



Auburn Horticulture Graduate Student Handbook

So now you've been accepted and the semester is beginning, what do you need to do first?

Quick Start:

1. See the administrative assistant in the main office (Funchess 101). You will need to complete tax forms, AU personal data form, AU Personal Information Graduate Student Form, and an I-9 (federal) form. Be sure to take proper identification. This information is needed to generate your personnel access form (PAF).
2. Register your vehicle with the campus police. The police station is near the stadium. You will need your PAF and proper identification.
3. Have your student ID made in Foy Union. Once again, be sure to have proper identification.
4. Get your electronic permit for registration from the Graduate School. Register for classes.
5. Have your photo taken by Edgar Vinson for the Horticulture Bulletin Board.
6. Establish your e-mail account. Application forms are available in 101 Funchess.
7. Begin meeting and greeting faculty, staff, and fellow graduate students.
8. **READ** this handbook. It has some pretty useful info.

DISCLAIMER: As all policies are subject to change, **ALWAYS** consult with the Graduate School and the University Bulletin. Many of your questions may be answered using the Graduate School website (<http://www.grad.auburn.edu>).

It is expected that you work diligently in pursuing your degree. It is also expected that you get to know the faculty, staff, and graduate students. They can all be very helpful and may provide advice and assistance in your research.

August, 2008

TABLE OF CONTENTS

I.	GRADUATE PROGRAM DESCRIPTION.....	1
II.	ADMISSION POLICY	2
III.	HORTICULTURE FACULTY.....	3
IV.	ADVISORY COMMITTEE.....	8
A.	Definition.....	8
B.	Student Responsibilities.....	9
C.	Role of the Advisor.....	10
V.	DEPARTMENTAL POLICIES AND PROCEDURES.....	11
A.	Purchases	11
1.	Purchase Orders	
2.	Blanket Orders	
3.	Petty Cash	
B.	Supplies.....	11
C.	Keys	12
D.	Telephone.....	12
E.	Fax	13
F.	Mail/ UPS/ Deliveries.....	13
G.	Desk/ Office Assignments.....	13
VI.	ASSISTANTSHIPS.....	13
A.	Graduate Assistant Responsibilities.....	13
B.	Funding Levels	14
1.	M.S.....	14
2.	Ph.D.	14
C.	FICA	14
VII.	CURRICULUM.....	15
A.	Registration.....	15
B.	Research and Thesis/ Dissertation (HORT 7990/8990) Policy.....	15
C.	Credit Load.....	16
D.	Residence Requirements	16
1.	M.S.....	16
2.	Ph.D.	16
E.	Outline and Plan of Study.....	16
F.	Courses	18
1.	Possible courses for M.S.	18
2.	Minimum course requirements for Ph.D.	18
G.	Examinations.....	19
1.	M.S.....	19
2.	Ph.D.	19
a.	General Exam (“Prelim”)	20
b.	Final Exam	21
H.	Grade Point Average	21
I.	Incompletes.....	22

J.	Time Limits	22
VIII.	GRADUATE STUDENT INFO	22
A.	Seminar	22
B.	Progress Report.....	23
C.	Deadlines	23
D.	International Students and Research Associate Policies.....	23
E.	HORT Forms.....	23
F.	Presentations and Publications.....	24
1.	Presentations.....	24
2.	Publications	24
G.	Vehicle Registration.....	25
1.	Automobile	25
2.	Bicycle.....	25
H.	Professional and Honor Societies.....	25
I.	Graduate Student Organization.....	26
J.	Holiday Celebrations	26
K.	Ag Round Up.....	26
L.	Thesis and Dissertation Preparation.....	26
M.	Graduation Requirements.....	27
N.	Various Forms.....	27
O.	Insurance.....	27
IX.	EQUIPMENT and SUPPORT SERVICES.....	29
A.	Office.....	29
1.	Photocopier	29
2.	Computer.....	29
B.	Support Services.....	29
1.	Research Operations.....	29
2.	Research Instrumentation	30
C.	Horticulture Facilities.....	30
1.	Greenhouse	30
2.	Equipment	30
3.	Plant Science Research Facility	33
D.	Library	34
E.	Other Services.....	35
1.	Plant Disease and Insect Clinic	35
2.	The Biological Electron Microscopy Imaging Facility.....	36
3.	Genomics and Sequencing	36
X.	Travel.....	36
A.	Department Vehicles.....	36
B.	Unfortunate Circumstances Involving University Vehicles	37
C.	Travel Reimbursement Policies.....	38
1.	General Info	38
2.	In-state.....	39
3.	Out-of-state.....	39
4.	Out-of-country	39
5.	Airfare	40
D.	Graduate School Travel Awards and Guidelines.....	40

XI. FREQUENTLY ASKED QUESTIONS.....	41
XII. OUTLYING RESEARCH STATIONS.....	42
FORM REQUIRED BY GRADUATE SCHOOL	43
GRADUATE SCHOOL DEADLINE.....	44
APPENDIX A---HORT FORMS 1-4.....	45
APPENDIX B---SEMINAR GUIDELINES.....	51
APPENDIX C---SUMMARY OF PROCEDURES FOR M.S.....	53
APPENDIX D---SUMMARY OF PROCEDURES FOR Ph.D.	55

I. GRADUATE PROGRAM DESCRIPTION

Degree Programs

Graduate study in Horticulture is primarily directed toward the Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) degrees. Graduates are prepared for careers in teaching, research, business, production, public service, or extension. Master's level programs are available to students with undergraduate degrees in Horticulture and those from other fields seeking opportunities in Horticulture-related careers. For the M.S. and Ph.D. programs, students must have a bachelor's degree in Horticulture or a related field from an accredited university and meet specific departmental academic standards.

1. Applicants from related areas will be required to correct any undergraduate course deficiencies.
2. The sum of verbal and quantitative GRE scores must be a minimum of 800.
3. A minimum score of 400 is required using the following formula: $[\text{Verbal GRE} + 2 \times \text{Quantitative GRE} + 1500 \times (\text{GPA}-1)] / 10$.
4. Applicants whose native language is not English must score a minimum of 550 on the written Test of English as a Foreign Language (TOEFL) or 213 on the computer-based test.

GPA may be the total from the institute where you received your degree or the last 60 semester hours only. For formula scores below 400, the departmental graduate committee will determine whether to admit the applicant provisionally for one semester. At the end of this period, a decision will be made on unconditional acceptance based on satisfactory progress.

The M.S. requires a minimum of 30 semester credit hours of graduate work, including at least 21 credit hours in the major field of study. The student's plan of study is individually tailored by the student, major professor, and advisory committee to meet the student's career goals. A thesis based on original research by the student is required.

Graduate students in a program requiring a thesis or dissertation will register for at least one hour of HORT 7990 or HORT 8990 respectively, per semester. Doctoral candidates must follow all Graduate School and departmental requirements concerning course work; however, the advisory committee may require additional course work. The Doctoral program emphasizes original and creative research with a required dissertation.

Entrance requirements and academic standards for the Master of Agriculture (M.Ag.) are the same as those for the M.S. program. The M.Ag. is a non-thesis option that requires successful completion of 32 semester credit hours, 12 of which must be in Horticulture. Additional courses may be required for individual students and are determined by the major professor and advisory committee. Credit for HORT 7990 Research and Thesis cannot be counted toward graduation requirements for the M.Ag. Students in this option must complete a research or special project and pass a comprehensive oral exam covering course work and the project. Departmental funding is not available to students in the M.Ag. program.

The M.Ag. is not intended as a route to a Ph.D. program. Any student in the M.Ag. program who decides to pursue a Ph.D. in Horticulture at Auburn University must first complete a M.S. degree before being considered for admission into our Ph.D. program. Students in the M.S. program in Horticulture who are on departmental funding can not change to

the M.Ag. program.

Two minors are available for Horticulture graduate students. Auburn University's Department of Horticulture and School of Forestry offer a minor in Urban Forestry. For more information about this program, contact Dr. Gary Keever in 124 Funchess Hall. An interdisciplinary minor in Environmental Studies is also an option, and information can be obtained from the Agronomy Department in 201 Funchess Hall.

II. ADMISSION POLICY

REQUIREMENTS AND PROCEDURES

1. Apply for admission through the Graduate School (see University Bulletin).
2. Bachelor's degree or its equivalent from an accredited college or university is required.
3. All applicants must submit satisfactory scores on the Graduate Record Examinations (GRE) General Test and transcripts, and meet formula requirements. For doctoral students, admission to the Graduate School does NOT mean admission to candidacy for the degree, which occurs only after satisfactory completion of the general oral examination.
4. All international students must score a minimum of 550 on the paper Test of English as a Foreign Language (TOEFL) and 213 on the computer TOEFL. For the M.S. and Ph.D. programs, students must have a bachelor's degree in Horticulture or a related field from an accredited university and meet specific departmental academic standards.
5. Applicants from related areas will be required to correct any undergraduate course deficiencies.
6. The sum of verbal and quantitative GRE scores must be a minimum of 800.
7. A minimum score of 400 is required using the following formula:
$$[\text{Verbal GRE} + 2 \times \text{Quantitative GRE} + 1500 \times (\text{GPA}-1)] / 10.$$

GPA may be the total from the institute where you received your degree or the last 60 semester hours only. For formula scores below 400, the departmental graduate committee will determine whether to admit the applicant provisionally for one semester. At the end of this period, a decision will be made on unconditional acceptance based on satisfactory progress.

III. HORTICULTURE FACULTY

James E. Brown, Professor – brownj6@auburn.edu
Graduate Faculty: Yes

Phone: 844-3034
Room: 118A Funchess

Area of Research: Research involves vegetable crop evaluation with emphasis on physiology and cultural practices. Greenhouse, laboratory, and field experimentation sites are used to study selected vegetables. Objectives are: (1) to compare crop growth and yield response, (2) to determine the effects of growth regulator rates and timing of application on plant growth and development, and (3) to evaluate crop growth and performance using various colors of plastic mulches and row covers to enhance crop production.

Elina Coneva, Assistant Professor - edc0001@auburn.edu
Graduate Faculty: Yes

Phone: 844-7230
Room: 110 Funchess

Area of Research: Fruit crops.

Fenny Dane, Associate Professor - danefen@auburn.edu
Graduate Faculty: Yes

Phone: 844-3046
Lab 844-3047
Room: 170A Funchess
Lab: 168 Funchess

Area of Research: Research efforts are focused on mapping of disease resistance genes in watermelon and on the evaluation of the genetic diversity of horticultural crops through isozyme and DNA amplification fingerprinting analyses. Plant-microbe interactions are investigated using genetically engineered, bioluminescent phytopathogens.

