

HANDBOOK  
FOR  
GRADUATE STUDENTS

FOOD SCIENCE DEPARTMENT  
UNIVERSITY OF WISCONSIN-MADISON  
AUGUST 1998

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I. UW-MADISON INFORMATION

**Maps of the Campus** are available at the Food Science Departmental Office, room 103 Babcock Hall.

**Students new to the Madison area** are encouraged to obtain a copy of Student Information Handbook from the Campus Assistance Center, 420 North Lake Street, 263-2400. This booklet contains general information about the campus and the Madison area. Information on housing is also available at the Campus Assistance Center.

**Dial Audio Message Library** is your 24 hour information access line providing background information of interest and assistance on such topics as registration, fees, financial aid, health, legal matters, finances, etc. A list of tape titles is available from the Campus Assistance Center, 263-2400. To use DIAL select the message you wish to hear by its four digit number, call DIAL at 263-3100 and follow audio instructions.

**Foreign students** will find answers to many questions at the Office of International Students and Faculty, 217 Langdon St., Rm 217, 262-2044.

**The Graduate School offices** are located in Bascom Hall. If you have questions about residence credits, eligibility for oral exams, transfer of credits from other universities, or thesis format, contact the Graduate School, 262-2433.

**Graduate School Residence Policy - Sept, 1997** The Graduate School no longer has residence requirements. The new credit requirement reflects the minimum number of UW-Madison graduate level credits (≥300) including research credits, that must be taken in order for the degree to be considered a UW-Madison degree. The Department of Food Science has more stringent requirements: 14 credits (not including research credits) for the MS and 30 credits (not including research credits for the PhD).

Degree	Graduate School Requirements	Department of Food Science Requirements
Master=s Degree	16 (including research credits)	14 (not including research credits)
MFA, Specialists	24	N/A
PhD, DMA	32 (including research credits)	30 (not including research credits)

- X The Graduate School no longer requires PhD and MFA students to fulfill a two full-time semester requirement..
- X The minimum credit requirement for PhD and DMA students must be completed prior to achieving dissertator status.

- X All graduate-level credits, including those taken during the summer, will count toward fulfillment of the minimum credit requirement. Students must have at least a 3.0 GPA in their graduate coursework in order to graduate.
- X Students who receive Graduate School approval for a credit overload will be able to count all graduate-level credits toward fulfillment of the minimum credit requirement. Except during summer sessions, graduate students must register for a minimum of 2 credits.
- X A graduate-level course taken at a distance will count toward the minimum credit requirement only if the course is considered a UW-Madison course.
- X The Graduate School will work with continuing students to allow them to use whichever requirement (the #old# residence requirement/including the ability to transfer credits for residence, or the #new# minimum credit requirement) works to their advantage.

**Minimum Summer Registration** A minimum of one (1) credit is allowed during any summer session regardless of the length of the summer session with the exception of the following graduate students:

- X graduate students who hold summer appointments as research assistants, trainees, and some fellows **must** register for a minimum of two (2) graduate level credits in the eight-week general session; candidates with Dissertator status with any of the above obligations **must** register for a minimum of three (3) graduate level credits in the eight-week general session;
- X non-dissertators who expect an August Ph.D. degree must register for two (2) graduate level credits in the eight-week general session;
- X those who expect an August Master's degree must register for two (2) graduate level credits in any session(s).

**The Registrar** is located in the Peterson Building, 750 University Avenue.

**Student ID / Library cards** can be obtained in the basement of the Peterson Building.

**Transcripts** are available in the basement of the Peterson Building.

**Timetables** can be obtained at the Information Desk in the lobby of the Peterson Building.

**Bulletins** describing graduate school requirements and all courses offered at the UW can be obtained from the Graduate School in Bascom Hall.

**Graduate School Handbook** published by the Graduate School is available in the Food Science Departmental Office, room 103 Babcock Hall.

**UW Theses** are filed at The Memorial Library.

**U.S. Patents** can be found in the Kurt F. Wendt Library (Engineering Library), 215 North Randall Street.

**Parking permits** for students are very limited. Applications can be obtained at any of the three parking and transportation offices (124 WARF Bldg., 905 University Avenue or G4/140 Clinical Science Center; phone 263-6666, 262-7707 or 263-4003 for more information). Student parking applications will be prioritized with available parking assignments being made first to commuting

students with no transportation alternatives. Students who feel they have special parking needs should consult the Dean of Students Office for assistance and special consideration.

