

AVFS

Graduate Student Handbook



Director of Graduate Studies

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University of Idaho

AVFS

AVFS GRADUATE HANDBOOK

I. INTRODUCTION

Welcome to the University of Idaho Department of Animal, Veterinary and Food Sciences (AVFS). The mission of AVFS is to offer focused, comprehensive, and integrated research and teaching programs that directly support animal agriculture and food science. Research encompasses both basic and applied studies within animal agriculture carried out regionally, nationally, and internationally.

The department head, student support specialist, and director of graduate studies are all a part of the AVFS graduate student support team. Furthermore, the faculty are a rich resource of knowledge, mentorship, and support. Faculty can be identified through this link <https://www.uidaho.edu/cals/animal-veterinary-and-food-sciences/our-people>.

The faculty have extensive research experience and are actively engaged in scientific studies involving several species and focusing on a variety of animal science related disciplines.

<u>Species</u>	<u>Disciplines</u>
• Dairy	• Nutrition
• Beef	• Meat Science
• Sheep	• Physiology
• Aquaculture	• Genetics/ Genomics

Information about the graduate students in this program can be viewed through the following link. <https://www.uidaho.edu/cals/animal-veterinary-and-food-sciences/our-people/graduate-students>.

The University of Idaho is committed to providing a community free of discrimination or harassment. It is UI policy to prohibit and eliminate discrimination based on race, color, national origin, religion, sex, sexual orientation and gender identity/expression, age, disability, or veteran status.

II. PROGRAM OVERVIEW

The Animal Science graduate program allows students to investigate specialized areas, such as animal nutrition, reproductive physiology, meat production, animal breeding and more in pursuit of a Master of Science degree in Animal Science or Doctor of Philosophy degree in Animal Physiology. In the graduate program, students conduct independent research on a topic of interest in advancing the quality of animal health, breeding, meat and dairy production, and other areas of animal agriculture.

Some of the many career opportunities that a M.S. and Ph.D. in Animal Science will afford include, but are not limited to: Animal Scientist, Animal Breeder, Farm or Ranch Manager, Zoologist, Wildlife Biologist, Supervisor of Animal Husbandry, Animal Care Worker, Food Quality Control Systems Manager, Food Scientist, Health Educator, Postsecondary Educator, and Agricultural Sciences Teacher.

For your Road map to successfully completing a degree in Animal Science, this handbook contains a wealth of information to help you succeed – from taking care of preliminary items

associated with starting your graduate studies at the University of Idaho to finishing your degree. Follow the detailed graduate admission requirements before filling out your application to the College of Graduate Studies.

- The University of Idaho offers numerous resources and facilities for research and hands-on learning opportunities in the animal sciences. These include research and teaching assistantships, international collaborations, access to on-campus beef, sheep and dairy centers, meat lab, 8 additional research and extension centers across the state, and several affiliated centers, such as the Aquaculture Research Institute, Rinker Rock Creek Ranch, the Northwest Equine Reproduction Laboratory, Student Research Expo. Animal handling training may also be required for some students depending on the specific research focus. Furthermore, the College of Graduate Studies (COGS) provides training and orientation sessions and professional development opportunities. Additionally, COGS sponsors a number of workshops and professional development activities <https://www.uidaho.edu/cogs/resources/pdi>.

III. PROGRAM COMPONENTS / DEGREE PLAN OPTIONS / DEGREE REQUIREMENTS

The AVFS departments offers a Master of Science degree in Animal Science and Doctor of Philosophy degree in Animal Physiology. The requirements for these degrees follow the requirements the College of Graduate studies and can be found through the COGS website <https://www.uidaho.edu/cogs/degree-steps>

Below is a summary of the minimum requirements for the Master of Science degree study plan. Full course requirements for the master's degree and procedure for submitting the Study Plan can be found here <https://www.uidaho.edu/-/media/UIIdaho-Responsive/Files/cogs/BrochuresHandbooksGuides/masters-study-plan-and-degree-audit.pdf>.

