

2008-2009

GRADUATE STUDENT HANDBOOK

For

THE GRADUATE PROGRAM

In

ECOLOGY, EVOLUTION,
and
BEHAVIOR

Introduction

Welcome to the graduate program in Ecology, Evolution and Behavior (EEB) at the University of Texas at Austin. This handbook will acquaint incoming and current graduate students in the program with the policies and procedures involved in obtaining an advanced degree.

Two degrees are offered through our graduate program. These are the Ph.D. in Biological Sciences (Ecology, Evolution and Behavior) and the M.A. in Biological Sciences (Ecology, Evolution and Behavior). The M.A. may be with a research thesis or with a report based on published literature. An M.A. without thesis or report is not offered. It is not necessary to obtain an M.A. before starting the Ph.D. Indeed, most graduate students go directly into the Ph.D. program. There is no difference in status among students who initially apply for admission to work on an M.A. or a Ph.D.

The graduate program is run by the Graduate Studies Committee (GSC) for Ecology, Evolution, and Behavior. The GSC is comprised of faculty members who are part of the EEB program. A list of these is given later in the handbook. An important resource person for all prospective and current students is the Graduate Coordinator. This is the staff person who organizes admissions, teaching assistantships, and fellowships. He/she is probably the most knowledgeable person about the graduate program, and is typically the first place students go to get information. The Graduate Advisor is the faculty member who is responsible for students currently enrolled in the program. The Chairperson of the GSC is responsible for overseeing the admission process and the program as a whole. The people in these positions in 2008-2009 are:

Graduate Coordinator:	Ms. Sandy Monahan
Graduate Advisor:	Dr. Frank Bronson
Chair of the GSC:	Dr. Ulrich Mueller

These people can give you further information about EEB policies. Please be aware that the University's Graduate School has additional regulations regarding graduate study.

We hope you have a most successful and enjoyable career in the EEB graduate program!

With best wishes,

Sandy, Frank, and Ulrich

Doctor of Philosophy

The purpose of the Ph.D. program is to train people for a career in research. Demonstration that the purpose has been achieved is by submission of a dissertation, which should be a major contribution to knowledge, indicating not only that the individual has a mature knowledge of a particular field but also that the individual can design and execute original studies.

Major Professor. All students have a faculty member appointed as their preliminary Major Professor before they arrive at UT. The preliminary Major Professor and the student, in consultation with the Graduate Advisor, will develop a tentative program of coursework that will satisfy the requirements listed below. The student will submit the plan to the Graduate Coordinator before taking the Preliminary Exam. It must be approved by the EEB Graduate Studies Committee and may be amended later by the student's Prelim Committee.

Formal Course Requirements. It is a School of Graduate Studies requirement that the Ph.D. degree consist of at least 30 hours of graduate coursework (including dissertation hours). Students are expected to take the two-semester core course— Introduction to Ecology, Evolution and Behavior I and II (BIO 384C/D)—during their first year in residence. A grade of B or above is required and students will not be allowed to take their prelims until they have successfully completed the core course. In addition to the core courses, students typically take a total of seven other courses during their Ph.D. program. At least four of these additional courses are expected to be lecture courses; the balance can be seminars. To add breadth to your program, at least two of the lecture courses are expected to be either outside of Biology or outside of EEB with approval by the graduate advisor.

All students are expected to participate in departmental and program area seminars during the entire period of residence, whether registered or not. Formal registration is required for a minimum of two seminar courses. The Integrative Biology seminar is listed as BIO 384L (Issues in Population Biology). You may take this course more than once for credit since the topics vary each semester.

Students who have not yet advanced to candidacy may take BIO 382 (Advanced Study and Research) as part of their course load. After admission to candidacy students should register for **one semester only** of BIO 399R, 699R, or 999R (Dissertation--Reading). After this course is completed, students will register for BIO 399W, 699W, or 999W (Writing) until they graduate. Students who enter the pre-doctoral program with an M.A. degree must take a minimum of 18 hours at UT Austin, exclusive of the dissertation courses.

All students are required to take BIO 398T—Supervised Teaching in the Biological Sciences. Credit or concurrent registration for this course is required in order to be eligible for Teaching Assistant (TA) positions by the College of Natural Sciences. It is strongly recommended that students take BIO 398T during their first semester, even if they don't plan to be a TA then.

Teaching Requirement. Students are required to hold teaching assistant positions for a minimum of two semesters during their career at UT. Additional information is available from the Graduate Coordinator.

Selecting a Major Professor. Students are expected to formally adopt their preliminary Major Professor or another faculty member as their Major Professor by the end of their first long semester in residence. In order to make appropriate progress toward completion of the Ph.D., it is imperative that the student initiate research as soon as possible, not later than the end of the first year. This should not discourage students from changing directions or Major Professors later. Rather, it is often only after a

student has become actively involved in research that interests become well defined. A delay in starting research tends to delay the establishment of a thesis project.

The Major Professor must be a member of the EEB GSC. Occasionally, a person who is academically qualified but not a member of the EEB GSC may be appointed to co-chair the Thesis Committee. Students who are considering that possibility should consult with the Graduate Advisor.

The Prelim Committee. In consultation with the Major Professor and approval by the Graduate Advisor, the student will choose a committee that will administer the prelim exam. This is usually done during the third long semester in residence but should be done as early as possible. The committee will consist of at least five faculty members. One is the student's Major Professor. The other four must include one EEB faculty member representing each of the three areas of ecology, evolution, and behavior, and one committee member who does not have a primary affiliation with EEB. A list appears later in this handbook that shows to which area each EEB faculty is allied and whether they have a primary or secondary affiliation with EEB. At the discretion of the Major Professor and the Graduate Advisor, a sixth member can be appointed to a Prelim Committee. This might be appropriate if, for example, the student's interests include an additional area outside the expertise of the EEB faculty (such as molecular genetics, development, or neurobiology). One Senior Lecturer can serve on the prelim committee with the approval of the Graduate Advisor.

The Prelim Exam. The prelim exam is a major hurdle in the doctoral program. The Prelim Committee described above will administer the exam with the Major Professor present but not actively participating. The Graduate Advisor will choose the chairman of the Prelim Committee from one of the four members who is not the student's Major Professor.

During the prelim exam, students are expected to demonstrate their academic preparation in three ways. First, they should have competence in general biological principles at a level comparable to that of a well-trained undergraduate. Students can expect to be tested more intensely on supporting areas of biology relevant to their research interests (e.g. physiology, development, and genetics). Second, students are expected to show mastery of the fundamental concepts of ecology, evolution, and behavior. Third, students are expected to have more advanced expertise in their subject area of specialty. The committee will evaluate the student's ability to think broadly and creatively, and not just test his/her familiarity with facts learned in the courses he/she has taken.

The prelim exam is scheduled at the request of the student before the dissertation proposal is defended, and should take place during the student's second year. Exceptions require written approval of the Graduate Advisor and will be made only if there are extenuating circumstances. The student is responsible for setting a time for the meeting when all committee members can attend. This is easier if the prelim is scheduled well in advance.

A student who wishes to schedule a prelim exam must prepare a *Proposed Program of Work for the Degree of Doctor of Philosophy*. This is a list of the courses taken and proposed that are to be counted toward the Ph.D. A sample is shown in the Appendix. The Plan of Work includes an approximate thesis title (in order to give the GSC an indication of the student's interests), but a research abstract is not required at this time. A draft of the program should be approved by the Graduate Advisor. It will then be distributed by the Graduate Coordinator to the entire GSC for comments and recommendations. This must be done **at least two weeks** before the prelim is scheduled to occur.

In its deliberations, the Prelim Committee may consider not only responses to questions during the exam, but also the successful completion of formal coursework, prior research experience, and other evidence of academic achievement. Any comments received from other members of the GSC on the proposed plan of study will also be considered. When the committee has completed its deliberations on the student's performance and has decided on a recommendation, the student will be invited back before the committee to discuss the results of the examination.

Immediately following the exam, the Prelim Committee will put its recommendation in writing, have it signed by the student, and file it with the Graduate Coordinator. The recommendation will be one of the following: (1) admission to candidacy with no conditions; (2) admission to candidacy with specific conditions, such as additional coursework; (3) re-examination at a later date (which may include a written as well as oral exam); (4) termination from the pre-doctoral program, with approval to pursue a master's degree; (5) dismissal from the graduate program. If the full GSC concurs with either options (1) or (2), the student is authorized to make formal application to the Office of Graduate Studies for admission to candidacy for the Ph.D. after the proposal defense has taken place.

The Thesis Committee. Promptly after the prelim is passed, the student forms a Thesis Committee in consultation with the Major Professor and with approval of the Graduate Advisor. This committee consists of at least five faculty members, and is chaired by the student's Major Professor. Additional members can be added to the Thesis Committee at the request of the student and/or the Major Professor. At least one member of the Thesis Committee will be from outside of Biology or have only a secondary affiliation with EEB.

The Thesis Committee has three functions. First, it approves the student's dissertation proposal. Second, the committee monitors the student's progress after admission to candidacy and, ultimately, it certifies that an acceptable dissertation has been submitted and that all degree requirements are completed. Third, all members of the Thesis Committee are available for consultation and students should feel free to ask for advice.

It is often necessary to change the membership of the Thesis Committee prior to completion of the dissertation. There is a special Graduate School form for this purpose (available from the Graduate Coordinator). **Any change in the Thesis Committee made after a student has advanced to candidacy must be approved by the Graduate School.** Consult with the Graduate Advisor before taking this action. Be warned that the Graduate Dean's office will not approve changes for the sole purpose of constituting a more compliant committee. Changes in the committee should be completed at least three months before the final oral examination.

Review of the Thesis Proposal (Proposal Defense). The student must present a dissertation research proposal to the Thesis Committee for approval. The dissertation proposal must be defended no later than the end of the fifth long semester in residence. The student will notify the Graduate Coordinator of the composition of his/her Thesis Committee at least three weeks prior to the date of the proposal review. **At least two weeks prior to meeting with the committee,** the student should distribute to the committee a detailed proposal for the dissertation research. The proposal should include a short review of the literature, a description of the goals, hypotheses to be tested, procedures, and methods to be used to analyze the results. Typically, the proposal is no longer than ten double-spaced pages. Consult with your Major Professor regarding the most appropriate presentation format. A copy will also be provided to the Graduate Coordinator for the student's file. When the dissertation proposal has been accepted by the committee, the Major Professor will notify the Graduate Coordinator, who will circulate a no-protest memo to the members of the Graduate Studies Committee. The Graduate Coordinator will notify the student when he or she is eligible to apply for candidacy.

Approval of the dissertation proposal should occur no later than the end of fifth long semester in residence.

Admission to Candidacy for the Ph.D. As soon as the dissertation proposal has been approved by their Thesis Committee and the Graduate Studies Committee the student will apply for admission to candidacy. Students must apply on-line through UT Direct. Information about this process may be found on-line at <http://www.utexas.edu/ogs/pdn/candidacy.html>. The url for the Application for Candidacy form is <https://utdirect.utexas.edu/ogs/forms/candidacy/app.WBX>. The form includes a

request for recommendations for faculty membership on the Thesis Committee after the student has been admitted to candidacy. (Technically, these are recommendations from the Graduate Advisor to the Graduate Dean.) In most circumstances, the same persons who reviewed the dissertation proposal will be appointed.

The application for candidacy also requires an abstract of the proposed dissertation research. The abstract should reflect any revisions required by the Thesis Committee and be formatted for the application for candidacy forms.

Students are expected to be formally admitted to candidacy by the Graduate School by the end of the sixth long semester in residence. Any student who has not been admitted by that time can continue in the program only after individual review and approval by the EEB Graduate Student Evaluation Committee and the Dean of the Graduate School. One incentive for timely admission to candidacy is that students working as TAs are then paid at a higher rate. This pay rate will take place in the Fall semester following the student's advancement to candidacy.

