, and copies for binding are included in the "Minimum Standards for Submitting Dissertations, Theses, or Projects". This form may be downloaded at: http://graduatestudies.byu.edu/images/forms/ADV_Form_11.pdf

Thesis/Dissertation Preparation

The final responsibility for compliance with all Departmental, College, and University regulations for thesis/dissertation preparation rests solely with the graduate student. For style, formatting, and other requirements, see the following Graduate Studies links: http://graduatestudies.byu.edu/content/all-forms:

- ADV Form 11 Minimum Standards for Submitting Dissertations, Theses, or Selected Projects
- ADV Form 11a Sample Minimum Standards for Submitting Dissertations, Theses, or Selected Projects
- ADV Form 11b Preliminary Pages Template-Thesis
- ADV Form 11d Preliminary Pages Template-Dissertation
- ADV Form 12a Student Thesis Submission Checklist
- ADV Form 12b Student Dissertation Submission Checklist
The responsibility for knowing how to format an ETD rests with the graduate student. Many helpful tutorials can be found at https://lib.byu.edu/services/software-training/?q=views&tid=40

**Thesis/Dissertation Requirement Options**

All theses, dissertations, and special projects will be submitted as ETDs to the library. However, the Department requires two *bound* copies (one for the Advisor and one to be filed in the Graduate Program Manager’s office).

Graduate students in Plant and Wildlife Sciences may fulfill the thesis/dissertation requirement by completing one of the following options:

- A regular thesis/dissertation written in strict compliance with the guidelines found in University Form ADV 11.

- Published article(s) in lieu of a regular thesis or dissertation. A minimum of one published article in lieu of a thesis and a minimum of three published articles in lieu of a dissertation is required.

  - In cases of co-authorship, the student's name must appear as senior author on at least one major paper in either degree level, and the work submitted must be recognized as a "full-length journal article" rather than a communication, preliminary note, abstract, or letter to the editor. The journal selected must be one in which the major works of the respective field are regularly published and must be refereed.
• The work undertaken and the length of time required to complete the study should not be less than that ordinarily expected for a thesis or dissertation.

• An appropriate number of manuscripts accepted for publication, submitted for publication, or prepared for submission to such a journal as described above. All manuscripts must be written in the EXACT format of the journal to which they have been or will be submitted.

• Any combination of requirements listed above that is acceptable to all members of the Advisory Committee and the Department Chair.

Preparing Thesis/Dissertation Copies for Binding

Students must submit their dissertation, thesis, or selected project electronically (in addition to submitting two paper copies for the department beforehand). The ETD Web site, http://etd.lib.byu.edu/, has detailed information on the electronic submission requirements and formatting guidelines. It also has a comprehensive tutorial to help prepare the electronic document - http://byugle.lib.byu.edu/player.php?search=ETD. See also: University Forms (ADV Form 11, ADV Form 11a, ADV Form 12a, and ADV Form 12b) at: https://graduatestudies.byu.edu/content/advisement-forms-adv.

Creating an ETD (Electronic Thesis or Dissertation)

Begin by going to the ETD Website: http://etd.lib.byu.edu/

ETD Classes are taught in the Harold B. Lee Library. These classes are 20 minutes and have valuable information about the ETD creation process. For information and to register go to their website: http://net.lib.byu.edu/courses/index.html (Courses/Microsoft Word-Electronic Thesis Creation)