William A. Dozier, Jr., Professor - doziewi@auburn.edu
Graduate Faculty: Yes

Phone: 844-3027
Room: 107 Funchess

Area of Research: Research efforts are focused on the physiology and nutrition of peaches and apples.

D. Joseph Eakes, Professor - eakesdj@auburn.edu
Graduate Faculty: Yes

Phone: 844-3039
Room: 106 Funchess

Area of Research: Current research efforts are focused on the impact that environmental stresses have on the physiology of ornamental plants. Specific topics include: (1) the influence of moisture stress on water relations and photosynthesis, (2) cultural practices influencing moisture-stress tolerance, and (3) water relations as influenced by chilling hours for select ornamental species.

Glenn Fain, Assistant Professor - gbf0002@auburn.edu

Graduate Faculty: Yes

**Phone: 844-
Room:
Funchess**

Area of Research:

Wheeler G. Foshee III, Assistant Professor – foshewg@auburn.edu

Graduate Faculty: Yes

**Phone: 844-5509
Room:
111 Funchess**

Area of Research: Current research is focused on vegetable crop production with an emphasis on maximizing profitability. Major research thrusts are: 1) cultural practices in vegetable crop production, 2) integrated pest management approaches in horticultural crops, 3) evaluation of high tunnels for production of vegetables for off-season markets.

Charles H. Gilliam, Professor - gillic1@auburn.edu

Graduate Faculty: Yes

**Phone: 844-3045
Room: 167A Funchess**

Area of Research: Research is focused in two primary areas of ornamental production: weed control in commercial production of nursery crops and environmental enhancement through wise use of natural resources. Two major areas are (1) water quality in container nursery production, and (2) the use of waste products in woody plant production.

William D. Goff, Extension Specialist/Professor – goffwil@auburn.edu

Graduate Faculty: Yes

**Phone: 844-5480
Room: 21 Extension Hall**

Area of Research: Current research efforts focus on applied and basic research which will lead to more efficient pecan production. Areas of emphasis will include: (1) developing ways to handle overcrowding, particularly studies involving growth inhibitors, pruning, and cultivar/rootstock on tree growth, (2) improving nut quality, with areas of study involving cultivars, reducing excessive nut load, and the effects of fertility, irrigation practices, and pollination on quality, (3) working cooperatively with researchers and specialists in other disciplines regarding effects and management of pests affecting pecan production.

Gary J. Keever, Professor - keevegj@auburn.edu

Phone: 844-3037

Graduate Faculty: Yes

Room: 124 Funchess

Area of Research: Primary research thrust is in plant growth regulation of woody and herbaceous landscape species, and plant evaluations.

Joseph M. Kemble

Extension Specialist/Associate Professor - kembljm@auburn.edu

Graduate Faculty: Yes

Phone: 844-3050

Room: 170B Funchess

Area of Research: Primary areas of research are vegetable culture and physiology. Research areas include exploring the potential use of nontraditional vegetable crops for use in Alabama and optimizing the efficiency of vegetable production in Alabama which includes elements such as drip irrigation/fertilization, plasticulture, fertility, variety evaluation, cultural manipulation, strip/reduced tillage, cover crops, intercropping, double-cropping, stress evasion and tolerance.

J. Raymond Kessler, Jr., Associate Professor - kessljr@auburn.edu

Graduate Faculty: Yes

Phone: 844-3055

Room: 113 Funchess

Area or Research: Primary areas of research include floriculture, greenhouse management, and environmental horticulture. Research areas include environmental and cultural aspects of nursery and greenhouse production of herbaceous annual and perennial plants, including plug production and container-grown material.

Harry G. Ponder, Professor - pondehg@auburn.edu

Phone: 844-3035

Graduate Faculty: Yes

Room: 119 Funchess

Area of Research: Primary research effort is shade tree evaluation, which includes evaluating trees based on growth, appearance, flowering, fruiting, insect and disease resistance, and fall color.

Carolyn W. Robinson, Assistant Professor - cwr0001@auburn.edu

Phone:

844-3031

Graduate Faculty: Yes

Room: 106A Funchess

Area of Research:

Jeff Sibley, Alumni Professor - sibleje@auburn.edu

Graduate Faculty: Yes

Phone: 844-3132
Room: 121 Funchess

Area of Research: Research is focused on methods of container production for trees and woody ornamentals, including propagation and evaluation of ornamental cultivars. Research is also directed at problems in landscape horticulture.

Kenneth M. Tilt, Extension Specialist/Professor - tiltken@auburn.edu

Graduate Faculty: Yes

Phone: 844-5484
Room: 139B Funchess

Area of Research: Research is directed at developing and evaluating production systems for field and container nurseries. Goals are to conserve natural resources, minimize production impacts on the environment, and increase production efficiency by reducing labor, time, space, utilization, and material-handling requirements. Emphasis will be given to vegetative propagation of desirable but difficult-to-propagate woody ornamentals.

Luther Waters, Jr., Professor - waterlu@auburn.edu

Graduate Faculty: Yes

Phone: 844-4859
Room: 120 Funchess

Area of Research: Research interests are the physiology and growth and development of vegetable crops including dry matter partitioning, source-sink relationships and plant-to-plant relationships in cropping systems.

J. David Williams

Department Head and Professor - willi09@auburn.edu

Graduate Faculty: Yes

Phone: 844-3032
Room: Funchess 101

Area of research: Three research areas include: (1) waste management in the urban environment through composting of lawn and garden residue, (2) program development of volunteerism to extend and supplement horticulture educational programs, and (3) conducting and evaluating employee training in the retail segment of horticultural industries.

Floyd M. Woods, Associate Professor - woodsfm@auburn.edu

Graduate Faculty: Yes

Phone: 844-3029
Lab 844-3043
Room: 123 Funchess

Area of Research: Research objectives within the area of post-harvest physiology include the biochemistry and physiology of ripening and senescence of horticultural commodities. Areas of interest include: (1) the role of cell wall components and tissue changes during

development and senescence, (2) the regulation of metabolism and storage of sucrose in fruits and vegetables, and (3) physiological ripening disorders: i.e., low-temperate stress.

Amy N. Wright, Associate Professor - wrightam@auburn.edu Phone: 844-5634

Graduate Faculty: Yes

Room: 112 Funchess

Area of Research: Research focuses on improving landscape establishment and performance of woody ornamental landscape plants. Transplant practices as well as post-transplant recommendations for difficult-to-transplant woody ornamentals will be studied, including production practices that contribute to transplant success. Research will also examine ways to develop less intensively managed, more sustainable horticultural landscapes. Goals of this research will include improving efficiency of fertilizer and water application in the landscape as well as the use of stress tolerant plants.

IV. ADVISORY COMMITTEE

A. Definition

The dean of the Graduate School is the general counselor to all graduate students. A faculty advisor or major professor will be designated for each student by the department chair. There will also be an advisory committee for each student. Some required forms and reports regarding the student's program must be approved by the major professor, advisory committee, department chair, and the dean of the Graduate School. It is the student's responsibility to ascertain which signatures must be obtained.

A prospective graduate student consults with the Horticulture Graduate Program Officer, to discuss his or her area of interest, funding opportunities and responsibilities, and the selection of a major professor, who must be a member of the graduate faculty in Horticulture. Dr. Gary Keever is the Horticulture Graduate Program Officer.

The advisory committee for the M.S. or M.Ag. student will be composed of at least three faculty members and may include members from outside the department.

The advisory committee for the Ph.D. student should consist of at least three members of the faculty. At least two, including the major professor, must be members of the Graduate Faculty.

There is no maximum number of members of the committee. Bear in mind that more members means more opinions, but a well-rounded committee is desirable.

The major professor assists the student with devising a plan of study and research project outline. **However, the student is responsible for all paperwork, required signatures, and meeting of deadlines.**

It is suggested/required that committee meetings occur at the following times:

- During the first semester to finalize the plan of study and discuss project outline (M.S. and Ph.D.)
- During the second semester to approve finalized research project outline (M.S. and Ph.D.)
- During 3rd semester for progress report and completion of Form 3 (M.S.)
- During 5th semester for progress report and completion of Form 4 (Ph.D.)
- Final Defense

Committee meetings should occur when any changes to the plan of study or research project outline are made.

It is the student's responsibility to organize these meetings.

A committee member may be deleted only with the written permission of that member.

B. Student Responsibilities

The graduate student is expected to read and follow the guidelines in the University Bulletin and in this Department of Horticulture Graduate Student Handbook. Policies and deadlines are subject to change, always refer to the Graduate School and the University Bulletin.

Graduate students have the following responsibilities:

- To make the commitment to his or her graduate program, which is required for the successful completion of his or her degree. This often requires more time than is generally expected when initiating a graduate program.
- To be familiar with the information presented in the University Bulletin and to know and observe all regulations and procedures relating to the program he or she is pursuing. In no case will a regulation be waived or an exception granted because a student pleads ignorance of, or contends that he or she was not informed of, the regulations or procedures. A student planning to graduate should be familiar with the dates for application for graduation and other pertinent deadlines (HORT Form 1—see Appendix A).

- To satisfy the requirements of the University Bulletin in force at the time the student is admitted to and begins course work in a degree program. The student may, with the consent of his or her advisor, graduate under a subsequent Bulletin, provided the student complies with all requirements of the later Bulletin.
- To follow all policies and meet all requirements and deadlines.
- To perform project-related work, regardless of funding status, as defined by the advisor.
- To ensure security and energy conservation of the project and department equipment and facilities.
- To maintain and care for all project and department materials.
- To set an appropriate schedule to maintain progress.
- To call and conduct meetings of his/her advisory committee, reserve the room, and provide committee members with the time, location, and purpose of the meeting.
- To inform the advisory committee of the status of the program and research at regular intervals.
- To ensure that his/her research is original.
- To properly summarize and interpret his/her research.
- To perform his/her own research-(related work).
- To accept final responsibility for his/her research. The student determines the QUALITY of the work. An advisor cannot be held responsible for poor work/lack of student responsibility.

C. Role of the Advisor

The graduate advisor has the following responsibilities:

- To provide competent advice on course work, research, and employment opportunities when requested.
- To define the amount of time a student should devote to non-thesis related project work.
- To provide the student the opportunity to be imaginative and innovative in the pursuit of his or her degree program.
- To provide an atmosphere that will encourage successful completion of the graduate program.

