

Department of Plant Pathology, Entomology &  
Microbiology

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Plant Pathology  
Graduate Student  
Handbook

2023

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Updated July 2023

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## Welcome to the Department of Plant Pathology, Entomology and Microbiology

We are pleased that you have chosen our department for your graduate education. We know that you will find your experience here rewarding. You also will find it challenging. This handbook is designed to let you know what to expect.

Success in graduate school requires dedication. You will quickly find that you will need to work all year, including semester breaks, to get both your research and coursework done. Vacations are permitted, but make sure to get approval from your advisor or major professor first; your graduation could be delayed if an ill-timed vacation interferes with an important experiment.

You must also achieve a high level of scientific professionalism. Conducting research is the most important part of your graduate training. It will teach you how science is done, and it will give you a deeper understanding of plant pathology than is possible from classes. Every student, whether planning a future career in research, service, or teaching, is expected to conduct quality research.

A part of being a professional is making the results of your research available to the scientific community. This includes giving presentations at national or international meetings and publishing your research in refereed journals. Presenting a paper is exciting and rewarding, but can be stressful if you are not accustomed to public speaking. Most students find that publication is the most difficult and time-consuming part of their research program. However, it can also be the most stimulating, because it forces you to think critically about what you have done.

The faculty, staff, and graduate students in the Department of Plant Pathology, Entomology and Microbiology have compiled this handbook to help you succeed in your graduate study. Please read over the entire document; if you have any questions that are not answered here, your advisor, the Department Chair, the Director of Graduate Education (DOGE), or the Graduate Student Services Specialist will be happy to help.

*But remember, the responsibility for your success rests with you.*

## Upon Arrival at Iowa State

When you first arrive, you may find yourself overwhelmed by the number of tasks you must complete. This is a list of things to do during the first few days and weeks:

### 1. Visit the Department of Plant Pathology, Entomology and Microbiology (PPEM):

#### **Department Chair:**

Dr. Steven Harris  
1344 Advanced Teaching and Research Building  
2213 Pammel Drive  
Ames, Iowa 50011  
Phone: 515-294-2149  
Email: [plantpath@iastate.edu](mailto:plantpath@iastate.edu)

#### **Director of Graduate Education:**

[Dr. Gary Munkvold](#)  
160 Seed Science  
2115 Osborn Drive  
Ames, Iowa 50011-1050  
Phone: 515-294-7560  
Email: [munkvold@iastate.edu](mailto:munkvold@iastate.edu)

#### **Graduate Student Services Specialist:**

[Dai Nguyen](#)  
207 Science Hall  
2237 Osborn Dr.  
Ames, Iowa 50011-1027  
Phone: 515-294-9052  
Email: [dna112@iastate.edu](mailto:dna112@iastate.edu)

#### **Administrative Specialist:**

Donna Moore  
1344 Advanced Teaching and Research Building  
2213 Pammel Drive  
Ames, Iowa 50011  
Phone: 515-294-7400  
Email: [dmoore@iastate.edu](mailto:dmoore@iastate.edu)

#### **Budget and Finance Specialist:**

Sandee Bodholt  
1344 Advanced Teaching and Research Building  
2213 Pammel Drive  
Ames, Iowa 50011  
Phone: 515-294-4802  
Email: [sandee@iastate.edu](mailto:sandee@iastate.edu)

The office staff will assist you with the administrative details of your graduate program. They will provide you with a brief introduction to the department and a schedule of orientation activities. International students must also check in with the [International Students & Scholars Office](#) (ISSO) in 3241 Memorial Union.

Make an appointment to visit your advisor or major professor as soon as possible. You should also introduce yourself to the Graduate Student Services Specialist, who can help you with any problems that cannot be solved by your major professor. The Graduate Student Services Specialist will keep track of your progress toward graduation.

- 2. Obtain your ISU Card.** Each student is required to have an ISU identification card to access university services. Cards are issued at the [ISU Card Office](#), Room 0530 Beardshear Hall.

Your University ID number (UID) is the 9-digit number in the middle group below. All of your student records are linked to this 9-digit number.



- 3. Register for your “ISU Network-ID” or Net-ID.** Your Net-ID allows you to send and receive email in **CyMail (ISU Email)**, access campus computers and services, log in to protected networks at ISU and more. To register for a Net-ID: <https://asw.iastate.edu/cgi-bin/acropolis/register>, you will need to enter your ISU card number and security code.

Check for email communication in your CyMail account daily. When you have set up your ISU e-mail address, please inform the Graduate Student Services Specialist. She will add you to the department’s personnel directory and graduate student e-mail list. Most announcements are sent out exclusively via e-mail.

- 4. Obtain AccessPlus (A+).**



Login Method:  [Login Method?](#)  
Login ID:   
Password:  [Forget your password?](#)

<https://www.ubill.iastate.edu/>

[AccessPlus](#) allows you to check your ubill, class registration, class schedule, current student info, enrollment certification, grades report, and much more, including your tax info (1098T).

**5. Attend Orientation Week activities.** Graduate student orientation is held the week before classes begin each fall. It is designed for entering graduate students and includes instructional campus tours and information about the various benefits and services available to you at ISU. You will receive email announcements about orientation activities in which you are required to participate. The International New Student Orientation schedule with ISSO is found here <https://isso.dso.iastate.edu/new-student-orientation>.

**6. Be aware of the following reference materials.** These materials contain all the university regulations and requirements for graduation. Look through them carefully and note the location of important points. It will make your life much easier to know where to look for information when you need it.

***Graduate College website***

<https://www.grad-college.iastate.edu/>

Graduate College 1137 Pearson Hall

***Graduate College Handbook***

<https://www.grad-college.iastate.edu/handbook/>

***Graduate College Thesis/Dissertation***

<http://www.grad-college.iastate.edu/current/thesis/>

***Iowa State University Catalog***

<http://catalog.iastate.edu/>

214 Student Services Center

***Schedule of Classes***

<http://classes.iastate.edu/>

**7. Meet with your major professor.** Let your major professor (also referred to as advisor) know you are in town. He/She can help you with everything else on this list.

**8. Get your keys.** Your advisor will tell you what keys you will need. Our office staff will order the keys, and you will be able to pick them up the next day at the General Services Building.

- 9. Register for classes.** Before you register, meet with your advisor to discuss your course selections.

You may register for classes via AccessPlus Web Registration System (<https://accessplus.iastate.edu/frontdoor/login.jsp>). You will find all the information you need to register online on the Registrar's web page. A copy of this web page is included in this section.

- 10. Sign up for payroll.** All new employees must complete a payroll package and bring it with them to the [University Human Resources](#) Office in 3810 Beardshear Hall. You will also need to provide a driver's license and social security card or certified birth certificate or a passport. Payroll signup must be done prior to or on the first day of your employment at ISU: <https://www.pbt.iastate.edu/payroll/employee/signup>. International students are required to complete the I-9 form with [ISSO](#).

- 11. Take the English Placement Test** (for non-native English-speaking students only.) Students whose native language is not English and who do not have an undergraduate degree from Iowa State University or from an accredited university in the U.S must take the [English Placement Test](#) at the beginning of their first semester.