Registration for Dissertation Courses. The student must be admitted to candidacy in order to register for the dissertation courses: BIO 399R, 699R, 999R, 399W, 699W, and 999W. The course numbers vary in credit. A student must first register for an R course for one semester and then for a W course until the degree is completed. Registration for an R course and a W course in the same semester is not permitted; the courses must be taken over at least two semesters. Registration for 999R or 999W fulfills the 9 hours requirement for teaching or research assistants, assistant instructors, or fellowship holders. Students who are defending their dissertations must be registered for BIO 699W or 999W at the time they defend.

Progress Toward the Degree. All students are expected to make reasonable progress toward the degree. **Once a student has been admitted to candidacy for the Ph.D., the Thesis Committee will meet with the student annually to review progress. It is the student's responsibility to set up these annual meetings.** Following this meeting, the student will prepare a written summary of recommendations that emerged from the meeting, each member of the committee will indicate approval by signing the summary, and the final document will be submitted to the Graduate Coordinator to become part of the student's file. **These reports must be submitted by November 1 of each year.** The reports are used by the EEB Graduate Student Evaluation Committee in its annual review of graduate student progress and are important evidence when the Committee awards merit fellowships and research and travel funds. Pending the decision of that committee, students who have not met this requirement may be ruled ineligible for teaching appointments and fellowships.

A formal meeting of the Thesis Committee can be requested at any time by the student or any member of the Thesis Committee.

A Summary Timetable. The following timetable summarizes the expected landmarks of progress toward obtaining a Ph.D. degree. They should be followed as closely as possible. There is no penalty for completing them sooner.

- 1) Selecting a Major Professor. A student must adopt his/her preliminary Major Professor or another EEB faculty member as his/her Major Professor by the end of the first semester in residence. As soon as a Major Professor is selected, inform the Graduate Coordinator.
- 2) Selecting a Prelim Committee. The graduate advisor must formally approve of the makeup of the Committee. This is usually done during the third long semester in residence but can be done earlier.
- 3) Passing the Prelim Exam. The prelim exam must be passed before the dissertation proposal is defended and, as noted below, that must be done before the end of the fifth long semester in residence. For example, a student may elect to complete the prelim at the end of his or her fourth long semester and defend the dissertation proposal by the end of the fifth semester. Alternatively, a student may complete the prelim and defend the dissertation proposal both during the fifth semester.
- 4) Establishing a Thesis Committee. This should be done as soon as the prelim is passed.
- 5) Preparing and defending a Dissertation Proposal. This should be done no later than five long semesters after the date of entry into the graduate program. Do not forget that it is sometimes very difficult to schedule committees during the summer months.
- 6) Applying for admission to candidacy. A student must be admitted to candidacy by the Graduate School no later than six long semesters from the date of entry into the graduate program.
- 7) Annual review of dissertation in progress. Students meet annually with their thesis committees. The report from this meeting should be submitted by **November 1** of each year.
- 8) Submission of completed dissertation and scheduling of final oral examination. Deadlines are set by the Office of Graduate Studies and are published in the calendar each year. Please note them well because they are observed strictly.

Annual Review of Graduate Student Progress. The Graduate Student Evaluation Committee of the GSC reviews the progress of all students once a year, in the fall semester. If a student is out of compliance with the timetable described above or is making unsatisfactory progress for some other reason, the committee will issue the student a letter with a recommended course of action and deadline to rectify the situation.

Most students complete their Ph.D. within 5 years after beginning graduate studies. If a student has not finished after 6 years, continuation in the EEB program requires the annual approval of the Graduate Student Evaluation Committee.

Foreign Language Requirement. No foreign language is required for the Ecology, Evolution and Behavior program.

Application for the Degree. Very early in the semester in which a student plans to graduate, he or she must apply to the Graduate School for the degree. Consult the calendar at the beginning of the *Course Schedule* for the exact date (or on the web at <http://www.utexas.edu/student/registrar/cals.html>). The forms contained in the “graduate packet” are now available on the School of Graduate Studies web page (<http://www.utexas.edu/ogs/pdn/index.html>) under Doctoral Forms Required for Graduation. A non-refundable graduation fee of \$30 is required each semester a student applies for an advanced degree.

The Final Oral Examination. The student will meet with his/her Thesis Committee **within one year prior to the final oral examination** to review progress towards completion and get approval of an approximate date for the exam. This requirement will normally be met automatically by the requirement that students meet annually with their Thesis Committee.

When the dissertation is essentially in its final form, it is circulated to the Thesis Committee. When all members of the committee agree, the final oral exam (defense of dissertation) should be scheduled by the student on the *Request for Final Oral* form (included in the graduation packet mentioned above). Check with the Graduate Coordinator about an appropriate time and place. Students should also check with the Graduate Coordinator in the semester before they plan to finish their degree that all the requirements of their Plan of Work have been met.

The student should give copies of the thesis to committee members at least **four weeks** prior to submitting the *Request for Final Oral* to the Graduate School. The *Request for Final Oral* is signed by all members of the Thesis Committee and submitted to the Graduate School at least two weeks prior to the exam, following procedures specified by the Graduate School. No committee member is expected to sign the *Request for Final Oral* until he or she has had sufficient time to examine the dissertation.

The final oral consists of **two parts**. The first is a public seminar that is open to members of the University and the public at large. Notices of the seminar will be posted in advance by the Graduate Coordinator. Immediately following the seminar, the student meets privately with the Thesis Committee to answer any questions that the committee members may have. If at least four members of the committee approve, the committee chairman notifies the Graduate Dean of successful completion of the exam and that all degree requirements have been met.

As noted earlier, it may be necessary to change the Thesis Committee during a student’s graduate career. Changes must be done with the approval of the Major Professor and the Graduate Advisor, and the Graduate Dean's office. Changes in the Thesis Committee will not be approved for the sole purpose of constituting a more compliant committee. Changes should be completed **at least three months** before the final oral examination.

Continuous Registration. The Graduate School requires that all graduate students be continuously registered for all long semesters (Spring and Fall) until completion of the degree. Students not yet advanced to candidacy must obtain authorization from the Graduate Advisor for a leave of absence. Those admitted to candidacy must receive approval from the Graduate Dean and the Graduate Advisor for a leave of absence.

Leaves of Absence. A student should request a leave of absence during the advising period of the long semester prior to the semester for which they are requesting leave. This occurs in November for the following spring semester and April for the following fall semester. Failure to secure a leave of absence in advance of the semester for which leave is requested means: (1) you will not be guaranteed readmission, and (2) a \$40 application for readmission will be assessed. Forms for Leaves of Absence can be obtained from the Graduate Coordinator. Normally, the maximum amount of time that may be requested is one or two long-term semesters. A leave of absence does not affect the time limit afforded a student by the GSC (see the section on *Progress Toward the Degree*). The application for leave should be submitted prior to the semester in which the leave is requested and must be approved by the Graduate Advisor (if not admitted to candidacy) and by both the Graduate Advisor and by the Vice President and Dean of Graduate Studies (if admitted to candidacy). While on leave of absence, a student may not receive advice and assistance from faculty members in the preparation of the dissertation and may not use services or facilities of the University.

Students with a break in attendance for one long semester or more (such as a leave of absence) must apply for readmission by completing an *Application for Readmission* (available at the UT Admissions web site). This form should be submitted to the Graduate and International Admissions Center as soon as a leave of absence is granted by the Graduate School. If this is not possible, the deadlines for submission of the application are May 1 for the summer session, July 1 for the fall semester, and December 1 for the spring semester.

Students granted a leave of absence for valid circumstances related to study abroad may enroll in the Affiliated Studies program (a section of the Study Abroad Office at the International Office), for a fee of \$25 per semester. Enrollment in Affiliated Studies is not considered official registration for the purpose of maintaining continuous registration. It does, however, provide the student a loose association with The University while the student is abroad, whereby The University certifies the student as having full-time student status. This makes the student eligible for financial aid and permits the student to maintain deferment status on any outstanding student loans. It does not, however, entitle the student to any University services or use of facilities covered by tuition and fees, since the \$25 fee associated with Affiliated Studies covers only record keeping and certification services.

A doctoral candidate whose request for a leave of absence is denied must register and pay fees for the semester(s) in question, whether or not he or she is on campus, in order to be continuously registered. If the student does not register, he or she will be billed for the number of hours for which he or she was last registered.

Limit on Number of Doctoral Hours Accrued. Students are normally allowed a maximum of 99 doctoral hours while pursuing their degree. This limit is imposed by the Texas Legislature, which ceases to subsidize graduate tuition after this point. Students who remain in the program beyond 99 hours can expect to pay out-of-state tuition.

Most students earn their degrees with less than 99 doctoral hours. The students who are most likely to be affected by the cap are those entering the doctoral program with a master's degree from an unrelated field. If a student's degree requires that he/she exceed the 99-hour limit, it is possible to petition the Regents of the University System for an exception.

The definition of a "doctoral hour" warrants a bit more explanation. A doctoral hour is an hour of coursework taken by a graduate student under certain circumstances. Only students who have

indicated that they are pursuing a doctoral degree can acquire doctoral hours. Further, in order to acquire doctoral hours, a student must reach a certain stage in his or her studies. This stage is reached by (1) acquiring a Master's Degree (from UT or elsewhere) that is recognized as the equivalent of one year's work toward the doctoral degree on which the student is working, (2) completing 30 hours of graduate work at UT toward the proposed degree, whichever comes sooner or (3) in some programs it is conceivable that a student may be admitted to Ph.D. candidacy without satisfying (1) or (2) above. Any student admitted to candidacy is automatically classified as a doctoral student. Before reaching this stage a graduate student is classified as a Master's student even if he or she is really here to pursue a Ph.D. degree. While thus classified, a student does not acquire doctoral hours. After reaching this stage, a student pursuing a doctoral degree will be reclassified as a doctoral student. Thereafter, in general, hours that the student takes at the graduate level are doctoral hours. (Certain courses are excepted because they are designated as Master's level courses--for example the Master's Thesis courses 698A and 698B. Another example is a graduate course in a program that offers only a Master's degree and not a Ph.D. But for the most part, hours taken at the graduate level will be doctoral hours after the student is classified as a doctoral candidate. If the student takes hours at the undergraduate level (for example, in a language course), these hours do not count as doctoral hours.

An odd feature of the concept of doctoral hour is this: even hours attempted count as doctoral hours. For example: if a student takes a course and receives a grade of "incomplete", the hours for that course count as doctoral hours. If a student takes a course and drops it after the twelfth class day, the hours for that course count as doctoral hours. If a student is registering for the dissertation course and gets a grade of * (i.e., continuing) at the end of the term, the hours for that course count as doctoral hours.

In summary, if a student enrolls full-time (9 hours) during the two long semesters, then the student will have 5 years after being admitted to candidacy to complete the doctoral work ($5 \times 2 \times 9 = 90$). That also means the student will have 7 years to complete her/his work from the date of admission with a bachelors degree. For various reasons, a student may have to enroll during the summer. Several external fellowships administered through the University (for example, NSF and NSRA fellowships) require that the student enroll in 3 hours of summer school courses. If a student must include summer school enrollment, then the student will have 4 years after being admitted to candidacy to complete the doctoral degree ($4 \times [9 + 9 + 6] = 96$). That means the student who enters the program with a bachelor's degree will have six years to complete her/his work from the date of admission.

EEB Faculty Areas of Interest and Affiliations.

The following table lists the faculty in EEB by their interest area. The Prelim Committee must include at least one member from each of the three areas. The (Y) or (N) beside each name indicates whether the person has a primary affiliation with EEB. The Prelim Committee and the Thesis Committee must include at least one member who does not have a primary affiliation with EEB or who is not a member of EEB.