- To provide supplies, equipment, and labor within the limits of available funding.
- To stay abreast of the student's research and its progress.
- To provide assistance in the form of critical review of the initial project proposal, seminars, manuscripts, presentations, and the thesis or dissertation.

V. DEPARTMENTAL OFFICE POLICIES AND PROCEDURES

A. Purchases

1. Purchase Orders

Most members of the faculty and technical support personnel have been issued a Visa Purchasing card. This card should be used to make purchases from local and out-of-town vendors. If an item is needed for research or instruction and your major professor has given you permission to purchase it, use the Visa card to make the purchase in the same manner as you would a credit card. If you do not have a purchasing card, check with your major professor, and he or she will assist you in getting the items you need.

You will be given a receipt for the item when purchased. Write the account number or the project name to be charged on the receipt, and **give the receipt to the bookkeeper in 101 Funchess.**

Single purchases are not to exceed \$1,000. If you have an order for more than \$1,000, you will need to submit a purchase order request to the bookkeeper and she or he will send a purchase requisition to the Purchasing Department. **Make sure to inform the vendor that this purchase is tax-exempt.** Your major professor has a form that has the state and federal tax numbers listed. Purchase cards are not to be used for services, such as rental equipment. See the bookkeeper in the front office before making any purchases if you are unsure about what to do.

2. Blanket Orders

Yearly a list of suppliers who accept blanket orders is distributed within the department.

3. Petty Cash

You will not be reimbursed for expenses out of a petty cash fund. This fund is reserved for extenuating circumstances. See the bookkeeper for details.

B. Supplies

See your faculty advisor regarding common items that you may need to keep your desk operational. All charges to the department, including purchases for lab supplies, must have an account name and number. See your major professor for details. All receipts must be turned in to the bookkeeper with your project name and number.

C. Keys

In order to obtain keys to your office, the computer room, and lab, you must complete and sign a key release form and turn it in to the administrative assistant room 101. Your keys must be returned to the department upon graduation or the completion of your studies at Auburn. Your major professor may also have some keys that you will need but that cannot be checked out to you.

D. Telephone

To make an on-campus call, dial 4 + the last four numbers. For off-campus calls, dial 9 + number. Graduate students must obtain their major professor's permission to place long distance calls. To make a long distance call, dial *76 + access code (obtain from your supervisor) + 9 + 1 + area code + number. The call will be billed to the project account. This access code is also needed for making long distance fax transmissions. All long-distance calls must be work related.

E. Fax Machine

Students may use the department's fax machine in 103 Funchess when it pertains to research and with their major professor's permission. Long distance telephone call regulations also apply for long distance fax transmissions. The fax number is 334-844-3131.

F. Mail, UPS Packages, and Deliveries

Individual mailboxes for incoming mail are provided in 103 Funchess. The mailboxes are assigned by the administrative assistant. Place outgoing campus and departmental mail in the baskets in room 103 for pick up. Personal mail is not accepted for delivery, even if it is stamped. Mail, including campus mail, is picked up and distributed once per day, usually around 10:00 am. Large packages are delivered to the front office. The administrative assistant will inform you of any deliveries for you. **No cash-on-delivery packages will be accepted.**

Large packages to be shipped must have a packing slip that includes a street address attached to the package. UPS and FedEx provide overnight and international delivery. Overnight and international packing slips can be obtained from the administrative assistant. Place boxes in the front office (Funchess 102) for pick up.

G. Desk/Office Assignments

Each graduate student is assigned a desk if available by the graduate program officer. In the graduate office (Funchess108), but the students usually decide desk arrangements among themselves.

VI. ASSISTANTSHIPS

A. Graduate Assistant Responsibilities

Graduate assistantships are awarded to help students support themselves while earning graduate degrees and to help the university fulfill its responsibilities in teaching and research. Once an assistantship is awarded, the student must make satisfactory progress toward completing degree requirements and must satisfactorily perform his or her assigned duties in order to be reappointed. The department chair will often make assignments for students to assist in laboratory or classroom teaching.

Most assistantships are one-half time (20 hours/week). This 20 hr/wk is at the chair or advisor's direction and may or may not include time on the student's research project. The student and his or her major professor will together decide the specifics for meeting this requirement. Graduate assistants are not considered permanent or full-time employees of the University, and therefore, do not earn annual leave or sick leave. However, since assistantships are awarded for the purpose of accomplishing teaching or research, it is desirable to establish some understanding regarding the amount of time students may be away from campus during periods they are being paid. **Graduate assistants are expected to be on duty during the breaks between semesters.** With the exceptions of university holidays, the student should request permission to be on 'leave' from his or her major professor, and it is the major professor's responsibility, along with the student's, to see that this 'leave' policy is not abused.

The major professor and other faculty need to know the whereabouts of graduate students and how to get in touch with them when needed. At the beginning of each semester, the graduate students should provide their major professors with their schedules. It is also important that the student provide a phone number where they can be reached when away from the department.

B. Funding Levels for Graduate Assistantships

1. **M.S. Program**

\$13,116 - ½ time (Effective 10/07)

Lack of satisfactory progress can result in a loss of an assistantship.

1. **Ph.D. Program**

\$16,397 - ½ time (Effective 10/07)

This amount is based on availability of funding, academic performance, and satisfactory progress in the Ph.D. program. Be aware that there are other funding possibilities available through the University and other sources that may result in higher levels of funding.

C. FICA/ Medicare Taxes

Effective February 6, 1998, as a student employee, you will be subject to the withholding 7.65% FICA/ Medicare tax, if you meet **ANY** of the following criteria listed below:

- Undergraduate students who are enrolled for less than 6 hours per semester
- Graduate students who are enrolled for less than 6 hours per semester
- Students who are classified as “career employees.” A career employee is someone who is eligible to participate in the University’s benefit program or is classified by the institution as a “career employee.”

If you have any questions concerning FICA taxation, please call the Payroll and Employee Benefits Office at 844-4183.

VII. CURRICULUM

A. Registration

Registration is the process by which students sign-up for courses offered the next semester. New graduate students **MUST** have an official letter of admission to pre-register. Continuing students must register during the computer-assisted registration held in the semester preceding the one for which they are registering. Failure to do so will result in being charged a late fee (\$50.00). Students can register for both Summer and Fall semesters during the Spring registration period. New students

and students returning after a period of not being enrolled may register during the final registration period, one day before the first day of classes.

Students expecting credit toward a graduate degree must be registered with the Graduate School, and no student is considered a candidate for a degree unless properly registered. The student must also be registered in the semester of graduation and in any other semester in which staff or facilities of Auburn University are used for work on a thesis or dissertation, or for taking oral exams.

B. Research and thesis/dissertation (HORT 7990 and HORT 8990)

All graduate students are required to take a certain number of hours of research and thesis for completion of their degree.

M.S. students may count six hours of HORT 7990 toward a degree. **Ph.D.** students may count 10 hours of HORT 8990 toward their degree.

Students who need 7990/8990 hours to maintain full-time status should consult with their major professor. International students, if not full-time, must complete forms stating why.

The following policies apply to Horticulture graduate students:

Graduate students taking 8 or more course should register for 3 hours of HORT_7990/8990 each term. In a term when a graduate student takes fewer than 8 course hours, he/she needs to register for only one hour of HORT 7990/8990.

Be aware that some graduate students (international, those on certain types of financial aid) may have to register for more than the minimum number of hours required by Horticulture to maintain fulltime status.

C. Credit Load

A graduate student is a full-time student for a given semester when enrolled for 9 or more credit-hours. Seventeen (17) hours per semester is the maximum course load that a graduate student may carry, including undergraduate courses. Students should be aware that certain benefits, such as student loan deferments, require full-time registration (10 or more credits). Students on assistantships need not be registered for 9 or more credit hours.

If a student must be enrolled for a minimum of 10 credit hours per semester due to financial aid or student loan requirements, etc., and the student has registered as above, i.e., for 8 or less class hours, the student should maximize the load of HORT 7990/8990 credits so that their total credit load is 15 credit hours. The tuition fee is the same for 10 to 15 hours.

D. Residence Requirements

The residence requirement refers only to academic residency; it has nothing to do with residency for fee purposes.

1. *Master of Science and Master of Agriculture (Non-thesis) Degrees:*

The Graduate School requires that candidates for the Masters' degrees be in residence for at least one semester or a ten-week term on campus as a full-time student.

There is no residency requirement for master's degree students under the non-thesis option.

2. *Doctor of Philosophy*

A significant part of the Doctor of Philosophy program is the residency year. This can be satisfied by completing a minimum of 18 semester hours of on-campus course work during two consecutive semesters. The residency requirement for the doctoral degree may not be satisfied by residence during summers only. Interruption of a program for the summer semester does not constitute a break in continuity. During the residency year, the student shall enroll for a minimum of 9 hours each semester, a minimum of 5 hours of which must be graded course work.

The proposed schedule of accumulation of residency must be submitted to the Graduate School by the department **prior** to the initiation of the residence year.

E. Outline and Plan of Study

A graduate student's plan of study is a list of classes the graduate student is expected to complete for his or her graduate degree. Each student's plan of study is developed by the student and his/her major professor and approved by the advisory committee. The plan of study should be developed with the student's future school and/or career goals in mind.

M.S. and **M.Ag.** students must submit a tentative plan of study to the departmental Graduate Program Committee before the end of the first semester filed on Form 3, obtained from the Graduate School or from the web at www.grad.auburn.edu/forms.htm. **Ph.D.** students must submit the plan of study on Form XV or Form XV-A by the end of the first semester obtained from the Graduate School. This outline must include the following:

- A list of classes that will be taken during the degree program.
- Suggested Advisory Committee members
- Proposed thesis/dissertation title

After the Graduate Program Committee approves the tentative plan of study and research outline, the student submits the official plan of study, signed by all members of the Advisory Committee, to the chairperson of the Graduate Program Committee, along with HORT Form 2 (see Appendix A).

If the student does not receive a signed copy of the plan of study from the Graduate School within six weeks after submitting it, he or she must request a tracer.

The following is a list of requirements and suggestions that should be considered when developing a plan of study.

