

This set of Requirements applies to ALL students entering the Graduate program on July 1, 2004 or later

Requirements for Advanced Degrees

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I. INTRODUCTION

These instructions are intended to maintain the high standards of excellence of UW-Madison Food Science graduates and to prevent misunderstandings which impede graduate progress.

A graduate degree in Food Science implies the recipient is capable of understanding and solving problems encountered in the food industry, government, academia or private enterprise. Thus, the degree is not awarded after successful completion of coursework, but rather after the student has demonstrated a general knowledge of Food Science as well as the ability and knowledge required to perform research in a specialized area.

The graduate program requirements for Food Science students have recently been substantially modified. Changes include revised curriculum requirements, conversion of the preliminary exam to a research proposal-based examination, and regular meetings of the Graduate Program Committee which has additional responsibilities such as evaluating and recording student progress and defining a suitable coursework program that are in addition to the minimum requirements outlined in the new curriculum forms.

II. WHO IS INVOLVED?

A. Major Professor: Typically students enter the program with a major professor assigned. Your coursework program and thesis topic are determined in consultation with the professor. You may request reassignment of a major professor at any time. The request is granted automatically if the former and new professors agree.

B. Graduate Program Committee: The coursework program developed in consultation with your major professor needs to be approved and amended by this committee. A certification form is available in 103 Babcock Hall. Copies of the completed form and required supporting materials should be furnished at the first meeting

of the student with this committee (the timing of this meeting is explained in section XI). It is the responsibility of this committee to help prepare the students to be successful, and monitor progress, in their program. Thus, course selections may be recommended or required beyond the minimum curriculum requirements, with the objective being to ensure the student is prepared and will attain the skills and knowledge required to be successful in the chosen research project. If deficiencies in the suggested coursework program are identified, this committee will suggest options available to the student to overcome these deficiencies. If revisions are required in a certified coursework program, the changes need to be approved by this committee. The approved original and modified plan of coursework must be submitted to the Curriculum Certification Committee for review and informational purposes prior to filing in the Department Office. *(Any major concerns of the Certification Committee will be directed to the Faculty Advisor, who will in turn, take measures to reconcile the concern.)*

The Graduate Program Committee is also changed with monitoring progress of the graduate student, including an annual evaluation, preliminary examination and defense. Typically, the memberships of this Committee does not change during a student's graduate program, although limited changes may be made, especially when they improve the committee composition for a particular purpose or function. As a minimum, the make-up of the Graduate program Committee is: MS candidates, three graduate faculty, at least two of whom are in the Department of Food Science (or joint or affiliated faculty), including the faculty advisor; PhD candidates: five graduate faculty, with one being the Minor Professor (tenure home outside of Food Science), and at least three being from the Department of Food Science (or joint or affiliated faculty), including the faculty advisor.

In addition to graduate faculty, the Departmental executive committee may appoint tenure track faculty from departments without graduate program authority or visiting professors to serve as one of the required, voting committee

members. Also, academic staff (e.g., CHS, scientists) may be appointed to serve as an extra, voting committee member by the departmental executive committee. No more than one committee member may be a retired professor, visiting professor or professor from a department without graduate program authority. (These are Graduate School regulations.)

C. Student: You have the final responsibility of ensuring that you meet all requirements for graduation. If changes in coursework are deemed necessary after initial approval, it is your responsibility to request approval from both your major professor and the Graduate program Committee. All graduate students are invited to meet briefly with the Department Chair after completing all degree requirements. The chair welcomes your candid observations on our graduate program and suggestions for improvement.

D. Curriculum Certification Committee: The Curriculum Certification Committee has faculty members representing the areas of food chemistry, food microbiology and food engineering. This Committee has oversight responsibility to see that curriculum requirements are met by all students in the Food Science Graduate program.

III. GENERAL INFORMATION REGARDING GRADUATE DEGREES IN FOOD SCIENCE

A. The Graduate School has general requirements which all graduate students must satisfy. These are described in the Graduate School Bulletin. All students are responsible for meeting these requirements. Questions on graduate requirements can be answered in 228 Bascom Hall (2-2433).

