



University of Idaho

Department of Agricultural
and Extension Education

Graduate Student Handbook

Welcome!

We are excited to welcome you to the next step in your academic career. Our department prides itself on the ability to provide individual care to students as they navigate their own educational path. Your time in a graduate program is likely filled with the opportunity for you to learn more about your content, but also a good opportunity to learn more about yourself.

As you progress through the program, please know that our faculty team is here, rooting you on. While you are in the driver's seat, we are happy to provide assistance, tips, and anything you might need to be successful.

This guide is designed to help provide a roadmap for you through the program in our department. You can also find many great resources on the UIdaho College of Graduate Studies website as well.

Best,

A handwritten signature in black ink that reads "Kasee Smith". The signature is written in a cursive, flowing style.

Kasee L. Smith
Director of Graduate Studies
University of Idaho
Department of Agricultural & Extension Education

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AEE Graduate Application Process & Guidelines

The current guidelines and application information can be found at:

<https://www.uidaho.edu/admissions/graduate/graduate-programs/agricultural-education>

Prerequisites

Education Level: Bachelor's

Undergraduate GPA: 3.0 (can be admitted lower, but only with provisional admission)

GRE: No

TOEFL/IELTS: 79/6.5

Other Requirements.: Writing Sample

- Undergraduate research manuscript, undergraduate course term paper, periodical article or semester paper

Application Process

Step 1: Apply

Complete the online application process at: <https://futurevandals.uidaho.edu/apply/?sr=62664211-ed02-49ae-a8d6-c63e1260617f>

You will need:

- Application fee
- Emails from three recommenders
- Statement of Purpose
- Writing Sample

Step 2: Departmental Review

Your application is forwarded to the department once it is COMPLETE (including the recommenders' letters)

Faculty in the department review the application and make one of three recommendations:

- Admit: admitted to the department
- Admit with provisions: must have a faculty sponsor the admission and student must comply with specific information
- Reject: requirements are not met for the department, reapplication not accepted for 12 months

Step 3: COGS Review

The College of Graduate Studies will review your application to determine if you meet ALL requirements, then send your admission decision on to you.

Step 4: Accept Admission

You will receive information about your admission from the College of Graduate Studies

Once you receive admission decision, please email klsmith@uidaho.edu to begin planning your process

AEE Departmental Graduate Student Guidelines & Responsibilities

Things you should know...



- There are many solutions to problems, don't let a dead end (i.e. waiting for an email response) halt your forward momentum on a project.
- Aggressive positive attitudes are often the most effective solution to social-based problems.
- Always err on the side of being too professional in communication and attire.
- It's easier to act yourself into a new way of thinking than to think yourself into a new way of acting.
- We are here to facilitate your success.

By the end of your graduate program, you will be able to:



- Ask meaningful research questions
- Design studies appropriate to answer questions
- Select and apply methods appropriate to answer questions
- Interpret results in light of prior literature and theory
- Communicate research to diverse audiences
- Understand and act within norms of the field
- Evaluate the literature base and determine gaps in the literature and need for research where those gaps exist
- Have a strong grounding in the history and theoretical perspectives of the field
- Communicate/discuss the issues and trends of the discipline
- Identify and apply for funding through appropriate channels

General expectations of you during your graduate program:



- Seek out and take advantage of opportunities
- Set goals and benchmarks toward these goals
- Monitor progress toward goals and make necessary adjustments:
- Seek help when necessary (advisor, peers, resources, other faculty/mentors)
- Engage in continued, thorough examination of literature in the field
- Prioritize appropriately
- Maintain timely and clear communication
- Make connections within the department, college, and university
- Begin establishing a presence in the field (present, publish, perform service)

- Become involved in related organizations
- Develop and work to improve scholarly writing skills
- Take personal responsibility for individual research projects
- Gain proficiency in academic language
- Actively engage in self-reflection and seek opportunities for personal growth.
- Look for opportunities to contribute to departmental workload outside of regularly assigned tasks

Specific activities expected of you:

- Meet agreed-upon deadlines and notify well in advance if deadlines cannot be met
- Respond to email in a timely manner
 - 48 hours weekdays, 72 hours weekends (unless pre-established leave)
- Attend and engage with classes
- Attend and engage in lab and individual meetings
- Establish productivity expectations individually with advisor and stick to these expectations
 - Generally at least one conference presentation and one publication per year
- Proofread all written material prior to dissemination (emails, classwork, research work)
- Ask questions
 - Seek background information related to questions autonomously prior to asking
- Be mindful of and work toward program deadlines
- Be open to feedback
 - Accept constructive criticism in a positive manner and use it to improve.
- Work collaboratively with other graduate students
- Serve as a mentor for undergraduate students
- Apply for graduate student seminars and opportunities
- Show appreciation and consideration for the time and efforts of others
- Develop and maintain enthusiasm and a positive attitude



For those on departmental assistantship additional expectations include:



- Work in the office a minimum of 20 hours per week
 - Your office space is reserved for you. Feel free to spend as many additional hours in your office as you like working on your personal research projects, homework, etc.
- Communicate planned schedule and any changes with advisor, faculty, and staff.
- Work with your chair to complete performance evaluations each semester.
- Keep office and common building spaces clean and organized
- Work collaboratively with faculty, staff, and other graduate students
- Productively engage in conversations to minimize and diffuse conflict
- Use office supplies and equipment appropriately
- Clearly communicate with advisor regarding use of departmental funds
- Complete paperwork and forms in a timely fashion.

Graduate student resources, tips, and sample documents can be found at:

AEE Major Professor Guidelines & Responsibilities

General expectations of major professors while mentoring graduate students:

- Set and keep regular meetings with graduate students
- Monitor progress toward goals and make necessary adjustments
- Provide edits and comments for review to graduate student prior to disseminating to committee members (i.e. thesis proposal, final thesis manuscript)
- Respond to graduate student emails within 3 business days of receipt
- Complete requested review of documents within 2 weeks of receipt
- Respond to approval requests from COGS (i.e. study plan, committee form approval) within 72 hours
- Complete departmental form for all Directed Studies courses PRIOR to the semester they are completed in
- Notify CALS faculty of upcoming final presentations and thesis/dissertation defenses
 - Create Zoom link to final presentations



AEE Graduate Degree Program Types



- **Non-Thesis**
 - Credits
 - 30 credit hours
 - At least 25 credits of formal coursework
 - Up to 5 credits of non-thesis research hours
 - All coursework must be approved by major professor and department head through study plan
 - Committee
 - Major professor (in department)
 - Must be determined and form completed by end of first semester in program
 - Final Output
 - Non-thesis project output (see non-thesis options page for guidance)
 - Public non-thesis final presentation (via Zoom or in person)
- **Thesis**
 - Students on departmental assistantships must complete the thesis option -or- be approved through a
 - Credits
 - 30 credit hours
 - At least 20 credits of formal coursework
 - At least 3 credits of research-based coursework
 - Up to 10 credits of thesis research
 - All coursework must be approved by major professor and department head through study plan
 - Committee
 - Three members
 - All must be listed as graduate faculty through UI COGS
 - Special approval may be requested through graduate coordinator and COGS
 - Major professor (in department)
 - 2-3 additional members
 - 1 must be from outside of the department
 - Final Output
 - Thesis
 - Public Thesis defense (via Zoom or in person)

M.S. Agricultural Education (M.S. Ag. Ed.) Requirements

General university guidelines require:

- 30 credits of graduate course work (at least 20 credits at or above 500 level)