For style, formatting, and other requirements, see the following Graduate Studies links: https://graduatestudies.byu.edu/content/advisement-forms-adv:

| ADV Form 11 | Minimum Standards for Submitting Dissertations, Theses, or Selected Projects |
| ADV Form 11a | Sample Minimum Standards for Submitting Dissertations, Theses, or Selected Projects |
| ADV Form 11b | Preliminary Pages Template-Thesis |
| ADV Form 11d | Preliminary Pages Template-Dissertation |
| ADV Form 12a | Student Thesis Submission Checklist |
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<table>
<thead>
<tr>
<th>Video Title</th>
<th>Program or class</th>
<th>Post date</th>
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</thead>
<tbody>
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<td>Electronic Theses and Dissertations</td>
<td>01/2013</td>
</tr>
<tr>
<td>ETD – Converting Word to PDF Mainstream Method</td>
<td>Electronic Theses and Dissertations</td>
<td>01/2013</td>
</tr>
<tr>
<td>ETD – Generating an Automatic Table of Contents</td>
<td>Electronic Theses and Dissertations</td>
<td>01/2013</td>
</tr>
<tr>
<td>ETD – Properly Formatting Page Numbers</td>
<td>Electronic Theses and Dissertations</td>
<td>01/2013</td>
</tr>
<tr>
<td>ETD – Using Word Styles</td>
<td>Electronic Theses and Dissertations</td>
<td>01/2013</td>
</tr>
</tbody>
</table>
Thesis/Dissertation/ETD Checklist

_____ Obtain Committee, Dept. Chair/Graduate Committee Chair & Deans signatures on Form 8d.

_____ Follow Minimum Standards for Submitting Dissertations, Theses, or Selected Projects (Form 11) and Sample Minimum Standards for Submitting Dissertations, Theses (Form 11a).

_____ Visit the ETD Site http://etd.lib.byu.edu/. Read the information under Prepare ETD Tab.

_____ Date on Title page is NOT the month defended, but the month when the Dean signs your Form 8d (usually the same month you’re submitting your ETD).

_____ Paragraphs in Abstract should be separated by a double space.

_____ Key Words should be entered as a line of text with key words or phrases separated by commas. They should also be in lowercase except for proper nouns (i.e. name of a place, titles, etc.) and acronyms.

_____ Bookmarks should open automatically on the left side of the page when the document is opened. To set this using Adobe Acrobat go to File, Properties, then in the Initial View tab set the Navigation pane option to be “Bookmarks Panel and Page”.

_____ Bookmarks should begin with the Title Page and include all preliminary pages (Title page, abstract, table of contents, list of tables and list of figures). Bookmark chapter sections and subsections and nest them (indent) properly. They should mirror Table of Contents page without the page numbers. Every single section heading and subheading should have a bookmark and be in the Table of Contents.

_____ Table of Contents page should include all preliminary pages (Title page, abstract, table of contents, list of tables and list of figures) chapter sections and subsections. Create your Table of Contents using the automatic features in Microsoft Word styles.

_____ Landscape pages in PDF documents should be viewed as landscape (don’t rotate them to align with all the other portrait pages).

_____ Contains NO links to outside websites (these change over time).

_____ Convert to PDF. Visit the Information Commons on level 4 of the Library (422-2911) for help.

_____ Submit ETD on ETD website - http://etd.lib.byu.edu/
Take the following to Graduate Studies at the Former Presidents’ Home (FPH 105)
Form 8d (signed and completed, including BYU Student ID # & signature)
**Master's students:** Make an additional copy of the title page for Graduate Studies.
**Doctoral students:** Make two additional copies of the title page, one set for Graduate Studies and the other for *Dissertation Abstracts International*.

Upload thesis/dissertation to gradworksonline.com for printing. You are required to order one copy for the department. Your advisor & committee may also require bound copies. (Multiple copies may be mailed to multiple addresses.)

Email or show receipt of purchasing bound thesis/dissertation to Graduate Program Manager for graduation clearance.

Complete exit interview online. (Go to [http://pws.byu.edu/](http://pws.byu.edu/), select the Students tab and then select Exit Interview – MS/PhD. Fill out the form and the Graduate Coordinator will contact you for an in-person interview. This is required for graduation clearance with the department.)