If you already have a degree from ISU or from an accredited university in the U.S. or scored above 100 on the TOEFL or 7.5 on the IELTS, you are **not** required to take the English Placement Test; however, you do need to contact the [Graduate College Office](#) for certification: [grad\\_college@iastate.edu](mailto:grad_college@iastate.edu).

Further information on the English Placement Test, given at the beginning of each semester will be emailed to you prior to enrolling in your first semester.

- 12. Register your car or bicycle.** If you plan to park a car or bicycle on campus during the day, it must be registered with the [ISU Parking Division](#) Office in 27 Armory Building. It is recommended that bicycles be registered with both the university and City of Ames. Free ISU bicycle licenses are available at the Armory; City of Ames licenses are available at several locations in town (e.g., City Hall and the ISU Bookstore).

The ISU Parking Division Office tickets improperly parked or unregistered bicycles and cars, especially during the first few weeks of the semester.

- 13. Check your mailbox daily.** Each graduate student has a mailbox located in the mailroom. The office secretary will point yours out to you.

- 14. Meet other graduate students.** Orientation Week provides an opportunity to meet other new graduate students. You will have the chance to interact with current and new graduate students at the [College of Agriculture and Life Sciences \(CALs\)](#), [Graduate College](#) and [PPEM departmental](#) functions during orientation or other special events.

The Plant Pathology Graduate Student Organization (GSO) is an active group that

participates in departmental activities and has input into the establishment of departmental policies. They also raise money, hold social activities, and provide a billing system for use of the departmental copy machine. If you did not meet with members of this group during orientation, ask the office staff for the name of the current GSO president and introduce yourself to him or her.

## Registration Process

- Registration can be done online in [AccessPlus](#).
  - On the left menu after logging in, click on Class Registration and follow the prompts.
- Additional information about registration, course description, schedule change, deadlines, and more, can be found [here](#).
- [Tuition and Fees](#):
  - Students in the Department of Plant Pathology, Entomology and Microbiology are assessed differential tuition.
  - See tuition and fees for “[Specific Graduate Departments](#)” in the “Graduate Students” table.
- You do not need to enter a RAN (Registration Access Number) to register.
- Course offerings for each term can be viewed in [Schedule of Classes](#).
- Use [Academic Calendar](#) to find out when registration period starts.

## Registration/Enrollment:

- 1. AccessPlus registration system.** Registration for courses through AccessPlus is encouraged for all students. However, if AccessPlus is closed for registration, you may ask Dai Nguyen to help you register.
- 2. Check with your major professor or advisor** for guidance in course selection.
- 3. Choose a specific section of each course.** Students are responsible for choosing their course sections. In most cases, advisors will not be involved in selecting meeting times.
- 4. Review registration start date/time information** and any registration hold information in [AccessPlus](#), under Current Information.
- 5. Register for courses.** The [AccessPlus](#) registration system will prompt you after each entry whether your request has been processed.

**Enrollment status for graduate students:** Full-time, fall and spring: 9 credits. In the summer, graduate students may register for 1 credit to keep their assistantship uninterrupted.



## Getting Your Degree

After you have completed these initial tasks, you will be able to settle into the routine of research and classes. However, do not let yourself get so involved with your day-to-day chores that you lose sight of your goal. Obtaining a degree requires not just passing courses, but making a significant contribution to science through your research. Doing so within the time frame available requires planning and attention to deadlines.

Early in your first semester, plan your graduate program in detail. A list of some of the things that you will need to do is provided in this section.

As you go through this list, keep in mind that, ultimately, you are the person responsible for all aspects of your graduate education. This includes learning about and meeting all deadlines, and satisfying all research, course, and teaching requirements. You are also responsible for the quality of your research and the level of professionalism you achieve. You must motivate yourself.

**Note:** *All departmental requirements specified in this handbook are in addition to university requirements. Please familiarize yourself with both.*

- 1. Communicate with your major professor (advisor) regularly.** Your major professor provides your main source of guidance. The two of you should confer regularly to review your progress. Your major professor's responsibilities include mentorship of research and course selection, approving pre-registration and other forms, determining the grading system to be used for research credits, (Pass/Fail or letter grade), presiding at [Program of Study Committee \(POSC\)](#) meetings, recommending changes in your program or status to the Graduate Dean, and constructively criticizing the thesis or dissertation before it is circulated to other POSC members.
- 2. Prepare a written Research Proposal.** You should prepare a written description of your proposed research early in your graduate program. This is best done during your first term and certainly no later than during your second. You and your advisor will decide upon the general nature of your research during your first few weeks together. However, it is your responsibility to design, carry out, analyze, and interpret your experiments.

Sit down, first by yourself and then with your advisor, and precisely define your research objectives. Then write out a detailed plan for meeting those objectives. Be prepared to revise the plan as your research progresses. Excellence in research is your responsibility.

- 3. Form your Program of Study Committee (POSC).** Your [POS Committee](#) is your second source of guidance. This group determines which courses you will need to take in addition to those required by the department. The committee also helps guide your research and, toward the end of your program, determines whether the research you have done is satisfactory. If you are pursuing a Ph.D., your committee will administer your Preliminary Exam.

The Graduate College has rules governing the membership of the [POS Committee](#). Consult the [Graduate College Handbook](#) for guidelines. Do not assume that all faculty are eligible to be your major professor or serve on your committee. They must be a member of the Graduate Faculty to serve on a POS Committee. Consult the index in the back of the *Graduate Catalog* for this information.

You and your advisor will select your POS Committee in accordance with departmental and Graduate College guidelines. Good students pick committee members who can offer them the best research advice. Don't be tempted to pick members simply because they seem "nice" or are rumored to be "easy" on students. Discuss the choices with your advisor.

Your [POS Committee](#) should be selected by the end of your first semester. If for some reason you cannot get it done during your first term, do it as early in your second term as possible.

- 4. Establish your Program of Study and present your Research Proposal to your POS Committee.** Meet with your [POS Committee](#) (POSC) to design your degree program (list of required courses) no later than the end of your second term. This is also the time to present your research ideas to the committee. You will get the most help from them by providing members with a copy of your Research Proposal a few weeks before the meeting. Listen to their advice, and modify your plans as necessary.

Submit the online POSC form via AccessPlus, following your POS Committee meeting or by the end of the second semester. The POSC form has two parts: the first part includes your major professor(s) and members of your Program of Study Committee; the second part lists all the courses you will take during the course of your degree program.

- 5. Present your Research Proposal Seminar.** Presentation of a formal seminar describing your research plans is a requirement for graduation. This should be done as part of the departmental seminar series (PIP 698) or the "brown-bag" noon discussion series. It may be done before, at the same time, or after you present your ideas to your committee.
- 6. Update your POS Committee on your progress.** Meet with your POS Committee, either formally or informally, to let them know how your research is proceeding and to get their advice. You should have a formal POS Committee meeting at least once a year, but don't hesitate to contact individual members for their input. Continuing discussion is required to ensure the best and fastest progress; it also can prevent unpleasant surprises at the end of your degree program.
- 7. Complete course requirements.** Departmental course requirements are listed in the Departmental Academic Requirements section of this manual. Try to complete your courses as early in your program as possible. Many students prefer to have at least one semester at the end of their program free from classes; this gives them time to conclude their research and write their thesis or dissertation.