- All master's degree programs require a minimum of 30 credits which includes the requirement of 2 credits of departmental graduate seminar.
- No more than a total of 12 credits of transfer, non-degree courses, independent study courses, and/or overaged courses may be used toward a master's degree. Visit the Master's Study Plan for details on transfer credits. <https://www.uidaho.edu/-/media/UIIdaho-Responsive/Files/cogs/BrochuresHandbooksGuides/masters-study-plan-and-degree-audit.pdf>
- Although there is no limit on the number of credits that may be earned in 500-thesis research credits, only a maximum of 10 credits in research course (500-level) can be used on the study plan for a thesis master's degree
- The plan must include at least 18 credits at the 500 level (including up to ten 500-thesis credits). 400 level and 300 level courses can be used toward the degree; however, the 300 level courses must be from outside the major area.
- No more than three credits of accredited workshop or workshop equivalent courses may be used toward a graduate degree.
- Courses used toward an undergraduate degree, professional development courses, or courses on a professional development transcript are not available to be used toward a graduate degree.
- A grade of C or better is required in all courses used to meet degree requirements. A cumulative GPA of 3.00 is required to receive a graduate degree.

- The general requirements for a graduate degree are those contained in the UI catalog and academic unit publications that are in effect at the time of, or subsequent to, the candidate's admission into a specific graduate program as a degree-seeking student. A catalog issue is valid for a maximum of seven years.
- Please refer to <https://catalog.uidaho.edu/colleges-related-units/graduate-studies/#generalgraduatereregulationstext> for Theses and Dissertation definitions. Link to the university ETD repository for thesis and dissertation submission can be found at www.uidaho.edu/etd

Here is a brief summary for the minimum requirements for the Doctor of Philosophy degree in Animal Physiology study plan. Full course requirements for the PhD's degree and procedure for submitting the Study Plan can be found here <https://www.uidaho.edu/-/media/UIIdaho-Responsive/Files/cogs/BrochuresHandbooksGuides/doctoral-study-plan-and-degree-audit.pdf>

- All doctoral degree programs require a minimum of 78 credits which includes the requirement of 4 credits of departmental graduate seminar. Of the 78 credits required for the degree, at least 39 credits must be earned since matriculation as a UI graduate student. The other 39 credits can be transfer, UI non-degree, or independent study credits. Visit the Doctoral Study Plan for details on transfer credits. <https://www.uidaho.edu/-/media/UIIdaho-Responsive/Files/cogs/BrochuresHandbooksGuides/doctoral-study-plan-and-degree-audit.pdf>.
- The plan must include at least 52 credits at the 500 level (including no more than 6 thesis credits or non-thesis research credits). 400 level and 300 level courses can be used toward the degree; however, the 300 level courses must be from outside the major area.
- No more than 30 overaged credits can be used toward the degree. Overaged credits are defined as courses older than 8 years old at the time of your graduation.
- No more than three credits of accredited workshop or workshop equivalent courses may be used toward a PhD degree.
- Courses used toward an undergraduate degree, professional development courses, or courses on a professional development transcript are not available to be used toward a graduate degree.
- Although no limit is imposed on the number of credits that may be earned in course 600 (Doctoral Research and Dissertation) a maximum of 45 credits can be used on the study plan.
- A grade of C or better is required in all courses used to meet degree requirements. A cumulative GPA of 3.00 is required in order to receive a graduate degree.
- The general requirements for a graduate degree are those contained in the UI catalog and academic unit publications that are in effect at the time of, or subsequent to, the candidate's admission into a specific graduate program as a degree-seeking student. A catalog issue is valid for a maximum of seven years.

The following are the requirements for advancing to Ph.D. candidacy

- Written examination -The written exam will not normally exceed five total days in length. The format of the written exam is agreed upon by the student and the graduate advisory

committee and generally is made up of questions prepared by the members of the graduate advisory committee but could include questions from faculty other than those on the graduate advisory committee. The exam may be open or closed book depending on the choice of the committee.