**Interrupted Graduate Program**

For students who are **admitted and enrolled** for at least one semester who wish to interrupt their graduate programs at BYU and not maintain six credit hours a year continuous registration, the following stipulations apply:

- If on LDS mission: Prior to leaving, complete University Form ADV #5 (Leave of Absence) [https://graduatestudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/forms/adv_form_5.pdf](https://graduatestudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/forms/adv_form_5.pdf). Guaranteed reentry immediately after mission release if student has been registered for at least 1 semester of graduate school at BYU before leaving on mission. For those who are NOT admitted and enrolled for at least one semester, they will need to apply for graduate school after their mission is completed (There is no deferment of admission for graduate students).

- If not on LDS mission: If for some reason students need to leave BYU for an indefinite time period during the course of their graduate program and do not anticipate needing the services of the University or their Advisory Committees during that period of time, they must be terminated as a student with Form ADV7 Departmental Request to Expire (Terminate) Graduate Status. Upon return, a student must complete University GS Form #6 (Application to Resume Graduate Study) and GS Form #6a (Reapplication Honor Code Commitment and Ecclesiastical Endorsement) which are available from the Department Graduate Program Manager or online at [http://graduatestudies.byu.edu/forms/forms.php](http://graduatestudies.byu.edu/forms/forms.php). A fee of $600.00 is required with the application.
• Students are ineligible for readmission when more than three years have passed since their last semester of graduate registration. In such cases, students must complete a new application and be considered for admission with a new applicant pool.

• Readmission does not extend the time limit for completion of the degree (five years from the first admittance to a master’s program, eight years from the first admittance to a doctoral program).

• The student may continue on the same research project (provided that project is still available) and with the support of the same Committee Chair and the same Advisory Committee (provided those individuals are still at the University and are willing to continue with the student).

• Irrespective of the circumstances involved, only one such form (Application to Resume Graduate Study) will be approved for any one graduate student during his/her graduate program time at BYU.

Note: No financial support is guaranteed for graduate students returning under this option unless the Department so specifies. Additional stipulations may be imposed on the student when he/she returns; however, these stipulations will be clearly specified in writing at the time the form is evaluated by the Department.
FINANCIAL ASSISTANCE

Financial assistance for all graduate students is contingent upon satisfactory progress as evaluated by the Graduate Committee.

On-campus employment

- Graduate students are required to take a minimum of two credit hours during Fall and Winter semesters in order to be employed by BYU (this includes both TA and RA contracts). International students must take nine credit hours during Fall and Winter to be employed.

- Students who are enrolled for Winter semester and who will also be enrolled for the following Fall semester are eligible to work on campus during Spring and Summer terms without taking classes during either term. However, any student employee who is not enrolled in at least one credit hour during Spring term and during Summer term must pay the FICA tax during that term. International students are exempt from the FICA tax.

TA/RA Positions

The graduate program in the Department of Plant and Wildlife Sciences is a research-oriented degree program. As such, it strives to provide graduate students with the greatest possibility for productive, publishable research. Teaching Assistantships (TA) or Research Assistantships (RA) positions are determined by students’ advisor and/or advisory committee. Guidelines for assigning Plant and Wildlife Sciences graduate student TA’s and RA’s are as follows:

- MS students: 20-hour per-week assistantships are offered for three semesters per year, for a two-year period. These assistantships are contingent on positive evaluations in teaching and research responsibilities.

- PhD students: 20-hour per week assistantships are offered for three semesters per year, for a five-year period. These assistantships are contingent on positive evaluation in teaching and research responsibilities.

- If for any reason a contract assistantship is submitted late to the Employment Office in a given semester, at the fault of the student, the student will be fined $100. That rate may change if the Employment Office increases fines for late contracts and late I-9s.

Graduate Financial Awards

Partial tuition assistance from the department is available to all graduate students. Students do not need to fill out an application to receive this assistance. Qualifications are as follows:

- Tuition awards are predicated on acceptable student progress as defined in the Graduate Student Handbook.

- Tuition Award candidates should have and maintain a minimum 3.0 GPA.
• Tuition awards are guaranteed for only the first two years of a Master’s, and five years for a PhD candidate (Fall and Winter semesters only), and are dependent on satisfactory academic progress.