<u>Ecology</u>	<u>Evolution</u>	<u>Behavior</u>
Fowler, Norma (Y)	Ancel Meyers, Lauren (Y)	Bronson, Frank (Y)
Gilbert, Larry (Y)	Bolnick, Daniel (Y)	Crews, David (Y)
Hawkes, Christine (Y)	Bolnick, Deborah (N)	Cummings, Molly (Y)
Keitt, Tim (Y)	Bull, Jim (Y)	Fuiman, Lee (N)
Leibold, Mathew (Y)	Cannatella, David (Y)	Hofmann, Hans (Y)
Parmesan, Camille (Y)	Hendrickson, Dean (Y)	Mueller, Ulrich (Y)
Pianka, Eric (Y)	Hillis, David (Y)	Rankin, Mary Ann (Y)
Richardson, Dick (Y)	Jansen, Robert (Y)	Ryan, Mike (Y)
Sarkar, Sahotra (N)	Juenger, Tom (Y)	Thomas, Peter (N)
Singer, Mike (Y)	Kirkpatrick, Mark (Y)	Zakon, Harold (N)
	Levin, Don (Y)	
	Linder, Randy (Y)	
	Matz, Mikhail (Misha) Y	
	Mauseth, Jim (Y)	
	Molineaux, Ian (N)	
	Panero, Jose (Y)	
	Press, Bill (Y)	
	Rowe, Tim (N)	
	Sawyer, Sara (N)	
	Shankland, Marty (N)	
	Simpson, Beryl (Y)	
	Theriot, Ed (Y)	
	Warnow, Tandy (N)	
	Wilke, Claus (Y)	

Master of Arts

The M.A. degree can be taken either as an M.A. with Thesis or as an M.A. with Report. The two degrees are similar except for requirements in the major. The following are requirements and conditions common to both degrees:

- 1) At least 30 hours are required for a Master's degree, including the 6 hours obtained by taking the two-semester core course—Introduction to Ecology, Evolution and Behavior I and II (Biology 384C). A grade of B must be made in both classes. Thirty hours are required for a Masters with thesis; thirty three are required for a Masters with report.
2. A minor is required consisting of 6 to 12 hours in a supporting subject or subjects outside of Biology, most commonly Chemistry, Geology, Mathematics, Psychology, Physics, or Education.
- 3) A maximum of 9 hours of upper division undergraduate courses may be counted, of which no more than 6 can be in either the major or minor.
- 4) All work counted for the M.A. must have been initiated no earlier than six years before the date of the degree.
- 5) No more than six hours of Credit/No Credit courses can be counted. Approval of the Graduate Advisor is required prior to registration for a Credit/No Credit course.
- 6) No course counted toward another degree may be counted toward a master's degree.

Candidacy. There is no formal process for applying for candidacy for Masters' students. Once the Program of Work has been circulated and approved by the EEB Graduate Studies Committee and the student registers for BIO 698A he or she is considered to be in candidacy.

Application for the Degree. There are several very important deadlines in the final semester or term. The student should be familiar with them and adhere to them rigidly. Complete information and instructions regarding graduation, are available on the web at <http://www.utexas.edu/ogs/pdn/index>. under "Masters Forms: Graduate Packets". A non-refundable graduation fee of \$30 is required each semester a student applies for an advanced degree.

Beginning in the fall of 2008, as a part of the Master's Graduation Application process, graduating master's students will be required to submit a proposed Master's Program of Work to their Graduate Coordinator via the Graduate Degree Planner on the Graduate Coordinator Desktop. The proposed Program of Work will require the electronic approval of the graduate program's Graduate Coordinator and Graduate Adviser. The approved Program of Work will then be electronically submitted to the Graduate School to be made a part of the student's permanent record.

M.A. with Thesis. The thesis is a report of original research carried out under the supervision of a member of the EEB GSC. The M.A. with Thesis is designed especially for students who wish to acquire first-hand experience in collecting and analyzing data.

Eighteen to 24 hours of EEB courses are required for the major, including the thesis, for a total of at least 30 hours. At least 21 of the 30 must be graduate courses. Research courses other than the thesis course (Bio 698) cannot be counted toward the M.A. if taken with the Major Professor. A maximum of 6 hours of research may be counted if it is taken with another faculty member. Such

research should not be part of the thesis. Registration for the thesis courses (Bio 698A, 698B) must be in different semesters.

During the first semester in residence, the student should make arrangements with a faculty member who is also a member of the EEB GSC to serve as Major Professor and chairman of the Thesis Committee. Occasionally, a person who is academically qualified but who is not a member of the GSC can be appointed to co-chair the Thesis Committee. The student should consult with the Graduate Advisor before approaching a non-GSC member to serve as co-chair.

After one semester of work is completed and the student has made progress on the thesis research, the student should submit a *Proposed Program of Work* to the Graduate Advisor, who will review it and circulate it to the GSC for approval. The proposed program lists all courses to be counted toward the M.A. and all other graduate work, and all undergraduate courses in science and mathematics. The approximate title of the thesis and the Major Professor are also included. A sample program is appended.

In consultation with the student, the Graduate Advisor will appoint one or two additional persons to the Thesis Committee. The function of the committee is to approve the thesis and recommend to the dean that the M.A. be awarded.

Students are expected to complete an M.A. with Thesis in three years or less. Students who have been in the program more than three years will be reviewed annually by the EEB GSC and must be approved for to continue work towards the degree.

M.A. with Report. The M.A. with Report is designed for students who desire advanced knowledge of one or more aspects of EEB but who do not anticipate a career that requires collection and analysis of research data. The report is an extensive review of a subject based on library or other resources. It is prepared under the supervision of a member of the GSC.

The major consists of 21 to 27 hours of EEB courses, including the report, for a total of 33 hours. At least 24 of the 33 hours must be graduate courses. Three hours of course work in the major (BIO 398R) represent the report.

As soon as practical, the student should arrange with a GSC member to supervise the preparation of a report. Formal registration for the report is by means of Bio 398R. Before completion of the report, the student should submit a *Proposed Program of Work* to the Graduate Advisor, who will review it and circulate it to the GSC for approval. The proposed program lists all courses to be counted toward the M.A., all other graduate work, and all undergraduate courses in science and mathematics. The approximate title of the Report and the Major Professor are also listed. A sample program is appended.

The Graduate Advisor will appoint one person in addition to the Major Professor to constitute the report committee. This person does not have to be a member of the GSC. The committee will read the completed report and recommend its acceptance to the graduate dean.

Students are expected to complete an M.A. with Report in two years or less. Students who have been in the program more than three years will be reviewed annually by the EEB GSC and must be approved for to continue work towards the degree.

Teaching requirement. All graduate students who are working toward a M.A. are required work as a TA one long semester.

Continuous registration. The Graduate School requires that graduate students be continuously registered for all long semesters (Spring and Fall) until completion of the degree. Master's students must obtain authorization from the Graduate Advisor for a leave of absence. See the section below on *Leaves of Absence* for more information.

Progress Towards the Master's Degree. The following timetable summarizes some of the important landmarks for satisfactory progress. There is no penalty for completing them sooner.

- 1) Select a Major Professor. A preliminary Major Professor is appointed before the student arrives at UT. The student formally adopts this or another EEB faculty member as his/her Major Professor by the end of the first semester in residence. As soon as a Major Professor is selected, inform the Graduate Coordinator.
- 2) Circulate the Program of Work. Submit a copy to the Graduate Advisor (via the Graduate Coordinator), who will review it and circulate it to the GSC for approval. The proposed program lists all courses to be counted toward the M.A., all other graduate work, and all undergraduate courses in science and mathematics. The approximate title of the Thesis or Report and the Major Professor are also listed.
- 3) Annual review of thesis in progress. Reports should be submitted by the first of November.
- 4) Submission of completed thesis or report. Deadlines are set by the Office of Graduate Studies and are published in the calendar each year. Note them well because they are observed strictly. The Masters Graduate Packet is available on-line at <http://www.utexas.edu/ogs/pdn/index.html>.

STUDENT RECORDS

The graduate coordinator maintains the official departmental records of graduate students. It is the responsibility of the student to be sure that records are current. Each student has legal access to all materials in his or her file. Other persons whose job responsibilities require it also have access. This includes all members of the EEB Graduate Studies Committee, any other person who is appointed to a dissertation committee, and the graduate coordinator. No other person has access without written permission of the student unless authorized by the departmental chairman or the graduate adviser, who will only give authorization to staff members whose assistance is necessary to carry out administrative responsibilities. The following items should be in each file:

A. **Curriculum vitae.** Each student should prepare a CV in the standard format provided in Appendix B. This will provide ready answers to many questions that come up during considerations of the Evaluation and Fellowship Committee. This format is conventional and will be useful for other purposes, particularly when you start looking for a job. It should be updated every year - or more often in the case of momentous events. Keep it on a computer and updating will be easy.

B. **TA and AI evaluation.** Each time that you assist in a course, the supervising faculty member is requested to fill out an evaluation of your performance. One copy of the evaluation goes into the file, and another copy goes to the student. If the student chooses, he or she may prepare a statement that will be appended to the evaluation and become part of the file.

C. **Annual reviews of dissertation in progress .** [See page 6, *Progress toward the degree.*] These are due on November 1.

D. **Other items** that provide a record of the student's activities and progress. Students are urged to place reprints of any published articles in their files. Information on awards, prizes, grants, etc., that do not come through the department should also be added to the files. The Evaluation and Fellowship Committee won't know about your successes unless you keep them informed.

COURSES AND COURSE LOADS

In general, students must be enrolled for classes whenever they are receiving services from The University, such as course instruction, faculty interaction, employment, and fellowship or training grant stipends. Please read the following section carefully and check with the graduate coordinator if you have any questions regarding course load requirements.

Long-term semesters. Graduate students may register between a minimum of 3 hours and a maximum of 15 hours per semester. If you are employed by the University as an assistant instructor, teaching assistant, graduate research assistant, or grader, or receive a stipend from a scholarship or training grant, you must be registered as a full-time student. The Graduate School defines full time as nine hours for a long semester. Immigration requires international students to be registered on a full-time basis regardless of their appointment status.

Summer session semesters. The Graduate School does not require graduate students to register during the summer unless they hold academic appointments, receive fellowships or scholarships, or hold training grant positions. Fellowship or scholarship recipients, training grant participants and graduate research assistants must be registered on a full-time basis during the summer, which is defined as three hours of graduate level work in any combination of six-, nine-, or twelve-week summer sessions. Teaching assistants, assistant instructors, and (all academic titles) must be registered a minimum of three hours during the session or sessions to which they are appointed. Students wishing to receive student loans must be registered for 6 hours in order to be eligible to receive them. Immigration does not require international students to register during the summer unless their initial semester of graduate school occurs in summer. In this instance, international students must be registered full time.

Grade Point Average Requirement: Students must maintain a B (3.0) average or better in both major and minor fields of study in order to remain in Graduate School.

FINANCIAL SUPPORT AND CONSIDERATIONS

The primary means of support through the University is through receipt of a University Fellowship or appointment as a teaching assistant (TA), assistant instructor (AI), graduate research assistant (GRA), or grader. A student appointed as an AI, TA or GRA qualifies for resident tuition rates. Additionally, any student holding a fellowship paying \$1000 or more per year qualifies for resident tuition rates. In addition, there are a few fellowships and some research and travel funds administered within the EEB Program itself.

Integrative Biology Salary Supplement Guidelines

Integrative Biology provides a salary supplement in addition to the base TA/RA salary set by the University. The objective of the Integrative Biology salary supplement is to bring all Integrative Biology affiliated graduate student support up to \$2000/monthly pre-candidacy or \$2100/monthly post-candidacy regardless of the type of support (TA, GRA, or fellowship/scholarship) the student has. Integrative Biology does not have sufficient funds to exceed a maximum level of salary supplement of \$1,000 per semester per student. These funds are only available in the long semesters (fall and spring). If a student already has other support (e.g., an external fellowship) that exceeds the \$2000/monthly pre-candidacy or \$2100/monthly post-candidacy, no supplement will be provided.

After the 12th class day of each long semester, and once all salary supplements are processed, Integrative Biology will use the remaining funds to assist with covering any remaining UT tuition that is not reimbursed by other sources. The extent to which this will fully cover the tuition will depend on availability of funds in the Integrative Biology Graduate Excellence fund, but every effort will be made to cover all tuition. IB does not have funds to subsidize health insurance regardless of the type of support the student is receiving (TA, GRA, or fellowship/scholarship).

