

GRADUATE HANDBOOK
FOR
BIOLOGICAL SCIENCES



DEPARTMENT OF BIOLOGICAL SCIENCES
COLLEGE OF ARTS AND SCIENCES
SAM HOUSTON STATE UNIVERSITY

Revised, January 2008

GRADUATE STUDENT CONTRACT

I, _____ have received a copy of the Graduate Student Handbook from the Department of Biological Sciences. I understand that I am expected to abide by all policies, deadlines, and time lines set forth both in this handbook and those found in the Graduate Catalogue, Schedule of Classes, and Thesis Requirements. I also acknowledge that it is **my** responsibility, and not the Graduate Coordinator nor members of my graduate committee, to see that I meet these obligations and deadlines. Additionally, I agree that any financial assistance provided by the Department of Biological Sciences and College of Arts and Sciences may be withdrawn should it be found that I have not followed these policies in good faith.

Signed: _____ Date _____

Expected Graduation (Semester, Year): _____

Contact Information:

Email: _____ Local Phone Number: _____

Cell Phone Number: _____ Permanent Phone Number: _____

Permanent Address: _____

ACADEMIC PROCEDURES

APPLICATION / ACCEPTANCE PROCEDURES

Regular Admission. Requirements for regular admission to the graduate school are set forth in the Graduate Catalogue and are summarized below:

A. Program Admission Requirements

1. A minimum undergraduate GPA, from the baccalaureate granting institution, of 2.5 (on a 4 point scale).
2. Applicants from non-English speaking countries must present a score of at least 78 on the Internet-based (iBT), 550 on the paper version (PBT), or 213 on the computer version (CBT) of the Test of English as a Foreign Language (TOEFL).

B. MS/MA Program in Biological Sciences

1. Meet Program Admission requirements as listed above.
2. An undergraduate degree in biology or related field. Those applicants having an undergraduate degree in a discipline other than biology must successfully complete the equivalent of an undergraduate minor in the biological sciences before being considered for regular admission.
3. $(\text{GRE Score}) + 200 \times (\text{overall undergraduate GPA}) \geq 1500$
4. Two letters of recommendation from faculty in the undergraduate major field of study.

***Conditional Admission.** An applicant whose records are incomplete may be granted conditional admission. Such students will be classified as conditional graduate students until all records are complete and all regular admission requirements are fulfilled. Conditional admission allows for the completion of **no more than six hours** of graduate credit and is valid for only **one semester**. All requirements for regular admission must be met prior to enrollment for more than six hours graduate credit.

***Probationary Admission.** An applicant whose records are complete but who did not qualify for regular admission can be granted **probationary admission** with department recommendation and approval from the Dean of College of Arts and Sciences. The student is allowed in graduate courses (maximum 12 hours) to demonstrate he/she can perform at the graduate level. Students must earn a grade of "B" or better in each course taken under probationary status in order to be considered for regular admission. The student may be required to retake the GRE on the advisement of the Graduate Committee.

***Preparatory Admission.** A degree-seeking applicant that does not qualify for regular admission and needs to complete one or more stem courses may be granted preparatory admission.

*Please note that conditional, probationary and preparatory admission does not guarantee regular admission once deficiencies are met. Only regularly admitted students are eligible for College of Arts and Sciences Teaching Assistantship positions.

Post Baccalaureate Admission or Non-Degree Admission. **Post baccalaureate classification** is assigned to students possessing a Baccalaureate Degree and that have not been regularly admitted or conditionally admitted into a graduate program, and could be classified as non-degree seeking. **Non-degree admission** may be granted to a student who does not intend to pursue a graduate degree but who wishes to take courses for professional advancement, licensure, certification, or self-education purposes, and who holds a baccalaureate degree or higher from an accredited university.

International students must meet the same requirements for admission and candidacy as students from the United States, including GRE scores. In addition, prospective students must demonstrate their ability to speak, write, and understand the English language. International students are eligible only for regular admission status.

Transfer Credit. A total of six (6) credit hours may be transferred to SHSU from another accredited graduate program. Exceptions to this rule require approval by the Department Chair and the Dean.

TEACHING ASSISTANTSHIPS

Teaching Assistantships are available through the College of Arts and Sciences and the Department of Biological Sciences. They are limited in number and awarded on a competitive basis. MS students are given priority for Teaching Assistantship positions. An application for Teaching Assistantship (see Appendix) should be submitted to the Graduate Coordinator at the time of application into the program. Assistantships are awarded for four semesters. Additional semesters of support are possible with approval by the Graduate Committee and Dean. Students must make satisfactory progress and adhere to all deadlines or risk losing their Teaching Assistantship. Students that are awarded assistantships will receive a letter from the COAS Dean or notification from the Biological Sciences Graduate Coordinator. Those students awarded assistantships are required to submit additional paperwork (see TA checklist in Appendix) to Ms. Gorgana Hyde in the Biological Sciences Department main office (LDB 300).