- For the **M.S.**, 30 hours are required, six of which may be research and thesis hours (HORT 7990). For the **M.Ag.**, 32 semester credit hours are required, and students may not count research and thesis hours toward the degree.
- For the **Ph.D.**, a minimum of 30 hours of graded course work (7000-level and above) beyond the bachelor's degree and 30 hours of *additional* course work (may include ungraded courses, 6000-level courses and HORT 7990/8990) are required. All doctoral students must complete a minimum of 10 hours of 8990. A maximum of 4 hours of 7990 from a completed masters program may be counted.
- Changes to an existing plan of study must be approved by the student's committee and turned in to the graduate school. A form for changes in a plan of study can be obtained from the Graduate School. After four changes are made, a new plan of study must be submitted.
- It is suggested that the student turn in only the required hours on his or her plan of study. Extra classes can be taken if time allows.
- Possible minors and their requirements should be explored before developing a plan of study.

F. Courses

1. *Possible Courses for M.S. and M.Ag. Students:*

The following is a list of some of the courses taken by previous graduate students and is by no means a complete list of course choices. Refer to the university Bulletin for a complete course listing for each school.

AGRN	7550	Soil and Plant Analysis
BIOL	6120	Systematic Botany
BIOL	6140	General Plant Ecology
BIOL	7300	Plant Anatomy and Development
*STAT	7000 or STAT 7010	Experimental Statistics I or II (not required for the M.Ag.)
HORT	6210	Landscape Bidding, Installation, & Maintenance
HORT	6220	Greenhouse Management Science
HORT	6230	Nursery Management
FORY	6650	Urban Forestry
*HORT	7010	Experimental Methods in Horticulture
HORT	7040	Advanced Growth and Development of Horticultural Plants

HORT 7050	Nutritional Requirements of Horticultural Plants
HORT 7070	Plant Biotechnology
HORT 7110	Tree Fruit Culture
HORT 7120	Small Fruits
HORT 7130	Sustainable Vegetable Crop Production
HORT 7140	Post Harvest Biology & Technology
*HORT 7950	Seminar (2 hours required, only one hour required for M.Ag)
*HORT 7990	Research & Thesis (Max. 6 hrs.)
PLPA 6050	Plant Disease Diagnosis

*** Required Courses for M.S. and M. Ag. Students**

2. Minimum Course Requirements for Ph.D.

Horticulture Core Requirements:

HORT 7010	Experimental Methods in Horticulture (4)
HORT 7950	Seminar (3 credit hours required)
STAT 7010	Experimental Statistics II (3)
STAT 7020	Regression Analysis (3)
BCHE 6180 or 7200	
BCHE 6190 or 7210 or another course pre-approved by the department.	

Acceptable substitutions include:

HORT/CMBL 7070	Plant Biotechnology (4)
BIOL/CMBL 6190	Cell and Molecular Signal Transduction (3)
BIOL 6230	Plant Gene Expression (3)
BIOL 7280	Plant Hormones (2)
BIOL/CMBL 7270	Ultrastructure of Plant Cells and Microbes (5)
BIOL/CMBL 7330	Molecular Biology of Plant Development (2)

Include 2 of the following 3 courses:

HORT 7040	Advanced Growth & Development of Horticulture Plants (3)
HORT 7050	Nutritional Requirements of Horticultural Plants (3)
HORT 7070	Plant Biotechnology (4)

Possible Supporting Courses:

AGRN 7120	Cytology and Cytogenetics (4)
AGRN 7140	Chemistry and Use of Herbicides in Crop Production (4)
AGRN 7180	Crop Ecology (3)
AGRN 6300	Soil Chemistry (4)
AGRN 7550	Soil and Plant Analysis (4)
AGRN 7590	Soil Physics (4)
ENTM 6030	Insecticides in the Environment (4)
BIOL 6120	Systematic Botany (4)
FORN 7140	Forest Nursery Management (2)
FORN 7150	Advanced Studies on Effects of Air Pollution (4)
HORT 7140	Biology & Technology (3)
MNGT 0603	The Process of Management

PLPA 7300	Plant-Bacterial Interactions (4)
PLPA 7400	Phytovirology (4)
PLPA 7500	Plant Nematology (3)
PLPA 6050	Plant Diseases Diagnosis (3)
PLPA 7860	Epidemiology of Plant Pathogens (3)
MKTG 7310	Marketing Management (3)

G. Examinations

All students are responsible for scheduling examinations at the appropriate times as indicated below:

1. Master of Science Degree, Thesis Option and Master of Agriculture, Non-thesis Option

Comprehensive ("Oral") Exam

All candidates under the thesis option must pass a comprehensive examination covering the major and minor subjects, as well as the research and thesis. This exam is usually scheduled after completion of courses and research. It is usually a two-hour oral examination, but the student's advisory committee also may require a written examination. Members of the Graduate Faculty not on the advisory committee may attend any oral examination as visitors. Visitors may participate in the oral examination of the student, but do not have a vote concerning the student's successful completion of the exam.

The major professor will schedule the oral exam not later than the deadline indicated in the Graduate School Calendar for completion of Form 9.

Successful completion of the oral exam requires the unanimous support of all members of the advisory committee. If a student fails the examination, one re-examination may be given on recommendation of the advisory committee and approval by the Dean of the Graduate School.

Further examinations will be allowed only under exceptional circumstances and with the approval of the Graduate Council.

Students in the non-thesis option must pass a comprehensive examination just as do students under the thesis option. The examination covers the major and minor and any research and special project involved.

2. Doctor of Philosophy Degree

a. *General ("Prelim") Doctoral Examination*

A general examination, often called the "preliminary examination" or "prelim", is required of all applicants for the degree of Doctor of Philosophy. It consists of a required oral examination given by the student's advisory committee in the student's major and minor areas. A written examination also may be given at the discretion of the student's advisory committee. If the general examination reveals deficiencies in any area, the advisory committee may recommend remedial work, re-examination, or discontinuation of doctoral study. The oral portion of the prelim is given by the entire committee and requires approval, in advance, by the Graduate School. Arrangements must be

made by application to the Graduate School Office one week in advance. The written portion of the exam does NOT require advance approval from the Graduate School. The primary purpose of this general examination is to assess the student's understanding of the broad body of knowledge in Horticulture. The examination also affords the advisory committee an opportunity to review the student's proposed research and understanding of research methods and literature in the chosen field.

It is recommended that the prelim be taken after completion of all required course work. The general oral examination should be conducted immediately after the successful completion of the written examination. At least one complete semester must intervene between the general oral and final examinations. These two exams **cannot** be taken in the same semester or in consecutive semesters.

Successful completion of the oral examination requires unanimous support of the student's advisory committee. If the general examination is failed, a re-examination may be given on recommendation of the committee and approval by the Dean of the Graduate School. Further examinations require exceptional circumstances and approval by the Graduate Council.

The student becomes a candidate for the Ph.D. degree upon successful completion of the general examination, and has four calendar years thereafter to complete all additional requirements. If unable to complete the requirements on time, the student may petition the Dean of the Graduate School for an extension. Otherwise, the student will revert to the status of an applicant.

a. *Final Examination*

After the first draft of the dissertation has been completed and has been approved by the student's advisory committee, it is submitted to the Graduate School. An outside reader will be appointed to review the dissertation. However, the student's advisor may request appointment of the outside reader at any time rather than waiting until after the dissertation is submitted. When the Graduate School has approved the dissertation, the student may apply for the final examination on a form obtained from the Graduate School. This application must be filed with the Graduate School at least one week in advance.

The Final Examination is administered by the student's advisory committee. The representative of the Graduate School, the outside reader, also attends and participates. The examination which is generally oral but may be both oral and written. In Horticulture, the main objective of the final examination is for the student to provide defense of the entire dissertation, including the literature review, the experimental methods, results and conclusions. Questions also may be asked of any area in Horticulture and of any minor areas of study that a student pursued.

Successful completion of the Final Exam requires unanimous support of all members of the committee. Any member of the Graduate Faculty may attend and ask questions; however, only committee members may vote on the student's success.

If a student fails the final examination, a re-examination may be given on recommendation of the advisory committee and approval by the Dean of the Graduate School. Further examination requires exceptional circumstances and approval of the Graduate Council.

In addition to successful completion of all examinations, final copies of the dissertation must be submitted to the Graduate School before the degree is conferred.

H. Grade Point Average (GPA)

Graduate students must maintain a grade point average of 3.0. If a student's GPA falls below 3.0, the student has one semester in which to bring it back to 3.0. If the GPA is not brought back to 3.0, the student's assistantship will be terminated. If the GPA falls below 3.0 a second time, the assistantship will be terminated without the possibility for renewal.

No grade below C on a graduate level course is acceptable for credit toward a graduate degree, and each graduate course on which a grade below C is received **MUST** be repeated.

I. Incomplete

Students who receive an Incomplete in a course must complete the course by the end of the next semester or the student's assistantship will be terminated.

J. Time Limit

For **M.S.** and **M.Ag.** students, all work must be completed within five (5) calendar years. For **Ph.D.** students, all additional requirements must be completed within four years of successful completion of the general exam.

VIII. GRADUATE STUDENT INFORMATION

A. Seminars are presented each semester, including summer.

1. All graduate students are required to attend seminar.
3. **M.S.** and **Ph.D.** students must present a literature review seminar during the second semester. If the literature review seminar is not completed by the established deadline, the student's assistantship will be suspended until the seminar has been completed.
4. A second seminar, in which the student reports on research accomplishments, must be presented near the end of the student's program.
5. For **Ph.D.** students, a third seminar is required.
6. Guidelines for seminar presentations are included in Appendix B (Seminar guidelines)

B. Progress Report

Students must present an oral progress report to the thesis Advisory Committee by the end of the M.S. students's 3rd semester and Ph.D. students 5th semester. This report must include the following:

- Explanation for deviations
- Problems encountered with the research and possible solutions
- Accomplishments to date and what still needs to be done

- Status of course work
- Estimated completion date

M.S. students must submit a signed copy of Form 3 (Appendix A) to the Department Chair during the student's third semester. All Advisory Committee members must sign HORT Form 3 or provide reason (s) for not signing.

Ph.D. students must give a progress report by the end of their fifth semester. Use HORT Form 4, Semester Progress Report to Dissertation Committee.

C. Deadline

Students are solely responsible for meeting all deadlines. Situations beyond the student's control and that may cause a student to miss a deadline must be presented to the Department Chair prior to the deadline.

Deadlines apply to all students. However, some appointments and/or some research programs may require different deadlines. In these situations, it is the major professor's responsibility to amend the deadlines for approval by the Department Chair. Request for extensions to any deadline should be submitted as early as possible, but no later than two weeks prior to the deadline. The request must contain brief reasons for the changes, new deadline dates, and signatures of the student and major professor. International Student and Research Associate Policies

All graduate student policies also apply to nontraditional graduate students, such as research associates, and to international students, even if they do not have an assistantship. Time limits may be different for some of these students, however, specific dates must be established during the student's first semester of residency.