- Oral exam -The oral exam may be separated in time from the written exam by no more than one month. This exam is administered by the graduate advisory committee, all members of which must be present at the oral portion of the exam.
- Written proposal and proposal defense seminar are recommended, and it is at the discretion of the committee.
- Qualifying exam can be referenced in the current catalog language:
<https://catalog.uidaho.edu/colleges-related-units/graduate-studies/#generalgraduateregulationstext>
- Please refer to <https://catalog.uidaho.edu/colleges-related-units/graduate-studies/#generalgraduateregulationstext> for Theses and Dissertation definitions. Link to the university ETD repository for thesis and dissertation submission can be found at www.uidaho.edu/etd

IV. SELECTION OF MAJOR PROFESSOR

Initiation and successful completion of graduate study and research or creative activity requires support, advice and oversight by a faculty member who has agreed to serve as a major professor. The role and responsibilities of the major professor respective to the development of the thesis/dissertation will be to provide oversight and guidance through all aspects of the research thesis.

If a student and/or faculty advisor can no longer work together, the department head and/or the director of graduate studies will facilitate a conversation with the student and/or faculty advisor.

V. FORMING THE DEGREE COMMITTEE

M.S. Student Committee

- (1) A minimum of three members will comprise a M.S. committee including the major advisor: one from the Animal, Veterinary and Food Science and one additional member. One committee member must have expertise in a similar field or area of study. Additional committee members can be added as jointly agreed upon by the student and major advisor.

Ph.D. Student Committee

- (1) A minimum of four faculty will comprise a Ph.D. committee including the major professor; at least two from the Animal, Veterinary and Food Science. One additional member external to the department. One committee member must have expertise in a similar field or area of study. Additional committee members can be added as jointly agreed upon by the student and major advisor.

The membership of the committee will be submitted to the chair/director of the academic unit for approval.

The graduate program needs to be sensitive to, and prevent conflicts of interest, in the context of students' committees. Of particular concern are situations in which a voting member of the committee is from outside the University of Idaho and is, in some fashion, connected with the sources of funding for the student's project.

VI. THESIS/DISSERTATION DEFENSE, NON-THESIS REPORT REQUIREMENTS, AND FINAL ORAL EXAMINATION

The graduate student is required to present the results of the thesis/dissertation in a seminar open to the public and then be examined by the dissertation/thesis committee in a closed session. Be sure to review the information on the COGS policies on submitting the "request to proceed" form and on the dates/deadlines for defenses and submission of the final dissertation or thesis.

Theses/dissertations that have been accepted by the department/program can be found in the AVFS conference room.

For dissertations and theses, in addition to the abstract required for ETD submission, a public or lay audience abstract is recommended.

Preparation of the M.S. Thesis

In general, a thesis is a scholarly report, typically one describing the development and testing of a hypothesis by the scientific method and demonstrating originality and creativity by the student. Regardless of the format selected, the thesis must be submitted to COGS according to the *Thesis and Dissertation Handbook*.

The student is the sole author of the thesis or dissertation, but authorship of publications from these subsequent publications are typically multiple. The student is expected to have one manuscript submitted to an appropriate journal prior to thesis defense.

A copy of the thesis must be submitted to all members of the committee 10 working days in advance of the defense date.

M.S. Defense Overview

The deadlines associated with defenses are generally outlined in Section 3.1. Specific dates for any specific semester can be found at the Dates and Deadlines-College of Graduate Studies-University of Idaho (uidaho.edu), and this site also outlines the appropriate forms necessary for the defense to proceed.

Additionally, the student must file an application to graduate one semester prior to the expected graduation date, not including summer. This form is completed via *VandalWeb*.