HOURLY TEACHING POSITIONS

Students not awarded Teaching Assistantships may still be eligible to teach laboratories on an hourly basis. Students interested in hourly teaching positions should contact Ms. Lori Rose, the freshman laboratory coordinator in the Biological Sciences Department (294-1542, 302 LDB).

SCHOLARSHIPS

Special Graduate Scholarship Awards (see Appendix for form) are offered by the College of Arts and Sciences. These scholarships (\$1000 to \$2000) are awarded competitively based on GPA, GRE scores and letters of recommendation. Scholarships are available for Fall, Spring and Summer semesters. Deadlines are Sept. 15, Apr. 15 and July 1 for Spring, Summer and Fall respectively. Please see Jessica Stas, College of Arts and Sciences, for additional information.

HEALTH INSURANCE COVERAGE

Teaching Assistants and Research Assistants employed half-time (20 hours per week) are eligible to participate in the university group health insurance plan. The current premium is ~\$180 per month for individual coverage. Students can choose to opt out of the university plan during the initial enrollment period. Students are covered over the summer if they are returning in the fall as a half-time employee. Summer premiums are taken from the last one or two paychecks in the spring semester. **All half-time Teaching Assistants and Research Assistants should attend the benefits orientation at the beginning of the semester to make informed decisions regarding health/dental plans.**

Alternative health insurance coverage is available through the university health center. An application can be obtained from the health center website <http://www.shsu.edu/~uhc_www/insurance.html>. The health center also provides routine services for a fee as well as pharmacy services.

All international students must obtain health insurance from a university plan listed above or present proof of coverage from an alternative policy.

TRAVEL SUPPORT FOR SCIENTIFIC MEETINGS

For students NOT employed by the University, the Office of Graduate Studies has funds available to support travel to scientific meetings. To be eligible, students must be traveling to an event sponsored by a professional organization and must be presenting their research in the form of an oral or poster presentation. Travel funds are limited and are awarded on a competitive basis. To apply for travel support, fill out the Travel Funds Request form at the Office of Graduate Studies website (http://www.shsu.edu/~grs_www/current/). For students employed by the university, an official Travel Application form should be completed to request funds for travel.

BIOLOGICAL SCIENCES GRADUATE STUDENT ORGANIZATION

The role of the Biological Sciences Graduate Student Organization (BSGSO) is to foster the interests of the graduate students in the Department of Biological Sciences, to promote and support academic and social activities of interest to graduate students, and to serve as a liaison between the graduate students, faculty, staff, and other organizations. Membership in the BSGSO is free and is automatic with acceptance into the graduate program in the Department of Biological Sciences. For more information see: http://www.shsu.edu/~org_bsgso/

CREDIT HOUR RESTRICTIONS

The normal course load (to be a full-time student) is 9-12 credit hours per full semester and 6 credit hours in the summer. Increased academic loads must be approved by the Dean. Other limitations include:

1. University Teaching Assistants and Research Assistants employed half-time (20 hours per week): The required academic load is 6 to 9 credit hours per semester for fall and spring with 3 credit hours per summer session if on a summer assistantship*.
2. Financial aid requires students to be enrolled in 18 hours per calendar year and at least 6 hours during each regular (fall and spring) semester.

* Students who enroll in BIO 698 or BIO 699 for the summer should enroll in the 10-week sections of those courses in order to maintain full-time student status.

BIOLOGICAL SCIENCES PROGRAM REQUIREMENTS AND PROCEDURES FOR MASTER OF SCIENCE AND MASTER OF ARTS DEGREES

Program Requirements. Students seeking either of these degrees must complete BIO 520 within their first two semesters of course work. Students are expected to attend the weekly Departmental Seminar Series.

Graduate Coordinator. Dr. Anne Gaillard, LDB 105H, 936-294-1549, bio_arg@shsu.edu, serves as the Graduate Coordinator for all graduate students seeking an MS or MA degree in the Biological Sciences. She oversees the official academic records of all graduate students. She is

the contact person for graduate students submitting any official paperwork. See her each time you need to file a document. She will assist you with course selection until you have chosen your major advisor and advisory committee.