D. International Students and Research Associate Policies

All international students are responsible for keeping their visa current, or maintaining their status with the INS. If your visa expires and you have an assistantship, your assistantship is automatically terminated. When the visa is returned to current status with INS, the assistantship can be reinstated, but there will be no back pay for the time the visa was not valid.

In addition, any international student who is out of status with INS will not be allowed to use any facilities within Funchess Hall, including offices, phones, computers, etc. without special permission. Special permission will only be considered for situations beyond the student's control.

E. HORT Forms

Students must complete HORT Form 1, which is a planning form for meeting specific deadlines, before the department bookkeeper can file a PAF. You must have a PAF in order to receive a paycheck. The student and major professor each retain a copy of Form 1. The original is kept in

the department office and is updated each time the student meets a deadline. These forms are for your benefit. They are to help insure that you meet all deadlines.

A copy of all HORT Forms can be found in the Appendix A (HORT Forms).

F. Presentations and Publications

1. Presentations

Graduate students are encouraged to present the results of their research at various conferences and student competitions. Presentations of papers or posters will vary depending on factors such as the requirements of the student's major professor, availability of funds, and acceptance of work by editorial committees. Annual conferences that are frequently attended by presenters from this department include The Southern Nurseryman's Association (SNA) Research Conference, The American Society for Horticultural Science (ASHS) - Southern Region Annual Meeting, International Plant Propagator's Southern Region Meeting, and others, depending on the student's area of specialization.

The SNA Research Conference is held annually in Atlanta, GA, in August, and is the most frequently attended conference of students in landscape horticulture. Titles for papers must be submitted by the website date (February 28), and brief papers are due to the appropriate Section Editor by June 1. Consult SNA guidelines for format details. Oral presentations are 7 minutes in length, with an additional 3 minutes allowed for questions. Guidelines for oral presentations and posters are available each year in conjunction with the call for titles.

The ASHS - Southern Region Meeting is held annually in February at various locations. Titles must be submitted by the due date, normally around October 1, with the abstract due at the meeting. Oral presentations are 12 minutes, with an additional 3 minutes for questions. Dues of \$10.00 per year, payable to ASHS-SR, should be remitted at the meeting and must be remitted prior to publication of the abstract.

The Alabama Fruit and Vegetable Growers' Association (AFVGA) conference is held annually at various locations in Alabama. There are poster and oral presentations during the conference. For information regarding deadlines for submission of abstracts, see your advisor.

Other presentations may be made depending on the nature of a student's work and the opportunities available. Graduate students are advised to consult with their major professor concerning appropriate forums for presentation of research results. Each graduate student is expected to present the results of his or her research. These presentations broaden the extent of the student's horticultural knowledge in general, provide training in developing presentations, develop self confidence in speaking before groups, and promote the achievements of the students and the Department of Horticulture at Auburn University.

2. Publications

Contribution to the scientific literature is the ultimate application of the graduate student's research endeavors, and all M.S. and Ph.D. students are required to submit results of their work to appropriate journals for publication. The major professor is responsible for providing directions as to which

journal the work is most suited. The following is a partial list of common journals that the Horticulture Department frequently submits manuscripts to:

The Journal of the American Society for Horticultural Science
HortScience
The Journal of Environmental Horticulture
Scientia Horticulturae
Journal of Arboriculture
HortTechnology
Journal of the American Pomological Society

Additionally, a number of other journals may be appropriate for publication of students' research, depending on the area of specialization. Genetics, postharvest physiology, and plant physiology are examples of subject areas that are represented by journals that may be considered. Students should consult their major professor for further details.

G. Vehicle Registration

1. Automobile

In order to park on campus, you must register your automobile with the Auburn University Police Department. If you are a graduate research assistant, you will be issued a "B" zone (green) hangtag to place on the rear-view mirror of your car. To get a hang tag, you must first receive a Personnel Action Form (PAF) from the administrative assistant in the main office. Take the PAF, your driver's license or student ID, and license plate number to the University Police Station on Donahue Drive, located beside the stadium. You will be given a form to complete and the cost of the hangtag will be billed on your next statement from University Billing.

2. Bicycle

Bicycles also must be registered on campus. No personnel action form is needed.

H. Professional and Honor Societies

The following is a partial list of professional and honor societies in which a graduate student may seek membership. See your major advisor for more information.

- Alabama Fruit and Vegetable Grower's Association (AFVGA)
- American Pomological Society
- American Society of Horticultural Science (ASHS)
- Association of Official Analytical Chemists (AOAC)
- Gamma Sigma Delta Honor Society
- Sigma Xi
- Southern Nurserymen Association (SNA)
- Southern Region-ASHS (SR-ASHS)

I. Graduate Student Organization

The graduate student organization (GSO) is open to all graduate students and promotes graduate education, research, and student welfare. The department has a GSO representative, who keeps you aware of pertinent graduate student concerns and issues.

J. Holiday Celebrations

The department as a whole usually celebrates the Thanksgiving and Christmas holidays with a pot-luck luncheon or dinner.

K. Ag Round-Up

A grand gathering presented by the College of Agriculture every year as part of the homecoming festivities. The department of Horticulture usually provides fresh fruits and vegetables and the “traditional” collard greens cooked and served by graduate students. Your assistance in preparing the vegetables **IS** requested.

L. Thesis and Dissertation Preparation

Only theses and dissertations prepared according to the *Guide to the Preparation and Submission of Theses and Dissertations*, available in the University Bookstore or on the web at http://gradweb.duc.auburn.edu/ThesisGuide/thesis_guide.html, are accepted by the Graduate School. The Graduate School Calendar in the front of the current Graduate School Bulletin lists the deadline for acceptance of theses by the Graduate School each semester. Each semester, the Graduate School conducts a thesis/dissertation workshop. Students should attend this workshop before writing their thesis. Also, the Graduate School will check the student’s thesis for format prior to the deadline for each semester. Use of this service is required.

Thesis and Dissertation binding fees (\$7 per copy) will be billed to your bursar's account. Generally, 3 to 5 copies are required.

A dissertation is required of all **Ph.D.** candidates. All dissertations must be microfilmed by University Microfilms International of Ann Arbor, Michigan, which publishes the abstract in Dissertation Abstracts. The student **IS** required to pay for this service (~\$50.00).

M. Graduation Requirements

In order to graduate in a given semester, you **MUST**:

1. Fill out and submit a graduation check form at the **Graduate School in Hargis Hall** or online at <http://graduate.auburn.edu/GAAAP/>
This should be done no later than the last day of the semester prior to the semester of

graduation. It is best to do this early so that the graduation check can be completed and mailed back to you, informing you of any missing course work, hours, incompletes, and such that might block your graduation.

2. Notify the Registrar of your intent to graduate in the upcoming semester. This is usually done when you register by telephone. If you register by computer in your department offices, ask the person registering you to change your graduation status to "YES".
3. You must register for classes no later than the fifth class day of the semester.
4. If you are completing or defending your thesis or dissertation, you must register for at least one hour of HORT 7990 or 8990.
5. Finally, please remember all deadlines (see University Bulletin)

N. Various Forms

In Funchess103, there is a file containing various forms which may be useful during your stay at Auburn. They include manuscript approval forms, student applications for jobs, out-of-state travel forms, in-state travel reimbursement forms, project outlines for the Patterson Greenhouse Complex, purchase order requests, etc. A listing of position announcements can also be found in the files.

O. Insurance

Beginning Fall 2007, all graduate assistants with assignments of 10 hours (0.25 FTE) or greater for the full semester in the Fall and/or Spring semesters, who meet the minimum monthly stipend established by the Office of the Provost, and are in good academic standing are required to have health insurance coverage. This group will be automatically enrolled in the Auburn University Graduate Student Group Health Plan (GSGHP). The 2007-2008 premium is \$1,142, which will be billed in two installments of \$571, one for Fall semester and the other for Spring/Summer semester. International graduate students and dependents in F or J immigration status will continue to be covered and billed similarly under the Mandatory International Student and Scholar Health Plan - check with the Office of International Education (OIE – insurance@auburn.edu) for details.

Further information on optional enrollment (including the necessary form) and other graduate student health insurance resources can be found at:

http://www.grad.auburn.edu/Graduate_Student_Insurance/insurance-Graduate.html

BROCHURE AND SCHEDULE OF BENEFITS – details may be found at

<https://www.studentresources.com/college/redirect.aspx?URL=Auburn>

ELIGIBILITY FOR UNIVERSITY SUBSIDY - An annual subsidy of \$500/year (\$250 for Fall Semester and \$250 for Spring Semester) toward the GSGHP/ISSHP premium will be provided to graduate assistants with qualifying assignments in the qualifying semester (10 hours (0.25 FTE)) for the full Fall and/or Spring Semester, and who meet the minimum monthly stipend established by the Office of the Provost (\$612/month for Fall 2007). Students must be in good academic standing at the end of the previous semester in order to receive the subsidy for the following semester. Students must also hold a 0.25 FTE or greater for at least two semesters in a given academic year in order to receive the full subsidy. Those with

only a single semester assignment will receive only ½ of the annual subsidy. International graduate students in F or J immigration status meeting the above eligibility requirement and covered under the Mandatory International Student (F/J) and Scholar (J) Plan will be eligible for this subsidy.

OPTIONAL ENROLLMENT: All graduate students at AU will be eligible to elect coverage under this plan for themselves and their dependents by submitting a request form as directed below. This must be done by the ninth class day of either the Fall or Spring semesters. International Students (F/J) and Scholars (J) and dependents (F/J) continue to be subject to the mandatory requirements for coverage, check with OIE for details.

NOTE: once enrolled in optional group coverage, graduate students and dependents (except F/J International Students and Scholars) may only cancel from a policy at the completion of a given enrollment period or upon determination of ineligibility as an AU graduate student. Similarly enrolled dependents may only be canceled with the termination of an enrollment period or status as a dependent.