The Food Science Department has standards which are described here. You must meet these requirements in addition to those of the Graduate School. The criteria for satisfactory progress as a graduate student are outlined in section XII.

A. Food Science Minimum Standards

- For each Graduate Food Science Option, there is a set of minimum prior degree and coursework requirements (forms may be obtained from 103 Babcock Hall). Only under very unusual circumstances will any of these minimum requirements be waived or substituted. These minimum requirements are NOT intended to be the only courses taken in a graduate program, but rather are intended to serve as the basis for ensuring that students have a minimum degree of breadth in Food Science and depth within the selected area of research focus. The Graduate School also has a residency requirement regarding coursework taken at the 300 level or above, including research credits (990): 16 credits for an MS program and 32 credits for a PhD program.
- Graduate students must enroll in Graduate Seminar (900) each semester they are enrolled as a full-time student.
- Graduate students cannot earn credit for short courses or workshops.
- Full-time students should register for 12 credits during the academic year semesters. Students on a research assistantship must register for two credits during the summer session. Dissertators must register for 3 credits per semester, including summer session.
- A grade-point average of 3.0 must be maintained in all graduate-level coursework taken while enrolled in the UW Graduate School (same requirement as that of the Graduate School). [The UW Graduate School defines a graduate-level course as one in which the majority of students enrolled are graduate students.]
- No more than 6 credits of C, D or F grades are allowed during a given graduate program.
- Complete guidelines concerning satisfactory progress as a graduate student are presented in section XII.

B. Language: The Food Science Department does not have a foreign language requirement.

All graduates must be fluent in spoken and written English.

C. Research stipends: Many graduate students will receive financial support from their major professor during pursuit of a degree. This support usually does not exceed a one-half time research assistantship. The maximum half-time stipend is established by the UW Graduate School. The level and duration of support is specified by your professor. All students on support must register for FS 990 which is usually graded 'P' (Progress) until the thesis is completed. Students on probation are not eligible for an assistantship funded with Graduate School funds.

D. Scholarships and Awards: All students are encouraged to apply for national and local scholarships and awards. Information on these awards is available in 103 Babcock Hall. You should check with your major professor as to what impact the award may have on your graduate stipend.

F. Appeals: Students who are not satisfied with a decision which affects their progress as a graduate student should first consult with their major advisor. If the issue is not resolved in this manner, the student should consult with the Department Chair. If the issue is still not resolved, the student has the right to contact the Academic Student Services office (225 Bascom Hall) in the Graduate School. (See also grievance procedures in the Graduate Student Handbook.)

IV. GENERAL REQUIREMENTS FOR A MASTER OF SCIENCE DEGREE

The MS in Food Science is awarded by the Graduate School after the student satisfies all of the following requirements:

A. Develop a course program, in consultation with your major advisor and Graduate Program Committee (composition described in section II.B.), which satisfies the requirements for a graduate option selected and prepares the student for their research program. Obtain a form entitled "Certification of Course Program"

from the departmental office, complete three copies of this form as an outcome of the first Graduate Program Committee meeting, and submit the forms and supporting materials to the departmental Curriculum Certification Committee for approval and filing.

B. Complete all required courses included in your certified course program with satisfactory grades.

C. Enroll in FS 990 (Research) as directed by your major advisor.

D. Satisfy the residency requirement (see section VIII).

E. Author a thesis which may include an article describing the research. Members of the MS examination committee (Graduate program Committee) must receive a typed copy of the thesis at least one week before the exam.

G. Provide at the MS examination: (i) an official transcript of graduate work at UW, (ii) a signed "Certification of Coursework Program" form, and (iii) a warrant from the Graduate School.

H. Pass the exam. No more than 25% of the exam will be devoted to issues outside the realm of the MS thesis. The major professor may abstain from signing the warrant or alternatively may leave FS 990 grades as "P" until all requirements are met. There is no time limit for completing an MS degree. However, after 5 years of non-registration all residence credit is lost.

I. Provide the Memorial Library with an unbound copy of your thesis and transmit the signed warrant to the Graduate School. The major professor must also be provided with a copy of the thesis.