The funds in the Integrative Biology Graduate Excellence account are generated by faculty voluntarily teaching six additional courses each year. These funds are intended to help supplement all graduate students to bring them up to a stipend of \$2000/monthly pre-candidacy or \$2100/monthly post-candidacy regardless of the type of support.

Teaching assistantships. The student is appointed as a TA prior to admission to candidacy for the Ph.D. and as AI after admission. By request, all students are considered for these positions. Persons who hold a TA or AI must reapply to continue the appointment beyond the award period.

Reappointment as a TA or AI is contingent on satisfactory progress toward the degree. This includes compliance with the schedule set by the graduate program (i.e., selection of supervising professor, completion of prelims, etc/). Demonstrated effectiveness as a TA or AI is also a very important consideration.

The College of Natural Sciences requires registration for BIO 398T in order to serve as a TA. Therefore, as noted earlier, students are encouraged to take 398T during the first or second year of graduate study. Most students take BIO 398T during their first semester.

The Teaching Assistant pay rate increases when a student advances to candidacy. This increase takes effect in the next fiscal year. Students who have not been admitted into candidacy by the end of August, will not receive the TA pay increase until the following fiscal year. The fiscal year is from September 1 – August 31.

Fellowships. Each year the Graduate School accepts nominations from each graduate program for two to four students for consideration for University Fellowships. These provide year-long stipends and some are quite lucrative. The EEB Graduate Student Evaluation and Fellowship Committee determines whose names will be sent forward to the Graduate School. Nominees for these awards are

selected by the Committee based on the strength of their applications and on their records of performance.

All first-year students with strong GRE scores and grade point averages should apply for federally-funded fellowships, such as the NSF Pre-doctoral Fellowship or the Howard Hughes Pre-doctoral Fellowship. A student planning a field season abroad should apply for a Fulbright grant. See the Graduate Coordinator for further information.

The EEB program holds fellowship competitions twice a year. The Fall competition is for late fall and spring fellowships. The Spring competition is for summer and early Fall awards. Three kinds of fellowships are offered to help support student travel and research:

Summer Merit Stipends are available to advanced students for summer support based on the student's overall past performance in graduate school. Funds are not designated for specific expenditures and presumably will be used primarily for personal expenses. Examples of factors to be considered by the Committee are rate of progress in graduate school, academic and research achievement, and scientific promise.

Fellowships for Travel to Professional Meetings help defray expenses of students attending major professional meetings, usually national or international. High priority will be given to students who are presenting papers based on research at UT Austin, especially those ending their graduate career and thus facing the job market. These awards need not cover all expenses. Students will *not* be limited to one award during their careers.

Research awards are open to all graduate students, first-year or advanced, and are intended to defray expenditures that are directly attributable to research. These may include equipment, supplies and travel (including food and lodging), the purpose of which is to make field observations or use resources not available at UT Austin, to learn new techniques, or to make preliminary observations for development of a dissertation problem. Other possibilities are not excluded. These awards may also be in the form of fellowships, although exceptions may be made for purchase of equipment and for other purchases that are best handled through University channels.

Several small fellowships are available for special purposes during the course of the year. See the Graduate Coordinator for further details.

Graduate Research Assistantships. Many faculty members have research grants that allow them to appoint students as graduate research assistants. Students should check with their supervising professors concerning the availability of such appointments.

Graders. Five-hour appointments as graders by the School of Biological Sciences are occasionally available to a few students each semester. Notice of these appointments is made at the beginning of each semester, and all students have an opportunity to request an appointment, in addition to other extant appointments, such as TA or GRA, as long as the student does not exceed the appointment limit (see below).

Traineeships. Positions are sometimes available on faculty training grants, usually in the field of cell and developmental biology. Students with the appropriate research interests are notified of the competition for positions. Selection is made by the administrators of the grant.

Limit on the number of hours of an appointment per semester. Graduate students may not be appointed as TA, AI, GRA, or Grader, alone or in combination, for more than 20 hours during the first two long-session semesters of graduate study. In the third semester of graduate study or beyond, a graduate student may not be appointed to these titles, alone or in combination, for more than 30 hours. International students on F-1 or J-1 visas may not be appointed for more than 20 hours during any fall or spring semester.

Limit on the number of semesters of support. The EEB GSC does not allow appointment as TA or AI after 14 semesters of support except by special approval of the GSC and the Office of Graduate Studies. The 14 semester limit includes support as TA, AI, GRA, Grader, or fellowship or training grant appointment.

Approval of academic appointments. A student must meet a number of eligibility requirements to hold an academic appointment (TA, AI, GRA, or Grader). The Graduate School audits each academic appointment to determine if these requirements have been met. If *any* of these requirements is not met, the appointment will not be processed until the problem is resolved or a petition has been approved requesting an exception to the requirement. Failure to comply with eligibility requirements when appointments are processed may delay the initial paycheck of the appointment.

Eligibility requirements for academic appointments. To be eligible for an academic appointment, a student must:

- 1) be admitted to Graduate School without condition,
- 2) have a GPA of 3.0 or better,
- 3) be making satisfactory progress toward an advanced degree,
- 4) be registered for at least nine hours in the long session and three hours during the term of employment in the summer,
- 5) have no more than one incomplete grade from the previous semester or summer term of registration,
- 6) not exceed the limit on the number of hours of an appointment per semester (see above),
- 7) not exceed the limit on the number of semesters of support (see above),

Additional requirements for AIs

- 8) have a master's degree or an equivalent level of achievement in graduate study (30 hours); and
- 9) have credit for 398T *plus* one semester of employment as a TA, **OR** have one year of teaching experience at an accredited college or school (a letter of verification from the former employer must accompany request for exception),

Additional requirements for international students

- 10) have English language certification,
- 11) have attended the International TA/AI orientation if appointed as TA or AI with student contact.

Financial Aid. The **Office of Student Financial Services** (<http://finaid.utexas.edu/>) provides information about scholarships, loans, and related matters. Assistance with part-time or full-time job placement is also offered for students or student spouses.

Information about institutional tuition/emergency loans and tuition and fee rates is provided by **Student Accounts Receivable** (<http://www.utexas.edu/business/accounting/sar/>), in addition to related information regarding fee payment and deadlines, loans, tax credits, etc.

Tuition Waivers. Employment as a TA or RA qualifies non-Texas residents for resident tuition. All "Resident Tuition Entitlements by Reason of Employment", more commonly known as "**tuition waivers**" must now be requested by yourself on the web. Go to <https://utdirect.utexas.edu/acct/fb/waivers/> to make the request.

International Insurance Waivers. If you are an international student and will be appointed as a TA or RA, you must request a waiver of the student health insurance that is automatically added to your fee bill. You can get this **\$400** charge removed from your bill by requesting a waiver at https://utdirect.utexas.edu/iss/waive_insurance.WBX. **You will need to do this each semester that you are appointed as an RA or TA. This request must be done by the 12th class day of the semester in question.**

Tuition Assistance. The Office of the Provost provides tuition assistance for all graduate students who are employed as Teaching Assistants. Tuition Assistance amounts for 2007-2008 will be as follows:

20 hour fall/spring appointment: \$3,012

10-19 hour fall/spring appointment: \$1,506

20 hr or more summer session appointment: \$1,123

Tuition Assistance is considered to be taxable income. To cover any tax liability, 25% of this amount will be deducted initially from your reimbursement. Once the Provost's Office receives your current tax withholding information you will be refunded any excess tax withholding from the 25%.

The Graduate Program in EEB will pay any tuition balance remaining (less taxes).

It is the policy of EEB that employing faculty pay the registration costs of students who are appointed as Research Assistants. Students with RA appointments must confirm their registration (see page 20) or it will be cancelled.

Payroll information. All employees must complete an Employee Withholding Allowance Certificate (also referred to as Form W-4), a Payroll Services Employee Information form (or PO-8), and an Employment Eligibility Verification Form (also called an I-9 Form) prior to the initial semester of employment. Teaching Assistants are required to fill out and submit a University of Texas at Austin Security Sensitive Form authorizing UT Police or Austin Police Departments to check for any criminal convictions after the age of 17. International students must also complete a Payment Request Form and apply for a Social Security Number. The Payment Request Form verifies the student's tax status (see below for additional information on taxes). International students must have the proper visa (either F-1 or J-1) to work on campus. The graduate coordinator or personnel accountant helps process these forms prior to the initial appointment.

Taxes. *U.S. citizens and permanent residents.* Income and Social Security taxes are withheld by The University from all earned income, such as employee wages, and sent directly to the Internal Revenue Service (IRS). Any fellowship money a student receives that is over the amount paid for tuition, fees, and books is treated as income and is therefore taxable. However, fellowships are not considered wages by the IRS, so no income tax is withheld at the time the fellowship is issued and no Social Security tax is levied. The student is responsible for reporting any fellowships on his or her

annual income tax return, allowing for a deduction for tuition, fees, and books. Deductions may also be allowed for any fellowship money used “for the benefit of The University,” such as travel to a professional meeting or research equipment. Please refer to IRS Publication 520 (available in the Office of Accounting, MAI 132) for rules and regulations concerning taxes and scholarships. Students should retain receipts for tuition and fees, books, airline tickets, equipment, etc., to justify any deductions listed on the income tax return.

International students. Income, such as employee wages, is taxable unless the student is from a country that has a tax treaty with the U.S. To claim exemption from withholding taxes (income and Social Security taxes) due to tax treaty status, the student must complete Form 8233 (available from the personnel accountant or the graduate coordinator) *each* January and during the initial semester of employment. Income tax will be withheld from any fellowship money received over the amount paid for tuition, fees, and books unless the student is from a country that has a tax treaty with the U.S., and the student has completed Form 1001 (available from the International Office, SHC 226) and submitted it to Payroll (MAI 134) before the fellowship check is issued.

REGISTRATION

All students are able to register on-line through **ROSE** (Registrar's On-line Services), found at <http://www.utexas.edu/student/registrar/>. You may view your Registration Information Sheet (RIS) on-line at <https://utdirect.utexas.edu/registrar/ris.WBX> to determine your access period and access time. Your RIS will indicate if you have any financial or non-financial bars. These must be cleared before you will be allowed to register.

Fall, Spring, and Summer Registration. Spring registration occurs in October, and summer and fall registration take place in April. There is also an extended period during the summer when students may register for fall classes.

Late Registration. If you miss the registration deadline, you may register late by paying a late fee during the first four class days of each long semester and during the first two class days of each summer session. Check the *Course Schedule* (<http://registrar.utexas.edu/>) for procedures. Be aware that a student appointed to an academic title must be registered *before* the appointment can be processed. Late registration may delay the initial paycheck.

Late-late Registration. Under unusual circumstances, students may register by petition up to the 12th class day of a long semester and up to the fourth class day of a summer session. Please pay attention to the course load requirements for graduate students so that these petitions will not be necessary.

The late registration fee for all students will be applied as follows:

Late registration through the 4th class day = \$25

Late registration on 5th -12th class day = \$50

Late registration after the 12th class day = \$200

The reason for this change is to encourage timely registration. For students who register after the 12th class day, the University receives no state funding. For graduate students, this can mean the loss of thousands of dollars in the salary funding formulas alone.

Confirming your Registration. If you have a zero-fee bill (i.e., a third party is paying your tuition and fees) you must still confirm your registration or it will be cancelled. To confirm your registration, go to the tuition payment website

https://utdirect.utexas.edu/acct/fb/my_tuition/my_tuition_home.WBX

and click the "CONFIRM" button.

Registration for Graduation. Graduate students must be registered for the appropriate class the semester they graduate (Report or Thesis for the Master's degree and the **W** component of Dissertation for the Doctoral degree). A graduation fee and degree candidate card must be submitted to the graduate school early in the semester (watch for deadlines). Reports, theses and dissertations are due on the last class day. Further information about this, and the graduation packet itself, are available online at <http://www.utexas.edu/ogs/pdn/index.html>

SCIENTIFIC INTEGRITY, ETHICS AND MISCONDUCT

Numerous resources are available to assist EEB graduate students in maintaining the highest standards of scientific integrity. Most obviously, graduate students should discuss these issues with their supervising professor. These discussions could cover both general procedures and practices, any specific problems that arise, and emerging ethical issues not yet codified in formal written documents.