WAIVERS - EQUAL TO OR GREATER THAN COVERAGE - GA/GTA/GRA students who fall under the mandatory coverage requirement may waive out of this policy only by providing evidence of coverage by a policy that is equal to or greater in coverage than the entirety of the AU policy. This requirement must be demonstrated by completion of the waiver form by the proposed insurance company or an official representative of the insurance company (HR benefits officer), etc. All waiver requests must be received by the 9th class day of either the Fall or Spring semesters. Students who waive out of the GSGHP/ISSHP will NOT be eligible for the university subsidy. International graduate students in F or J immigration status are subject to the conditions of the Mandatory International Student and Scholar health insurance plan, check with OIE. More information and the waiver request form can be accessed at: http://www.grad.auburn.edu/Graduate_Student_Insurance/waiver.html

Details on the Mandatory International Student (F/J status) and Scholar (J status) and Dependent Health insurance plan can be found at: <http://www.auburn.edu/academic/international/insurance/2007-08>

QUESTIONS – you may email insurance@auburn.edu.

IX. EQUIPMENT

A. Office

1. Photocopier

A photocopier is available for use by graduate students and is located on the first floor of Funchess Hall. Each student will be provided a user access code by their major professor.

2. Computer

Most advisors will make their computers available to their students, in addition, computers are available for use by horticulture graduate students and are located in Funchess Hall. All computers are updated with the latest software, laser printers, library and Internet access. In addition, walk-in access to the machines in the Division of University Computing (DUC) computing labs is provided free of charge to

faculty, employees, and students. DUC currently operates Ten computing labs equipped with PC and Macintosh microcomputers and Sun workstations. The computing labs are available 24 hours a day during the semester (with the exception of the RBD Library lab which is open whenever the library is open). The labs may be closed for special campus events or on home football game weekends, and some labs may be reserved for instructional use part of the day. A schedule of reservations and notices announcing special closings are posted outside each lab and online on the Computing Lab Support Web Page (http://www.auburn.edu/oit/connectivity/computing_labs.php). During the semester break, the labs are available from 8:00 a.m. until 4:30 p.m. All computer labs contain at least one laser printer. For more information about software support levels, see the Policies section of this document. Computer labs in close proximity to Funchess Hall include 206 Comer Hall, Ralph Brown Draughon Library, 105 Rouse Life Sciences, and 254 Parker Hall.

B. Support Services

1. Research Operations

Research Operations provides the following services upon request:

- Assistance in acquisition of equipment
- Construction, modification, repairs, and maintenance of facilities
- Repairs and maintenance of electronic equipment
- Transportation of heavy equipment
- Allocation of land for field research
- Assistance in minor building alterations, painting, and other renovations

For Research Operations services, call 4-3255. Requests for assistance requiring significant allocation of resources should be made in writing through the department chair.

Services such as the maintenance of utility systems and janitorial services are provided by the Physical Plant.

2. Research Instrumentation

Research Instrumentation (4-3250), better known as the electronics shop, is located in the basement of Comer Hall. Several projects have worked with this shop to make temperature sensors and data loggers and to maintain equipment such as incubators and LECO machines.

C. Horticulture Facilities

1. Greenhouse

The Paterson Greenhouse Complex, located near Funchess Hall, is available for conducting research experiments.

Soil mixer -The soil mixer at the Paterson complex is available for use by all graduate students. It is frequently used; therefore it is a good idea to reserve it ahead of time with the greenhouse manager.

Four-wheelers - The four-wheelers are available for use at the greenhouse complex. Special permission must be obtained from the department chair or greenhouse manager to use them elsewhere. The four-wheelers are not legal on the road and must be transported using one of the trailers available at the greenhouse complex. **Must see Greenhouse Manager to schedule use.**

Hand tools - Shovels and various hand tools are available at the greenhouse for use on site and may be checked out through the greenhouse manager. Many major professors have their own personal tools as well.

Power equipment - Equipment such as weed-eaters and lawn mowers are available at the greenhouse for use at the greenhouse only. Special permission must be obtained to use them elsewhere.

Heavy Equipment- Equipment such as tractors, loaders, etc. can be obtained from Research Operations. Your major professor must complete a work order from Research Operations to schedule use of this equipment.

2. Equipment

The following equipment may be found within the analytical, breeding, and cooperative laboratories in the Horticulture department:

- -20°C and -80°C freezers (several)
- Autoclave for sterilization of glassware, media etc.
- Balances
- Beckman CO₂ analyzer
- Beckman J2-21 high speed centrifuge
- Beckman DU 650 recording UV/VIS spectrophotometer with peltier device
- BIO-RAD Econo Low-Pressure Chromatography System
- BIO-RAD slab gel drying system
- BIO-RAD Model 8221T Gradient High-Pressure Liquid Chromatography (HPLC) system with RI and UV/VIS monitors in tandem with a 486SX computer and integrating package
- Chemical hoods
- Clinical centrifuges (3)
- Conductivity meters
- DNA sequencing unit
- Drying oven
- Environmental shakers
- Gas Chromatograph (GC)
- GE Lowmount Luminaire 400-watt High-Pressure Sodium Lamps (2) used for increasing photosynthetically active radiation during gas exchange measurements. These lamps provide a maximum photosynthetically active radiation with a minimum of heat and can be used in a variety of ways.
- Gradient mixers
- Heating blocks
- High Pressure Liquid Chromatograph (HPLC)
- Hoefer DNA Quant fluorometer
- Hoefer Scientific vertical electrophoresis system

- Horizontal mini agarose gel units
- Ice machine
- Incubators (3)
- .. Incubator chambers for cultures and seed germination (2)
- Instron Universal pressure instrument
- ISCO Low Pressure Liquid Chromatography Systems (2)
- Kjeldahl distilling and digestion units

- Laminar flow hood for transfer of inoculum, plant material etc., and for tissue culture, disease screening, and embryo culture
- Leaf area meter
- Leitz, bright field research microscope with photographic attachments and an AO binocular microscope (additional microscope investigations are made in the electron microscope laboratory shared by the faculty in the College of Agriculture and the College of Science and Mathematics)
- Low-medium pressure high resolution columns
- .. Microfuges (3, 1 refrigerated)
- Mini-gel electrophoresis box for PAGE and transfer capabilities (4)
- Minolta Portable Colorimeter
- Multiphor Electrophoresis System with cooling unit
- Perkin Elmer 2400 thermocycler
- Perkin Elmer Sigma 3B Capillary Gas Chromatograph
- .. pH meters
- Plant growth chambers (4)–see Dr. Kessler for reservations and charges
- .. PMS Pressure Chamber, which is used to monitor plant water potential
- Polaroid camera system and Transilluminator
- Polaroid Sprint Scan 35 (slide scanner)
- Polaroid Digital Palette model 3000S (several)
- .. Portable Photosynthesis System LI - 200 by Li-Cor, Inc., used for making plant gas exchange measurements
- Power supplies (2-500V, 2-200V, 1-400 V, 1-300V, 1-3000V)
- .. Protein transfer apparatus
- Refrigerated chromatography chambers (2)
- .. Rotator
- Routine sample preparation equipment for an Inductively Coupled Argon Plasma Spectrophotometer (ICAP) unit and access to this unit
- Sample shaker
- Schott Gerate automatic titrimeter system
- Slab gel drier
- .. Slide palette model 5000S and model HR 6000
- .. Sorvall RC5C centrifuge with swinging bucket and fixed angle rotors
- .. Spectrophotometers
- Stratagene UV Stratalinker and Possiblot Pressure Blotter
- .. Subirrigation benches (4 at Auburn University, 8 at the Ornamental Horticulture Substation) for production of greenhouse crops, with 288 square feet of production area
- Thermocouple data logger
- .. Thermoplates

- Ultrafiltration apparatus (2)
- .. Unipure II water purification system
- Varian Model 3400 Gas Chromatograph equipped with (FID), electrometer, and catalyst system
- Walk-in coolers
- Water baths

The following equipment is available in nearby cooperative laboratories:

- Autoradiography facilities (full array)
- Charge-coupled camera device (CCD) camera
- Electroporation apparatus
- .. FREAS 815 Low Temperature Incubator used for incubation of explant cultures in the Tissue Culture Laboratory
- Geiger counters
- Hybrid rotary hybridization oven
- LKB flat-bed electrophoresis unit with circulating cooling bath
- .. Microplate reader
- Plant tissue culture facilities
- .. Pressure blotter
- Scanning laser densitometer with software
- .. Speed-Vac rotary drier with pump
- Steady State Porometer LI - 1600, used to monitor stomatal conductance and transpiration of plants.
- UV cross linker
- Vacuum oven
- Variable-intensity UV transilluminator

3. Plant Science Research Center

The superintendent (4-4403) heads the Plant Science Research Center (PSRC). A greenhouse superintendent (4-4408) is also available to assist you in your greenhouse needs.

Greenhouses are available to research scientists of the AAES. The current PSRC has 10,800 square feet of modern greenhouse space and a headhouse containing laboratory and workspace. The greenhouse is divided into ten 30- x 36-foot zones, each equipped with individual temperature, air circulation, and shade controls. Three of the zones are equipped with high-intensity auxiliary lighting. Each of six zones is equipped with two 3- x 24-foot and three 5- x 30-foot benches for a total of 594 feet² of bench space.

There is no permanent assignment of space. Specific areas and type of greenhouse and laboratory space will be assigned to project leaders for the duration of an experiment. At the end of an experiment, the project leader will vacate the space and remove all containers, plant material, supplies, and equipment from both the greenhouse and laboratory. An extension of time may be obtained by submitting a written request at least one month before the original termination date. A key for the greenhouse and headhouse areas will be checked out by the project leader at the initiation of an experiment and must be turned in at the completion of the experiment.

Space assignments are made on the basis of an approved outline. The outline, signed by the project leader and department chair, should be submitted to the PSRC superintendent. Project leaders are encouraged to confer with the superintendent before preparing an outline. Space requests for teaching and extension should follow the same procedures as for research. The outline should follow the format of those now used for research on AAES substations according to guidelines given in the AAES Handbook for Project Leaders. There is a sample outline available in the main office.

Special growing media must be provided by project leaders; however, PSRC personnel will work with researchers in mixing and preparing special media. Limited quantities of special growing media and soils can be stored at the PSRC for the duration of an experiment. Routine watering with tap water or a standard nutrient solution will be performed by PSRC as stated in the research outline. The standard nutrient solution is made up from a 15-16-17 soluble fertilizer with trace and minor elements. PSRC will continuously monitor all greenhouses for insects and diseases and will make preventive and control pesticide treatments as needed and that are compatible with plants and research objectives. Researchers (graduate students, technicians, etc.) are urged to watch for diseases and insects and to notify the PSRC superintendent if any are detected. PSRC has a conference room equipped with a slide projector, screen, table, and chairs that will comfortably seat fourteen. Priority for use of the conference room will be given to planning sessions, seminars, and group meetings directly related to work at the PSRC; however, the room is available for other group meetings. Room reservations are required in advance.