Format and Participants

It is important that the student check with COGs regarding defense deadlines and complete the request to proceed to defense forms within the appropriate time frame. Thesis defenses typically begin with a 30–45-minute formal presentation of research findings and are followed by the examination. All of the student’s advisory committee members must be present or in phone or video conference for the exam. If any member is unable to attend, special rules apply (check with COGS). It is expected that this defense presentation is open to all interested persons including faculty, other students, and community members. Scheduling this seminar is at the discretion of the candidate and their committee but should allow sufficient time for a committee examination to fully evaluate the candidate. The candidate is required to defend their work and show a satisfactory knowledge of the program and supporting field. As time allows, persons not on the student’s committee are encouraged to pose questions to the candidate.

After the open portion of the exam, the examining committee should exclude all other persons and continue to evaluate the candidate’s knowledge of their field. After the oral defense and closed-door session, the candidate’s committee should confer and vote to pass or fail. A majority vote is required for a candidate to pass the defense. If the defense is failed, please see the “Final Defense” section of the catalog [College of Graduate Studies < CourseLeaf \(uidaho.edu\)](#) for details on next steps.

Ph.D. EXAMINATIONS, DISSERTATION AND DEFENSE

Preliminary examination

The preliminary examination should be scheduled only after the student has completed a majority of the courses on their study plan. COGS requires that the student be registered during the semester the preliminary examination is taken. The student's committee certifies to COGS the results of the preliminary examination and if passed, the student is advanced to candidacy. Graduation must occur no later than **five** years after the date on which the candidate passed their examination. If the preliminary examination is failed, it may be repeated only once; the repeat examination must be taken within a period of not less than three months or more than one year following the first attempt. If a student fails the preliminary examination a second time or the student does not retake the examination within one year, the student is automatically moved to unclassified enrollment status and is no longer in the degree program.

Once a doctoral student passes the preliminary exam, the major professor certifies that all requirements for the advancement to candidacy have been met and submits the “Report of Preliminary Examination” form to COGS. The student is then considered a “candidate” for the Ph.D. (that is, the student has “advanced to candidacy”).

Ph.D. Dissertation

COGS has extensive materials developed to assist students in the dissertation process. We encourage students to review the Dates and Deadlines link [Dates and Deadlines-College of Graduate Studies-University of Idaho \(uidaho.edu\)](#) to plan appropriately. Additionally, COGS has multiple thesis and dissertation resources ([Thesis and Dissertations-College of Graduate Studies-University of Idaho \(uidaho.edu\)](#)) that are critical for writing and submitting theses and dissertations. Any forms that are denoted within these links can be found at www.uidaho.edu/COGS/forms.

A dissertation is required of all doctoral students in AVFS. A significant level of originality and creativity must be displayed by the student in developing, carrying out, and writing the dissertation research project. The dissertation may be written as a paper, or papers, for submission to refereed journal(s), but the report submitted to COGS and the department must be formatted according to the *Thesis and Dissertation Handbook*. The student is expected to submit three manuscripts for publication (manuscripts may be submitted either before or after the degree is granted) unless approved by the committee. Students must also prepare timely progress and completion reports on their research findings as required by the funding agency.

AVFS Ph.D. Defense format – general COGS guidelines

The format of the final exam is agreed upon by the student and the graduate advisory committee. The final exam is oral and typically begins with a 30 to 45-minute formal presentation of the research findings, followed by the examination. All members of the graduate advisory committee must be present or video conference for the exam. If any member is unable to attend, special rules may apply, and you should contact COGS.

Completion of Graduate Degree Requirements

There is a difference between passing the final defense of a thesis/dissertation and submitting signed, acceptable, final copies to COGS. *Both* are required to complete degree requirements. The final defense is an important step in the process of completing a thesis but passing the final defense does *not* mean that the thesis is completed and that no more revising is necessary. Additional work remaining on the thesis (from small editorial corrections to more substantive revisions) is typically discussed during the defense. A majority vote of the committee is required to pass the defense and to enable the student to move on to make revisions required by the committee. Within six months of passing the defense, the student must have made the changes in a manner satisfactory to all members of the committee, as indicated by committee signatures on the Authorization to Submit page in the thesis or dissertation.