Major Advisor. Each student is to choose a faculty member as a Major Advisor (see Appendix for Advisor – Student Agreement form), **prior to the start of the second semester**, to guide him or her in their graduate program. The Major Advisor will serve as the chairperson of their Advisory Committee and will be responsible for advising the student on course choices and research efforts. The Major Advisor's or the Graduate Coordinator's signature will be required on all official paperwork.

Advisory Committee. With the assistance of the Major Advisor, the student will select a minimum of two other faculty members to comprise their Advisory Committee. The Advisory Committee should be selected **before the start of the second semester**. It is the role of the Advisory Committee, working in concert with the student, to establish an appropriate course sequence and plan of research to attain the student's goals. The student must meet with their Advisory Committee annually and prepare a progress report for committee approval. A record of Annual Committee Meeting Form (see Appendix) should be submitted to the Graduate Coordinator following each meeting. Should the student's Advisory Committee change, a revised Advisory Committee Form (see Appendix) should be submitted to the Graduate Coordinator.

Declaration of Official Major/Minor (Degree Plan). The degree plan is completed by the Graduate Coordinator after consultation with the student. A degree plan should be on file within the second semester of the degree program. At this time the student commits to either the MS or MA degree, as well as deciding on whether or not to include a minor. After filing, changes to the degree plan may be made only when deemed appropriate by the Graduate Committee and approved by the Department Chair and the Dean.

Course Requirements. A list of appropriate courses is found in the Graduate Catalogue. However, each Masters program may be tailored to fit the needs and interests of each individual student. The degree requires 32 hours of course work for the MA (non-thesis option) and 32 hours of course work for the MS (thesis option), which includes 6 hours of thesis credit. The MS with a minor or the MA with a minor each include 38 hours of course work (12 hours are taken in the minor field).

Comprehensive Exam. All MS and MA degree candidates must pass a Comprehensive Exam, written and/or oral, over the graduate course work of their degree program. The Comprehensive Exam will be administered by the Comprehensive Examination Committee, which is composed of three faculty from which the student has taken graduate level classes. The Comprehensive Examination Committee may or may not be the same as the student's Advisory Committee. Students must submit the Comprehensive Examination Committee Form (see Appendix) to the Graduate Coordinator by the beginning of the semester in which the exam is scheduled. The exam is typically completed in the fourth regular semester of the program.

Public Seminar. All MS and MA degree candidates will be required to give a public seminar of their research. An oral defense of the research with the Advisory Committee will follow the public seminar. An announcement for the public seminar should be posted in the Department **at least one week in advance of the seminar. An announcement must be posted on the door to the faculty mailboxes and an e-mail must be sent to all faculty members informing them of the date, time, and location of the seminar.** The seminar can take place during the fall, spring or summer semesters, i.e. while classes are in session and is to be given during the student's last semester in the program.

Documentation. Each student is responsible for submitting necessary paperwork to the Graduate Coordinator in a timely manner. The attached time-table and checklist should be used for reference. Please note that the Department of Biological Sciences deadlines may in some cases be earlier than those deadlines in the Graduate Catalogue, Schedule of Classes, or Dean's office. **Adherence to Biology Program deadlines and satisfactory progress is necessary for continuance of Teaching Assistantship support.** An official checklist will be kept in each student's graduate file.

TIME TABLE OF PROCEDURES AND PROCESSES

First regular (i.e. fall or spring) semester:

- 1) Enroll in BIO 520 (if offered, otherwise wait until the following semester).
- 2) Submit Major Advisor and Advisory Committee member selections to the Graduate Coordinator for review and approval (see Appendix for forms).

Second regular semester:

- 1) After the completion of 6 graduate credit hours, all non-regular admission students must apply for regular admission and must have removed all conditional requirements.
- 2) Work toward completion of the Prospectus or Scholarly Paper Outline (see Appendix for Prospectus Guidelines).
- 3) **Prior to the submission of a prospectus and conducting research:** projects that involve vertebrate animal or human subjects must be approved by the IACUC (animal research) or IRB (human subject) Committee. Forms and information may be obtained from the Office of Research and Sponsored Programs website. See "Compliance" and "Digital Library" for information and appropriate forms.
- 4) Submit Declaration of Official Major/Minor form (Degree Plan).
- 5) **By the end of the second semester,** the thesis prospectus must be approved by the Advisory Committee, Department Chair, and Academic Dean (see Appendix – Thesis Prospectus Approval form). For MA students an outline of the scholarly paper must be approved by the Advisory Committee and Department Chair (see Appendix – Scholarly Paper Outline Approval).

Third regular semester:

Continue research and coursework for appropriate degree plan.