Chapter 11 of the Institutional Rules on Student Services and Activities, available at <http://www.utexas.edu/student/registrar/catalogs/gen-info/appC00.html>, codifies the University of Texas at Austin rules and procedures on scholastic misconduct. It defines various types of misconduct, and states what procedures the University of Texas at Austin implements when a student is accused of scholastic misconduct. Various other resources also discuss these issues.

- (1) "Academic Integrity" is authored by the Student Judicial Services of the Office of the Dean of Students and is available at <http://www.utexas.edu/depts/dos/sjs/>. It discusses misconduct involving improper use of the words, ideas and work of others; this includes for example, plagiarism and unauthorized collaboration.
- (2) "Copyrights, copyright registration and permission letters" is available from the Student Services Division of the Graduate Studies Office (MAI 101). It discusses some thorny issues pertaining to copyrighting a thesis.
- (3) The Office of the Vice President and Dean of Graduate Studies offers various courses in ethics during new graduate student orientation in late August. The Audio Visual Library at UGL has videotapes of these lectures.
- (4) The Office of the Vice President for Research has information on integrity and misconduct in scientific research.
- (5) University of Texas policy on sexual and racial harassment and related issues can be found at <http://www.utexas.edu/student/registrar/catalogs/gen-info/appendixes-gi.html>.

The Graduate School requires incoming graduate students to take an ethics course, which is now available on-line at <http://www.utexas.edu/ogs/ethics/index.html>

SAFETY

Several recent fires in Welch Hall (Chemistry) have prompted the University of Texas to take a more sharply focused and renewed interest in fire prevention and laboratory safety.

The Office of Environmental Health and Safety offers a large number of fire and laboratory safety courses. You can sign up at their web site (<http://www.utexas.edu/business/oehs/>). These courses are offered throughout the semester, and several are offered at the new graduate student orientation. New graduate students should consult with their supervising professor to determine which courses they need to take.

The Graduate School requires incoming graduate students to take at least one safety course, such as those offered at new graduate student orientation or the Office of Environmental Health and Safety.

HEALTH CARE BENEFITS AND SERVICES

Health Insurance for Graduate Students. With a few exceptions, graduate students receive free (or nearly free) health benefits - if they are employed by the University. The University provides employees with a salary supplement called "premium sharing" to cover the costs of health insurance. This premium is automatically added and then subtracted from the employee's paycheck each month. To qualify for benefits, an employee must be appointed at least half time (20 hours per week) for a minimum period of four and one-half months. All eligible employees are covered under the UT System Employee Health Plan and may choose between two different carriers. Benefits include medical and dental coverage and optional vision, life, accidental death and dismemberment, and long-term disability insurance. New employees have 60 days to choose between the different carriers and optional insurance coverage offered by the University. If no specific carrier or optional coverage is chosen during that time period, "automatic coverage" will be assigned to the employee. Changes to an employee's coverage may be made only once per year, during the annual insurance enrollment/change period (late summer). The official period of coverage each year is from September 1 - August 31.

Students not employed by the University (i.e., fellowship recipients and training grant appointees) must purchase their own health insurance. They may purchase the UT System Student Health Insurance Plan through the Student Health Center or choose their own carrier (approved by the University).

International students are subject to special insurance requirements which are waived for those who have Teaching Assistant positions (see page 18). Please read below for additional information particular to teaching assistants, assistant instructors, graduate research assistants, training grant appointees, fellowship recipients, and international students.

Teaching assistantships. Most TAs/AIs are appointed at 20 per week for a period of four and one-half months. The official appointment dates are as follows:

Fall semester	September 1 - January 15
Spring semester	January 16 - May 31
Summer (1st session)	June 1 - July 15
Summer (2nd session)	July 16 - August 31

Insurance coverage for a student appointed as a TA or AI through May 31 will continue for the summer, even if he or she is not appointed during the summer. If the student has no summer appointment, premium sharing for June, July, and August will be added and then subtracted from the May paycheck.

New TAs should attend the orientation for TAs offered by the College of Natural Sciences each August. A package of benefits information, including descriptions of the different carriers and enrollment forms, will be distributed at the meeting. Enrollment forms should be submitted to the Human Resource Services (NOA 2.200). New TAs will also receive a *Handbook for TAs and AIs* that will include additional information on health insurance.

Graduate research assistantships. GRAs are usually appointed like TAs, during the same appointment dates listed above. **A student appointed as a GRA through May 31 will NOT be covered during the summer, unless he or she is appointed during the summer (from June 1**

through August 31) and will hold an academic title the following fall. If the student does not hold a summer appointment, insurance coverage can only be maintained if he or she pays the premium out-of-pocket (additional information on continuation of coverage is available from the Human Resource Services). Otherwise, UT System Student Health Insurance or temporary health coverage (see below) may be purchased through the Student Health Center.

GRAs should go to Human Resource Services for a package of health care benefits and forms. Completed enrollment forms for UT employee insurance should be submitted to that office.

Traineeships. Most training grants provide stipends for graduate student health insurance. A student appointed to a training grant is usually responsible for finding an insurance carrier, but the training grant will reimburse the student or pay the carrier directly, up to a specified amount. Additional information on this type of coverage is available from the faculty member administering the training grant.

Fellowships. Fellowship recipients are not eligible for the UT System Employee Health Plan. UT System Student Health Insurance may be purchased through the Student Health Center. Further information on the plan is available at the Student Health Center or you can visit their website at <http://www.utexas.edu/student/health/uhs1/insurance.html>

International students. All international students are required to maintain approved comprehensive health insurance. Insurance is also required for spouses and dependents accompanying these students. Therefore, all international students will be billed for the UT System Student Health Insurance unless they show proof of qualifying insurance and apply on-line for a waiver from the International Office (https://utdirect.utexas.edu/iss/waive_insurance.WBX). The annual premium for insurance for UT System Student Health Insurance will be approximately \$800 (this includes repatriation and medical evacuation benefits). In addition, all new international students will be automatically enrolled in and billed for one month's additional, non refundable premium so that they will have health insurance coverage during the orientation period prior to the beginning of their first semester.

An international student working as a TA or GRA should apply on-line for an insurance waiver so that he or she will not be billed for the student health insurance described above. However, the student may be charged for repatriation and medical evacuation benefits, if it is not covered in the employee health insurance. The additional one-month premium during the orientation period will also be charged since employee health insurance benefits are not available until September 1. Additional information on health insurance coverage for international students is available at the International Office.

Temporary Health Coverage. For students who are between permanent health plans because they are between employment, short term medical insurance is available for a minimum period of coverage of 30 days and a maximum period of coverage of 185 days. Different premium rates are available. Further information is available at the Student Health Center.

Student Health Center. The Student Health Center, located in the Student Services Building at 26th Street and University Avenue, is a fully accredited ambulatory health care facility that provides medical care and health education services for currently enrolled students. The medical staff includes physicians in general medicine as well as those certified in internal medicine, orthopedics, adolescent pediatrics, and family practice. The Health Center has its own pharmacy, laboratory, X-ray, and physical therapy facilities.

The Student Health Center is ordinarily open for medical evaluations and care from 7:00 a.m. to 8:00 p.m., Monday through Friday (9:00 a.m. to 5:00 p.m., Saturday through Sunday). For non-urgent situations, students are encouraged to make appointments. The student services fee paid at registration provides for an unlimited number of office visits with a physician or nurse practitioner. There is a charge for most other services, including prescriptions, lab tests, X-rays, physical therapy, immunizations, and after-hours care.

COMPUTER FACILITIES AND SERVICES

Computer Facilities: The UT Campus houses many computer labs. EEB students make use of departmental labs, the Life Sciences computer labs located in ESB, or the Student Microcomputer Facility (SMF). For detailed information regarding hours of operation, type of equipment available, etc. for the School of Biological Sciences Labs and the SMF, you can access their websites at <http://www.bsclf.utexas.edu> and <http://www.utexas.edu/smf> respectively.

Student Microcomputer Facility (available to all students). The Student Microcomputer Facility (SMF), located on the second floor of the Flawn Academic Center (FAC 212), is open seven days a week. Because you log in whenever you use one of the workstations at the SMF, you must get a user number before you can actually start using the lab. This user number gives you a login name and password usable at any workstation in the facility, and permission to send printed output to a laserprinter. To obtain a user number, show your current UT ID card to the proctor at the lab. The proctor can assign a user number and password for your immediate use.

Your student fees pay for computer access, lab support staffing, and short courses taught in the SMF training room. Black and white laserprinter output & color output are provided for a fee per page. You may also validate your user number, at an extra charge, for a number of other services, such as the TELESYS dial-up service that allows you access to campus computers from your microcomputer at home. At the end of each semester, you will receive a bill from the bursar's office for your accumulated printing and miscellaneous charges.

Computer Services. The University offers electronic mail and information services, in addition to consultation services, to the UT Austin community. **You must maintain a University e-mail account in order to receive official communications from the University.**

Electronic mail (E-mail) is available in the departmental computer labs, if computers are not being used for printing, and in the SMF. University Mailbox Service (UMBS) is the principal Internet E-mail service available to the UT Austin community. The service is paid for by the Student Technology Fee and other University funds. If you are affiliated with the University as a student, faculty, or staff member, you already have a UMBS mailbox pre-allocated to you. The mailbox is yours to activate, manage, and use for as long as you are affiliated with the University.

Your UMBS mailbox may be accessed through any microcomputer that is Internet-ready. To read and manage your mail, you must use a mail client program that interfaces with the UMBS. The mail client is what you see on the screen; you never "see" your UMBS mailbox. When you check your mail, the client downloads mail that is waiting for you in the UMBS mailbox. When you send mail, the client routes it to the UMBS server, which sends it to the designated address. Eudora is the name of the mail client program used by the School and by the SMF. To set-up your mailbox, please refer to the instructions located at <http://www.utexas.edu/cc/umbs/> and follow the step-by-step instructions to activate your mailbox name and password. For assistance signing up, go to the ITS help desk in the Varsity Center or to the Student Microcomputer Facility (SMF) in FAC 12..

If you forget your UMBS password, you must go in person with your UT ID to someone who is authorized to set up new passwords. The consultant at the SMF (FAC 212) can set new passwords for students, and ITS help desk in the Varsity Center can do so for students, faculty, and staff. Call ahead

for staff availability. Your UMBS mailbox will remain active for as long as you are affiliated with the University, or until you intentionally deactivate it. Expiration occurs nine months following your departure from the University.

Internet information services are available in departmental labs, if computers are not being used for printing, in the SBS Computer Labs and in the SMF.

Consulting services offered by the Computation Center provide information and assistance with UNIX, VMS, and IBM VM systems, microcomputers, and software related to statistical and mathematical analysis, graphics, database management, and desktop publishing and design. Consultants may be reached via telephone, electronic mail, appointment, or unscheduled walk-in visit. These consulting services, available to students, faculty, and staff, are free.

ADDITIONAL FACILITIES AND RESOURCES

Libraries. Localized libraries around campus comprise the General Libraries, which collectively house more than 6 million volumes. Most library holdings in biology are in the Science Library, located in Main Building 220. A valid UT ID is required to check out books. The Chemistry Library, located in Welch Hall, the Geology Library (Geology Building) and the Math Library (R.L. Moore Hall) are also convenient sources for many items. The copy machines in the libraries require cash or plastic cards. Check with your supervising professor about the system used in his or her laboratory to obtain copies of library materials.

The General Libraries provide access to electronic information systems. Many databases are available through UTCAT, including the library catalog, an encyclopedia, and three large periodical indexes. UTCAT is accessible to any computer via modem or UTnet and through library terminals. Two Electronic Information Centers (EICs), one in the Flawn Academic Center (FAC) and one in the Perry-Castañeda Library (PCL), provide computers and printers for use with the Internet, the CD-ROM network, Lexis/Nexis, and a variety of other commercial and government databases. A valid UT ID is required for access to these services. The General Libraries provide free electronic information classes throughout the year (schedules are available at the PCL or through Gopher). Please visit the PCL for an overview of all library services.