8. **Take the Preliminary Exam (if you are working towards a Ph.D.).** You will need to pass this exam in order to advance to candidacy, a step on the way to obtaining a Ph.D. You must take and pass the [Preliminary Exam](#) within the first three years of your Ph.D. program and no later than six months prior to your Defense (Final Oral Exam). A description of this exam is given in the Departmental Academic Requirements section of this manual.
9. **Write your thesis or dissertation.** Start writing your [thesis or dissertation](#) at least six months before you plan to graduate. Many students find this the most difficult part of their program. Procrastination, however, may cause needless difficulty in meeting deadlines. If you have never before written a research paper, begin this one at least a year before it is due. A wise student will begin writing the Literature Review, Statement of Purpose, Rationale for the Experimental Approach, and Methods even before the data are complete.

Your thesis must comply with the Graduate College requirements as indicated in the [Thesis/Dissertation Checklist](#). Before final submission, schedule an [appointment with a Thesis/Dissertation Writing Consultant](#) at the Graduate College. Their staff is available to advise you on any formatting problems your thesis might contain. They can also review the thesis for you prior to its final printing.

Submission deadlines are published by the Graduate College each semester. A thesis that does not meet format requirements by the deadline can result in the cancellation of graduation for that term. Therefore, you are strongly encouraged to submit your thesis to the Graduate College for a "preliminary format check" no later than the deadline for the final oral examination.

More than one format is possible for your thesis or dissertation. See the [Graduate College Thesis & Dissertations](#) for details. Many students and professors prefer to use the "alternate format," in which your research is written as one or more publication-quality papers.

Using this format greatly facilitates final publication of your work. The student and major professor should decide upon the format to be used.

Remember that you are responsible for writing and editing your thesis/dissertation and papers. This includes maintaining high standards for the quality of your publications and publishing in a timely manner. Your major professor can only help you.

10. **Be aware of Graduate College deadlines.** As you near graduation, you must pay especially close attention to deadlines and policies imposed by the Graduate College. Consult the [Graduate College website](#), [Graduate College Handbook](#), the [Graduate College Thesis Manual](#), and email notices for these deadlines. Failure to meet any of the deadlines can delay your graduation a semester.
11. **Present your Defense Seminar.** After you have completed your research and the thesis is done or nearly done, you must present a formal seminar describing your research accomplishments. This should be part of the departmental seminar series, and your POS Committee members should be invited to attend.

**12. Present your Defense (Final Oral Exam).** After your thesis has been revised to your major professor's satisfaction, you must give copies to your POS Committee members and conduct a Defense (final oral exam). This is the time to defend your research and convince your POS Committee that your research is new, significant, and constitutes a quality contribution to science.

Schedule the final oral exam with your Program of Study Committee. Submit a [request for final oral exam](#) online; this must be done three weeks prior to the scheduled exam date. (Please bring a copy of the thesis/dissertation for your own reference during your defense.)

Graduate College policy stipulates that the completed thesis or dissertation must be provided to your POS Committee two weeks before your Defense. Do not assume that you can provide the committee members copies of your thesis or dissertation less than two weeks before your Defense (regardless of what other graduate students report having done with their committees).

**13. Revise your thesis or dissertation and submit it to the Graduate College.** Virtually all students will be asked by their POS Committees to revise portions of their theses or dissertations before submitting the final copy to the Graduate College. The extent of the revisions can vary greatly. After the POS Committee has approved the recommended revisions, the final version can be uploaded to [ProQuest/UMI](#) to be approved by the Graduate College before graduation.

**14. Submit your research for publication.** Although not required for graduation, publishing your research is essential to your career. It is best to submit your paper(s) while you are still a student. Preparing a professional manuscript and taking it through the review and galley proof processes is much easier when your major professor is there to help.

## **Financial Support**

The department will provide financial support whenever possible so that you can concentrate on your studies. Generally, this support is in the form of Graduate Assistantships (GAs) funded by grants. Graduate students on assistantships are considered “C-base” university employees. Note that all graduate students are required to assist in teaching if requested, regardless of the source or level of departmental support.

The benefits and responsibilities for students on assistantships are similar, no matter what the source of funds. The standard stipends for graduate assistants supported by the Plant Pathology, Entomology and Microbiology department generally meet the minimum stipends required by the Graduate College. Most students are on 1/2-time C-base appointments, although this may vary depending on responsibilities.

In accordance with departmental policy, the standard stipend for graduate students housed in Plant Pathology, Entomology and Microbiology will increase each fiscal year by, at a minimum, the average salary increase given to Professional and Scientific employees by the University. Stipends for Ph.D. candidates increase after passing the Preliminary Exam. This increase in stipend is a good incentive for not delaying this exam.

Students in interdepartmental majors may be paid either the standard stipend of the Plant Pathology, Entomology and Microbiology department or the standard stipend of their major, at the discretion of their major professor.

Students on GAs are expected to work for their advisor a number of hours per week proportional to their appointment, i.e., 1/2-time C-base equals 20 hours per week and ¼-time equals 10 hours per week. This work may or may not be related to the student’s own research. If you are supported on an assistantship, and you wish to engage in any additional employment, you should obtain prior permission from your major professor before making any commitment.

Graduate Assistants do not accumulate paid time off. If you need to be away from your duties, you should discuss it with your supervisor; reasonable requests for time off for personal or medical reasons should be accommodated, but must adhere to all grant and other funding source restrictions.

Graduate students on 1/2-time assistantships may register for a maximum of 12 credits per semester during the academic year. Please see the [Graduate College Handbook](#) for additional information on credit limitations.

## Tuition Support

All qualifying graduate students holding a ¼ or ½-time graduate assistantship (GA) appointment are assessed tuition at the full-time in-state rate for fall and spring terms. In the summer term, however, tuition is assessed at an in-state rate but according to the number of credit(s) enrolled. Students on assistantship must be registered for a least one credit in the summer to keep their assistantship uninterrupted. Tuition scholarships are applied to the student's tuition bill directly.

Ph.D. students on a ½-time graduate assistantship appointment receive 100% tuition scholarship, and M.S. students receive a scholarship that pays 50% of their tuition. This scholarship is supported by your faculty grant funds or other additional sources.

To be eligible for graduate tuition scholarship, the student must:

- 1) be on a Graduate Assistantship (GA) appointment for at least three months during the fall and spring semesters and at least 6 weeks during the summer term.
- 2) be in good academic standing, upholding at least a 3.0 grade point average or higher
- 3) not be on restricted admission status or academic probation.

The tuition scholarships for graduate students of Plant Pathology, Entomology and Microbiology are summarized below. At their discretion, however, major professors may pay the student's portion in part or full for their students, whether M.S. or Ph.D.