Fourth - Sixth regular semesters:

- 1) Successfully complete Comprehensive Exam over graduate course work. **Ideally, the Comprehensive Exam should be completed one semester prior to the semester of expected graduation, but absolutely no later than the beginning of the semester of expected graduation.** After the exam, the **Report of Comprehensive Examination** form (see Appendix) should be submitted to the Dean's office.
- 2) Many research projects will involve a fifth and in some cases a sixth semester for completion. The student's Major Advisor can petition the Dean for Teaching Assistantships for a fifth and sixth semester of support.

Summer semesters:

- 1) Students should take any available classes pertinent to the discipline.
- 2) Students should be heavily involved in their research.

One semester prior to the semester of expected graduation:

The student must file a degree application in the Registrar's Office (see current Deadlines for Graduation in the Appendix).

Annual committee meetings:

Students are expected to hold meetings with their Advisory Committee at least annually. Students should bring the **Record of Annual Committee Meeting** form to the meeting and have the committee members complete the form at the end of the meeting. The signed form should be turned in to the Graduate Advisor.

Continuous enrollment requirement:

Per University policy, once a student enrolls in a thesis course (BIO 698 or BIO 699), the student must continue to enroll in a thesis course each semester until the student graduates. For example, once a student enrolls in BIO 698, the student must either re-enroll in BIO 698 the following semester or must enroll in BIO 699 the following semester if it is the semester of expected graduation.

During the semester in which graduation is expected:

MS candidates must be enrolled in BIO 699 the semester of graduation. If the student fails to graduate that semester, he or she will have to continue to enroll in BIO 699 each semester until graduation. During the summer semesters students may enroll in the 10-week offering of BIO 699 to avoid paying tuition for both summer semesters. Three approved final copies of the thesis must be submitted to the Dean of the College of Arts and Sciences by the date specified by the College. The student's Advisory Committee and the Department Chair must approve the thesis prior to submission to the Dean. Additional deadlines may be put in place by each Advisory Committee so that adequate time is available for review and corrections.

Thesis Guidelines are available from the University Office of Graduate Studies in the Administration Building, Room 203, respective Dean's office, or from the web at <http://library.shsu.edu/research/ThesisDirections.pdf>.

A **Thesis Route Sheet** may be downloaded from the Graduate Studies website at http://www.shsu.edu/~grs_www/current/. This is the only route sheet that will be accepted by Graduate Studies (see sample form in Appendix) and it must be typed. It serves as proof to the Registrar that the thesis has been completed and that all thesis requirements have been met for graduation.

Student should **schedule a public seminar with defense** to follow.

A **Report of Thesis Examination** (see Appendix) should be filled out by MS candidates after the thesis defense and submitted to the Dean's office. The student should bring the form to the defense.

After successfully defending their Scholarly Paper, MA candidates must submit the **Report of Scholarly Paper Examination** (see Appendix) to the Dean's office **two weeks prior to graduation** in order to be cleared for graduation. The student's Advisory Committee and the Department Chair must approve the scholarly paper prior to submission of the Scholarly Paper Acceptance Form.

Students participating in **Commencement Ceremonies** must arrange for a cap and gown at the University Bookstore at least 2 months before expected graduation.

RESEARCH FUNDING SOURCES

There are many sources available to support costs associated with graduate student research. Listed below are a few sources. Students are encouraged to consult with their Major Advisors regarding other potential funding sources in their particular disciplines.

1) Student Research Award

Funds graduate and undergraduate research, and to a lesser extent, conference travel costs.

Deadline: Variable, once per academic year

Administered by: Department of Biological Sciences

Amount: \$200 to \$500

Contact: Dr. Joan Hudson, Chair of the Research Award Committee for application materials

2) Graduate Studies Conference Travel Funds

Funds graduate student travel to conferences to present thesis research.

Deadline: None, but student's should submit materials early to ensure funding.

Provide budget and copy of abstract to Ms. Karen Whitney in the COAS office.

3) Texas Academy of Sciences Student Research Awards

Funds graduate and undergraduate student research in all areas of science.

Deadline: Usually December or January.

Amount: Up to \$1000.

Restrictions: Must attend meeting to receive award and agree to present research at the meeting the following year.

See website for more information:

http://www.texasacademyofscience.org/award_competition.aspx

4) Grants-in-Aid of Research Program

Funds graduate and undergraduate student research in all areas of science.

Administered by Sigma Xi

Deadline: March 15 and October 15 annually.

Amount: up to \$1000.

Restrictions: Student, major advisor or a committee member should be a Sigma Xi member.