Graduate students typically give a copy of their thesis/dissertation to their major professor, graduate advisory committee, and the department. Based on considerable experience, the faculty discourages students from leaving campus and/or taking a full-time position before their theses/dissertations are completed. Under such circumstances, finishing the work is often countered by job demands or family responsibilities and the likelihood of finishing the degree is substantially reduced. Refer to the *University of Idaho Catalog* for maximum time limits for completion.

- Review COGS dissertation/thesis statement
- Information about the COGS Thesis Handbook and link to the most recent version as it changes annually. <https://www.uidaho.edu/cogs/resources/student-resources/thesis-dissertation> Note: COGS no longer requires a hard copy of your dissertation. All submissions are on ETD only.
- Links to the electronic thesis and dissertation submission site: <https://www.uidaho.edu/cogs/resources/student-resources/thesis-dissertation/etd>
- COGS recommends a “lay audience” abstract which is not part of the thesis / dissertation submission in ETD but can be used internally by the unit and college to communicate the

research being completed in the unit to a broad audience.

VII. ACADEMIC PERFORMANCE AND ANNUAL REVIEW

Satisfactory Academic Performance

Graduate students are considered to have satisfactory academic performance if they are in good academic standing and are making progress in their degree program. This progress includes progress on their research. Graduate students are in good academic standing when they have a semester and cumulative grade-point average of 3.00 or higher.

Review of Progress and/ or Dismissal

The major professor will formally review at least once a year the graduate student's progress in their research or creative activity as well as plans for work in the coming year. The student will be prompted in the Spring term to initiate a meeting and complete the COGS Annual Evaluation report <https://www.uidaho.edu/cogs/forms>. The outcome of the meeting and results of the review will be signed by the major professor and by the graduate student.

The report will be filed with the department head and will be placed in the graduate student's file, together with any response that the graduate student may attach to the report of the guidance committee. Any evaluation that recommends a warning or dismissal must be routed to COGS for further review.

All policies concerning access and release of students' records must follow FERPA and University guidelines.

Annual Review. Typically, the annual review process is initiated by the student and completed by the major professor using the Annual Evaluation and Performance Report provided by COGS. [\(Click Here\)](#) **However, this process can be initiated at any time by the Major Professor or AVFS Director of Graduate Student.**

When completed, the reviewer will recommend that the student continue in the program, receive a warning, or be dismissed from the program.

Warning. Should a warning be given, the student must be informed in writing of the concern, the length of the warning period, and expectations that must be met to be removed from a warning status.

In AVFS, these expectations are discussed and agreed upon in consultation with the DGS and the students committee to ensure that they are not perceived as punitive. Following the length of the warning period, the DGS, faculty member, and student will meet to assess whether outcomes and expectations have been met. In cases where outcomes equal or exceed expectations the recommendation will be to reaffirm satisfactory progress. In all other cases, the recommendation will be dismissal unless there are extenuating circumstances such as medical or other personal reasons.

The Dean of COGS will be notified of this action. An appeal of a recommendation for a warning

may be made to the Dean of COGS.

Dismissal. If dismissal is recommended it may or may not be preceded by a warning period. If dismissal is recommended, the program's administrator or DGS forwards the recommendation and documentation to the Dean of COGS. The Dean of COGS will review the recommendation for dismissal and, if appropriate, will convene a committee of graduate council to review the dismissal recommendation. The student, the major professor, and the program's administrator will be allowed to appear before the committee. The council will make a recommendation for action to the Dean of COGS who will make the final decision. Dismissal is from the student's degree, program, and from COGS.

Appeals. Students may appeal the Dean's decision directly to the Graduate Council. No action will appear on the transcript unless recommended by Graduate Council.

See <https://catalog.uidaho.edu/general-requirements-academic-procedures/l-academic-standing-probation-disqualification-reinstatement/> sections L-9 through L-11.

VIII. SAFETY AND INTEGRITY IN RESEARCH AND CREATIVE ACTIVITIES

Integrity and safety in our research and creative activities is paramount. Sponsors, as well as the institution, are concerned that we provide adequate training and a solid foundation in the responsible conduct of research.