Program	Credits	Requirement
M.S. Ag. Ed. Thesis Option	3	Research course: <ul style="list-style-type: none"> □ AGED 504- Research in Agricultural Education □ ED 571- Introduction to Quantitative Research □ ED 574- Survey of Qualitative Research □ ED 575- Survey Design for Social Science Research □ EDCI 570- Introduction to Research in Curriculum and Instruction □ AGED 599- Special Topics (<i>Research-Based: Arranged with Major Professor</i>)
	17	Education and Communications Enhancement Content courses: 17 credits from any of the following classifications <ul style="list-style-type: none"> □ Education courses in AGED, AOLL, CTE, ED, EDAD, and EDCI prefixes □ AFNR/CNR content including courses from AELC, AFVS, AGECE, CLDR, ENT, FVS, FCS, FS, PLSC, REM, SOIL, WLF, and WR prefixes □ Communications, Journalism, and Human Sciences content including courses from COMM, JAMM, SOC
	10	Master's Thesis & Research <ul style="list-style-type: none"> □ AGED 500- Check with major professor for CRN (credits may be split and taken over several semesters)
M.S. Ag. Ed. Non-Thesis Option	25	Education and Communications Enhancement Content courses: 20 credits from any of the following classifications <ul style="list-style-type: none"> □ Education courses in AGED, AOLL, CTE, ED, EDAD, and EDCI prefixes □ AFNR/CNR content including courses from AELC, AFVS, AGECE, CLDR, ENT, FVS, FCS, FS, PLSC, REM, SOIL, WLF, and WR prefixes □ Communications, Journalism, and Human Sciences content including courses from COMM, JAMM, SOC
	5	Non-Thesis Project <ul style="list-style-type: none"> □ See graduate handbook for pre-approved options for non-thesis projects. □ Arrange final project with major professor

Non-Thesis Project Options

When selecting a non-thesis option, please use the following guidelines in your selection.

Project Type	Description	Outputs
Research	<p>Complete a descriptive research project on an individually conceived topic. Includes project setup, data collection, and data analysis.</p> <p><i>Example: survey research on the professional development needs of Idaho Ag Educators related to utilizing stakeholders, producer perceptions of issues in a commodity area</i></p>	<p>12 page research paper ready for dissemination</p>
Content Project	<p>Create curriculum or content guide useful for other agricultural educators or a producer/commodity group.</p> <p>Should include both print/digital materials and sharing work with others. Should include usable content, relevant instruction, and related assessments.</p> <p><i>Example: ArcLight Plasma Table setup guide, student lesson plans, XFS files, sample projects, and grading rubrics</i></p>	<p>Print/digital binder of content information along with all supporting information</p> <p>Workshop at commodity group conference/meeting, producer meeting, NAAE, IATA Summer Inservice, REACH conference, etc.</p>
Curriculum Development*	<p>*Only available for students who have taken our AGED 564 Curriculum Development class. Includes the complete curriculum for four units within a current secondary class in Idaho.</p> <p><i>Example: Complete the unit plan, daily lesson plans, supplemental worksheets, presentations, activities and assessments for four units in a secondary horticulture class.</i></p>	<p>Digital folder containing all files for units</p>

Non-Thesis Timeline Information

There are several things you will need to complete to be successful in the program. The graduate student is responsible for driving the timeline through completion, but should consult with their major professor to identify important benchmark dates. *These are DEPARTMENTAL dates and may be earlier than posted dates on COGS website.*

<u>Step</u>	<u>Timeline</u>
Become admitted to the Graduate Program	Beginning of Graduate Program
Appoint Major Professor and Committee	Before the end of second semester as a graduate student
Complete and Submit Study Plan to COGS	Before the end of second semester as a graduate student
Determine final non-thesis project	At least 1 full semester prior to anticipated graduation
Complete non-thesis project option form to AEE Director of Graduate Studies (DGS)	At least 1 full semester prior to anticipated graduation
Apply to Graduate	One semester prior to graduation (not including summer) See COGS website for exact date
Submit initial draft of completed project to Major Professor	6 weeks before end of final semester
Receive initial feedback from Major Professor	4 weeks before end of final semester
Revise and resubmit final project to Major Professor	3 weeks before end of final semester
Submit final pre-defense version of thesis to Committee members	2 weeks before defense date
Submit Request to Proceed with Final Defense Form to COGS	2 weeks before defense date
Graduate	End of Final Semester

Thesis Timeline Information

In order to complete your thesis, there are several steps that must be taken. The graduate student is responsible for driving the timeline through completion, but should consult with their major professor to identify important benchmark dates. *These are DEPARTMENTAL dates and may be earlier than posted dates on COGS website. Please note that Major Professors should be given a minimum of 2 weeks to review proposal/thesis documents. Committee members should have a minimum of 1 week for proposals and 2 weeks for thesis review prior to defense.*