V. GENERAL REQUIREMENTS FOR A PhD DEGREE

The PhD in Food Science is awarded by the Graduate School after the student satisfies all of the following requirements:

A. To enter the PhD program a student must have an MS degree in Food Science or allied field, or must have a BS with scientific experience (research work and publications) which is found to be equivalent to a MS degree by the Curriculum Committee (see details in Appendix A). At the discretion of the major advisor or the MS final examination committee (if the MS is completed at the UW-Madison) an entrance exam for admission to the PhD program may be required.

B. Develop a course program, in consultation with your major advisor and Graduate Program Committee (composition described in section II.B.), which satisfies the requirements for a graduate option selected and prepares the student for their research program. Obtain a form entitled “Certification of Course Program” from the departmental office, complete five copies of this form as an outcome of the first Graduate Program Committee meeting, and submit the forms and supporting materials to the departmental Curriculum Certification Committee for approval and filing. Details regarding PhD minor programs appear in section VI.

C. Complete all required courses included in your certified course program with satisfactory grades.

D. Enroll in FS 990 (Research) as directed by your major advisor.

E. Satisfy the residency requirement (see section VIII).

F. Teaching: All doctoral students (DS) in Food Science are required to satisfactorily complete a program to develop teaching skills. The intent of this requirement is to provide the DS with basic skills and experiences that will foster the ability of the DS to teach effectively at the university level and/or mentor developing scientists. More specifically, the DS is expected, during fulfillment of this requirement, to engage in the planning, preparation, presentation and evaluation aspects of teaching and to interact frequently with students in a teaching environment.

Because teaching is the central mission of the University, no other activity is of greater importance. In order to ensure excellence in teaching, the University and the Department have developed a sequence of orientation, training and evaluation programs (see Figure 1). The following sections spell out the details of the programs for the teaching requirement.

The teaching requirement may be fulfilled by completion of: (1) Botany/Zoology 969 (Colloquium on Teaching College Biology, 0-1 cr.), or the English as a Second Language Teaching Assistant Workshop offered by the Department of English, either at the same time as, or before enrollment in the Practicum; and (2) Enrollment in Food Science 799 (Practicum in Food Science Teaching, 2 cr.). See Figure 1 and Appendix B.

The Practicum can be fulfilled by: (a) participation for one semester in a Food Science laboratory course (the normal route), or (b) participation for two semesters in a suitable Food Science lecture course. The Laboratory Instruction Committee (LIC) will assign the DS to an appropriate course. Assignment to a lecture course is done only in response to a written request from the DS and his or her major professor to the Chair of the LIC. Although the LIC occasionally makes assignments to appropriate lecture courses, this option is available only when there is a more than adequate number of other students available for departmental laboratory courses.

The DS may petition the LIC for an exemption from the teaching requirement; the only basis for an exemption being previous teaching experience that meets the objectives of the teaching requirement. The petition must consist of a signed letter from the supervisor of the DS for the prior teaching experience, on letter-head stationery, describing the length and exact nature of the teaching experience.

Compliance with the teaching requirement is monitored by the LIC. The form titled “Certification of Graduate Course Program” contains a section for implementation and validation of the requirement.

G. The preliminary exam (also referred to as the prelim, comprehensive exam, or PhD qualifier) must be passed to obtain PhD candidacy. Typically, the prelim is given upon completion

of all coursework, except 1 credit of seminar. This last seminar credit should be satisfied near the end of the student's research program. Having 1 credit outstanding will not prevent the candidate from obtaining dissertator status (see section IX).

The prelim is an oral exam administered by a Committee of five graduate faculty chaired by your major professor. At least three members must be graduate faculty (or joint or affiliated faculty) from the Department of Food Science and one member must be your minor professor. The minor professor must have a tenure home other than Food Science. The Graduate School must be informed in writing of the committee composition and date of the exam to obtain a warrant for the exam (see department secretary at least three weeks prior to exam date).

Provide at the PhD prelim examination: (i) an official transcript of graduate work at UW, (ii) a signed "Certification of Coursework Program" form, (iii) minor agreement forms, (iv) a form entitled "Approval for Preliminary PhD Examination", and (v) the warrant. The preliminary exam has three possible outcomes: 1) unconditional pass; 2) conditional pass, necessitating additional coursework or reexamination orally or in writing in a specific area; or 3) failure. If failure is the outcome, there is only one opportunity to retake the exam. A second failure terminates the graduate career. The period between passing the preliminary exam and completing the PhD must not exceed five years.