University scholarships, other scholarships, fellowships, and grants can be applied for at: http://gradstudies.byu.edu/ under the financial tab. College of Life Sciences and Plant and Wildlife Sciences Scholarships can also be applied for at: https://lifesciencescholarships.byu.edu/Login.aspx. The following PWS scholarships are available:

FARNSWORTH SCHOLARSHIP
Two semesters, quarter or half-tuition; one or two available for graduate students in Genetics or undergraduates in Environmental Soil Science, Biotechnology, or Plant Biology.

INTERNATIONAL AGRICULTURE IMPROVEMENT FUND
One or two semesters, quarter or half-tuition or help for travel or related expense of international internship for majors in the Department of Plant and Wildlife Science. International students encouraged to apply. One or two available.

HOWARD C. AND MILDRED R. STUTZ RESEARCH
$1,000 for graduates involved in wildland shrubs research.

WILLIAM N. AND BETH BROTHERSON NATURAL RESOURCE MANAGEMENT SCHOLARSHIP
$1,000 for juniors, seniors, or graduate students involved in management aspects of botany, range science, and natural resource management.

GARY M. AND SHARRA L. BOOTH SCHOLARSHIP
$1,000 for undergraduate or graduate students working in some area of entomology.

CLARENCE C. COTTAM SCHOLARSHIP
$1,000 for graduate students working in natural history and conservation biology.

JOSEPH R. AND SHAUNA LARSEN SCHOLARSHIP
$1,000 for undergraduate or graduate students working in any area of biological science.

VERNON J. TIPTON FAMILY SCHOLARSHIP
$1,000 for graduate students working in natural history with emphasis in entomology.

Applications for these awards are available online at: https://lifesciencescholarships.byu.edu/Login.aspx. Application deadline is February 1.
Graduate Student Travel Funds

In order to qualify for consideration of funding, students must:

- Be current on academic progress (see "Requirements for Degrees", and "Student Progress") and working toward timely completion of their degrees as assessed by the Graduate Committee.

- Give a talk or present a poster at the meeting (title and abstract must accompany travel funds request).

- Submit a budget to the Department including transportation, registration, housing, and other expenses.

- Students must submit a “Graduate Student Application for Funding to Present at a Professional Meeting” form with an abstract attached. This must be signed by the student, the Committee Chair, and the Department Chair (or the Graduate Coordinator). This can be submitted with (or before) the Travel Plan Application. Forms can be obtained from the Accounting Specialist, Kerly Barben, 4114 LSB, 801-422-1467.

- The "Travel Plan Application" Form must be submitted 10 days before departure (for International travel 60 days). This is an estimated budget and must be signed by the traveler, the Financial Assistant, the Department Chair, and the Dean. The form must be filled out for insurance coverage.

- Students who are traveling internationally, must contact the Kennedy Center for International Studies and register on the BYU International Travel Registry http://kennedy.byu.edu/.

- To receive reimbursement, students must also turn in a “Travel Reimbursement” form with all receipts within 15 days of arrival home.

- Cash advances for meals and transportation can be requested from the department accounting specialist, Kerly Barben, 4114 LSB, 801-422-1467.

*Note: $900 of department funds are available to each student per calendar year for travel related expenses. These funds are designated for graduate student travel to scientific meetings where the student is giving a scientific presentation.

Research Presentation Awards are also available. These RPAs are intended to enable graduate students to travel to important conferences within their discipline in order to present their scholarly and creative work. Awards average $400. Go to http://gss.byu.edu/research-presentation-awards/ for more information.
GRADUATE STUDENT ACADEMIC

GRIEVANCE POLICY

Please see the Graduate Student Academic Grievance Procedure in the Graduate Studies Policies and Procedures Section (under Dept. Resources on Graduate Studies website) about procedures to resolve grievances between students and faculty. See Section E – Procedures, p. E63:
https://graduatetudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/policies/e_section_ppm.pdf