### Tuition Scholarship Awards (% paid at full-time resident rate per term)

For students on graduate assistantships

<b>Appointment Time</b>	<b>Ph.D. Student Tuition Scholarship</b>	<b>M.S. Student Tuition Scholarship</b>
½-time GA or more	100%	50%
¼-time GA or more but less than ½-time.	50%	25%

## Summer Registration and Fee Schedule

**For students supported on assistantships:** Graduate students on assistantships are required to register for at least one credit hour during the summer term to retain their assistantships. Unlike fall and spring, summer tuition fees are assessed, at the current resident tuition rate, which is equivalent to the number of credits enrolled.

**For students not supported on assistantships:** Summer tuition rates for graduate students not supported on assistantships are assessed on a per-credit basis and may still be eligible for in-state (GA) tuition rate up to four credits enrolled.

*For additional information, please refer to the detailed explanations of fee assessment policies in the [Graduate College Handbook](#) and the [Iowa State University Bulletin](#).*

## Travel Support

Attendance and presentation of research results at professional meetings are essential aspects of graduate student training. All students should attend at least one national or international meeting during their graduate programs.

To help you attend professional meetings, the department supplements, to the extent possible, funds provided by the Graduate College, Graduate Student Senate, and major professor. To be eligible for departmental travel support, you must be making a presentation at the meeting, you must have given a formal oral presentation at a Plant Pathology seminar event in the previous 12-months, and you must apply for a Graduate College and Graduate Student Senate travel grant. The Request for Professional Advancement Grant application is available on the Graduate College web page at <http://www.grad-college.iastate.edu/gpss/PAG/index.html>.

Meetings eligible for departmental support include any professional meeting in the continental U.S. or Canada at which you are presenting research results. You may not be eligible for any funds from the Graduate College, Graduate Student Senate, or department if you attend a professional meeting but do not make a presentation. Funds are limited to one meeting per academic year. You must also maintain an excellent attendance and participation record at required departmental activities to receive departmental travel funds.

The maximum expenses covered from all sources are registration fee (excluding optional social events); the least expensive, most practical means of transportation; the least expensive lodging available; and \$30.00 per day for food. Requests for reimbursement for eligible travel expenses must be submitted immediately after returning from travel. Check with Dai Nguyen for assistance if you have any questions.

Departmental travel funds often are limited, and the amount may vary from one year to the next. Therefore, you should discuss additional funding sources with your major professor. For particularly expensive meetings, the use of personal funds may be necessary.

The department will provide a van for travel to American Phytopathological Society regional meetings. Students are welcome to travel in this van whether or not they are presenting a paper.

Please contact the Graduate Student Services Specialist regarding student travel policies and procedures well in advance of your meeting.

### **Charles J. Gould Graduate Student Travel Award**

The Charles J. Gould Graduate Student Travel Award in Plant Pathology is funded by a gift from Mrs. Charles J. Gould in honor of her husband, who received his Ph.D. from ISU in 1942. He spent his career studying diseases of horticultural plants.

The award is open to all graduate students in the department and is for travel that furthers their professional development. Recipients will be selected based on need and the benefit to their professional development. Preference will be given to travel not normally supported by the departmental, university or grant sources.

The recipients must agree to express acceptance and appreciation of the award in writing to Mrs. Gould within six weeks of announcement of the award and agree to be photographed receiving the award. Recipients must be in good standing and have met departmental deadlines for fulfilling their academic requirements.

Decisions on funding will be made by the department chair twice yearly. The number of awards each year and the amount of the award will vary depending on the earnings of the Gould endowment. Awards will generally be in the range of \$250 to \$500 with one to four given each year.

Graduate students planning a particularly important or unusual trip that need additional funds to make it possible should send an e-mail to the department chair describing their travel plans and reasons for seeking the award, specifically, how the travel will further their professional development. The e-mail should be no more than 300 words.

Application deadlines will be January 1 and July 1, or other dates chosen by the chair and spaced about six months apart.



## Departmental Academic Requirements

The following departmental requirements are *in addition* to all university and Graduate College requirements. Be sure to consult current editions of the [Graduate College Handbook](#) for the latter requirements. A copy of the form the department uses to track your academic progress is at the back of this handbook.

### Grade Point Average

Both the Graduate College and Plant Pathology require students to maintain a 3.0 GPA in courses taken at ISU. Failure to maintain a 3.0 will result in academic probation. Grades earned for research credits (Pl P 699) are not included in the calculation of the GPA.

### Graduate Core Curriculum

All graduate students majoring in Plant Pathology are required to take the core curriculum. These courses are designed to ensure that all students receive graduate-level training in all major areas of plant pathology. Exemption from one or more of the cores is possible for students with prior graduate training in all topics covered by a particular core course. Approval of exemption from taking a core course is not automatic. Your POS Committee and the Plant Pathology Director of Graduate Education must approve the request.

### Core Courses

#### ISU Plant Pathology Curriculum (updated February 2020)

*Course requirements – effective for students first enrolled in Fall 2014 or later:*

Students	Courses	Topic
MS & Ph.D.	Pl P 508 Principles of Plant Pathology (3 cr.) (for students with no previous plant pathology coursework)	General plant pathology
	Pl P 506 Plant-Pathogen Interactions (2 cr.)	Plant-pathogen interactions
	Pl P 530 Ecologically-based Pest Management Strategies (3 cr.)	Plant disease epidemiology and management
	Pl P 597 Laboratory Methods in Plant Pathology (1 cr.)	Plant Pathology methods
	Oral communications course, a writing course, or a colloquium	Communications & critical thinking
	Gr St 565 Responsible Conduct of Research (1 cr.)	Research conduct & ethics
MS – 4 times Ph.D. – 6 times	Pl P 698 Plant Pathology Seminar	Seminars
MS - 2 courses Ph.D. - 3 courses	Pl P 512 Lifestyles of Plant Pathogenic Fungi (2 cr.) Pl P 509 Plant Virology (2 cr.) Pl P 577 Bacterial-Plant Interactions (3 cr.) Pl P 574 Plant Nematology (2 cr.)	Biology of plant pathogens

MS & Ph.D. 1 course	PI P 511. Integrated Management of Tropical Crops (3 cr.) PI P 552 Integ. Mgmt. of Dis. & Insect Pests of Turf (3 cr.) PI P 594/594L Seed Pathology (3 cr.) PI P 691 Field Plant Pathology (2 cr.) PI P 692 Mol. Biology of Plant-Pathogen Interactions (3 cr.)	Plant Pathology electives
Ph.D.	Teaching or Extension Experience (e.g., PI P 581, 590, paid TAs) (1 cr. or equiv.)	Teaching

\*A course may not be used to meet both the oral communications requirement and the teaching/extension requirement.

*Course sequence* (all PI P courses offered in alternate years except PI P 408/508)

Year	Spring	Summer	Fall
Odd	Laboratory methods (597) Plant Virology (509) Plant-pathogen interactions (506)	Nematology (574) Extension experience (581)	Seed pathology (594)
Even	Plant pathogenic fungi (512) Bacteriology (577)	Field plant pathology (691)	Disease management (530) Molecular plant pathology (692)

## Scientific Ethics

A formal course on scientific ethics is also required as part of your Program of Study. The course, GR ST 565, covers issues such as plagiarism, authorship practices, ownership of notebooks, data, and research materials, intellectual honesty, and self-deception in science.