The preliminary exam is based on a research proposal drafted by the student with minimal (editorial) input from the faculty advisor and distributed to the Examination Committee at least one week in advance of the examination date. The proposal should not be a reproduction of an existing research proposal written by the major advisor. It should focus on the area of research that the student is, or expects to be, working on. The research proposal should include:

- a) Statement of the research program
- b) A brief literature review
- c) Well defined objectives
- d) Experimental design and approach
- e) Contingency plans in the event of failure of the approach

Preliminary results are highly desirable and should be presented as a part of the proposal. The research proposal should be limited to no more than 20 pages (double spaced), including Tables and Figures, but excluding references. Defense of the research proposal should be the primary responsibility of the student. Involvement of the major professor should be minimal in preparing for and during the exercise. The student gives a presentation of highlights and main findings to the committee and defends the proposal and/or responds to comments from the examination committee.

The primary goal of this exercise is to evaluate whether or not the student has a sufficient understanding of the research problem and has gone through the thought processes required to develop appropriate experimental designs and approaches to solve the problem, commensurate with expectations of a PhD candidate.

I. Defense of Thesis or Final Examination. The research work should be defended before the student departs from the university. Very few degrees have been conferred on dissertators who begin employment before submitting a thesis. Normally, the Thesis Defense Committee (TDC) has the same membership as the preliminary exam committee, but members may be substituted by mutual agreement of the student and the major professor.

The defense cannot take place until after all other requirements are fulfilled and the thesis has been written. The format of the exam is up to the major professor. This exam covers primarily the merits of the thesis.

Provide at the PhD final examination: (i) an official transcript of the graduate work at UW, (ii) a signed "Certification of Coursework Program" form, (iii) minor agreement forms, (iv) a form entitled "Approval for and Report of the PhD Final Oral Examinations for Majors", and (v) the warrant. This examination cannot be taken until at least six months after successful completion of the preliminary examination.

The signed warrant must be delivered to the Graduate School after passing the examination. A signed, unbound copy of the final thesis must be approved by the Graduate School and delivered to the Memorial Library. The major

professor must also be provided with a copy. The PhD degree will not be awarded until the final copy of the thesis is filed.

VI. PhD MINOR PROGRAMS

A. Minor option A in the Department of Food Science with a PhD major in a department other than Food Science.

To qualify for a PhD minor in Food Science, a student must satisfactorily complete in the Department of Food Science, 1 credit of FS 900 and 10 additional credits as specified by the minor professor. Of these 10 credits, no more than 4 credits at the 300-499 level are acceptable and the remaining credits must be at the 500+ level. The form entitled “PhD Minor Agreement Form” must be completed and transmitted to the Graduate School office at the time you request the preliminary exam warrant (see department secretary at least three weeks prior to exam date).

B. Minor Option A with PhD Major in Food Science. Consult with the Minor Professor in the department selected to ascertain requirements.

C. Minor Option B (distributed minor) with PhD major in Food Science. To satisfy the requirements of this option the student must satisfactorily complete 10 credits of graduate-level courses normally selected from only two departments. [*The Food Science Department considers courses at the 500 level or above as graduate courses. Courses below the 500 level may be used to fulfill the Minor Option B requirement, provided the student submits proof that the majority of students enrolled in the course are graduate students. Final approval of the Minor Option B program rests with the Curriculum Committee.*] Courses may be selected from three departments provided the coursework conforms to a common theme. No courses taken as an undergraduate can be applied toward fulfillment of the minor requirement. No more than six credits taken during any MS program can be applied (if appropriate) to fulfilling the PhD minor requirement. No courses in Food Science or cross-listed with Food Science are acceptable toward meeting the distributed minor requirement.

Plans for the Minor Option B must be approved by the Curriculum Certification Committee of the Department of Food Science, signed by the Department Chair and then submitted to the Graduate School at the time the preliminary exam warrant is requested.