Commuting students who apply for parking will receive a carpool/vanpool match list of other students commuting from their area. All applications from outside of Madison will be mailed match lists regardless of whether they receive parking. The lists are shared with the State vanpool program because of the potential of placing students in vanpools. Students not wishing to appear on these lists can specifically request this on their parking application.

**Parking Enforcement** - Parking is carefully enforced on campus. Each campus parking area is posted with lot restrictions. Students parking on campus should be aware of lot restrictions. However, many lots are not enforced at night. Students parking on campus at night are encouraged to use the "well lit parking lots" that are available. These lots are listed on the "Nighttime Security and Transportation" brochure, available at any of the parking offices and at the Dean of Students office. Parking without a permit is allowed in marked stalls only and is usually restricted to permits or meters. Students should never assume that it is acceptable to park in fire zones or other no parking zones, even "just for a minute". The safety of resident students and a high incidence of false fire alarms in the dormitories makes it necessary for parking attendants and police to tow vehicles from these areas immediately.

Students who have questions about parking or bus service on campus are encouraged to call any of the parking offices (263-6666, 262-7707 or 263-4003).

**To drive a University vehicle** you must be a licensed driver and you must receive authorization from the Risk Management Office *prior* to using a vehicle. Driver Authorization Applications can be obtained from the Food Science Department Office (room 103).

**The Academic Computing Center (MACC)** is located at 1210 West Dayton Street. A variety of computer programs are available to support the research, instructional and outreach programs on campus. The information office in the center lobby (262-2254) will answer general questions about how to get started using the computer. You will be expected to open an account at the billing office (262-8915) before using the facilities.

**Personal Computers** are available at the Steenbock Library Microcomputer Laboratory, in the laboratory of your major professor or in The College of Agriculture and Life Sciences Computing Lab located in the basement of the Animal Sciences Building, rooms 145, 149 and 150. This lab is open and free of charge (except for laser printing) to all CALS students, faculty and staff. An attendant is always on duty to help you with any software problems (263-2817). The facility manager is Peter Crump (263-2816), assistant manager is Tom Tabone (263-3942). Assistance can be sought to learn to use Macintosh computers, write and debug programs, analyze data, transport files to other computers or magnetic tape, and use electronic mail.

**Statistical Consulting** is offered by CALS and is located in the basement of the Animal Sciences Building. Call 263-4946 for more information.

**Individual or Family Health Insurance** at low rates is available to students on assistantships with continuous enrollment. If you intend to participate (obligatory for foreign students) in any insurance program you must apply within 30 days of the day that you are appointed.

Applications and brochures describing the various insurance programs are available at the Food Science business office (room 107), Babcock Hall.

As of Aug. 15th, 1993, it is mandatory for all international students and their dependents residing in this country to have health insurance. If continuous enrollment is not maintained, students do not qualify for Individual or Family Health Insurance. Under these circumstances international students must apply for the Student Health Insurance Plan (SHIP). For more information contact Ferd Schlapper, SHIP Program, University Health Service, 1552 University Avenue, Madison, WI 53705; 262-1907. As of June 1994, all international students must obtain additional insurance to cover \$10,000 of medical evacuation and \$7,500 repatriation. The SHIP office will mail a request for proof of insurance annually. Call 265-5232 for more information.

**University Health Service Clinic** is located at 1552 University Avenue (262-3016). All full-time and special students, graduate or undergraduates, are eligible for care. The Health Clinic has medical doctors, nurses, nurse practitioners, a pharmacy and an urgent care unit. After hours care and hospitalization are not available through this service. Call for more information on coverage.

A student health insurance plan is available to all graduate students (in particular those without continuous enrollment) and undergraduate students. For more information on coverage call the University Health Service at 265-4594

**Life insurance** can be obtained through the University of Wisconsin. More information is available at the Food Science business office (room 107).

**Child Care** information including information on the Child Care Tuition Assistance Program (CCTAP) is available from the office of Student Financial Services, 432 N. Murry St., 262-3060 or from the Campus Women's Center, 710 University Ave, 262-8093.