Step	Timeline
Become admitted to the Graduate Program	Beginning of Graduate Program
Appoint Major Professor and Committee	Before the end of second semester as a graduate student
Complete and Submit Study Plan to COGS	Before the end of second semester as a graduate student
Determine thesis content/overview/visioning	Before the end of second semester as a graduate student
Submit draft of proposal to Major Professor	4 weeks before proposal meeting
Schedule proposal meeting with Committee Members (with approval from Major Professor)	At least 2 weeks before proposal meeting
Receive feedback on proposal from Major Professor	2 weeks before proposal meeting
Revise and resubmit proposal to Major Professor	At least 1 week before proposal meeting
Submit revised proposal to Committee Members (with Major Professor approval)	At least 1 week before proposal meeting
Proposal meeting	At least 1 full semester prior to anticipated graduation
Apply to Graduate	One semester prior to graduation (not including summer) See COGS website for exact date
Submit initial draft of completed thesis to Major Professor	6 weeks before defense date
Receive initial feedback from Major Professor	4 weeks before defense date
Revise and resubmit thesis to Major Professor	3 weeks before defense date
Submit final pre-defense version of thesis to Committee members	2 weeks before defense date
Submit Request to Proceed with Final Defense Form to COGS	2 weeks before defense date
Defend Thesis	Check COGS website for dates and deadlines: Typically 3 weeks prior to commencement
Submit Final Defense Report and Repository Agreement	Within 7 days of defense
Make suggested changes to the thesis based on committee feedback (may require new defense)	Within 1 week of defense
Resubmit thesis to Committee Chair and/or Committee	Within 1 week of defense
Receive final approval of thesis from Committee and/or Committee	2 weeks after resubmitting with changes
Submit thesis to COGS T & D Advisor for review in ETD	At least 2 weeks before graduation
Submit final version of thesis to ETD	At least 1 week before graduation
Submit final prints of thesis to COGS	At least 1 day before graduation (final deadline the Friday before commencement)
Graduate	End of Final Semester

Appendix A
Departmental Forms

Student Name:	
Instructor:	
Day/Time	
Project Topic:	
Project Objectives:	
Project Outputs:	
Completion Deadline:	

I agree to monitor the progress of this course for the student listed above.

Instructor Signature

Date

I agree to the terms of this Directed Study Course. I understand that failure to complete all course outputs by the due date will result in a failing grade. In addition, I acknowledge that all university deadlines regarding payment, withdrawing, and completion apply to this course.

Student Signature

Date

Student Name:	
Instructor:	
Day/Time	
Course Topic:	
Course Objectives:	
Course Outputs:	
Course Completion Deadline:	

I agree to monitor the progress of this course for the student listed above.

Instructor Signature

Date

I agree to the terms of this Directed Study Course. I understand that failure to complete all course outputs by the due date will result in a failing grade. In addition, I acknowledge that all university deadlines regarding payment, withdrawing, and completion apply to this course.

Student Signature

Date

Appendix B

Thesis & Dissertation Template

Insert Title Here

A Dissertation/Thesis
Presented in Partial Fulfillment of the Requirements for the
Degree of Doctorate of Philosophy/ Master of Science
in the
College of Agriculture
University of Idaho
By
Your Name

Major Professor: Name, Ph.D.
Committee Members: Person 1, Ph.D.; Person 2, Ph.D.; Person 3, Ph.D.
Department Chair: Head Honcho, Ph.D.

Month and Year of Expected Graduation

Authorization to Submit [add either Thesis or Dissertation]

This [choose thesis or dissertation] of [your name], submitted for the degree of [spell your degree name out in full] with a Major in [a program listed on the Academic Offerings webpage that corresponds to your degree] and titled "[exactly the same thing as on the title page, word for word, letter for letter]," has been reviewed in final form. Permission, as indicated by the signatures and dates below, is now granted to submit final copies to the College of Graduate Studies for approval.

Major Professor: _____ Date: _____
Person 1, Ph.D.

Committee Members: _____ Date: _____
Person 1, Ph.D.

_____ Date: _____
Person 1, Ph.D.

_____ Date: _____
Person 1, Ph.D.

Department
Administrator: _____ Date: _____
Head Honcho, Ph.D.