OFFICE ALLOCATION

The Department has limited office space. The University-defined priorities for assigning office space are: First—full time faculty and staff; Second—visiting faculty, post docs, research associates, and part-time faculty; and Third—graduate students. The Department has dedicated a limited amount of department office space for category 2 and 3 individuals (available office space clearly falls short of the need). Assignment of office space to visiting faculty, post docs, research associates, part-time faculty, and graduate students is administered exclusively through the Department Chair. Individual faculty members do not control dedicated Department office space; therefore, all transactions regarding this space must be directed through the Department Chair's office. However, the Department Graduate Committee will work closely with the Department Chair to accommodate the office space needs of all graduate students. If a graduate student needs office space that cannot be accommodated by his/her Graduate Committee Chair, he/she should see the Department Coordinator.
Graduation Deadlines for Graduate Students 2016-2017

**ADV Form 8**

Students who miss the graduation deadlines for any given semester must register for at least 2 hours (preferably project, thesis, dissertation, or internship credit) or pay the equivalent minimum registration fee and will graduate the following semester.

All graduation applications are submitted online.

Note: Some departments and colleges have deadlines earlier than those listed below. Check with your graduate coordinator.

<table>
<thead>
<tr>
<th>Dec 2016</th>
<th>Apr 2017</th>
<th>June 2017</th>
<th>Aug 2017</th>
</tr>
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<tbody>
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<td>May 5</td>
<td>May 26</td>
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<td>July 14</td>
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<tr>
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<tr>
<td>None§</td>
<td>Apr 28</td>
<td>None§</td>
<td>Aug 17</td>
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</table>

§ December graduates are invited to participate in April graduation exercises. June graduates are invited to participate in August graduation exercises.

1 All students in dissertation or thesis programs must use ADV Form 8c to schedule the final oral examination at least two weeks before the exam. Final examinations may not be held during the “interim period” between semesters or terms.
DEPARTMENT FORMS
## M.S. Graduate Candidate Checklist

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
<th>Form*</th>
<th>Projected Date</th>
<th>Completion Date</th>
</tr>
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<tbody>
<tr>
<td>Program of Study and Advisory Committee</td>
<td>End of 1st semester</td>
<td>U.ADV3</td>
<td>____________</td>
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<tr>
<td>Biannual Progress Evaluations</td>
<td>Every Fall and Winter Semesters</td>
<td>D.2</td>
<td>____________</td>
<td>____________</td>
</tr>
<tr>
<td>Prospectus and Oral Presentation to Committee</td>
<td>End of 2nd semester</td>
<td>D.1</td>
<td>____________</td>
<td>____________</td>
</tr>
<tr>
<td>At least one manuscript from thesis prepared for publication</td>
<td>Prior to graduation approval</td>
<td></td>
<td>____________</td>
<td>____________</td>
</tr>
<tr>
<td>Application for Graduation</td>
<td>During first month of final semester</td>
<td>U.ADV8a</td>
<td>____________</td>
<td>____________</td>
</tr>
<tr>
<td>Submit Thesis Draft to Advisor. Graduate theses typically require several drafts.</td>
<td>See Advisor for draft submission deadlines</td>
<td></td>
<td>____________</td>
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</tr>
<tr>
<td>Scheduling of Final Defense and Submission of Thesis to Department</td>
<td>At least 2 weeks before defense</td>
<td>U.ADV8c</td>
<td>____________</td>
<td>____________</td>
</tr>
<tr>
<td>Submit Thesis hard copies and Thesis Completion Form to Graduate Program Manager for Dean, Committee and Graduate Coordinator</td>
<td>At least 2 weeks before defense</td>
<td>D.4</td>
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<tr>
<td>Thesis Defense</td>
<td>See University Deadlines</td>
<td>U.ADV9 and U.ADV10</td>
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</tr>
<tr>
<td>Submit ETD and form 8d to Dean for signature</td>
<td>See University Deadlines</td>
<td>U.ADV8d</td>
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<td>See University Deadlines</td>
<td>U.ADV8d</td>
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</tbody>
</table>