## Seminar

All students majoring in Plant Pathology are required to register for a minimum number of semesters (four for M.S., six for Ph.D.) of the departmental seminar series (PI P 698). Exceptions may be granted to students who present legitimate conflicts. Grading is satisfactory/fail and is based solely on seminar attendance. Students are expected to attend all seminars in the series. Students in interdepartmental graduate programs who are housed in the Plant Pathology, Entomology and Microbiology Department are encouraged to attend the departmental seminar series.

## Seminar Presentation

M.S. and Ph.D. students are required to present both a Research Proposal Seminar and a Defense Seminar. The Research Proposal Seminar should outline your research plans and be given before the end of the second semester of either an M.S. or Ph.D. program. The proposal seminar can be given under different informal or formal circumstances, such as the departmental "brown bag" seminar series. The Defense Seminar is a presentation of your final research results and conclusions. It should be given during your last term of study. The Defense Seminar should be presented, if at all possible, as part of the departmental seminar series. At least a week before the seminar, you are expected to prepare an abstract of the talk and submit it to the seminar coordinator for approval. The abstract should then be distributed to all members of the department and to the POS Committee. Be sure to notify all members of your POS Committee of both the Proposal and Defense Seminars. If possible, arrangements should be made so that all can attend.

## Teaching/Extension Experience

All Plant Pathology graduate students are encouraged to assist in teaching, if requested. Ph.D. students are required to record teaching or extension experience, either through coursework (e.g., PI P 590 or PI P 581, focusing on teaching or extension) or through a Teaching Assistantship.

## Preliminary Exam for Ph.D. Students

All students seeking doctoral degrees in Plant Pathology are required to take a Preliminary Exam. The purpose of this exam is to determine whether the students have achieved sufficient scientific maturity to advance to candidacy. This includes the ability to read and synthesize literature and to think critically and creatively, especially in their research areas. The students also are evaluated for their ability to express themselves clearly and professionally. Passing this exam advances the student to candidacy.

Students must pass their Preliminary Exam within the first three years of their Ph.D. program. Students with prior master's degrees are encouraged to complete their exams within the first two years of their Ph.D. program. The student's POS Committee administers the exam. Each exam must include an oral examination, and it may include a written examination at the discretion of the POS Committee.

**Optional Written Examination:** One to two weeks prior to their oral Preliminary Exam, the students will be given written, open-book questions from their POS Committee that challenge them to do such things as search literature, synthesize information from literature, critique literature, design experiments, and interpret data, especially in their research area.

**Required Oral Examination:** During the oral Preliminary Exam, the POS Committee will ask students questions that probe their knowledge of the literature and challenge them to synthesize information and think critically, especially in their research area. The POS Committee also may use this meeting to further probe the student's general knowledge. All faculty members in the department are eligible to participate in the oral examination. Announcements should be made at least two weeks before the exam.

Evaluation of the student's performance is the responsibility of the POS Committee. In accordance with Graduate College policy, the POS committee has four options: pass; meet specific additional requirements; fail and have the opportunity to take the exam again after at least six months; or fail and discontinue work towards a Ph.D. at Iowa State.

## **Other Required Activities**

### **Safety Training**

Graduate students working in labs are required to receive formal safety training before commencing laboratory work. The training must cover the Chemical Hygiene Plan, the use of fire extinguishers, and good laboratory safety practices. Currently approved sessions, “Chemical Hygiene Plan and Laboratory Science Safety” and “Fire Extinguisher Training” are offered as part of the Orientation Week schedule. Other safety training may be required, depending on the nature of the student’s research work.

### **Non-thesis M.S. Option**

The PI P Graduate Program offers a non-thesis M.S. in Plant Pathology. Course requirements for this option are identical to those for a standard M.S. degree, with the addition of PI P 599. Creative Component. Note that the University requires at least 30 credits for a M.S. degree, and the PI P core curriculum may not add up to 30 credits, so additional electives may be necessary. A three-person Program of Study Committee is required, and at least two members must be faculty in the Plant Pathology Graduate Program.

### **Requirements for a Minor in Plant Pathology**

A minor in Plant Pathology is available to all qualified graduate students at ISU. M.S. students who wish to obtain a minor in Plant Pathology must complete two plant pathology courses at the 500 level or above (not including colloquium PL P 694) with a “B” grade or higher and one semester of PL P 698. For the Ph.D. minor, three plant pathology courses at the 500 level or above (B or higher) and two semesters of PL P 698 are required.

Please note:

- A minor must be approved by your major advisor and POS committee. Keep in mind that the POS committee can require additional coursework in plant pathology.
- You must have a minor representative who is not your major advisor.
- A minor should be tested at the preliminary exam (when applicable) and at the final oral exam.
- A minor cannot be added to a program after the preliminary exam is taken.

## **Admission to the Doctoral Program**

### **Students with Bachelor's Degrees**

Students whose highest prior degree is a B.S. or B.A. normally are admitted only to an M.S. program. Exceptional students with Bachelor's degrees may be admitted directly into a Ph.D. program. Such applicants must meet higher standards than those applying for the M.S. program and their admission must be approved by their prospective major professor and the Department Chair.

Transferring from an M.S. program to a Ph.D. program without completing all requirements may be possible for outstanding students with exceptional research talents and knowledge of the biological sciences. Application for the change must be made to the student's major professor, POS Committee, and DOGE or Department Chair; all must agree with the change for it to take effect. The student must present documentation of accomplishments and competence in research normally expected in Ph.D. students. This documentation can include, but is not limited to, grades, supporting letters from the major professor or other faculty, publications, research reports, or presentations at professional meetings. The student also must present evidence of knowledge of plant pathology normally expected in Ph.D. students.

The quality of the documentation will be evaluated on a case-by-case basis by the DOGE or the Department Chair.

The degree program for students initiating a Ph.D. before completing an M.S. generally is longer than for students with a prior M.S. The total departmental financial support (if provided) is averaged to about four-five years from the date of admission to the Department, with the possibility of an additional semester for delays beyond the student's control.

### **Students with prior Masters' Degrees**

Students with an M.S. degree from a U.S. institution normally are admitted to a Ph.D. program. Students with an M.S. degree from an institution outside the U.S. may be admitted to either an M.S. program or a Ph.D. program depending on their qualifications. Students admitted to an M.S. program may petition to change to a Ph.D. program after their arrival.

To petition for change from the M.S. program to Ph.D., see instructions above.

## **Department of Plant Pathology Graduate Student Dismissal Policy**

Continuing registration as a graduate student at Iowa State University is contingent on maintaining good standing in a graduate major. There are several situations in which students may be dismissed from their major. The situations that may result in dismissal and procedures for dismissal in the Department of Plant Pathology are described below.