Horticulture faculty must write a memo to the Superintendent explaining why the proposed research cannot be conducted in the Horticulture Greenhouses.

D. Library

The [Ralph Brown Draughon Library](#) is named in honor of Ralph Brown Draughon, president of Auburn University from 1947 to 1965, and a moving force behind the construction of the original portion of the Library. With the completion of a 207,000 square foot addition in 1991, the Library has a seating capacity of 2,500 designed to serve the study, teaching, and research needs of Auburn students, faculty, and staff.

[Subject-specialist librarians](#) are located on the 2nd floor of the RBD Library at the Main Reference Desk. Their services are available during regular operating hours and can be contacted by appointment or e-mail for help in using the library. The Circulation Desk is located on the 1st floor of the library at the parking deck entrance. There is an Information Desk on the 2nd floor of the RBD Library, and a Service Desk located on the 1st floor of the RBD Library for help in using micro- formats and government publications. There is also a [Digital Resource Lab](#) for assisting users with digital media, providing access to media hardware and software, together with on- site technical expertise. The [Special Collections and Archives Department](#) on the ground floor of the RBD Library houses 10,000 cubic feet of archival and manuscript materials. Special Collections and Archives have a reference desk for help in using the collections.

Computer workstations for accessing the World Wide Web and the Libraries' collections are located on every floor of the library. There is also an OIT computer lab on the 3rd floor and an Internet Café located on the ground floor. In addition, there are wireless computers available which can be checked out from the Circulation Desk on the 1st floor with a valid student, faculty or staff ID. Individual study carrels are located throughout the building.

Photocopying services are offered by the Copy Cat Center. The library Copy Cat office is located on the 2nd floor. Library photocopiers are located on each of the five floors, taking activated TigerCards or photocopy debit cards (Campus Cash cards). Group study rooms accommodating four to six persons are located on third and fourth floors of the Library and are available on a first-come, first-served basis.

Services for users with disabilities are available on an as-needed basis. Contact the 2nd floor Main Reference Desk at 844-1737 for more information.

RBD Library Hours

Be aware that hours change between the semester breaks, for holidays, and for finals.

Follow this link for RBD Library hours of operation:

<http://www.lib.auburn.edu/hours/>

E. Other Services

1. Plant Disease and Insect Clinic

The Plant Diagnostic Lab, located at ALFA Agricultural Services and Research Building 961 South Donahue Dr. on the Auburn University campus, can help you identify and treat your plant problems.

The Plant Diagnostic Lab provides three major services:

1. Plant samples are examined for disease, insect, nutrient, cultural, and herbicide problems.
2. Soil samples are analyzed for plant parasitic nematodes.
3. Insect samples are identified.

In addition to the above, plant and fungal identifications are also made. After samples are examined, tested, analyzed, and/or identified, Extension Specialists respond with the diagnosis or identification and control recommendation(s). Samples received at the Plant Diagnostic Lab may be examined by plant pathologists, nematologists, entomologists, agronomists, horticulturists, or weed scientists, depending upon the sample. Responses are sent by phone, e-mail, fax, or letter. Generally, our responses are made within one week from the time of sample receipt. Some tests and analyses require more time. Before sending samples to the lab, consult our publications for more information on the lab and for directions on collecting, packaging and mailing plant, soil, and insect samples ([ANR-0450](#) and [ANR-0114](#)) Also, examine and download our [plant \(ANR-0089\)](#), [soil nematode \(ANR-00F7\)](#), and/or [insect](#) forms as appropriate. Fill out the form for your sample with as much information as possible. When inadequate samples are sent with inadequate information, diagnoses and analyses and recommendations cannot be made.

Sample service charges are as follows:

For Plant Problem and Disease Diagnosis: \$10 - \$30, depending upon tests/analyses required.

Homeowner sample charges are usually \$10 - \$15

Commercial sample charges are usually \$20 - \$25

Molecular analysis (with client consultation) \$30

For Insect Identification: \$5 - \$20, depending upon work done

Routine identification \$5

Microscopic study \$10

Commercial/industrial samples \$20

For Soil Nematode Analysis: \$10

* Charges are not made on plant, and fungal identifications.

When sending soil for nematode analysis, be sure to include form ANR-F7. Follow procedures given below for collecting, packaging and mailing soil samples. Out-of-state soil samples are not accepted. The charge for a soil nematode analysis is \$10.

2. The Biological Electron Microscopy Imaging Facility

The BEMIF is equipped with a Zeiss DSM940 Scanning Electron Microscope (SEM) with X-Ray Spectrometry and a Zeiss EM 10 Transmission Electron Microscope (TEM). Equipment available for cytological and histological studies include an autotechnicon, an imbedding machine, and a microtome. It is located in Room 37 of the Rouse Life Science Building. For information, contact the director at (334) 844-1640.

3. Genomics and Sequencing

Auburn University Genomics & Sequencing Laboratory (GSL) uses the ABI 3100 Genetic Analyzer for sequencing and the analysis of fluorescent-labeled DNA fragments.

X. TRAVEL

A. Department Vehicles

Auburn University requires every person who drives a state vehicle to have an Alabama driver's license, wear a seat belt, and be certified by the university. A certification class is periodically offered and must be attended at least twice. When you complete the initial paperwork, you will be assigned a class date for taking the class. Anyone who will be driving a 15-passenger van or larger must pass an additional test. Contact Property Control for more information.

Only state vehicles with plastic orange hang tags will be allowed to park in the state zone between ADS, Comer, and Funchess. State vehicles are not allowed in the Comer Hall parking lot. Those who do not have hang tags will have to park elsewhere, preferably in the state zone at the old Agronomy farm. There is a B zone adjacent to the state zone for personal vehicles, so there should not be any problem finding a place to park personal vehicles when you go to pick up a state vehicle. State vehicles without a hang tag can park in the loading zone at Funchess but only when you are loading or unloading material. Time in this zone should be 30 minutes or less.

The department has several vehicles that can be identified in the parking lot by the letters HF on the orange hangtag on the rearview mirror. There is a vehicle signout book and keys in Funchess 103. You must sign out a vehicle, indicating how long it will be used and where you are going. Please write legibly. Mileage should always be logged in each time the individual vehicle is used. Post out mileage when you get the vehicle and post in mileage when you return. Subtract to get actual mileage. An account number should also be listed on the mileage book. It is the responsibility of the driver to return the vehicle with the gas tank at least half full, to clean out any

trash, and to promptly return the keys to the signout box in Funchess 103. The glove compartment **should** contain a state gas card, a map, important phone numbers, and an insurance card. The university carries only liability insurance on all vehicles.

B. Unfortunate Circumstances Involving University Vehicles:

You must have passed the defensive driver class held by the university before a departmental vehicle can be driven. See administrative assistant in main office for more information.

1. Speeding

The University does not pay speeding tickets. It is your responsibility to pay your fines. It would also be a good idea to inform the department's bookkeeper in case any questions arise. Just remember to keep the speed within the limit.

2. Accidents

Do exactly what you would do with your own vehicle. The police should be called and a report prepared. Inside the glove compartment should be an insurance card that will be needed. If someone is hurt, call an ambulance. Notify the administrative secretary on your return to the University and an accident report will be filled out for the University insurance company.

3. Break-downs

Find the nearest telephone and call the main office and let them know. They will find someone to pick you up and help make arrangements to either get it fixed or hauled back. After hours, contact your major advisor.

4. Lock-outs

If you are in-town and lock the keys in the vehicle, then call the main office (844-4862) or your major advisor, they should have access to an extra set of keys. If you are out of town, often the police can help you retrieve them. Other times, it will be necessary to call a locksmith and you will be held responsible for the bill.

C. Travel Reimbursement Policies

1. General Info

Official travel should be arranged so that the best interest of Auburn University will be served at the lowest cost. State law prohibits advanced payment for travel expenses.

Travel requirements not specifically addressed by travel regulations in the Financial Policies and Procedures Manual should be referred to the travel auditors in Accounts Payable in advance of travel. Any questions regarding travel policies can be directed to the Travel Auditors at 844-4612.

Reimbursement rates as of August, 2008 - (Per Diem)

Fewer than 6 hours	\$ 0.00
6 to 12 hours	11.25
12 or more hours	30.00 (<i>do not stay overnight</i>)
Overnight	75.00 (two day trips) <i>one night</i> (in state)
Personal mileage	0.505 per mile
Lodging	At cost (itemized receipts required) (applies to out-of-state travel only)

Out-of-state

For overnight trips out of state, you will be reimbursed for **actual expenses** up to \$34 per day (meals and tips) without receipts. If actual expenses exceed \$34 per day, you can be reimbursed up to \$60 per day with **itemized** receipts for the entire \$60.

Lodging is reimbursed at the actual single room rate, and an itemized receipt is required.

When you do not stay overnight, the reimbursement rate for meals is: \$11.25 for trips of 6-12 hours; \$30 for trips over 12 hours in length.

More information and current rates may be obtained at:

http://www.auburn.edu/administration/business_office/policy_manual/travel-allow.html

The mileage rate covers the cost of tolls and repairs, as well as the operating costs of the automobile. Travelers will not be reimbursed for in-city mileage within the area in which the traveler is officially stationed. Travelers using University-owned vehicles may claim reimbursement for actual expenses of operating the vehicle IF supported by paid receipts. However, the State credit card assigned to the vehicle should be used whenever possible.

Reimbursement for mileage will be the shortest distance from Auburn to the destination and return as determined by official State highway maps and published on the Auburn University mileage charts. Call the Accounts Payable Travel Auditors for mileage not reflected on the mileage chart.

2. In State Travel

When traveling out of town in a department vehicle, you can charge gas and oil to the department, using the state credit card located in the glove compartment. Most major gas companies will accept the state card; however, you should check with the attendant before pumping the gas.

Record your name and the starting mileage in the log book before you leave the parking lot, and record the ending mileage when you return. There are varying reimbursement rates, depending on the duration of the trip.

To receive reimbursement for in-state travel, please complete an in-state travel form, located along with most other forms in Funchess 103. Several trips may be put on one form; however, the request for reimbursement should be made within 30 days of the travel. When filing for reimbursements, be sure to obtain the project name and number from your project leader and include it on your request.