*U = University Form—forms located at [http://graduatestudies.byu.edu/forms/forms.php](http://graduatestudies.byu.edu/forms/forms.php)

Note: Check University Guidelines

D = Department Form—forms located at [http://graduatestudies.byu.edu/images/forms/ADV_Form_8_1011.pdf](http://graduatestudies.byu.edu/images/forms/ADV_Form_8_1011.pdf) for Deadlines

[http://pws.byu.edu/AcademicPrograms/GraduatePrograms/Forms.aspx](http://pws.byu.edu/AcademicPrograms/GraduatePrograms/Forms.aspx)
**Note:** Plan to finish each step before the absolute deadline. **Do not plan to hold any committee meeting or any examination at any time when school is not in session.** If you wish to schedule an examination during Spring or Summer terms, you are responsible for making sure that your committee members are available to attend.
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<thead>
<tr>
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<td></td>
<td></td>
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<td>End of 3rd semester</td>
<td>D.1</td>
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<tr>
<td>Comprehensive Examination</td>
<td>End of coursework</td>
<td>D.3</td>
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<tr>
<td>Application for Graduation</td>
<td>During first month of final semester</td>
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<td>At least 2 weeks before defense. See [Deadlines]</td>
<td>U.ADV8c</td>
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<tr>
<td>Submit Dissertation hard copies and Dissertation Completion Form to Graduate Program Manager for Dean, Committee and Graduate Coordinator</td>
<td>When defense is scheduled</td>
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<tr>
<td>Dissertation Defense</td>
<td>See <a href="#">University Deadlines</a></td>
<td>U.ADV9doc and U.ADV10</td>
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<tr>
<td>At least two manuscripts from dissertation prepared for publication</td>
<td>Prior to graduation approval</td>
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<tr>
<td>Doctoral Survey to Office of Graduate Studies</td>
<td>At least one week after final submission to library</td>
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</table>
Note: Plan to finish each step before the absolute deadline. Do not plan to hold any committee meeting or any examination at any time when school is not in session. If you wish to schedule an examination during Spring or Summer terms, you are responsible for making sure that your committee members are available to attend.
BRIGHAM YOUNG UNIVERSITY
DEPARTMENT OF PLANT AND WILDLIFE SCIENCES

Approval of Prospectus

Student: _____________________________       Date Approved: _______________________

Comments: ___________________________

_________________________________________                   ____________________
Signature of Committee Chair                                                               Date

_________________________________________                   ____________________
Committee Member                                                                              Date

_________________________________________                   ____________________
Committee Member                                                                              Date

_________________________________________                   ____________________
Committee Member                                                                              Date

_________________________________________                   ____________________
Committee Member                                                                              Date

_________________________________________                   ____________________
Committee Member                                                                              Date

_________________________________________                   ____________________
Graduate Coordinator                                                                            Date

36
Graduate Student Biannual Progress Evaluation
(to be conducted no later than the end of Fall and Winter Semesters)

Date of Review: _________________________

What Semester/Term and Year should this review be attributed to: ________________

Name of Student: _______________________________________________________

Graduate Degree Program: ________________________________________________

Proposed Date of Graduation: _____________________________________________

Committee Chair: _______________________________________________________

Advisory Committee Signatures:  ___________________________________________

<table>
<thead>
<tr>
<th>Student Performance</th>
<th>Satisfactory</th>
<th>Marginal</th>
<th>Unsatisfactory</th>
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<tr>
<td>Course Work on Schedule</td>
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<tr>
<td>Course Work Grades</td>
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<td>Contract Creation Problems?*</td>
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<td>Proposal Approved</td>
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<td>Program of Study Approved</td>
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<td>Research Progress</td>
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<td>TA Evaluation</td>
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<tr>
<td>Thesis Preparation</td>
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</tbody>
</table>

OVERALL EVALUATION SCORE

Comments:

Specific goals to be accomplished before next review:

*In this case, Satisfactory means there were no contract creation issues, no late signatures, etc.
Doctoral Comprehensive Examination Evaluation

Student: ___________________________ Date of Examination: __________________

I certify that the above-named student has performed in the following category in this examination: (Specify 1, 2, 3, or 4. Decimals may be used, e.g., 3.5.)