VII. PhD JOINT MAJOR PROGRAMS

Students selecting a joint major program must satisfy requirements of the Department of Food Science and one other department with respect to “Joint-Major” programs. Course requirements in the Department of Food Science for joint major programs are listed on the Curriculum Certification Forms. Details of the research program must be agreed to by the major professors in the two departments involved. Joint majors in Food Science do not need to satisfy a minor requirement.

VIII. GRADUATE SCHOOL RESIDENT POLICY – SEPT, 1997

The credit requirement by The Graduate School 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.

Degree	Min Grad Level Credit
MS	16
MFA, Specialist	24
PhD, DMA	32

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

- 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.
- A graduate-level course taken at a distance will count toward the minimum requirement only if the course is considered a UW-Madison course.
- 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.

Before obtaining dissertator status, the minimum credits for full time enrollment are 8 per semester. The Department recommends registering for 12 credits per semester, including Research credits (FS 990), until all coursework is completed. After obtaining dissertator status, the student may register as a dissertator for 3 credits per semester, and 3 credits per general summer session (usually 990 and 900).

To qualify for dissertator status, you must have successfully accomplished all of the following before the start of the semester: 1) complete all courses which comprise the certified coursework program, except one seminar credit; 2) pass the preliminary examination(s); 3) complete all the requirements of the minor; 4) fulfill the residency requirement (see section VIII); 5) clear all incomplete grades; 6) clear all the “P” grades except those in Research (FS 990). You may carry “P” grades in 990 until your dissertation is deposited.

IX. DISSERTATOR STATUS

X. COURSE REQUIREMENTS

SPECIFIC REQUIREMENTS FOR EACH OF THE FOUR OPTIONS CAN BE FOUND ON THE CURRICULUM CERTIFICATION FORMS: FOOD CHEMISTRY (GREEN); FOOD ENGINEERING (YELLOW); FOOD MICROBIOLOGY and SAFETY (PINK); AND FOOD SCIENCE (BLUE).

Special Summer Session Requirements

A minimum registration 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:

*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;*

non-dissertators who expect an August PhD degree must register for two (2) graduate-level credits in the eight-week general session;

those who expect an August Master’s degree must register for two (2) graduate-level credits in any session(s).

XI. EVALUATION OF STUDENT PROGRESS

There is a formal process overall advising and evaluating progress of the students, and this rests with the Graduate Program Committee. The main features of progress evaluations are:

- Must have at least four committee meetings during the PhD program. These probably should occur at the end of each year (extra meetings can also occur, e.g., programs that unavoidably become much longer than the expected 4 years for a PhD).
- After these meetings, keep specific records of comments (see Appendix C Evaluation of Student Progress form).
- For the MS program, the first meeting ideally will take place after the first academic semester at UW-Madison.
- The Curriculum Certification forms are certified by the committee and they have decided what additional courses may be required by the student.

Functions of the committee meetings:

- To query the student to assess competency.
- Discussion on the research topic.
- Review comments from previous meeting.
- Review curriculum/courses sheets, and if acceptable, certify.
- Functions to describe the elements needed to successfully complete the PhD program.

The expectation for the timings of these meetings is as follows:

A. PhD Program: (minimum of 4 meetings).

1. Initial Meeting (should be held at the latest by the end of Year 1). Suggestions for courses to support the research topic and any perceived deficiencies in the student are discussed. This is the time when serious concerns should be raised as to the student's capability to do a PhD, in which case a final decision should be made within 6 months (requires a follow-up meeting of the committee).

2. The comprehensive preliminary exam becomes a research proposal-based examination

(this should be held at the latest by the end of Year 2).

3. Departmental Exit Seminar. Using the final departmental seminar, the student gives an update on progress and committee attends the seminar. (This should be held within 6-9 months prior to graduation)

4. Final Defense (it is preferable that the defense should occur before the end of Year 4).

B. MS Program: (minimum of 2 meetings)

1. Initial Meeting is preferably held at the end of the first academic semester. Alternatively, if coursework issues are addressed by an earlier meeting or through individual consultation, the departmental seminar may be used as a springboard for the first committee meeting to evaluate progress. If this is done by the end of year 1, there would be time to respond to suggestions for courses to support the research topic and any perceived deficiencies in the student. Any serious concerns about the student's capability to do a MS should be raised within the first 6 months, in which case a final decision should be made within 6 months (requires a meeting of the committee).