**Information and referral services are available to students.** The Campus Assistance Center and the Student Information Handbook have more comprehensive listings of resources.

- A. **CAMPUS ASSISTANCE CENTER (CAC)**  
420 North Lake Street  
263-2400  
Hours: M-F 8am - 8pm; Sa 12noon - 8pm; Su 12noon - 4 pm  
Summer Hours: M-F 8am - 8pm; Sa 10am - 2 pm

The CAC's information and referral service responds to *any* question, problem or curiosity via phone or walk-in. Providing one central office to help sort through red tape, information is given on campus/community resources and activities. Information is also available through the DIAL message program, Student Information Handbook (a campus source book) and an off-campus housing listing service.

- B. **DEAN OF STUDENTS OFFICE**  
117 Bascom Hall

263-5700

Hours: 8am - 4:30pm

The Dean of Students Office:

- ! Is in touch with a variety of campus and community services and agencies.
- ! Knows where students can get help with academic or personal problems.
- ! Acts as an ombudsman for the campus community.
- ! Is in charge of University discipline.
- ! Houses film coordinating, student organization development, advising, training and multi-cultural program offices.
- ! Provides help for alcohol related problems, and for friends and family members of these persons.

C. **FIRST CALL FOR HELP**

United Way Building, 2059 Atwood Avenue

246-HELP (246-4357)

Hours: M-F 8:30am - 4:30pm (answering machine after hours)

Summer Hours: M-Th 7:30am - 4:30pm; F 7:30 - 10:30am

This organization provides information and referral service for human services in Dane County and Madison. The service is free. All calls are confidential. They also serve as a clearinghouse for information regarding federal distribution of commodities such as cheese and butter and have information on free meals and food pantries. They maintain a directory of over 180 support (self-help) groups.

## II. **INFORMATION ABOUT THE DEPARTMENT OF FOOD SCIENCE**

**Departmental Office** is located in room 103 Babcock Hall.

**Departmental Business Office** is located in room 107 Babcock Hall.

**Paychecks** for students on assistantships are in the business office on the first day of the month. Arrangements can be made to forward your paychecks to any Madison area bank or the UW Credit Union for deposit in your account.

**Tuition and fees** can be deducted from payroll checks of graduate students holding assistantships. Three to four deductions will be made per semester. This does not apply to summer school. Graduate assistantships should obtain a Deferred Fees Payroll Deduction Authorization Card from the payroll coordinator to take with them to the Bursar's Office when paying their fees. In addition, out-of-state graduate assistants will need to obtain an Authorization for Remission of Fees/Tuition from Barbara Kamp, room 103 Babcock Hall.

**Mailboxes** for incoming and outgoing US and campus mail are located on the inside hallway between the departmental office and the business office.

**Building Permit Cards** are issued by Barbara Kamp, room 103 Babcock Hall. These are required of persons working in the building after 6:00 pm. Your major professor must write a note designating the area(s) to which you should have access.

**Keys** for the building are issued by Barbara Kamp, room 103 Babcock Hall. Your major professor should indicate in writing the rooms for which you should have keys.

**Photocopy machines** are located in room 110A in Babcock Hall. The machines are available from 7:45 AM until 4:30 PM, Monday through Friday. Access after hours or on weekends is limited to the small Xerox machine with major professors approval. Copiers are operated with access codes provided by your major professor. Faculty, staff, and office personnel have top priority, followed by graduate students or undergraduates (with faculty permission). Personal copying (this includes materials for course work) is low priority and there is a 10¢ charge per page, payable in room 103. Instruction for use of machines is recommended.

**Fax machine** is located in the department office. A cover sheet should be completed with approval from your major professor. Personal faxes may be sent with charges being paid by sender. Office staff will send all faxes.

**Vacations** should be arranged through your major professor.

**Ordering or returning supplies** - Pick up a printed handout in the business office (room 107) for details on supply ordering and returning procedures.

**Emergencies** - Dial 9-911

**Building Repairs** - Contact Tom Blattner, Room 122, 263-5144

**After Hours Concerns (building or safety related)** - Call the Campus Police, 262-2957.

**Gas cylinders** are delivered to the loading dock on the first floor in the back of the building. Flammable gases are stored in the basement near the elevator. Empty cylinders should be marked "empty" and returned to the loading dock. There is a monthly rental charge for all cylinders, so they should be returned as soon as they are no longer needed. *All cylinders must be secured.*

**The ice machine** is located in room 21. Because of free access to the ice machine, do not assume that the ice is food grade.