<table>
<thead>
<tr>
<th>Pass</th>
<th>Pass with Qualifications</th>
<th>Fail</th>
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<tr>
<td>4. Adequate</td>
<td></td>
<td>1. Poor</td>
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</tbody>
</table>

I note the following strengths and weaknesses:

__________________________________________________________________________

Signature of Committee Chair ___________________________ Date _____________

(please print name)

☐ Final approval that all qualifications have been completed

Signature of Committee Chair ___________________________ Date _____________

Signature of Graduate Coordinator ________________________ Date _____________
Thesis/Dissertation Completion Form
Department Form 4

Note: This form must be submitted with 2 hard copies of the thesis/dissertation a minimum of 2 weeks prior to the defense along with ADV form 8c (Departmental Scheduling of Final Oral Examination). All forms and thesis/dissertation copies should be turned in to the Graduate Program Manager. The Graduate Program Manager will distribute the hard copies to the Dean & Coordinator. The student is responsible for distributing copies (paper or electronic) to their committee members.

Student Name:___________________________

Committee Chair:_________________________

Graduate Degree Program: ________________________________

Title of Thesis/Dissertation:_____________________________________________________________
_____________________________________________________________________________

Date of Scheduled Defense:_______________________________________________

Preferred Room and Time: ________________________________________________

As Committee Chair of ________________________________, I acknowledge that I have read the attached thesis/dissertation and find it ready to be reviewed by the student’s Graduate Committee and the Dean of the College’s office prior to the final defense.

___________________________________________________ _________________________
Committee Chair Signature                                                                      Date
GUIDELINES FOR USE OF DEPARTMENTAL RESEARCH FACILITIES

Laboratory, greenhouse, environmental chambers, field research, and computer facilities are provided by the University to the Department to achieve teaching and research objectives as approved by the College of Life Sciences. Equipment and supplies are purchased from either University and/or private grants, and the Department is accountable to these agencies for prudent and efficient use of these facilities. Therefore, it seems appropriate to establish guidelines for users of these facilities.

The primary guideline for use of departmental equipment and facilities is application of “THE GOLDEN RULE”, i.e. “Do unto others as you would have them do unto you.”

LABORATORIES

1. Use of laboratory space, supplies, and equipment is under the direction of a faculty supervisor or your Committee Chair.

2. Laboratory facilities are for Department-approved projects and not for personal use.

3. DO NOT BORROW ANYTHING without permission from the person responsible.

4. IF YOU GET IT DIRTY, CLEAN IT UP. Each person is responsible for cleaning up during the course of and after an experiment is completed.

5. IF YOU GET IT OUT, PUT IT BACK.

6. IF YOU BREAK IT, GET IT FIXED. Do not leave it for the next person.

7. OBTAIN PROPER TRAINING BEFORE USING EQUIPMENT. To help prevent breakage of expensive equipment you MUST know how to run it before you start. Random experimentation may be costly.

8. LEARN AND PRACTICE LABORATORY SAFETY PROCEDURES.

9. USE PROPER MAINTENANCE PROCEDURES AND TECHNIQUES ON ALL EQUIPMENT. This will help avoid much frustration on your part as well as the part of the faculty member who is in charge.

10. DO NOT LOAN EQUIPMENT THAT IS NOT UNDER YOUR SUPERVISION.

11. LOCK ALL DOORS AND TURN OFF LIGHTS WHEN YOU LEAVE THE LABORATORY!!! Be cautious with items that have a high theft risk.