See website for more information: <http://www.sigmaksi.org/programs/giar/index.shtml>

APPENDIX

DEADLINES, FORMS, AND CHECKLISTS

DEADLINES FOR GRADUATION, ETC.
Spring 2008

GRADUATE PROGRAM
COLLEGE OF ARTS AND SCIENCES

February 1	Last day to file an application in the Registrar's Office for graduation in May 2008.
March 1	Graduate Program applications for Summer 2008 admission due for international students.
March 7	Last day to submit draft of thesis (at least one full chapter) to Library for format and style review.
March 7	Last day to file an application in the Registrar's Office for graduation in August 2008.
April 4	Last day for Thesis Defense for Graduation in Spring 2008. The <i>Report of Thesis Examination</i> form must be signed and submitted to the COAS Dean's Office by 5:00 P.M.
April 15	Graduate Program applications for the Department of Biological Sciences due for U.S. students.
April 16	Last day to obtain signatures from the Advisory Committee on the title page and abstract of the thesis and signature of the Major Advisor on the Route Sheet. Student must submit the Route Sheet and the complete, defended and signed thesis to the COAS Dean's Office by 5:00 PM.
April 16*	Last day to submit a <i>Thesis Prospectus</i> for graduation in Summer 2008 to the COAS Dean's Office.
April 18	Last day to submit final thesis (defended and signed) and Route Sheet to the Director of the Library.
April 25	Last day to make all final copies of thesis and submit to the NGL for binding.
April 25	Last day to submit Route Sheet to the Dean of Graduate Studies.
May 2*	Last day to complete the Oral Comprehensive Exam. The <i>Report of Comprehensive Exam</i> form must be signed and submitted to the COAS Dean's Office by 5:00 P.M.
May 15	Graduate Program applications for Summer 2008 admission due for U.S. students.
May 17	Commencement

* Departmental deadlines are earlier



SAM HOUSTON STATE UNIVERSITY
A Member of The Texas State University System
College of Arts and Sciences
SPECIAL GRADUATE SCHOLARSHIP AWARD
 NOMINATION / APPLICATION FORM

The Special Graduate Scholarship is a prestigious scholarship from Sam Houston State University. It is awarded to selected graduate students whose academic accomplishments and university or community citizenship are excellent in every respect.

To be considered for a Special Graduate Scholarship, a Sam Houston State University student must be enrolled as a full-time, on-campus graduate student, have an undergraduate/graduate GPA of at least a 3.2 and a combined GRE (V + Q) score of 1000.

Instructions: Type or print clearly all items on this form. This application will be complete upon the receipt of: (1) the completed application form, (2) current transcript, and (3) two letters of recommendation (see below).

Name:	Last	First	Middle

Mailing Address	_____		
	Street	City	State Zip Code
Home Telephone No. (____)	GRE Score _____		
S. S. Number _____	Grade Point Average _____		
Major _____	Minor _____		
Semester(s) for which you are applying:	____ Fall 20____	____ Spring 20____	
	____ Summer 20____		

Mailing Instructions: Letters of recommendation and all other materials pertinent to this scholarship should be mailed directly to **Ms. Jessica Stas, College of Arts and Sciences, P. O. Box 2209 SHSU, Huntsville, Texas 77341.**

Recommendations: A letter of recommendation must be from one of the nominee's/applicant's instructors and one letter of recommendation must be from a personal acquaintance. These letters should attest to the nominee's/applicants academic success and to university/community citizenship and character.

Signature of Applicant or Person Making Nomination _____
 Date of Application _____

PLEASE USE THIS APPLICATION ONLY FOR THE SPECIAL GRADUATE SCHOLARSHIP AWARD

**APPLICATION FOR TEACHING ASSISTANT (ASSISTANT INSTRUCTORSHIP)
SAM HOUSTON STATE UNIVERSITY
Huntsville, Texas**

Date _____

Application for position as Assistant Instructor in Department or School of _____

Name in Full _____ Social Security Number _____

Home Address _____

Home Phone _____

EDUCATIONAL BACKGROUND

Include secondary school and complete record. If work is in progress toward a degree, indicate degree sought and anticipated date of conferral. Mark anticipated date with an asterisk (*).

Dates Attended	Institution/Location	Major/Minor	Degree	Year
----			Major: Minor:	
----			Major: Minor:	
----			Major: Minor:	
----			Major: Minor:	

This application should be submitted to the Graduate Director of the department or School in which you are seeking an instructorship. The applicant should have the following sent to the Director immediately:

1. Two complete transcripts of all previous college work.
2. One letter of reference from each of three persons (note information given later regarding references).
3. Score for Graduate Record Examination, Miller Analogies Test, or Graduate Management Admissions Test as appropriate.

