

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

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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:

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.

Student

Date

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

Date

Member, Guidance, Thesis, or Dissertation Committee

Date

Member, Guidance, Thesis, or Dissertation Committee

Date

cc: Major Professor; Guidance, Thesis, or Dissertation Committee Members (signatories); Student;
Graduate Division; Student File

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:

<u>Fall 2002</u>	<u>Winter 2003</u>	<u>Spring 2003</u>
BPSC 011	BPSC 143	BPSC 031
BPSC 104		BPSC 104
BPSC 132		BPSC 133
BPSC 210		BPSC 138
		BPSC 170

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