**Dry ice** can be ordered (no later than 1:00 pm) in the business office, room 107, for the following day. It will be delivered to the storage cabinet at the bottom of the stairs across from room 4. Do not take dry ice from the cabinet without permission from the person who ordered it (check the sign-up sheet).

**Analytical Instruments** housed in Lab 215 (instructional lab) are available for *short term use*, however, you must first check with Dr. Douglas Hyslop to arrange a time for using the equipment so that use will not conflict with class needs. Be aware that damage is the responsibility of the party using the equipment.

**Organic Solvents** in excess of that used during one week, should be stored in room 21C. Each lab has an assigned storage locker. Each lab should have a waste solvent container (or get one from the Safety Department, 103 N Lake Street., 262-8769 or 262-0667). Solvents which are not water-soluble should be disposed of in this container. Use the square carboy for halogenated solvents and round carboy for all other solvents. The safety officer, Tom Blattner, has material safety data sheets for all chemicals used in Babcock Hall. Contact Tom in room 122 Babcock Hall (263-5144) if you need a copy. When the waste container is full:

- ! Obtain a waste disposal form from the safety officer.
- ! Follow the instructions on the form.
- ! Attach it to the container
- ! Call the Safety Department for a pick-up.
- ! Take the container to the loading dock.

The safety officer also has radioactive waste forms for your use.

**Biohazards Area** - Laboratory rooms 208-214 are reserved for any hazardous research including, but not limited to, work with radioisotopes or carcinogens. All persons working in this area must pass the Radiation Safety Exam. Call the Safety Department at 262-8769 to obtain dates and times for the radiation safety workshop and exam. No equipment or chemicals may be removed from or brought into this area without faculty approval. If you have hazardous research, your major advisor will arrange for you to work in the biohazards area.

**Travel Expenses** - All official travel (i.e., conferences, national meetings, training sessions, etc.) must have *prior* authorization from the department chairperson. Your major professor must also grant permission for you to travel and the professor must designate a fund and account to pay your expenses. Only travel expenses related to official UW business shall be reimbursed. You should request receipts for *all* expenses incurred on the trip and submit them with the Travel Expense Report to the business office as soon as you return from each trip. If you review the Travel Expense Form *before* embarking on a trip, you will be prepared to submit all the necessary documentation with your Travel Expense Report.

**Long Distance Telephone Calls** can be made for business purposes only and should be made on your major professor's phone with approval. Dial 8 - area code - number.

### III. SAFETY DEPARTMENT AND LABORATORY SAFETY

**The safety department** is located at 103 N Lake Street (262-8769). You can purchase prescription safety glasses there for about \$12.50. Pick up an order form at the Safety Department office and have your eye doctor fill in the prescription. The following rules are suggested for laboratory safety by the Safety Department:

1. Always wear safety glasses.
2. Know where safety equipment, such as showers, eye wash stations, breathing masks, fire extinguishers and fire exits are located.

3. *Never* return unused reagents to stock bottles. Throw solids into waste jars and label the jar contents; flush liquids such as acids down the sink with an excess of water. All solvents should be placed in waste solvent containers. *Never* flush solvents down the drain.
4. Always lubricate glass tubing, thermometers, or thistle tubes before inserting them into a stopper. Always wrap toweling around them while inserting. Hold hands together.
5. Be very cautious when testing for odors.
6. Never aim the opening of a test tube or flask at yourself or at anyone else.
7. Use hoods whenever poisonous or irritating fumes are involved.
8. Never leave anything unattended while it is being heated or if it is expected to react rapidly.
9. Assume that what you are working with is toxic unless you are certain that it isn't. Nothing should be pipetted by mouth; use a pipette bulb. The slight inconvenience is better than a mouthful of acid. Remember that solvents such as benzene are toxic and readily absorbed through the skin.
10. A compressed gas cylinder becomes a lethal rocket if the valve is broken off. All gas cylinders must be securely fastened so they cannot be knocked over.
11. Small fires sometimes start in beakers or test tubes, but they may easily be smothered. However, in the case of a major fire, the student should be familiar with the location and operation of fire extinguishers in the laboratory. If clothing catches fire, smother it with a towel or fire blanket (first aid cabinet), or try to reach the safety shower. Keep calm - *do not run*.
12. Experiments which generate toxic or flammable vapors should be run in a suitable fume hood. All fume hoods do not have the same ventilating capacity. If the reactions produce fumes heavier than air, more capacity is needed than if the fumes are lighter than air. Make certain that the fume hood you use is capable of evacuating the fumes through the hood exhaust. Also be sure the hood motor is running by testing a piece of tissue paper inside or at the door of the hood.
13. Good laboratory housekeeping is as important as sound laboratory practice. Science, an orderly body of knowledge, cannot be taught in a messy environment. Promptly dispose of all waste, whatever it may be. If you store a chemical, mark the contents plainly and put your name and date on the label.
14. Information on laboratory safety, proper methods of chemical waste disposal, etc., should be located in each lab. If this material is missing, ask your major professor to request replacement documents from the safety department.

