Botany and Plant Sciences
Annual Evaluation and Application for Financial Assistance
Due May 1, 2002 to the Graduate Student Affairs Center

All students should submit the following items by May 1, 2002:

1. “Report on Progress of Graduate Student” for the current academic year, including an up-to-date one-page summary of research progress to date, work remaining to complete the degree and plans for completing the research and degree
2. “Application for Teaching Assistant Position”
3. All domestic students must fill out a FAFSA form every year to receive any financial support. This form may be submitted online (www.fafsa.ed.gov) or obtained from the Graduate Division.

Continuing graduate students who meet Botany and Plant Sciences Departmental standards for making acceptable progress will receive GSR and/or TA support, as funds allow. All funding commitments made in the initial recruitment award package will be honored. In addition, every effort will be made to fund students who were admitted without multiple year commitments, based on the standards and criteria outlined below. Only limited departmental funds are available for non-resident tuition. Regardless of the source of financial support, each student must fill out all forms in this packet.

All graduate students in Botany and Plant Sciences must consult with their Major Professor and Guidance, Thesis, or Dissertation Committee to prepare the annual “Report on Progress of Graduate Student,” regardless of the source of financial support. All students must also submit the “Application for Teaching Assistant Position,” regardless of the source of financial support. In addition, all students must take the Teaching Assistant Development Program Training, and International Students must pass the Speak Test. Failure to do so may jeopardize eligibility for a Teaching Assistantship. Note that students may not apply directly to other Departments for TA appointments, but instead must apply using the forms in this packet.

DEPARTMENTAL STANDARDS FOR MAKING ACCEPTABLE PROGRESS

1. Students must be making acceptable progress toward their degree objective. By Graduate Council definition, students are expected to finish their Ph.D. in a total of five years, which is considered normative time. For most Master's students, acceptable progress is represented by enrollment for not more than two years. Students beyond normative time plus one year (total of six years for the Ph.D., three years for the M.S.) will not be considered by the Department for any financial support. Progress towards the degree objective includes completing required coursework and achieving research objectives. Evidence of research achievement may include publications or presentations authored or co-authored by the student and the awarding of grant support for their research.
2. To be eligible for departmental support, students must have a cumulative grade point average (GPA) in courses in the major area of ≥ 3.25.
3. Ph.D. students are expected to have passed their Qualifying Examinations by the end of their second year in the Ph.D. program. When this is not the case, the Progress Report should state why this has not been possible. Students who have passed their Qualifying Examination must have submitted their Research Proposal to their Dissertation Committee within six weeks of passing the examination. The student must revise the research proposal to the satisfaction of the Dissertation Committee within three months of the date that the Qualifying Examination was passed.
CRITERIA FOR AWARDING DEPARTMENTAL SUPPORT

1. Making acceptable progress towards the degree
2. Commitment made in the initial recruitment award package
3. Eligibility for one year of Department of Botany and Plant Sciences support (GSR/TA) during the graduate program, as per the current Departmental funding model
4. Financial hardship leading to retention problems

CRITERIA FOR AWARDING TEACHING ASSISTANTSHIPS

1. Preference of the instructor
2. The student’s preparation and training for teaching a particular course
3. Meeting the teaching requirements of the Ph.D. program
4. The student’s goals upon completion of the degree (i.e., if the student desires a teaching position)
5. Financial hardship leading to retention problems
Botany and Plant Sciences
Report on Progress of Graduate Student For Academic Year 2001-02

Name_____________________________ Qtr Admitted__________ Qtr SPEAK test passed________

Program___________________________ Major Area_____________________________________

Date of Passing Qualifying Exam___________________ Date Degree Expected____________________

Date of last Guidance, Thesis, or Dissertation Committee Meeting (if no meeting has been held within the last three months, please explain why) __________________________________________________________

Dissertation or Thesis
Title_______________________________________________________________

Coursework completed and remaining:

TA Experience:

Directions/Comments by Committee Members and Student:

____________________________________________________________________________________

______
Student          Date

____________________________________________________________________________________

______
Major Professor and Chair, Guidance, Thesis, or Dissertation Committee  Date

____________________________________________________________________________________

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In consultation with the appropriate committee, the student should prepare and attach a one-page summary of research progress to date, work remaining to complete the degree, and plans for completing the research and degree. A brief statement of career goals should also be included.
Botany and Plant Sciences
Application for Teaching Assistant Position
for Academic Year 2002-03

NAME__________________________________________________________________________
Last (Family)    First    Middle

The Department of Botany and Plant Sciences fills TA positions for our courses as well as some courses in
Biology and Chemistry and possibly others. Since we do not have enough positions to meet the needs of
all BPSC graduate students, please indicate which courses you would be interested in TAing in the
Departments of Botany and Plant Sciences, Biology, and Chemistry. BPSC Graduate students may not
apply directly to Biology or Chemistry.

1st Choice QUARTER ______________ COURSE ____________________________________

2nd Choice QUARTER ______________ COURSE ____________________________________

3rd Choice QUARTER ______________ COURSE ____________________________________

Are you applying to TA only to meet your one-quarter teaching requirement for the Ph.D. degree?
_______Yes    _______ No

Please describe the courses or other preparation you have undertaken to be a Teaching Assistant for the
above courses and any prior teaching experience you have had. Please also indicate whether you have
passed the Speak Test, if required, and had TA Development Program Training. If you are applying to be
a TA for a specific BPSC course, a letter from the instructor of that course addressing your qualifications is
very helpful.

BPSC Courses requiring Teaching Assistants during 2002-2003:

Fall 2002  Winter 2003  Spring 2003
BPSC 011    BPSC 143    BPSC 031
BPSC 104    BPSC 104
BPSC 132    BPSC 133
BPSC 210    BPSC 138

BPSC Courses requiring Teaching Assistants during 2002-2003:

BIOL Courses requiring Teaching Assistants:

BIOL 002    BIOL 034    BIOL 109    BIOL 122    BIOL 160    BIOL 177
BIOL 003    BIOL 102    BIOL 111    BIOL 123    BIOL 161A    BIOL 5LA
BIOL 005A   BIOL 105    BIOL 117    BIOL 150    BIOL 169
BIOL 005B   BIOL 107A,B  BIOL 121B  BIOL 151    BIOL 171
BIOL 005C   BIOL 108    BIOL 121L  BIOL 159    BIOL 176
CHEM Courses requiring Teaching Assistants:
CHEM 1A, B, C       CHEM 112A, B, C