2. Final Defense (it is preferable that the defense should occur before the end of Year 2). A Departmental seminar could also be used here as a springboard for the Defense (Committee meeting).

XII. CRITERIA FOR SATISFACTORY PROGRESS AS A GRADUATE STUDENT

A. GENERAL REQUIREMENTS

All graduate students must maintain a 3.00 grade point average (4.00 scale) in all required (as required by the graduate program advisory committee) graduate coursework taken during the MS or PhD degree program. The Graduate School also requires a 3.00 minimum in all graduate-level coursework while enrolled in the graduate program (graduate level coursework as defined by the Graduate School is where the majority of students enrolled in the class are graduate students.) A status of probation results when 1) a graduate student's grade point average falls below 3.00, 2) a grade lower than a "B" is obtained in three or more credits of required graduate coursework taken during the graduate

degree program, or when 3) a grade of “incomplete” is not removed during the following semester. A graduate program advisory committee meeting will be called to deal with the situation whenever a graduate student is placed on probation

Probationary status is removed when 1) the student’s grade point average is raised to 3.00 or above and 2) the student earns four credits of “B” or higher in required (as required by the graduate program advisory committee) graduate coursework during the following academic year. Probationary status can also be removed if 3) a grade of incomplete is removed from the student’s record (provided it does not result in probationary status on some other basis). Students on probation may not be eligible for a research or teaching assistantship depending on the discretion of the graduate advisor, and in consultation with the lab instruction committee for teaching assistantships. After two consecutive academic semesters of probation, the student may be dismissed from the graduate program. Where policies listed above concern grade point average, performance in courses numbered FS 699, 900 and 990 is not considered.

B. EXPECTED TIMES FOR COMPLETING DEGREES

For the MS program full time students are expected to graduate within 24 months of matriculation. The expected timetable for graduation of part-time MS students will be determined on a pro-rated basis relative to the number of credits expected to be taken during a 24 month term for a full time student (40-52 months).

For the PhD program full time students are expected to graduate within five years of matriculation. Passing the preliminary examination is expected within the first 2-3 years of full time enrollment in the PhD program. A one year extension for taking the preliminary examination will be granted upon written request by the student’s research faculty advisor (address to the departmental chair). All coursework (with the exception of one seminar credit, FS 900) and the preliminary examination

must be completed before granting dissertator status will be considered by the Graduate School. The Graduate School requires that all requirements for the PhD degree are met within 5 years of passing the preliminary examination.

C. SATISFACTORY PROGRESS IN RESEARCH

Research objectives and expectations will be defined by the faculty research advisor and made clear to the graduate student. Satisfactory progress of the student’s research effort will be determined by the faculty research advisor at intervals he/she deems necessary and with the advice and counsel of the student’s Graduate Program Committee. Unless notified in writing to the contrary, the student may assume that his/her research progress is considered satisfactory. If not, the faculty research advisor must inform that student of such in writing and place a copy of the letter in the student’s file in the departmental office. If satisfactory progress is not made in the semester subsequent to this action, the faculty research advisor may dismiss that student.

In the new graduate program requirements there is a formal process for evaluating progress and increased duties for the examination committee (see requirement X1. EVALUATION OF STUDENT PROGRESS).

D. SATISFACTORY PROGRESS AS A TEACHING ASSISTANT

Teaching assistants will be evaluated by the faculty member(s) of record for the associated course. Unless notified in writing to the contrary, the student may assume that his/her research progress is considered satisfactory. If not, the faculty research advisor must inform that student of such in writing and place a copy of the letter in the student’s file in the departmental office. If satisfactory progress is not made in the semester subsequent to this action, the faculty research advisor may dismiss that student.

E. TEACHING AND RESEARCH ASSISTANTSHIP APPOINTMENTS

All appointments are made on an annual basis. The terms of the appointment are initially

defined in the letter of offer to the student at the discretion of the faculty advisor or appropriate Departmental Committee. Normally, MS students are offered financial support for 2 years

and PhD students are offered financial support for 4-5 years (at discretion of the research advisor).