**Recommended Reference** "Safety in Academic Chemistry Laboratories". 1993. The American Chemical Society, 54 pages.

If you have any questions about laboratory safety, contact Tom Blattner, room 107 Babcock Hall (263-5144) or the Safety Department (262-8769).

**IV. GRADUATE PROGRAM** in Food Science, see "Requirements for Advanced Degrees" (Departmental Office)

**V. SCHOLARSHIPS AND FELLOWSHIPS**

Numerous scholarships and fellowships are available to graduate students in Food Science from institutions such as the Institute of Food Technologists, the Graduate School, Ralston Purina, etc. The Department strongly encourages application for these awards. Detailed information may be obtained from the Scholarships Available listing issued by the Scholarship and Awards Committee every fall semester (available on the rack outside room 103).

## **VI. FOOD SCIENCE ORGANIZATIONS**

During the fall and spring semesters the University of Wisconsin Food Science Club holds monthly meetings featuring guest speakers from the food industry. The club's annual Christmas cheese box sale provides funds for a variety of club activities. The club sponsors tours of processing and research facilities; provides employment information; promotes social activities among members, faculty and industry; promotes leadership, teamwork and communication skills; provides community services and also subsidizes student membership in professional organizations. Notices of meetings and club-sponsored events are posted on the student bulletin board outside room 111, Babcock Hall.

Students are encouraged to participate in professional organizations. The Institute of Food Technologists (IFT) is a society for individuals in academia and the food industry. IFT publications are Journal of Food Science and Food Technology. The American Dairy Science Association (ADSA) is an organization founded for individuals interested in the dairy industry. The Association's official publication is the Journal of Dairy Science. Members of the International Association of Milk, Food and Environmental Sanitarians (IAMFES) are concerned with food safety. IAMFES publishes the Journal of Food Protection and Dairy and Food Sanitation. Membership in these societies is offered to students at reduced rates.

## **VII. STUDENT APPEAL OR GRIEVANCE PROCEDURES**

- ! Reporting of student grievances should be initiated at the departmental level directly with the person(s) involved. Hopefully, this contact will clarify the situation and will lead to any corrective action, if necessary. Appeals from students should be made within 30 days of the time of the grievance occurrence.
  
- ! If the situation remains unresolved, the student may appeal in writing to the departmental chairperson, who, if necessary, will refer the appeal to the departmental faculty or to a subcommittee designated by them. Depending on the nature of the problem, student representatives may serve on this committee.
  
- ! If the situation remains unresolved, the student may appeal to the dean's office, whose appointed representative adjudicates complaints and/or grievances either directly or through a committee (Scholastic Policies and Action Committee, generally) which represents the college.
  
- ! For grievances not arising within a department, the appeal should be made directly to the dean's office for resolution or referral.

# ALL NIGHT EMERGENCY NUMBERS

Fire, Police and/or Ambulance		9-911
Hospital - University Hospital Emergency Room		262-2398
Poison Center/Drug Information		262-3702
Police (non-emergency)	Madison	255-2345
	Campus	262-4524
Rape Crisis Center		251-7273
Suicide Prevention/Crisis Intervention		251-2345
Tellurian UCAN Community Intervention Team		223-3322
Detoxification Unit		223-3311
Emergency Shelter		258-3440