Scholastic and extracurricular honors in secondary and undergraduate schools:

MEMBERSHIPS

List memberships in (a) learned societies, (b) professional organizations, (c) technical societies, and (d) student organizations.

EXPERIENCE

List experience chronologically. Include part-time as well as full-time employment.

Dates	Name and location of institution or firm	Title, rank, department, or position

REFERENCES

List three people whom you are requesting to send personal references. Applicant must contact prospective references and ask them to mail their letter directly to the Graduate Director of the department to which you are applying. Two references should be from teachers you have had in your major field of study.

Name	Address	Position

PLAN OF STUDY

Indicate the type of degree you plan to earn and give a brief description of major training objectives. If you plan to earn a degree requiring the thesis, briefly outline the type of research you would do.

Graduate Teaching Assistant Checklist

Biological Sciences

STUDENT NAME: _____ SSN/SAM ID: _____

***All of the following paperwork must be completed and submitted BEFORE the student can be set up as an active employee on SHSU payroll (i.e. as Teaching Assistant, Research Assistant or Hourly Teaching Assistant).**

_____ **Application for Teaching Assistantship (Green Form)** – This form is obtained from the Graduate Advisor.

_____ **Three letters of recommendation** (If the student would like to use the three letters provided upon application into the biology graduate program they are not required to obtain new ones, unless they wish to do so.)

_____ **Official transcripts from all universities attended** (If the student is a graduate of SHSU and has already been accepted into the biology graduate program they must provide official copies of all transcripts for employment purposes, if they provided unofficial copies upon application into the program. If they provided official copies, these may be used and no additional copies are needed. If the student is not a graduate of SHSU and has already been accepted into the biology graduate program they do not have to provide official copies of their transcripts because they were provided upon application into the graduate program. No additional copies will be needed.

_____ **English Language Proficiency Statement** – Prepared by the department secretary. No action is required by the student.

_____ **Payroll Action Form (PAF)** – Prepared by department secretary.

_____ **The State of Texas Application for Employment** - Student must complete this application form in its entirety, including the employment history section. A resume cannot be used in substitution of this form.
<http://www.twc.state.tx.us/jobs/gvjb/stateapp.doc>

_____ **I-9 Form - Employment Eligibility Verification** (Student completes section 1. Secretary completes section 2.)
<http://uscis.gov/graphics/formsfee/forms/files/i-9.pdf>

_____ **Applicant Statistical Data Sheet**
http://www.shsu.edu/~hrd_www/employment/staff/documents/ApplicantStatisticalDataSheetRevised.doc

_____ **W-4 form**
<http://www.irs.gov/pub/irs-pdf/fw4.pdf>

_____ GRE Scores Submitted to SHSU

_____ **Mandatory Legislation Acknowledgment form** – Student is required to sign page 1 of this document, acknowledging that they read it and may keep the remaining pages.
http://www.shsu.edu/~hrd_www/notification/mand-ack.doc

_____ **U. S. Selective Service Registration has been verified in accordance with HB 558 (effective September 1, 1999).** A male applicant, age 18 to 25, must present proof of registration at the time of the job offer. The required proof will usually be in the form of a Selective Service Registration card. If the selected applicant does not have his card, his registration status can be verified at:
https://www4.sss.gov/regver/verification_nc.asp. If the applicant has not registered, he can register at any U.S. Post Office, by completing and mailing the registration form, and obtaining a Certificate of Mailing as proof of the registration; or on-line at:
https://www4.sss.gov/regver/register_nc.asp.

_____ **New Employee Checklist for Human Resources** – Completed by department secretary.
http://www.shsu.edu/~hrd_www/forms/NewEmployeeChecklist.doc

_____ **Copy of driver's license & Social Security Card** – If the student does not have access to a copier, have them bring these when they turn in their paperwork and the secretary will make a copy.

***New Employee Orientation** - Graduate TAs must attend a New Employee Orientation session on or before their first active duty date. Please refer to the following orientation schedule provided by the SHSU Human Resources department: http://www.shsu.edu/~hrd_www/benefits/orien.html . If their employment start date is not listed, please have the TA contact our Human Resources Representative, Cynthia Bennett, at (936) 294-1064. If the student does not receive a new employee benefits packet in the mail before the orientation date they must stop by the Human Resources office to pick one up. All forms must be completed even if the student wants to waive their insurance option

ADVISOR – STUDENT AGREEMENT

(To be submitted to Biology Graduate Coordinator by the end of the Student's First Semester)

STUDENT NAME: _____

DEGREE SOUGHT: MS MA MS WITH MINOR MA WITH MINOR

MINOR: _____

I, _____ agree to be the major advisor to
(print/type name)