### **1. Dismissal Criteria**

A student may be dismissed, that is, removed from their degree program and not permitted to register as a Plant Pathology major, for the following reasons:

#### **a) Failure to progress satisfactorily in their degree program**

This may be due to lack of research progress, a lack of aptitude for plant pathology, or a failure to maintain a satisfactory academic standing, as defined by the Iowa State University Graduate College Handbook.

#### **b) Lack of a major professor**

Because graduate degrees in Plant Pathology are centered about mentored research projects, it is impossible to complete a degree without a major professor. To maintain good standing and earn a degree in Plant Pathology, a student must have a Plant Pathology faculty member serving as his or her major professor.

Occasionally, students are admitted to the Plant Pathology major on rotation. A student admitted on rotation has up to six months from the date of entry into the program to find a faculty member willing to serve as his or her major professor.

In most cases, students stay with a single major professor during their entire degree program. However, occasionally a faculty member may become unable to serve due a change in job status. Alternatively, a student or faculty member may decide the professor-student relationship is not working well and decide to terminate the relationship. Such decisions should be made carefully and only after attempts to resolve any differences between the parties concerned. Students or faculty members desiring to terminate their professor-student relationship may do so by notifying the Chair in writing. A student without a major professor has up to three months after the date the Plant Pathology Chair is notified to identify another faculty member willing to serve.

If a student desires, the Plant Pathology Chair will help the student search for a major professor; however, success cannot be guaranteed.

#### **c) Academic dishonesty**

The proper conduct of science requires the highest standards of personal integrity. Because of this, dishonesty in the classroom or in the conduct of research is considered a serious offense by the department and by the university. Students accused of academic dishonesty will be dealt with according to the procedures outlined in the University Catalog and the Faculty Handbook. Possible punishments can include dismissal from the program and expulsion from the University, depending on the severity of the offense.

## **2. Dismissal Procedures**

A student's POS Committee, or if the student has no POS Committee, the student's major professor or temporary advisor, can recommend the dismissal of a student for any of the reasons listed above. Recommendations for dismissal are made to the Chair and are acted upon by the Faculty.

Procedures for dismissal are described in the Iowa State University Graduate College Handbook. Before a dismissal is decided, the Chair must give the student a written justification for why dismissal is being considered. The Chair must also discuss the situation with the student, as well as his or her POS Committee, major professor, or temporary advisor in an attempt to find a satisfactory resolution. This discussion constitutes the "informal conference" as described in the Graduate College Handbook. If a satisfactory resolution cannot be reached and the Faculty votes to dismiss the student, either party may bring the issue to the attention of the Graduate College for a decision. The student may appeal the decision of the Graduate College, as described in the Graduate College Handbook.

## **3. Responsibilities of the Department and the Major Professor**

It is the responsibility of the Department to counsel students who are having academic difficulties, to help students search for an acceptable major professor, or if students are unable to overcome these difficulties, to help the students identify and apply to other appropriate degree programs.

It is the responsibility of the major professor to advise students who are not progressing adequately of any actions the students need to take to improve.

## **4. Relationship between Status in Plant Pathology and Termination of Financial Support**

Although students in Plant Pathology are normally supported on graduate assistantships, this is not a requirement for continued participation in the major. Students not on assistantship will continue to have regular status in the major so long as they have a major professor, remain in good standing and are registered.

When students are brought into the program on assistantship, the likely source and duration of their support should be indicated in their assistantship offer. However, because assistantship support at Iowa State requires that a student be a member of a graduate program, dismissal from Plant Pathology requires that assistantship support be terminated, unless the student is able to transfer to another graduate program at ISU and the entity providing the assistantship agrees that the assistantship can be transferred as well.

Students with any doubt about their assistantship status should discuss their situation with their major professor, the Chair, and/or the entity providing their assistantship support. For further information on termination of assistantship appointments, see the Graduate College Handbook.

## **5. Appeal Process**

The University has established appeal processes for student grievances. These vary depending on the nature of the grievance and are described in the Graduate Handbook. Generally, these procedures begin with the Chair. It is usually best for all parties if a satisfactory resolution can be reached without initiating a formal appeal process. The staff at the Graduate College are available to informally consult with students and faculty.

## Policy on Plant Pathology Seminars

### Goals:

1. Increase interaction and participation.
2. Provide more opportunities for students to present their research.
3. Increase awareness about what others in the department are doing.
4. Get interdepartmental students more involved in the department.

### Proposed yearly cycle of seminars and their organization and structure:

#### 1. Fall Plant Pathology Seminar Series

- a. The seminars will be **co-organized by faculty members** with molecular and non-molecular research orientations.
- b. Invite departmental and outside speakers and student defense seminars.
- c. To the extent possible, alternate molecular and non-molecular talks to maintain broad interest.
- d. Plant Pathology majors will be required to attend 2X for an MS and 3X (total) for a Ph.D.
- e. Require registered students to ask two questions per semester and turn in a speaker evaluation form each week. The faculty member running the seminar will use this form to track attendance and record participation. Three absences will be allowed.
- f. Hold this seminar at 3:10 PM on Tuesdays; location to be announced.
- g. Cookies will be provided.

#### 2. Spring Plant Pathology Seminar Series

- a. **Organized by students** with the President of the Graduate Student Organization, or person appointed by the President, responsible for lining up the speakers.
- b. Students give ~25-minute talks on their research projects or proposed research or 50-minute defense seminars.
- c. Pair up molecular and non-molecular talks for broad interest each week.
- d. Required 2X for PLP MS students; required 3X (total) for PLP Ph.D. students.
- e. Every student, regardless of his or her major, will be expected to attend and give a seminar each spring.
- f. Provide speaker evaluation forms to help students identify areas to improve their presentation skills. The faculty member responsible for overseeing the course will use this sheet to track attendance and participation. Each student must ask two questions over the semester. Three absences will be allowed.
- g. Any student who does not meet the minimum expectations for participation will not be eligible for departmental travel funds in the subsequent 12-month period.
- h. Any extra time slots could be filled with informal talks by faculty or staff.
- i. Hold this seminar at Tuesday 3:10 PM; location to be announced.
- j. Cookies will be provided.

#### 3. Early Summer – Plant Pathology Retreat

- a. Student-invited speaker – using Miller funds.
- b. Faculty-invited speaker.
- c. Retreat will include a BBQ/potluck meal and social/interaction events.



## **Annual Report of Graduate Student Activities**

An important component of all academic programs is assessment of how well they meet the needs of the students, the university and society. Because these needs change, this assessment must be continual and woven into the fabric of the program.

The Plant Pathology, Entomology and Microbiology Department is establishing an assessment process for its graduate program. This process requires annual data collected on the activities of students and faculty in the program. Each fall, all students majoring in Plant Pathology will be required to submit an Annual Report of Student Activities. This report is to include cumulative activities related to the completion of the formal graduation requirements and all additional professional activities that have occurred in the prior academic year (September 1 to August 31).

The information to be included and the format are described below. Please submit this form to your major advisor with instructions for your advisor to forward it to the Chair by **October 15**. Use only the headings for which you have something significant to report. In addition, please include an **updated CV** that reflects your cumulative career activities.