Students who are admitted to candidacy for the Ph.D. may check out library books during the summer if they are not registered. Summer library stickers are available at PCL 2.122, Circulation Services, during normal business hours. Doctoral candidates admitted to candidacy *before* mid-May of the current year will need to present a UT ID validated for the preceding spring semester. (Library staff can verify their candidacy by referring to a list of current doctoral candidates.) Students admitted to candidacy *after* mid-May must also provide a copy of the approval letter for doctoral candidacy OR a copy of the completed application for admission to candidacy, signed by the Graduate Dean.

Students who are not yet admitted to candidacy for the doctoral degree and who do not register for the summer semester are ineligible for summer library stickers. They may, however, purchase a courtesy borrower card that entitles them to such services, for a \$15 fee. The card may be purchased at PCL 2.122 with a UT ID validated for the previous spring semester.

Mail. New students whose supervising professors maintain labs in Patterson Labs should go to the mailroom (PAT 140) and ask for assignment of a mailbox if one has not already been assigned. Students whose supervising professors maintain labs in the Biological Lab building should notify the MCDB staff in BIO 311 that they will need a mailbox there. It is essential that all graduate students have a mailbox. Departmental and University notices as well as outside mail received in the department

are placed in these mailboxes. Mail should be checked regularly. Please do not have your personal mail delivered to your campus address.

Changes of address. It is extremely important that you keep your local address up-to-date in the University's computer system. Registration fee bills, fellowship checks, and official University correspondence are examples of items mailed to your local address. You can update your address at any time through the Registrar's Office utilizing the utACCESS application, or in the Graduate Coordinator's office (PAT 439A). When you have received your degree, you should leave a forwarding address with the staff where you have received your mail.

Offices and keys. Office space is normally provided by the supervising professor within the faculty member's area. TAs and AIs are not ordinarily assigned additional office space

Keys require a permit from the IB office or the Patterson Lab mailroom. Keys are issued by the University Lock and Key office (Service Building 101) on presentation of the permit and a photo ID.

Telephones. Phones are not generally supplied to graduate students, so access is usually obtained through individual supervisors. The phones in the main office are available for graduate student use.

Parking. Graduate students who are appointed for 20 hours per week are eligible to purchase "A" parking permits. A permit costs \$120 per year and will be honored in designated "A" lots only. Permits may be purchased at the Parking and Traffic Services office at the Trinity Parking Garage (PG7) at 1815 Trinity St. Proof of eligibility must accompany the application.

Eligible applicants:

- a) Registered graduate students who are employed by the University for at least twenty hours per week. Proof of eligibility: 1) a signed copy of the appointment or reappointment form in the case of RAs (available from the personnel accountant, PAT 141B) or 2) a departmental letter in the case of TAs/AIs (available from the graduate coordinator, BIO 311A).
- b) TAs/AIs with less than a half-time appointment whose jobs involve a supervisory role in the public schools. Proof of eligibility: departmental letter (available from the graduate coordinator).
- c) Predoctoral fellowship recipients whose monthly stipend is at least \$1,000 per month or \$9,000 for nine months. Proof of eligibility: departmental letter (available from the graduate coordinator).

Purchase of a permit does not guarantee a parking place on any given day since the number of permits issued is greater than the number of available parking places.

Section copy machines. There are two copy machines in PAT 140. They both require a code. The codes are issued to faculty members; your supervising professor is responsible for control of his or her code and the purposes for which it is used. Copies are charged to an account somewhere; they are not free. Graduate students may have a code set up with a copy limit of 100 copies every month (with no carry over to the next month). The section pays for these copies. See the receptionist in the Integrative Biology office (BIO 404) if you wish to set up a code

Graduate Student Lounge. There is a graduate student lounge on the third floor (PAT 313), providing access to a sink, a small fridge, a microwave oven, and furniture. Additionally, through the

generosity of faculty, students, and staff, there are a number of back issues of various journals. The lounge is not available for seminars, classes, or lab meetings.

Supplies. The storeroom in NMS 3.248 houses lab supplies. Some clerical supplies may be available from the receptionist in BIO 404. All supplies must be signed out and charged to the supervising professor's account. Materials required for teaching purposes should be charged to the individual course account. Some supplies are free but must be signed out. Departmental letterhead for official departmental use is available from the receptionist.

Vehicles. The School owns several vehicles. These may be signed out on a priority basis with first priority going to classes, followed by faculty research, and then graduate research. All drivers must have a valid Texas driver's license and see Robert Durci, the Storeroom Supervisor, about their motor vehicle record (MVR) before a vehicle can be checked out.

APPENDIX A: COURSE INFORMATION
EEB Ph.D. Graduate Student Advising Sheet

PhD Core Courses:

BIO 384C and D (Introduction to Ecology, Evolution, and Behavior). BIO 384C is offered each fall semester; BIO 384D is offered each spring.

Additional Required Coursework: At least 2 of these courses must be outside of EEB.

Other formal courses: (at least **four** additional lecture course beyond the **BIO 384C/D** and **BIO 398T** for a total of at least **7** lecture courses)

_____ Title semester/year

_____ Title semester/year

_____ Title semester/year

_____ Title semester/year

Non-EEB courses (at least two courses outside of EEB)

_____ Title semester/year

_____ Title semester/year

Seminars/journal clubs (at least two semesters formal enrollment required):

_____ Title semester/year

_____ Title semester/year

Dissertation courses (minimum 2 semesters):

_____ BIO 399R, 699R, 999R
 (Reading—**one semester only**)

_____ BIO 399W, 699W, 999W
 (Writing—**each semester thereafter**)

Other Required Coursework: A student must take **BIO 398T** in order to be eligible for TA positions as of Fall, 2003.

Individual Instruction Courses

BIO 182, 282, 382

Advanced Study and Research

These are courses for individually supervised research. They are used primarily for students working towards the PhD who have not yet been admitted to candidacy and need to be registered as full-time students. They may also be used to do a special research problem that is not part of the thesis or dissertation. In the case of MA candidates a maximum credit of 6 hours (698a and b) is given for the thesis. Therefore, this research course cannot be used to give additional credit for research under the same supervising professor. May be repeated for credit when topics vary. Prerequisite: Graduate standing, twelve semester hours of upper-division biological sciences, and consent of instructor.

BIO 380R

Advanced Readings in Biology

An individually supervised readings course to be carried out under individual supervision. The student must make prior arrangements with the faculty member who is to be the supervisor. Contact the graduate coordinator prior to registration for this course. May be repeated for credit. Prerequisite: Graduate standing and consent of instructor.

BIO 380T

Current Concepts in Biology

Individuals registered for this course will ordinarily attend one of the upper-division undergraduate courses. In addition, they will be expected to complete special assignments, as directed by the instructor. Contact the graduate coordinator for permission to register for this course. Arrangements should be made with the instructor of the undergraduate course prior to registration. Consent of the graduate advisor is also required.

BIO 698A, 698B

Thesis

Students who are submitting a research thesis for the MA must register for 698A and 698B in separate semesters. The equivalent of three lecture hours a week for two semesters. Offered on the letter-grade basis only. Prerequisite: For 698A, graduate standing in EEB and consent of the supervising professor; for 698B, BIO 698A.

398R

Master's Report

Preparation of a report to fulfill the requirement for the master's degree under the report option. The Master of Arts with report is available for approved programs only. The equivalent of 3 lecture hours a week for one semester. Offered on a letter-grade basis only. Students who are submitting a report for the MA must register for BIO 398R in the semester in which the degree is to be awarded. Prerequisite: Graduate standing in EEB and consent of the graduate advisor.

399R, 699R, 999R

Dissertation

The first semester of the dissertation course. Offered on a letter-grade basis only. Prerequisite: Admission to candidacy for the doctoral degree.

399W, 699W, 999W

Dissertation

Prerequisite: BIO 399R, 699R, or 999R. The PhD candidate should register for one of these courses until the dissertation is completed, at which time a grade will be assigned.

Offered on a credit-nocredit basis only. Prerequisite: BIO 399R, 699R, 999R.

Open Seminars

Lectures, discussions, and laboratory projects, depending on topic. Students, postdoctoral fellows, and faculty review recent literature and discuss their own research. Seminars are open to all members of the University community. EEB graduate students are expected to attend at least one series on a regular basis and to register for credit a minimum of two semesters. Topics are usually posted by the elevators. Not all topics are given every year. May be repeated for credit when the topics vary, with consent of instructor. Prerequisite: Graduate standing and consent of instructor.

BIO 384K.21

Recent Advances in Ecology and Systematics

Discussion of recent scientific papers and their contribution to modern work in systematic and environmental biology.

BIO 381K.11

Seminar in Neurophysiology

Lectures, conference discussion, and laboratory projects, depending on topic. Prerequisite: Graduate standing, organic chemistry, twelve semester hours of upper-division biological science, and consent of instructor.

BIO 383K.6

Current Literature in Developmental Biology

Students, postdoctoral fellows, and faculty review recent literature and discuss their own research in developmental biology. Each registered student will present a 30-45 minute seminar.

BIO 383K.7

Seminar in Physiology and Behavior

Graduate students, postdoctoral fellows, faculty, and occasionally, visiting scientists review recent developments in vertebrate reproductive biology, including their own research. Students are recommended to have taken a previous course in developmental biology.

BIO 384L

Issues in Population Biology

Students and faculty review and discuss current research. Students are encouraged to present plans for research as well as results and problems in analysis. Offered on a credit/no credit basis only.

Graduate Course Numbers and Program Affiliation

School of Biological Sciences

BIO 380M	Topics in Biology (co-op program)	EEB	MICRO	PB
BIO *80R	Advanced Readings in the Biological Sciences	EEB	MICRO	PB
BIO 380T	Current Concepts in Biology	EEB		
BIO 381C	Principles of Neuroscience I	EEB		
BIO 381D	Principles on Neuroscience II	EEB		
BIO 381K	EEB: Graduate Physiology and Biophysics	EEB		
BIO 381K.01	Topics in Biophysics	EEB		
BIO 381K.02	Comparative neurophysiology	EEB		
BIO 381K.03	Sensory physiology	EEB		
BIO 381K.04	Current concepts in neurobio	EEB		
BIO 381K.05	Laboratory in neurophyslgy	EEB		
BIO 381K.06	Insect physiology	EEB		
BIO 381K.07	Developmental neurobiology	EEB		
BIO 381K.08	Addiction Biology	EEB		
BIO 381K.09	Comparative Animal Physiology	EEB		
BIO 381K.10	Basic procs of nerve cells	EEB		
! BIO 381K.11	Current Concepts in Neurophysiology	EEB		
BIO *82	Advanced Study and Research	EEB	MICRO	PB
BIO 383K	EEB: Graduate Studies in Development and Reproduction	EEB		
BIO 383K.01	Hormnl con of dev and reprod	EEB		
BIO 383K.02	Techs in study of dev/reprod	EEB		
BIO 383K.03	Comparative Endocrinology	EEB		
BIO 383K.04	Recent adv in dev and reprod	EEB		
BIO 383K.05	Molecular analysis of devel	EEB		
! BIO 383K.06	Current literature in dev bio	EEB		
! BIO 383K.07	Smmr in physiolo and behav	EEB		
BIO 383K.08	Development and evolution	EEB		
BIO 383K.09	Grad survey of animal devel	EEB		
BIO 384C	"Introduction to Ecology, Evolution and Behavior I"	EEB		
BIO 384D	"Introduction to Ecology, Evolution and Behavior II"	EEB		
BIO 384K	"Graduate Ecology, Evolution, and Behavior (Name chg)"	EEB		
BIO 384K.01	Population ecology	EEB		
BIO 384K.02	Ornithology	EEB		
BIO 384K.03	Herpetology	EEB		
BIO 384K.04	Ichthyology	EEB		
BIO 384K.05	Entomology	EEB		
BIO 384K.06	Invertebrate zoology	EEB		
BIO 384K.07	Animal Behavior	EEB		
BIO 384K.08	Environment and evolution	EEB		
BIO 384K.09	Community and ecosystem ecol	EEB		
BIO 384K.10	Ecol stds in trop-temp tran	EEB		
BIO 384K.11	Eco and historical biogeog	EEB		
BIO 384K.12	Mathematical ecology	EEB		
BIO 384K.13	Aquatic Entomology	EEB		
BIO 384K.13	Rec advs in ecolo and system	EEB		
BIO 384K.14	Systematics	EEB		
BIO 384K.15	Insect-plant relationships	EEB		
BIO 384K.16	Molecular evolution	EEB		
BIO 384K.17	Behavioral ecology	EEB		
BIO 384K.18	Biomech & vert func morph	EEB		
BIO 384K.19	Natural resourse management	EEB		
BIO 384K.20	Rec adv in computational biol	EEB		
! BIO 384L	Issues in Population Biology	EEB		
BIO 385C	Conservation Genetics	EEB		PB
BIO 385K	EEB: Graduate Genetics (name change)	EEB		
BIO 385K.01	Developmental genetics	EEB		
BIO 385K.02	Evolution	EEB		PB
BIO 385K.03	Recent advs in population genet	EEB		
BIO 385K.04	Population genetics	EEB		