To report any concerns of public safety and security contact the Office of Public Safety and Security [click here](#)

In case of an emergency, call 911.

Other available Resources:

OCRI/Title IX Coord 208-885-4285
 Dean of Students 208-885-6757
 Women's Center** 208-885-2777
 Student Health* 208-885-6693
 ASUI Representative 208-885-6583
 Safe Walk 208-874-7550
 Counseling Center* 208-885-6716
 Gritman Medical Ctr.* 208-882-4511
 Ombuds* 208-885-7668
 Moscow Police 208-882-2677
 Latah County Sheriff 208-882-2216
 Legal Aid Clinic* 208-885-6541
 ATVP*208-883-4357

Laboratory Safety and Responsible Conduct of Research

- links to the various university research protocol approval committees
 - <https://www.uidaho.edu/cogs/student-resources/research/before-starting>

- <https://www.uidaho.edu/research/faculty/research-assurances/animal-care-and-use>
- <https://www.uidaho.edu/research/faculty/research-assurances/human-protections>
- <https://www.uidaho.edu/research/faculty/research-assurances/biosafety>
- The university Responsible Conduct of Research policy, plan, and training requirements <https://www.uidaho.edu/apm/45/21>
- UI's Office of Research Assurances <https://www.uidaho.edu/research/faculty/research-assurances>
- Conflicts of Interest <http://www.webpages.uidaho.edu/fsh/5600.html> and <http://www.webpages.uidaho.edu/fsh/5650.htm>

IX. STUDENT CONDUCT AND CONFLICT RESOLUTION

As graduate students and professional scholars-in-training, you are expected to exercise high standards of ethical and professional behavior toward your peers and your professors.

- Graduate students must adhere to the University of Idaho Student Code of Conduct: <http://www.webpages.uidaho.edu/fsh/2300.html>.

Although each case is unique, the most common type of conflict is a student-advisor relationship breakdown. In many cases there are amicable separations, while in some cases direct action is required.

- Ombuds provide confidential, impartial, and informal assistance to individuals and groups to help prevent problems from arising and to facilitate fair and respectful resolution of problems that do arise. Ombuds do not advocate on behalf of specific individuals, or their concerns and they cannot change or reverse decisions; however, they do advocate for respectful, fair, and equitable treatment. Ombuds serve as information and referral resources, facilitate communication between individuals and among groups. The Ombuds Office also recommends constructive changes to university policies and procedures by providing anonymous feedback on systemic issues that promote clarity and fairness. If you wish to discuss we encourage you to reach out to the University Ombuds Office: <https://www.uidaho.edu/faculty-staff/ombuds>.

X. GRADUATE ASSISTANT EMPLOYMENT POLICIES

Teaching Assistants may be responsible for lecturing, tutoring, proctoring exams, grading assignments, leading discussion groups, creating engaging class activities, holding office hours, answering student's questions, or assisting in a lab. TAs will work under the direct supervision of a UI faculty member and provide any instructional assistance that might be required.

Research Assistants are primarily responsible for conducting research, but they may also carry out other creative activities, depending on the needs of the department and faculty supervisor. Please contact your department or faculty supervisor for more information regarding your specific requirements.

- Continuation of the assistantship after the first semester is contingent upon satisfactory academic performance, satisfactory teaching and/or laboratory performance, progress

toward your degree, and abiding by the program and University's policies and procedures. Satisfactory performance will be determined by the faculty supervisor. UI policies are available online in the Faculty-Staff Handbook at <https://www.webpages.uidaho.edu/fsh/>. Additionally, Graduate Assistant performance will be formally evaluated by the major professor and department head on an annual basis.