**NOTE:** The PPEM Department must have your completed Annual Report of Student Activities before the Chair will approve departmental funds for travel or sign the forms needed for advancement through the degree program.

**ANNUAL REPORT OF STUDENT ACTIVITIES**

**September 1 to August 31, current year**

***I. Introduction***

Name \_\_\_\_\_ Degree sought \_\_\_\_\_ Entry date \_\_\_\_\_  
Advisor \_\_\_\_\_ Co-advisor \_\_\_\_\_  
Major \_\_\_\_\_ Co-Major \_\_\_\_\_ Minor \_\_\_\_\_

***II. Completion of Graduation Requirements***

(Expected semester or year of completion is indicated in parentheses; indicate date of completion.)

Program of Study Committee (POSC) formed (semester 2) \_\_\_\_\_  
POSC approved by the Graduate College (semester 2) \_\_\_\_\_  
Research Proposal Seminar (semester 2) \_\_\_\_\_  
Research Proposal Abstract (semester 2) \_\_\_\_\_  
Ph.D. students only: Preliminary Exam (at least 6 months before defense) \_\_\_\_\_  
Defense Seminar \_\_\_\_\_  
Defense Abstract \_\_\_\_\_  
Thesis Defense \_\_\_\_\_

***III. Courses completed***

*Required courses for students entering Fall 2014 or later (indicate semester and year taken):*

Principles of Plant Pathology (PI P 508 or course prior to graduate school) \_\_\_\_  
Plant Pathogen Interactions (PI P 506) \_\_\_\_  
Plant Disease Management (PI P 540) \_\_\_\_  
Plant Pathology Laboratory Techniques (PI P 597) \_\_\_\_  
Responsible Research Conduct (GR ST 565) \_\_\_\_  
Oral communications course, writing course, or colloquium \_\_\_\_\_  
**Biology of Plant Pathogens** (2 for M.S., 3 for Ph.D.):  
Plant Pathogenic Fungi (PI P 512) \_\_\_\_  
Plant Virology (PI P 509) \_\_\_\_  
Plant Nematology (PI P 574) \_\_\_\_ Lab (PI P 574L) \_\_\_\_  
Plant Nematology Lab (PI P 574L) \_\_\_\_  
Bacterial-Plant Interactions (PI P 577) \_\_\_\_

**Electives (1 for M.S. or Ph.D.)**

Integrated Management of Tropical Crops (PI P 511) \_\_\_\_  
Ecologically Based Pest Management Strategies (PI P 530) \_\_\_\_  
Plant Disease Epidemiology (PI P 543) \_\_\_\_  
Integ Mgmt of Diseases and Insect Pests of Turfgrasses (PI P 552) \_\_\_\_  
Seed Pathology/Lab (PI P 594/ PI P 594L) \_\_\_\_  
Field Plant Pathology (PI P 691) \_\_\_\_  
Molecular Biology of Plant-Pathogen Interactions (PI P 692) \_\_\_\_  
Seminar in Plant Pathology (PI P 698) (list each term registered) \_\_\_\_  
Teaching or Extension Experience (PI P 590) (1 cr. or equivalent; Ph.D. only) \_\_\_\_

#### *Additional courses taken during your degree program*

List course name, number, credits, semester, and year taken.

#### **IV. Research Activities**

*Progress:* Describe progress made in research during the reporting year (limit 500 words).

#### **V. Publications**

*Progress:*

For publications during the reporting year, provide authors, date, title, name of journal or publication, volume, and pages. For each publication, estimate the percentage of the total contributions to the publication that were *your* contributions in each of the following areas: concept development and design (X%); data acquisition (X%); data analysis (X%); and writing (X%).

- A. Refereed journal articles (published, in press and in the review process; do not include articles in preparation.)
- B. Non-refereed journal articles, newsletters, and conference proceedings in technical, semi-technical and popular publications.
- C. Books and chapters in books.
- D. Published abstracts.
- E. Published book reviews and letters or comments to the editor.
- F. General audience publications such as bulletins, pamphlets, brochures, state-of-the-art updates, fact sheets, home study materials, etc.

#### **VI. Presentations**

*Progress:*

Include oral and written presentations on campus, such as in seminar series, at scientific conferences, and at other professional meetings; provide the name of the presentation, date, name of the conference/meeting/seminar series, the type of presentation, such as a talk or poster, and estimate the attendance at your presentation.

#### **VII. Grants**

*Progress:*

For proposals that you have submitted or that list you as a participant, provide the following: title of proposal, name of granting agency, amount of funds requested, effective dates of grant, principal investigators, and your role in the grant. Provide this information for both proposals submitted and grants funded. For funded grants, indicate the amount funded and the amount going to support your stipend and/or research or professional development expenses.

#### **VIII. Teaching Activities**

*Progress:*

Courses taught and evaluations:

List course number, course title, semester taught, credit hours, and number enrolled; describe your teaching responsibilities; if possible, include evidence of evaluate teaching effectiveness, including student evaluation summaries.

Course development:

Describe innovative teaching techniques and materials developed.

Mentor activities:

Describe activities in which you mentored other scientists, including children, high school students, undergraduate students, other graduate students, post-doctoral researchers, visiting scientists, and faculty.

Other teaching accomplishments:

Include peer review of teaching activities and other significant activities of the past year not already discussed.

***IX. Awards and Honors***

***X. Professional Improvement Activities***

*Progress:*

Membership in Professional and Honor Societies:

Include the Plant Pathology Graduate Organization.

Meetings, Conferences and Workshops:

Indicate name, date and location of the meetings attended.

***XI. Institutional and Professional Service***

*Progress:*

Committee Activities:

Indicate membership on departmental, institutional and professional committees, offices held and length of service; describe activities.

Other significant institutional and professional activities not already discussed:

***XII. Other Information Useful in Assessing Your Activities***

***XIII. Program Feedback***

If you have any comments, suggestions, or feedback on your courses, the Plant Pathology program, or other factors that are influencing your training program, you are welcome to include them.

## **Annual Report of Interdepartmental Student Activities**

An important component of all academic programs is assessment of how well they meet the needs of the students, the university and society. Because these needs change, this assessment must be continual and woven into the fabric of the program.

The Plant Pathology, Entomology and Microbiology Department is establishing an assessment process to help improve the experiences we provide to both departmental and interdepartmental majors housed in PPEM. This process requires annual data collected on the activities of students and faculty in the program. Each spring, every faculty member submits an Annual Report of Faculty Activities. In the fall, all students housed in the department of Plant Pathology, Entomology and Microbiology will be required to submit an annual report of their activities. The report for Interdepartmental Students is abbreviated and contains only those items that are essential for the department to evaluate its progress in serving these students. The report is to include cumulative activities related to the completion of the formal graduation requirements and additional professional activities that have occurred in the prior academic year (September 1 to August 31).

The information to be included and the format are described below. Or, you may use the reporting form of your major if it contains the requested information. Please submit this form (or your major's form) to your major advisor with instructions for your advisor to forward it to the Chair by October 15. Please include an **updated CV** that reflects your cumulative career activities.