12. PROTECTIVE GOGGLES OR GLASSES MUST BE WORN IN LABORATORIES WHERE CHEMICALS ARE USED.
13. **EATING AND CHILDREN ARE NOT PERMITTED IN LABORATORIES. (THIS IS A UNIVERSITY RULE!).**

14. **HELP THOSE AROUND YOU TO ALSO FOLLOW THESE GUIDELINES.**

**GREENHOUSE**

1. **PLACE EQUIPMENT BACK IN THEIR PROPER STORAGE AREAS** after you have completed an experiment.

2. **CLEAN UP THE AREA YOU HAVE USED!!!** This cleanup should be done during the course of the experiment, as well as after it is completed. Good housekeeping is a must in successful research work.

3. **ADVISE THE GREENHOUSE MANAGER IN WRITING** if watering is to be handled by the greenhouse staff.

4. **ADVISE THE MANAGER OF HOW LONG YOU WILL BE USING THE AREA.**

**COMPUTER FACILITIES**

1. It is the responsibility of each student to learn how to operate the computers and auxiliary equipment provided in the computer labs. **THIS MEANS THAT YOU MUST TAKE TIME TO READ THE INSTRUCTION MANUALS, OR RECEIVE ADEQUATE INSTRUCTIONS!!**

**FACILITIES AVAILABLE**

**LABORATORIES AND EQUIPMENT IN THE DEPARTMENT**

Laboratories and associated equipment are available within the Department. Although they are set up for use in the research program of a specific professor, they may be available for general use through consultation with faculty or staff members in charge of each unit.

In addition, arrangements may be made with other departments on campus for special studies that require equipment unavailable within our department. Arrangement for use of these facilities will be coordinated through the student’s Committee Chair.
GREENHOUSE AND FARM FACILITIES

Greenhouse facilities, environmental chambers, and horticultural gardens are also available for graduate research programs. The BYU Spanish Fork Agriculture Station is available for field-oriented research programs. Research conducted off campus on personal or corporate farms, USDA-ARS, or USDA-Forest Service is also possible under special circumstances. Clearance from responsible faculty or administrators for use of these facilities will be arranged in advance in consultation with the student’s Committee Chair.

LABORATORY SAFETY AND ETIQUETTE

Brian Hopkins chairs the Departmental Safety Committee. Questions about safety and appropriate laboratory procedures should be directed to your Committee Chair, or to Brian Hopkins, 5115 LSB, 801-422-2147. A notebook containing the Materials Safety Data Sheets (MSDS) is located in the Environmental Analysis Laboratory and the Genetics Laboratory. Be sure you are familiar with the location of these notebooks. Students who work in laboratories are required to attend both Departmental and University safety meetings. The University HAZCOM program provides instructions in safe laboratory procedures.

Food and drink may not be stored or consumed in laboratories. Food waste and wrappers disposed of in lab waste containers are considered evidence of food consumption in the laboratory. Infants and young children are not allowed to enter laboratories.

Chemicals, glassware, and equipment used in graduate research are to be provided by the Committee Chair. Do not use laboratory supplies or equipment located in other laboratories without permission. Do not disturb chemicals or glassware on bench tops that may be in current use by others. These policies also apply to the use of materials and equipment in the Environmental Analysis Laboratory. Permission and instruction to use equipment and supplies in these two labs should be through Brian Hopkins (5115 LSB).

All faculty, undergraduate, and graduate students are required to maintain clean work spaces on bench tops, in the greenhouse, in the growth chambers and on the farms. When experiments are completed, clean up the area. Do not leave pots or plant materials in the growth chambers or greenhouse when experiments are completed. Glassware must be washed, dried and stored promptly. Clean up!!!

All experiments conducted in the greenhouse need to be reviewed by the Greenhouse Committee. Earl Hansen and the students maintaining the greenhouse need to know to whom the experiment belongs, if watering is required, and when the experiment will be completed. Pots and plant material left unattended will be thrown out!

To schedule research conducted in the environmental growth chambers please contact Bryan Hopkins (5115 LSB).