- Graduate assistants may take personal leave as approved in advance by the major advisor. Attendance at professional meetings is encouraged, however the number and types of conferences attended are up to the discretion of the major advisor.
- As a requirement of the College of Graduate Studies, full-time or part-time assistantship position is contingent upon completion of the mandatory Graduate Assistant Institute. The Institute is designed to improve the quality of your teaching and assistantship experience. The Institute will be held every year on the Moscow campus in the beginning of the Fall and Spring semesters. Exceptional or emergency circumstances that preclude attendance at the Fall or Spring workshop must be petitioned to the College of Graduate Studies, (call 208-885-6244 or email cogs@uidaho.edu).
- All Graduate Assistants must complete the annual University of Idaho all-employee required training courses. The courses will be assigned to you by the U of I Employee Development and Learning office within 3 days of your first day on the job through your university BbLearn account. You will receive enrollment notification and directions on how to access the training via your email address, which is set to receive official university communications. If you need assistance with the annual all-employee required training or have questions, please contact edl@uidaho.edu.
- All international TAs must register for INTR 508, Teaching and Learning Strategies for International Teaching Assistants. There will be required workshops attached to this course throughout the Fall or Spring semester. All new International Teaching Assistants are required to register for ***INTR 508: Teaching and Learning Strategies for International Teaching Assistants***
- For more information, visit <https://www.uidaho.edu/cogs/resources/student-resources/tara-resources>
- Graduate Assistants have access to desk or office space and a departmental mailbox. Access to the Departmental copy machines is provided under the discretion of the major professor and must be used solely for teaching and research purposes as related to the Assistantship. Printers, computers, and office supplies may be available in the laboratory facility of the major professor.
- Assistantships are structured as indicated in the College of Graduate Studies Graduate Student Handbook, with the major advisor overseeing work effort. Graduate assistants are appointed as a .50 FTE. This means your teaching or research responsibilities are 50% of your total effort, allowing for the remaining 50% dedicated to your personal coursework and academic responsibilities. By policy (FSH 1565H2), the duties of a TA or RA should not exceed, on average, 20 hours per week. The time devoted to the assistantship may vary from day to day and week to week, given the fluctuation of demands during the typical semester, but the total workload for the semester should not exceed the cumulative average. Furthermore, a TA or RA should never work more than 8 hours a day or more than 40 hours a week, and deviations to the 20-hour standard should be kept to a minimum. If you find that you are consistently working more than 20 hours a week, consult with your faculty supervisor or department administrator. It is important that you

have adequate and sufficient time to focus on your degree pursuits. Part-time assistantships may be offered at 0.25 FTE, meaning teaching or research responsibilities are 25% of your total effort.

XI. UNIVERSITY / DEPARTMENT RESOURCES and OPPORTUNITIES

In this section provide a list of university and department resources available to all graduate students with particular attention to those that apply to the fields of study in the academic unit. Below you will find a link to all university support services. Include opportunities for awards and recognitions, both institutional and national.

What to include:

- Resources provided by COGS; a comprehensive list to specific initiatives is available from: <https://www.uidaho.edu/cogs/student-resources>
- COGS/University award opportunities <https://www.uidaho.edu/cogs/awards-grants>
- COGS and university opportunities to share their work with the university community i.e., 3MT, Innovation Showcase, Engineering Expo, etc.

XII. FREQUENTLY ASK QUESTIONS

This section should list the frequently ask question as a self-help tool to answer common questions.

- Student Code of Conduct: <https://www.uidaho.edu/governance/policy/policies/fsh/2/2300>
- Personal Safety on Campus <https://www.uidaho.edu/infrastructure/i-safety/personal-safety>
- Public Safety and Campus Security www.uidaho.edu/infrastructure/pss
- Copyrights, Protectable Discoveries, and other Intellectual Property Rights www.webpages.uidaho.edu/fsh/5300.html
- Responsible Conduct of Research Education www.uidaho.edu/apm/45/21
- Policy against Sexual Harassment www.webpages.uidaho.edu/fsh/3220.html#A
- Non-Discrimination Policy www.uidaho.edu/ocri/policy-procedure/nondiscrimination-policy
- COGS FORMS www.uidaho.edu/COGS/forms