Appendix A

REQUIREMENTS TO ENTER THE PhD PROGRAM WITHOUT AN MS DEGREE

1. Interested students must submit their credentials (see items 2 and 3), along with a supporting letter from the major professor, to the Curriculum Committee to determine if the student is eligible to enter the Doctoral Program without a Master's Degree. The student must also provide a statement to the effect that, if approved, the student would continue within the same project area and with the same faculty advisor. Exceptions to the latter requirement will be considered on a case-by-case basis, and if it is clearly to the advantage of all parties concerned.
2. The student must be the primary author of a manuscript, either published or submitted to a reputed scientific journal. (The criteria for primary authorship include contribution to concept development, design and execution of experiments, and primary responsibility in the preparation of the manuscript.)

If the manuscript has been submitted (or is ready for submission), but not yet published, a copy of the manuscript must be submitted to a subcommittee of the Curriculum Certification Committee (or to the qualifying examination committee (see item 4)) for evaluation of its scientific merit.

3. In the case of students with substantial industry experience, materials such as copies of a patent and/or a technical report may be admissible *in lieu* of a manuscript. The student must be the primary author (as defined in item 2) of the patent or technical report, and the scientific content of the submitted material(s) must reflect research experience equivalent to that of an MS.
4. Students wishing to enter the PhD program without an MS must take a qualifying examination. The composition and conduct of the examination committee shall follow the guidelines for an MS thesis defense. The candidate shall present a seminar based on the manuscript (item 2) to the committee. Members of the University public shall be invited to attend the seminar only. In closed session the committee shall then conduct the examination and rule on entry into the PhD program without an MS degree.

Revised 11/00

Appendix B

GUIDELINES FOR FULFILLMENT OF TEACHING PRACTICUM FOR DOCTORAL STUDENTS IN FOOD SCIENCE

1. The doctoral student (DS) should actively participate in a laboratory course for one semester, or a lecture course for two semesters, and devote at least 60 hours to the practicum.
2. The experiences should include:
 - a. Planning. The SA should become familiar with the course goals, and rationale for these goals, for the course to which he/she has been assigned. This should be accomplished through discussions with the course instructor and other individuals who are involved with teaching course, by reviewing the old examinations and course materials, and by reading other pertinent literature as suggested by the course instructor.
 - b. Preparation for, and teaching of, specific subject matter. The DS will be provided, under the supervision of the course instructor, as many of the following teaching experiences as are reasonable for the course in which the student is assisting: 1) setting up experiments and demonstrations for the course, 2) delivering introductory discussions for laboratory experiments (applicable to laboratory courses only), 3) preparing and delivering at least two lectures, and 4) leading discussions in regularly scheduled discussion sections.
3. Interaction with students. In addition to the interaction occurring through matters discussed in items 1 and 2, an opportunity should be provided for student interaction outside the classroom (e.g., establishment of regular office hours).
4. Evaluation.
 - a. Evaluation of student performance. The DS will, under the supervision of the course instructor, engage in evaluation of student performance. This may involve discussions with the course instructor, preparation and grading of quizzes and examinations, and the grading of laboratory reports (applicable to laboratory courses only).
 - b. Evaluation of the teaching performance of the DS. The DS should be informed of methods for evaluating his/her own effectiveness as a teacher and should be encouraged to use these methods. The supervising instructor should periodically provide both written and oral assessments of the DS's teaching performance. The course instructor should obtain student evaluation of the DS's performance.

Appendix C

STUDENT PROGRESS EVALUATION FORM

Student Name:

Major Advisor:

Date of Meeting:

Type of meeting (circle one):

<i>PhD</i>	Initial Meeting	Additional Meeting	<i>MS</i>	Initial Meeting	Additional Meeting
	Proposal			Final Defense	
	Exit Seminar				
	Final Defense				

Consensus comments from meeting (e.g., additional courses suggested, was coursework certified, statement of current progress, suggestions on research topic). Attach additional page if necessary:

Committee Members:

Printed Name

Signature

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

One signed copy for departmental student record, one to student, and one for each committee member.