BIO 386	Selected Topics in Plant Science: Ecology/Evolution	EEB	PB
BIO 386.01	Biogeography	EEB	PB
BIO 386.02	Methods of systematics	EEB	PB
BIO 386.03	Philosophies of systematics	EEB	PB
BIO 386.04	Plant population bio seminar	EEB	PB
BIO 386.05	Plant population ecology seminar	EEB	PB
BIO 386.06	Prin/methods of plant monograp	EEB	PB
BIO 386.07	Prin of pollination biology	EEB	PB
BIO 386.08	Global environmental change	EEB	PB
BIO 387C	Plant Genetics	EEB	PB
BIO 387D	Biometry	EEB	PB
BIO 387E	Plant Speciation	EEB	PB
BIO 287F	Plant Systematics	EEB	PB
BIO 487G	Taxanomic Plant Anatomy	EEB	PB
BIO 387J	Advanced Plant Anatomy	EEB	PB
BIO 387K	Topics in Plant Evolution	EEB	PB
BIO 187L	Lab in Advanced Plant Anatomy	EEB	PB
BIO 387M	Reproduction of Flowering Plants	EEB	PB
BIO 387N	Plant Ecology	EEB	PB
BIO 187P	Plant Ecology Laboratory	EEB	PB
BIO 387R	Population Ecology of Plants	EEB	PB
BIO 387S	Laboratory Methods in Molecular Systematics: Plant Bio	EEB	PB
BIO 287T	Angiosperm Diversity Laboratory		PB
BIO 388C	Transmembrane Signalling Mechanisms		PB
BIO 388D	Research Topics in Plant Biology		PB
BIO 388E	Plant Growth and Development		PB
BIO 388J	General Phycology		PB
BIO 188K	Lab in General Phycology		PB
BIO 388L	Lab Studies in Cell Biology: Plant Biology		PB
BIO 388M	Plant Molecular Biology		PB
BIO 389	Selected Topics in Plant Science: Cell & Development		PB
BIO 389.01	Adv Methods in Light Microscopy		PB
BIO 389.02	Biology of blue-green algae		PB
BIO 389.03	Cell biology seminar		PB
BIO 389.04	Gen engr plants: bas/app asp		PB
BIO 389.05	Medicinal plant chemistry		PB
BIO 389.06	natural products chemistry		PB
BIO 389.07	Phycology seminiar		PB
BIO 389.08	Plant molecular bio seminar		PB
BIO 389.09	seminars in phytochemistry		PB
BIO 389.10	sysatherology		PB
BIO 389.11	Struc and func of cell nucl		PB
BIO 389C	Chemistry and Biology of Membranes		PB
BIO 389K	Advanced Cell Biology	EEB	
BIO 890G	Applied Public Health and Medical Microbiology		MICRO
BIO 290K	"Scanning Electron Microscopy, Theory and Practice"		MICRO PB
BIO 490M	Electron Microscopy I: Theory and Practice		MICRO PB
BIO 390P	Techniques in Molecular Genetics		MICRO
BIO 391K	Cellular Immunology		MICRO
BIO 391M	Tumor Biology		MICRO
BIO 391P	Advanced Virology		MICRO
BIO 392	Problems in Host-Parasite Biology		MICRO
BIO 392.01	Current topics in virol and immul		MICRO
BIO 392.02	Current topics in Pathogenic Mechanisms		MICRO
BIO 393	Problems in Molecular Genetics		MICRO
BIO 393.01	Current Topics in DNA Transactions		MICRO
BIO 393.02	Current Topics in Fungal and Cell Molecular Biology		MICRO
BIO 393.03	Current Topics in Gene Regulation		MICRO
BIO 394	Problems in Microbial Physiology		MICRO
BIO 394.01	Current Topics in Cell Env. Structure & Functions		MICRO
BIO 394.02	Current Topics in Microbial Signal Transduction		MICRO
BIO 394M	Advanced Studies in Microbiology		MICRO
BIO 394M.01	Advanced Immunology		MICRO
BIO 394M.02	Advanced Microbial Signal Transduction		MICRO
BIO 394M.03	Advanced Medical Mycology		MICRO
BIO 394M.04	Advanced Fungal Cell and Molecular Biology		MICRO

BIO 395	Plant Bio: Lab Studies in Mol. Bio.			PB
BIO 695C	Molecular Biology I		MICRO	
BIO 695D	Molecular Biology II		MICRO	
BIO 396	Membranes and Walls of Bacteria		MICRO	
BIO 197	Seminar in Microbiology		MICRO	
BIO 397J	Advanced Genetics		MICRO	
BIO 698A	Thesis	EEB	MICRO	PB
BIO 698B	Thesis	EEB	MICRO	PB
BIO 398R	Master's Report	EEB	MICRO	PB
BIO 398T	Supervised Teaching in the Biological Sciences	EEB	MICRO	PB
BIO *99R	Dissertation	EEB	MICRO	PB
BIO *99W	Dissertation	EEB	MICRO	PB

Related Courses

"The following courses are described in the section "Marine Science."

Marine Science *80.01	Marine Ecology	EEB		
Marine Science *80.02	General Marine Microbiology		MICRO	
Marine Science *80.05	Ecology of Fishes	EEB		
Marine Science 382.06	Marine Ichthyology	EEB		
Marine Science 384E	Marine Microbial Ecology		MICRO	

APPENDIX B: CURRICULUM VITAE

SAMPLE CURRICULUM VITAE

Roxanne Wade Roe

22 July 1991

CURRICULUM VITAE

Date of Birth: 1 September 1965
Social Security Number: 123-45-6789

Place of Birth: Buda, Texas
Citizenship: U.S.

Present address:
2401 Speedway
Austin, TX 78705
Tel: 512 477-1234

Permanent mailing address:
216 Main Street
Buda, TX 78801

Education:

Yale University, BA in Zoology, May, 1987.
U Texas Austin, MA in Zoology, December, 1989.
Thesis: The distribution of feather size in *Dromiceius*.

Professional employment:

Summer 1988, geotome operator, Dept of Animal Husbandry, Texas A&M Univ.
6/1/87-5/31/88, statistician, Dept of Psychology, Yale.

Graduate School, UT Austin:

Entered: September, 1988.
Prelims: August, 1990.
Dissertation proposal approved: September, 1990.
Admitted to candidacy for Ph.D.: October, 1990.
Supervising professor: Larry Gilbert.

TA, AI, GRA appointments at UT Austin:

TA: fall 88, spring 89, spring 90, fall 90.
AI: spring 91, fall 91.
GRA: fall 89, summer 90.

Honors and awards:

George Bush Prize (Outstanding Senior), Yale, 1987.
Travel fellowship, Dept of Zoology, UT Austin, spring 1991.
Hubbs Award for best paper presented at Amer Soc Zoologists, April 1991.
Hartman Fellowship, Dept of Zoology, UT Austin, summer 1991.

Publications:

R. W. Roe and D. Quayle. Flight patterns in the genus *Dromiceius*. *Nature* 345, 67-69 (1990).
L. Gilbert, J. Filbert, and R. W. Roe. Coevolution in perspective. *Evolution and Revolution* (L. Gilbert and J. Filbert, eds.). University of San Marcos Press (1991), pp. 329-471.

Abstracts:

R. W. Roe. Pre-adaptation in three species of flightless birds. *Amer. Society of Ornithology, Proceedings of the 99th Annual Meeting*, Carlsbad Caverns, NM, July 1989, p. 34.

Presentations at scientific meetings; invited talks at other institutions:

"Pre-adaptation in three species of flightless birds." Amer. Society of Ornithology, Carlsbad Caverns, NM, July 1989.
"Evolution of mitochondrial DNA sequences in *Cannabis*." Amer. Society of Zoologists, College Station, April 1991

APPENDIX C: PROGRAM OF WORK – Ph.D.

SAMPLE PROGRAM OF WORK: Ph.D.

PROPOSED PROGRAM OF WORK FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

Name Date
Address

B.A., Date, Institution Major:

M.A., Date, Institution Major:

MAJOR: Ecology, Evolution, and Behavior Area of Specialization:

Course No.	Course Title	Professor	Institution	Year	Grade
Required Courses:					
BIO 398T	Supervised Teaching	Buskirk	UT	2004	A
BIO 384C	Intro to EEB	Fowler, Leibold, Kirkpatrick	UT	2004	A
BIO 384D	Intro to EEB	Juenger, Breuner, Ryan	UT	2005	A
Seminar Courses:					
BIO 384L	Population Biology Seminar	Cannatella	UT	2005	A
BIO 385K.2	Speciation Seminar	Kirkpatrick	UT	proposed	
Organized Courses:					
BIO 384K.16	Development & Evolution	Parichy	UT	2005	A
BIO 386	Comparative Method	Linder	UT	2005	A
BIO 384K	Animal Communication	Ryan	UT	proposed	
BIO 380T	Animal Sexuality	Crews	UT	proposed	
Supporting Work					
M 362K	Probability I	Addswell	UT	Proposed	
M 384C	Mathematical Statistics	Spencer	UT	Proposed	
Research/Dissertation					
BIO 382	Advanced Study & Research	Darwin	UT	2004	A
BIO 382	Advanced Study & Research	Darwin	UT	2005	A
BIO 699	Dissertation	Darwin	UT	Proposed	
Approximate Title: Evolutionary Variations in Tree Frog Vocalizations of the South Pacific					
Other Graduate Work					
ANT 389	Topics in Unwritten Languages	Scherzer	UT	2005	A

Supporting Undergraduate Work

Course No.	Course Title	Professor	Institution	Year	Grade
PHY 620	General Physics	Curie	UM*	1997	A
BIO 111	General Biology	Boyd	UM	1997	A
BIO 112	General Biology	Love	UM	1997	B
BIO 211	Comparative Anatomy	Cuvier	UM	1998	A
CHE 112	General Chemistry	Jarvis	UM	1998	A
CHE 113	General Chemistry	Jarvis	UM	1998	B
BIO 114	General Botany	Plant	UM	1998	A
BIO 115	General Botany	Plant	UM	1998	C
BIO 214	Cytology	Swann	UM	1999	B
BIO 215	Genetics	Mendel	UM	1999	C
M 316	Algebra	Einstein	UM	1999	B
M 420	Trigonometry	Robbins	UM	1999	A
CHE 830	Organic Chemistry	Pauling	UM	2000	A
BIO 530	Histology	Bartow	UM	2000	C
BIO 532	Biology Research	Loeb	UM	2000	C
BIO 423	Local Flora	Flower	UM	2000	B
BIO 426	Field Biology	Bird	UM	2000	B
PSY 620	Abnormal Psychology	Batts	UM	2001	A
AST 367	Methods in Astronomy	Star	UM	2001	A-
BIO 330	Ichthyology	Fish	UM	2001	B

*University of Missouri

Submitted to the Graduate Studies Committee in EEB

Signature of student

_____ date circulated

_____ date tentatively approved if not protested

Check List for Preparation of Program of Work: Ph.D.