(print/type name)

MAJOR ADVISOR SIGNATURE

DATE

STUDENT SIGNATURE

DATE

Primary Responsibilities of Major Advisor:

- 1) Chair Advisory Committee
- 2) Provide student with research guidance, i.e, topic selection, experimental design, prospectus, grant proposals, thesis writing.
- 3) Return paperwork in a timely manner

Primary Responsibilities of Student:

- 1) Communicate regularly with Major Advisor and Advisory Committee
- 2) Adhere to all program deadlines
- 3) Attend Departmental seminars

ADVISORY COMMITTEE AGREEMENT

(To be submitted to Biology Graduate Coordinator by the Beginning of the Student's Second Semester)

I, _____, do hereby submit the names of the following faculty as potential committee members. I attest that I have met with each and have discussed my degree plan and they have agreed to serve on my committee.

Major Advisor's Signature: _____

Printed Name: _____ Date: _____

Advisory Committee Members: (Only two members are required in addition to the Major Advisor, but a third member may be selected.)

Printed Name	Signature	Date	Department
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Date Submitted: _____ Student ID Number: _____

Expected Graduation Date: _____



Received: _____ Coordinator's Signature: _____

Approved: _____ Dept. Chair's Signature: _____

RECORD OF ANNUAL COMMITTEE MEETING
(To be submitted to Biology Graduate Coordinator After Each Committee Meeting)

DATE: _____

STUDENT NAME: _____

DEGREE SOUGHT: MS MA MS WITH MINOR MA WITH MINOR

MINOR: _____

DATE ADMITTED: _____

EXPECTED GRADUATION DATE: _____

PROGRESS TOWARD DEGREE:

SATISFACTORY

UNSATISFACTORY

COMMITTEE RECOMMENDATIONS:

ADVISORY COMMITTEE SIGNATURES:

Major Advisor

PROSPECTUS GUIDELINES

General guidelines: The proposal should be double spaced, with 1 inch margins, 12 point font, and page numbers in the top right corner of each page. The length should be no more than 12 pages of text for sections A - E below.

- A. Introduction** - a thorough overview (4 – 5 pages) of the area of study including appropriate supporting literature citations. Include past and present research on your specific research topic.
- B. Hypotheses/Objectives** - discuss hypotheses you will test and their associated predictions. Clearly state the objectives of your study.
- C. Methods and Materials** - how, where, when the proposed research will be conducted. Describe methods in as much detail as possible. Include how the data will be analyzed statistically.
- D. Expected Results** - describe the expected outcome for the research activities based on literature and previous work.
- E. Significance of the Proposed Research** - general and/or specific significant results from the proposed study. “How will doing this research benefit us or improve the general knowledge of science?”
- F. Literature Cited** - a listing of sources of information cited in the proposal in a formal scientific format appropriate to the discipline.
- G. Budget** - Provide an itemized budget for your research. Indicate how the research will be funded and the facilities required for the research.

GUIDELINES FOR SCHOLARLY PAPER OUTLINE

General guidelines: The outline should be double-spaced, with 1- inch margins, 12 point font, and page numbers in the top right corner of each page. The length should be 3 - 4 pages of text for sections A - D below. The Scholarly Paper should not be a repeat of a previously reviewed topic, but rather an original work examining controversies in the literature or an area lacking review, with the goal of producing a publishable article.

- A. Title** – Sufficiently descriptive to indicate the major point of the paper.
- B. Problem/Topic Statement** – briefly discuss hypotheses you will review. Clearly state the objectives of your study (identify controversies or lack of previous review).
- C. Abstract** – A summary of the problem you will review and the approach you intend to take in the review.
- D. Significance of the Proposed Review** - general and/or specific significant results from the proposed review. “How will doing this research benefit us or improve the general knowledge of science?”
- E. Literature Cited** - a listing of sources of information cited in the proposal in a formal scientific format appropriate to the discipline.
- F. Bibliography** – a preliminary literature survey of key references that will be used in the preparation of the scholarly paper (at least 10 to 12 articles).

GUIDELINES FOR SCHOLARLY PAPER

The Scholarly Paper should be prepared in the style of a Journal appropriate for the discipline. It should be prepared as a review suitable for publication. The length will be dependent on the topic and field of study. However, a thorough review of the literature involving an original approach is expected.