**NOTE:** The PPEM Department must have your completed Annual Report of Interdepartmental Student Activities and your updated CV before the Chair will approve departmental funds for travel.

**ANNUAL REPORT OF INTERDEPARTMENTAL STUDENT ACTIVITIES**

**September 1-August 31, current year**

***I. Introduction***

Name \_\_\_\_\_ Degree sought \_\_\_\_\_ Entry date \_\_\_\_\_  
Advisor \_\_\_\_\_ Co-advisor \_\_\_\_\_  
Major \_\_\_\_\_ Co-Major \_\_\_\_\_ Minor \_\_\_\_\_

***II. Completion of Graduate College Requirements***

(Indicate date of completion.)

Program of Study Committee (POSC) formed \_\_\_\_\_

POSC approved by the Graduate College \_\_\_\_\_

Ph.D. students only: Preliminary Exam (at least 6 months before defense) \_\_\_\_\_

Defense Seminar \_\_\_\_\_

Thesis Defense \_\_\_\_\_

***III. Publications***

For publications during the reporting year, provide authors, date, title, name of journal or publication, volume, and pages. For each publication, estimate the percentage of the total contributions to the publication that were *your* contributions in each of the following areas: concept development and design (X%); data acquisition (X%); data analysis (X%); and writing (X%).

- A. Refereed journal articles (published, in press and in the review process; do not include articles in preparation.)
- B. Non-refereed journal articles, newsletters, and conference proceedings in technical, semi-technical and popular publications.
- C. Books and chapters in books.
- D. Published abstracts.
- E. Published book reviews and letters or comments to the editor.
- F. General audience publications such as bulletins, pamphlets, brochures, state-of-the-art updates, fact sheets, home study materials, etc.

***IV. Presentations***

Include oral and written presentations on campus, such as in seminar series, at scientific conferences, and at other professional meetings; provide the name of the presentation, date, name of the conference/meeting/seminar series, the type of presentation, such as a talk or poster, and estimate the attendance at your presentation.

***V. Grants***

For proposals that you have submitted or that list you as a participant, provide the following: title of proposal, name of granting agency, amount of funds requested, effective dates of grant, principal investigators, and your role in the grant. Provide this information for both proposals submitted and grants funded. For funded grants, indicate the amount funded and the amount going to support your stipend and/or research or professional development expenses.

## ***VI. Teaching Activities***

Courses taught and evaluations:

List course number, course title, semester taught, credit hours, and number enrolled; describe your teaching responsibilities; if possible, include evidence of evaluate teaching effectiveness, including student evaluation summaries.

Course development:

Describe innovative teaching techniques and materials developed.

Mentor activities:

Describe activities in which you mentored other scientists, including children, high school students, undergraduate students, other graduate students, post-doctoral researchers, visiting scientists, and faculty.

Other teaching accomplishments:

Include peer review of teaching activities and other significant activities of the past year not already discussed.

## ***VII. Awards and Honors***

### ***VIII. Professional Improvement Activities***

Membership in Professional and Honor Societies:

Include the Plant Pathology Graduate Organization if you participate in it.

Meetings, Conferences and Workshops:

Indicate name, date and location of the meetings attended.

### ***IX. Institutional and Professional Service***

Committee Activities:

Indicate membership on departmental, institutional and professional committees, offices held and length of service; describe activities.

Other significant institutional and professional activities not already discussed:

### ***X. Other Information Useful in Assessing Your Activities***

### ***XI. Feedback***

If you have any comments, suggestions, or feedback on your experiences as an interdepartmental student housed in Plant Pathology, or other factors that are influencing your training program, you are welcome to include them.

## USEFUL CONTACT INFORMATION

### **Department of Plant Pathology, Entomology and Microbiology (PPEM)**

**PPEM Chair:**

[Dr. Steven Harris](#); 1344C ATRB, 2213 Pammel Dr., Phone: 515-294-2149

**Director of Graduate Education:** [Dr. Gary Munkvold](#); 160 Seed Science, 2115 Osborn Dr.  
Phone: 515-294-7560

**Graduate Student Services Specialist:** [Dai Nguyen](#); 207 Science Hall, 2237 Osborn Dr.  
Phone: 515-294-9052

**Administrative Specialist:** [Donna Moore](#); 1344 ATRB, 2213 Pammel Dr.  
Phone: 515-294-1741

**Budget and Finance Specialist II:** [Sandee Bodholdt](#); 1344 ATRB, 2213 Pammel Dr.  
Phone: 515-294-1741

**Program Coordinator (Finance):** [Brenda Downs](#); 1344 ATRB, 2213 Pammel Dr.  
Phone: 515-294-1748

**Grants Specialist I (AGLS):** [Mandy Voyek](#); 1344 ATRB, 2213 Pammel Dr.  
Phone: 515-294-1748

**Systems Analyst III:** [John VanDyk](#); 407 Science II,  
Phone: 515-294-7401

**PLP Graduate Student Organization Adv:** [Dr. Mark Gleason](#); 3201 ATRB, 2213 Pammel Dr.  
Phone: 515-294-0579

**GSO President:** [Sharon Badilla](#); 4339 ATRB, 2213 Pammel Dr.

**Admissions Committee Chair:** [Leonor Leandro](#); 2013 ATRB, 2213 Pammel Dr.  
Phone: 515-294-8855

**Social Committee Chair:** [Dr. Steve Whitham](#); 4203 ATRB, 2213 Pammel Dr.  
Phone: 515-294-4952



## **ISU Community**

<a href="#"><u>Graduate Admissions</u></a>	Enrollment Services Center	515-294-5836
<a href="#"><u>University Bookstore</u></a>	Memorial Union	515-294-5684
<a href="#"><u>Graduate College</u></a>	1137 Pearson Hall	515-294-4531
<a href="#"><u>Department of Parking</u></a>	27 Armory Building	515-2943388
<a href="#"><u>Department of Residence</u></a>	2419 Friley Hall	515-294-2900
<a href="#"><u>SV/UV Student Apartments</u></a>	2419 Friley Hall	515-294-2900
<a href="#"><u>ISU Treasurer</u></a>	1220 Beardshear	515-294-4363
<a href="#"><u>Accounts Receivable Office</u></a>	0880 Beardshear	515-294-7388
<a href="#"><u>Financial Aid</u></a>	0210 Beardshear	515-294-2223
<a href="#"><u>ISU Registrar</u></a>	214 Enroll Serv. Center	515-294-1840
<a href="#"><u>Cy-Ride (city bus service)</u></a>	1700 Sixth Street	515292-1100
<a href="#"><u>International Students &amp; Scholars Office (ISSO)</u></a>	3241 Memorial Union	515-294-1120
<a href="#"><u>Thielen Student Health Center</u></a>	2647 Union Drive	515-294-5801
<a href="#"><u>Environmental Health &amp; Safety</u></a>	2408 Wanda Daley Dr.	515-294-5359
<a href="#"><u>Learn@ISU</u></a>	Solution Center	515-294-4000
<a href="#"><u>Student Employment Center</u></a>		515-294-5627