ABSTRACT

The text of the Abstract starts two double spaces below the major heading. The text of the Abstract is double-spaced or space-and-a-half according to the spacing style of the text of the thesis/dissertation. Follow the same margin settings as your narrative text, as well as the same right alignment (ragged edge or right justified). The Abstract is the first numbered page in your dissertation. The page number (lower case Roman numeral, ii) should be placed at the bottom center of the page.

Your Abstract must be a “complete snapshot” of your manuscript and be a stand-alone piece. Since the text of the Abstract will be distributed widely through a variety of databases, formal citations, images, and complex equations should not be included. Paragraph one introduces your specific problem and the methods used. The remaining paragraphs present the research and results in detail. The text of the Abstract should not exceed 350 words. Any term (or numeral) with a space on either side is counted as one word.

ACKNOWLEDGEMENTS

The Acknowledgements page is optional and limited to four pages. It follows the Abstract page. Heading is bold if other major headings are bold. It is in the same font size and style as text, and the vertical spacing, paragraph style margins and right alignment are the same as used in text. Use complete sentences.

(Sample Wording)

I would like to thank my committee chair, Dr. Smith, and my committee members, Dr. Jones, Dr. Morton, Dr. Anderson, and Prof. Benner, for their guidance and support throughout the course of this research.

Thanks also go to my friends and colleagues and the department faculty and staff for making my time at University of Idaho a great experience.

Finally, thanks to my mother and father for their encouragement and to my wife for her patience and love.

DEDICATION

The Dedication page is optional and follows the Acknowledgements. The word DEDICATION is optional as a heading at the top of the page. If the preliminary pages are listed in the Table of Contents, include the Dedication. The heading is bold if other major headings in the thesis / dissertation are bold. The text in the Dedication is limited to one page and is in the same font size and style as the other text in the thesis/dissertation.

TABLE OF CONTENTS

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LIST OF GRAPHIC MATERIALS

Page

EXPLANATORY MATERIALS

UI	University of Idaho
HSUS	Humane Society of the United States
P	Pressure
T	Time
TVA	Tennessee Valley Authority
IDOT	Idaho Department of Transportation

This optional list may be placed in the following places: before the Table of Contents, as the last preliminary page, before the Reference section, or as an Appendix. The heading is bold if other major headings are bold, and the list is in the same font size and style as text.

CHAPTER I
INTRODUCTION

Standard margins on this page, and on all text pages, are 1.3” left, 1” right, 1” top and bottom. The page number (Arabic) 1 is in the bottom center of the page. Number every page of the thesis in sequence through to the end of the document (references or appendix).

If the thesis is written using the *chapter method*, the major heading consists of the chapter designation (CHAPTER I) and the title. Both are centered, in all capital letters. Number chapters using Roman numerals. Use one or two double spaces between chapter designation and chapter title.

If the *chapter title* is longer than one line, use spacing of text between the lines of the title (double space or space-and-a-half). Use same font size as other major headings (and bold if other major headings are bold). Be consistent with spacing between chapter title and text for all chapters (one or two double spaces).

CHAPTER II

REVIEW OF LITERATURE

Standard margins on this page, and on all text pages, are 1.3” left, 1” right, 1” top and bottom. The page number (Arabic) 1 is in the bottom center of the page. Number every page of the thesis in sequence through to the end of the document (references or appendix).

CHAPTER III

METHODS

Standard margins on this page, and on all text pages, are 1.3” left, 1” right, 1” top and bottom. The page number (Arabic) 1 is in the bottom center of the page. Number every page of the thesis in sequence through to the end of the document (references or appendix).

CHAPTER IV

FINDINGS

Standard margins on this page, and on all text pages, are 1.3” left, 1” right, 1” top and bottom. The page number (Arabic) 1 is in the bottom center of the page. Number every page of the thesis in sequence through to the end of the document (references or appendix).

CHAPTER V

SUMMARY, CONCLUSIONS, IMPLICATIONS, RECOMMENDATIONS & DISCUSSION

Standard margins on this page, and on all text pages, are 1.3” left, 1” right, 1” top and bottom. The page number (Arabic) 1 is in the bottom center of the page. Number every page of the thesis in sequence through to the end of the document (references or appendix).

REFERENCES