THESIS PROSPECTUS APPROVAL

Submitted to the College of: _____

Candidate: _____

Degree in Progress: _____

Major: _____ Minor: _____

Proposed topic: _____

***Attach copy of prospectus to this form**

Thesis committee approval: _____ (Major advisor) _____ (Date)

Department Chair approval: _____

Final Approval by Dean: _____

SCHOLARLY PAPER OUTLINE APPROVAL

Submitted to the College of: _____

Candidate: _____

Degree in Progress: _____

Major: _____ Minor: _____

Proposed topic: _____

***Attach copy of outline to this form**

Advisory committee approval: _____ (Major advisor) _____ (Date)

Department Chair approval: _____

Final Approval by Dean: _____

COMPREHENSIVE EXAMINATION COMMITTEE FORM

(Submit to the Graduate Coordinator by Beginning of Second to Last Semester in Program)

Name: _____ Date: _____

Student ID#: _____

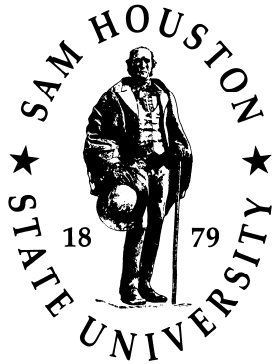
Do you have a degree plan on file? _____ Yes _____ No

List your proposed Examination Committee members (please print names):

Date of Comprehensive Exam: _____

Student Signature: _____ Date: _____

Major Advisor Signature: _____ Date: _____



Department of Biological Sciences

**P.O. Box 2116,
HUNTSVILLE, TX
77341-2116**

Tel: (936)-294-1540

Fax: (936)-294-3940

http://www.shsu.edu/~bio_www/

College of Arts and Sciences

Report of Thesis Examination

_____, a candidate for the degree of _____

_____, was examined on the paper entitled: _____

on _____ in Room _____ of the Lee Drain

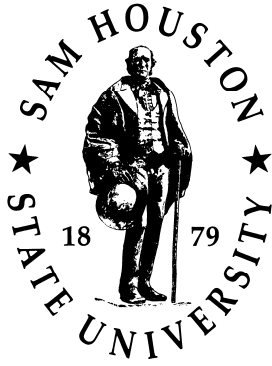
Building. The members of the Advisory Committee certify that the student passed/failed.

THE ADVISORY COMMITTEE:

(Major Advisor)

Date

Dean, College of Arts and Sciences



Department of Biological Sciences

P.O. Box 2116,
HUNTSVILLE, TX
77341-2116

Tel: (936)-294-1540

Fax: (936)-294-3940

http://www.shsu.edu/~bio_www/

College of Arts and Sciences

Report of Scholarly Paper Examination

_____, a candidate for the degree of _____

_____, was examined on the paper entitled: _____

on _____ in Room _____ of the Lee Drain

Building. The members of the Advisory Committee certify that the student passed/failed.

THE ADVISORY COMMITTEE:

(Major Advisor)

Date

Dean, College of Arts and Sciences

**SCHOLARLY PAPER ACCEPTANCE
MA DEGREE IN THE BIOLOGICAL SCIENCES**

Candidate: _____

Major: _____ Minor: _____

Title: _____

Advisory Committee Approval:

Major Advisor

Date

Date

Date

Department Approval:

Chair

Date

Graduate Coordinator

Date

Final Approval by Dean:

Date

This form must be filed in the Dean's office a minimum of two weeks prior to graduation.

**CHECKLIST FOR MS AND MA CANDIDATES IN THE BIOLOGICAL SCIENCES
(TO BE KEPT IN STUDENT FILE) NAME _____**

	Task	Date	Signature
1.	Obtain copy of Departmental Graduate Handbook	_____	_____
2.	Meet with Graduate Advisor for course selection	_____	_____
3.	Major Advisor selected	_____	_____
4.	Major Advisory Committee established	_____	_____
5.	Declaration of Official Major/Minor	_____	_____
6.	Submit forms for transfer/undergraduate credits	_____	_____
7.	Advisory Committee meeting—year one	_____	_____
8.	Advisory Committee meeting—year two	_____	_____
9.	File degree application for graduation	_____	_____
10.	Comprehensive exam scheduled	_____	_____
11.	Comprehensive exam completed	_____	_____
12.	<u>MS Students:</u>		
	IACUC or IRB Forms submitted	_____	_____
	Thesis prospectus approved	_____	_____
	Enroll in BIO 699	_____	_____
	Public seminar of thesis research scheduled	_____	_____
	Thesis seminar and defense completed	_____	_____
	Thesis approved	_____	_____
13.	<u>MA Students:</u>		
	Scholarly paper outline approved	_____	_____
	Public seminar of scholarly paper scheduled	_____	_____
	Scholarly paper seminar and defense completed	_____	_____
	Scholarly paper approved	_____	_____