1. **Area of Specialization.** This should be one of the following: (1) Ecology; (2) Evolution; (3) Behavior. Check with the graduate adviser before listing anything else.
2. List all graduate courses in each section (Required, Seminar, Organized, Supporting Work, and Research/Dissertation) in the sequence in which they were (or will be) taken. The last course should be BIO 699.
3. **Required Courses.** BIO 384C and D, BIO 398T
4. **Organized (Lecture)Courses.** Courses within the major (EEB).
5. **Supporting Work.** This must include two or more courses outside of EEB. They need not all be in the same department. They must include graduate courses, but some may be upper division undergraduate courses.
6. **Research.** BIO 182, 282, 382 etc., should be listed a maximum of two times, regardless of how many times you were registered for these courses.
7. **Dissertation courses.** Regardless of how the -99 courses were taken (e.g. 399R, 999W), list them once as BIO 699.
8. Abbreviations may be used for universities other than UT Austin. Use a footnote to explain the abbreviation.
9. **Other Graduate Work.** Graduate and upper division courses should be listed under this heading that were taken while a graduate student but which are not to be counted on the degree. These courses are not listed on the official Application for Candidacy form and are provided to the EEB GSC for information only.
10. As a matter of convenience, try to get all the graduate courses identified above on a single page. Do not double space between courses. Follow the example.
11. **Undergraduate courses.** These also are provided to the EEB GSC for information. All science and mathematics courses should be listed, including the institution at which they were taken and the grades. Lower division undergraduate courses that were taken as a graduate student and courses that were taken to satisfy conditions for admission to the graduate program should be listed here. The Graduate Coordinator will have a copy of your undergraduate transcript to which you may refer.
12. Prepare a rough copy for the graduate coordinator to check before making the final copy.
13. After the program is checked by the graduate coordinator, it will be circulated to the faculty.

APPENDIX D: PROGRAM OF WORK - MASTERS

SAMPLE PROGRAM OF WORK—MASTERS WITH THESIS

Proposed Program for the Master of Arts Degree in Ecology, Evolution, and Behavior (with thesis)

Name:

Date:

Address:

B.A., Date, Institution

Probable date of degree:

Courses for Major

Course No.	Course Title	Professor	Year	Grade
BIO 384C	Intro to EEB I	Fowler, Liebold, Kirkpatrick	2003	A
BIO 398T	Supervised Teaching in Bio. Sci	Buskirk	2003	A
BIO 383K	Current Concepts in Zoology (Cell Biology)	Jacobson	2003	B
BIO 384D	Intro to EEB II	Juenger, Breuner, Ryan	2004	A
BIO 432	Invertebrate Biology	Barth	2004	A
BIO 351	Cell Physiology	Riggs	2004	A
BIO 384L.3	Graduate Systematic and Environmental Biology (Herpetology)	Crews	In Progress	
BIO 382	Research	Hiraizumi	Proposed	
BIO 382L.7	Graduate Cytology and Genetics	Richardson	Proposed	
BIO 698	Thesis	Rankin	In Progress	

Approximate Title: Evolutionary relationships of mites of the Family Heteropsoridae.

Courses in Minor

CHE 369	Intermediary Metabolism	Shive	2003	A
GEO 397	Vertebrate Paleontology: Mammals	Wilson	In Progress	

Other Graduate Work

AST 381	Theoretical Astrophysics	Scalo	2004	A
---------	--------------------------	-------	------	---

Name

Supporting Undergraduate Work

Course No.	Course Title	Professor	Institution	Year	Grade
ZOO 360	Medical Entomology	Smith	UT	1983	C
ZOO 330	Human Parasitology	Wheeler	UT	1983	B
CHE 810a	Elementary Organic	Kyba	UT	1984	C
CHE 810b	Elementary Organic	Fox	UT	1984	B
CHE 416	Quantitative Analysis	Simonsen	UT	1985	C
M 113	College Algebra	Adams	LMC*	1985	A
M 123	Plane Trigonometry	Adams	LMC	1985	A
ZOO 182	Herpetology	Taylor	Univ. of Ark.	1986	B
ZOO 53	Field Course in Vert. Zoology	Anderson	Univ. of Ark.	1986	A
ZOO 73	Zoological Problems	Duellman	Univ. of Ark.	1986	A
ZOO 105	General Invertebrate Zoology	Murray	Univ. of Ark.	1986	A
ZOO 70	Main Currents in Zoology	Larson	Univ. of Ark.	1987	A
ZOO 73	Zoological Problems	Duellman	Univ. of Ark.	1987	A
ZOO 172A	Genetics Lecture	Clayton	Univ. of Ark.	1987	A

*Lon Morris College

Submitted to the Graduate Studies Committee in Ecology, Evolution, and Behavior

Signature of student

_____ Date circulated.

_____ Date tentatively approved if not protested

Check List for Preparation of Program of Work: MA (thesis)

1. There are quite specific course requirements for the MA. Be sure that the submitted list complies with the requirements.
2. **Courses for Major.** All EEB courses are considered to be in the "Major." For the MA with thesis, there should be 21-24 hours of BIO/EEB courses, **including BIO 384C and D** and 6 hours of thesis (BIO 698). No more than 6 hours can be upper division undergraduate courses. Remember also that you cannot list any research courses (382, etc.) taken with the supervisor of your thesis.
3. **Courses for Minor.** There should be 6-9 hours in the minor areas, defined as outside the EEB department. No more than 6 hours can be upper division undergraduate courses.
4. **Total Hours.** The total number of hours for both major and minor areas must be 30 or greater. List the minimum number of courses necessary to achieve this. No more than 9 hours of upper division undergraduate courses can be counted in the 30 hours.
5. **Other Graduate Work.** Other graduate courses, including upper division undergraduate courses taken while a graduate student, should be listed. These courses are for information only for the EEB GSC and are not considered for purposes of degree requirements.
6. List all graduate courses in each section in the sequence in which they were taken. Exception: The last course under the major should be BIO 698.
7. **Undergraduate Courses.** All science and mathematics courses taken as an undergraduate and any lower division undergraduate courses taken as a graduate student should be listed under "Undergraduate Courses." Again, these are listed for information only. Group them according to department. Courses that were taken to satisfy conditions for admission to the graduate program should be listed here.
8. As a matter of convenience, try to get all the graduate courses on a single page. Do not double space between courses. The undergraduate courses should be on a second page.
9. For universities other than UT Austin, you may use abbreviations in the course listings and a footnote to give the name of the school.
10. Prepare a rough copy for the graduate coordinator to check before making the final copy.
11. After the program is checked by the graduate coordinator, it will be circulated to the faculty.

SAMPLE PROGRAM FOR MASTERS WITH REPORT

Proposed Program for the Master of Arts Degree in Ecology, Evolution, and Behavior (with report)

Name:

Date:

Address:

B.A., Date, Institution

Probable date of degree:

Courses for Major

Course No.	Course Title	Professor	Year	Grade
BIO 384C	Intro to EEB I	Fowler, Liebold, Kirkpatrick	2003	A
BIO 398T	Supervised Teaching in the Bio Sciences	Buskirk	2003	A
BIO 333	Entomology	Breland	2003	B
BIO 384D	Intro to EEB II	Juenger, Breuner, Ryan	2004	A
BIO 383K	Current Concepts in Biology (Physiological Genetics)	Forrest	2004	B
BIO 385L.19	Insect Physiology	Barth	2005	A
BIO 383L	Current Concepts in Biology (Embryology)	Jacobson	2005	A
BIO 384L.4	Graduate Systematic and Environmental Biology (Ichthyology)	Hubbs	2005	B
BIO 382L.6	Biochemical Genetics	Forrest	2005	A
MS 383.8	Principles of Marine Science (Estuarine Ecology)	Kitting	In Progress	
BIO 398R	Report Approximate Title: Pheromones in cockroaches - a review.	Bugg	Proposed	

Courses for Minor

CHE 369	General Biochemistry	Ravel	2004	B
CHE 370	General Biochemistry	Kitto	2004	A
MIC 381K	Bacterial Genetics	Walker	2005	B

Supporting Undergraduate Work

Course No.	Course Title	Professor	Institution	Year	Grade
BIO 807a	General Biology	Doney	Del Mar*	1977	A
BIO 807b	General Biology	Stokes	Del Mar	1978	A
GEO 601a	General Geology	Doney	Del Mar	1978	B
GEO 601b	General Geology	Doney	Del Mar	1978	A
M 301	College Algebra	Crump	Del Mar	1978	B
M 304	Trigonometry	Duschek	Del Mar	1978	C
CHE 801a	General Chemistry	Erma	Del Mar	1977	B
CHE 801b	General Chemistry	Erma	Del Mar	1978	B
CHE 810a	Elementary Organic	Martin	UT	1978	B
CHE 810b	Elementary Organic	Martin	UT	1979	C
ZOO 316K	Human Physiology	Schrank	UT	1978	B
ZOO 320	Cytology	Jacobson	UT	1978	B
ZOO 430	Human Parasitology	Wheeler	UT	1978	A
ZOO 465K	Adv Mammalian Physiology	Thompson	UT	1979	C
ZOO 414	Comparative Anatomy	Hubbs	UT	1979	B
ZOO 332	Invertebrate Zoology	Barth	UT	1979	B
ZOO 351	General Physiology	Riggs	UT	1979	C
ZOO 425	Introduction to Genetics	Riggs	UT	1979	B
ZOO 365M	Adv Mammalian Physiology	Long	UT	1980	A
ZOO 361K	Comparative Animal Physiology	Larimer	UT	1980	C
BOT 320	General Botany I	Delevoryas	UT	1979	B
BOT 321	General Botany II	Starr	UT	1980	A

*Del Mar College, Corpus Christi, TX

Submitted to the Graduate Studies Committee in Ecology, Evolution, and Behavior

Signature of student

_____ Date circulated.

_____ Date tentatively approved if not protested.

Check List for Preparation of Program of Work: MA (report)

1. There are quite specific course requirements for the MA. Be sure that the submitted list complies with the requirements.
2. **Courses for Major.** All EEB courses are considered to be in the "Major." For the MA with report, there should be 21-27 hours of EEB courses, **including BIO 384C and D** and 3 hours for the report (BIO 398R). No more than 6 hours can be upper division undergraduate courses. No more than 3 hours of research (BIO 382) should be listed with the faculty member who supervises the report.
3. **Courses for Minor.** There should be 6-12 hours in the minor areas, defined as outside the EEB department. No more than 6 hours can be upper division undergraduate.
4. **Total Hours.** The total number of hours for both major and minor areas must be 33 or greater. List the minimum number of courses necessary to achieve this. No more than 9 hours of upper division undergraduate courses can be counted in the 33 hours.
5. **Other Graduate Work.** Other graduate courses, including upper division undergraduate courses taken while a graduate student, should be listed. These courses are for information only for the EEB GSC and are not considered for purposes of degree requirements.
6. List all graduate courses in each section in the sequence in which they were taken. Exception: The last course under the major should be BIO 398R.
7. **Undergraduate Courses.** All science and mathematics courses taken as an undergraduate and any lower division undergraduate courses taken as a graduate student should be listed under "Undergraduate Courses." Again, these are listed for information only. Group them according to department. Courses that were taken to satisfy conditions for admission to the graduate program should be listed here.
8. As a matter of convenience, try to get all the graduate courses on a single page. Do not double space between courses. The undergraduate courses should be on a second page.
9. For universities other than UT Austin, you may use abbreviations in the course listings and a footnote to give the name of the school.
10. Prepare a rough copy for the graduate coordinator to check before making the final copy.
11. After the program is checked by the graduate coordinator, it will be circulated to the faculty.