3. Out of State

You must obtain authorization from the department chair in order to travel out of state. A Request for Authority to Travel (RAT) form (available in Funchess 103) must be completed, signed by your major advisor, and submitted to the main office before you travel. See In-state travel regarding use of the state credit card for the purchase of gasoline. If the card is not accepted, you must use your own funds to get gas. You may be reimbursed for the gas you use. Don't forget to record your name and the starting mileage in the log book before you leave the parking lot, and the ending mileage when you return.

Within 30 days upon return from an out-of-state trip, you must complete a travel expense sheet with actual expenses and submit it to the department bookkeeper. You must submit original receipts for airline, train, or bus tickets, gas, lodging, registration, and parking along with the expense sheet in order to be reimbursed. If in doubt about whether or not to save a receipt, save it. You must obtain the project name and number from your project leader and include them on your request for reimbursement.

4. Out of Country

Traveling out of the country is very similar to travel out of state. Before you travel you must complete a Request for Authority to Travel (RAT) form (available in Funchess 103), which your major advisor must sign, and then submit the form to the main office. After you return you can then complete a travel expense sheet and record the actual expenses from your trip. Submit the form and the original receipts for anything recorded on the expense sheet to the departmental bookkeeper. Travelers will be reimbursed for actual lodging expenses up to the current maximum federal rate allowable in each city of foreign travel (receipts are required). In addition, travelers will be reimbursed for actual expenses for meals and incidentals (M&IE) up to the current federal rate. No receipts are required for M&IE reimbursements. Please refer to Financial Policies and Procedures Manual 55316 for more information regarding foreign travel.

5. Airfare

Reimbursement for air travel will be made for the actual cost of the lowest logical airfare to and from the business work site and return, based on the travel dates necessary to conduct University business. A receipt is required.

All travel in excess of 600 miles one way or 1,200 miles round trip will be reimbursed at current mileage rate or airfare-in-lieu of mileage, whichever is less. In order to avoid delay in reimbursement, all rates must be verified and recorded by a Travel Auditor in Accounts Payable prior to travel. Any questions in regard to airfare-in-lieu of mileage should be directed to a Travel Auditor in Accounts Payable.

D. Graduate School Travel Awards and Guidelines

Purpose and Scope of Awards

The intent of Graduate Travel Awards is to provide partial support for students presenting research results at professional meetings (SNA, ASHS, etc.). First priority is given to those students presenting results of thesis or dissertation research. Lower priority is given to students presenting research that is unrelated to their thesis or dissertation. Limited funds prohibit support for field work or meetings (e.g., conferences, workshops, etc.) where student research results are

not being presented.

Extent of Awards

Submission of an application does not guarantee that an award will be granted. Individual travel awards will range from a minimum of \$50 to a maximum of \$500. Award amounts will be based on distance of travel from Auburn and availability of travel award funds. Additional criteria that may be considered include rank destination of the meeting and availability of funds from other sources.

Regulations

The following regulations should be carefully considered before submitting an application for a Graduate Travel Award:

- 1.) A student is eligible to receive a maximum of \$500 in total awards for travel related to any one degree. Hence, students working toward both master's and doctoral degrees are eligible for a maximum of \$500 in total Graduate Travel Awards. Students who have already received the maximum amount should not apply.
- 2.) Individuals may submit only one application per review period.

Review Periods and Deadlines

The applications must be submitted one month before travel for consideration by the Graduate Fellowship Committee. This deadline is subject to change, so contacting Graduate School directly is advised.

Application Procedure

Request for Graduate Travel Award forms can be obtained from the Graduate School located in Hargis Hall (across from J & M Bookstore), your departmental Graduate Program Officer, or your GSO representative. All items on both sides of the form (including signatures) must be completed. The original and **6 copies** should be delivered to the Graduate School, Hargis Hall. To be considered, applications must be received by the appropriate deadlines indicated above. This application is not a Request for Authority to Travel (RAT). Applicants must still submit a RAT through their departmental office. http://www.grad.auburn.edu/forms/begin_travel_award.html

Administration of Funds

Awards are made in the form of reimbursement for travel and related expenses. Awards **cannot** be distributed in advance of travel. Those who receive awards will be sent instructions regarding reimbursement at the time of award notification.

XI. FREQUENTLY ASKED QUESTIONS

This section is intended to answer some additional questions you may have that are not answered in the handbook or to direct you to the proper source for the answer.

Q: What are the procedure and guidelines for reserving a departmental vehicle?

A: A vehicle is reserved by signing your name and destination in the notebook in the metal box on the table in 103 Funchess. There are four vehicles available. A vehicle may be checked out at any time and even until the time of departure if it is not already reserved. Always check to be sure. The keys are kept in the metal box also. Never remove the keys without reserving the vehicle first. Do not return the vehicle low on gas, and always record the number of miles driven in the travel log located in each vehicle, as well as the destination and who drove it and under whose authority. Do not keep the vehicle past the time it was reserved for as there may be someone else waiting to use it. Return the key to the files cabinet as soon as you are finished using the vehicle.

Q: Who takes care of receipts, checks, purchase orders, etc.?

A: Turn in all receipts to the bookkeeper in 101 Funchess. Write on the receipt whose account it is to be charged to and the account number to be billed. Purchase order numbers are also obtained from the bookkeeper. Paychecks are placed in your mailbox on the last day of each month, or you may request to have them direct-deposited into your account at Ingram Hall.

Q: What about questions concerning Patterson Greenhouse Complex?

A: Any question relating to activities at the greenhouses, such as soil mixing, should be posed to the greenhouse supervisor. The directions for the standard mixes used are posted in the fertilizer room. Four wheelers and trailers are available for greenhouse use. Use of the greenhouse truck and truck trailer must be cleared with the supervisor. There is also a walk-in refrigerated cooler available at the greenhouse complex.

Q: What computers are available for use and what about E-mail?

A: There are a computer and laser printer in the graduate student office that are available for use 24 hours a day (you must have your student ID to get in at night) on a first-come, first-served basis. There are also labs near Funchess Hall in Rouse Life Sciences Building, Comer Hall, and Draughon Library, in addition to the other labs on campus.

Q: Where should I direct most of my questions?

A: Every situation is unique. Direct questions related to your research, such as experimental outlines, to your major professor. The administrative assistants can answer questions concerning mail, shipping, and faxing, among many other things.

XII. Auburn University Research Substations and Fields

Research by graduate students is frequently conducted at one or more of the research stations that comprise the Alabama Agricultural Experiment Station (AAES). For more information on the AAES, follow this link: <http://www.ag.auburn.edu/aaes>

FORMS REQUIRED BY THE GRADUATE SCHOOL

GRADUATE STUDENT CERTIFICATION ACKNOWLEDGMENT OF COMPLIANCE REQUIREMENTS

GRADUATION CHECK - EEQUIRED THE TERM PRIOR TO GRADUATION

GRADUATION CHECK - EINAL

M.S.

PROPOSED PLAN OF STUDY

PH.D.

PROPOSED SCHEDULE FOR FULFILLING DOCTORAL RESIDENCY YEAR

PROPOSED PLAN OF STUDY

APPLICATION FOR GENERAL ORAL EXAM

DOCTORAL FIRST DRAFT APPROVAL FORM

GRADUATE STUDENT DEADLINES

	<u>M.S.</u>	<u>Ph.D</u>
Plan of Study	End of 1 st semester	End of 1 st semester
Form 2 Approval of Research Project Outline	End of 2 nd semester	<meeting> End of 2 nd semester
First Seminar	End of 2 nd	End of 2 nd
Form 3 (progress reports)	End of 3 rd	X
Form 4 (progress reports)	X	End of 5 th

COMMITTEE MEETINGS SCHEDULE

	<u>M.S.</u>	<u>Ph.D.</u>
1 st Semester	Plan of study	Plan of study
2 nd Semester	Research project outline approval	"
3 rd Semester	Progress reports	X
5 th Semester	X	Progress reports

HORT Form 2: Approval for Research Project Outline

It is a requirement that the thesis/dissertation committee meet prior to approving the research project outline. By signing below you acknowledge this has occurred.

Student:

Major Professor:

I agree with the research project outline presented by the student.

Thesis Committee:

Name (printed or typed)	Signature	Date
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	

By the end of the second semester for M.S. students (research proposal to include: Literature Review, Justification, and Objectives).

By the end of the second semester for Ph.D. students (research proposal to include: Literature Review, Justification, Objectives, Materials and Methods).

HORT Form 3: Progress Report to Thesis Committee

It is a requirement that the committee meet prior to approving this progress report.

M.S.- Due by end of the third semester (Fall & Spring)

Student:

Major Professor:

Estimated Thesis Completion Date:

I agree that the student is making satisfactory progress toward completion of his or her program (research and course work). Changes and deviations from the original plan of study and research outline are well documented and are acceptable, or the student and major professor have agreed to make acceptable modifications. (Acceptable modifications must be written; oral agreements are not acceptable.) A brief list of modifications must be attached to this form and signed by the committee member(s) requesting modifications.

If you believe there are problems with the program that cannot be reasonably corrected, do not sign this form. Please provide the major professor and the GPO a written and signed summary of the problems.

Thesis Committee:

Name (printed or typed)

Signature

Date

HORT Form 4: Fifth Semester Progress Report to Dissertation Committee (Ph.D. students only)

Student:

Major Professor:

Estimated Dissertation Completion Date:

I agree that the student is making satisfactory progress toward completion of his or her program (research and course work). Changes and deviations from the original plan of study and fifth semester progress report are well documented and are acceptable, or the student and major professor have agreed to make acceptable modifications. (Acceptable modifications must be written; oral agreements are not acceptable.) A brief list of modifications must be attached to this form and signed by the committee member(s) requesting modifications.

If you believe there are problems with the program that cannot be reasonably corrected, do not sign this form. Please provide the major professor and the GPO a written and signed summary of the problems.

Dissertation Committee:

Name (printed or typed)

Signature

Date

APPENDIX B

GUIDELINES FOR HORT7950 - R ADUATE SEMINAR

Purpose of the Seminar

The purpose of seminar is to provide graduate students with experience in developing and communicating scholarly information related to thesis or dissertation research or a Master of Agriculture special problem. The ability to organize and present ideas verbally before a group is essential for professional success in academic and research fields.

Topic Selection

1. A seminar topic must provide for the educational enrichment of the audience and should relate to the student's graduate research. Information should be organized and presented so that the central idea or main points of the seminar are clear.
2. Each Master of Agriculture student must present one seminar before graduation. The topic is selected by the student and approved by the student's advisor.
3. Each Master of Science student must present two seminars before graduation. One topic must be a review of the literature and plan of study related to the student's research, preferably before the research begins, and the second topic must be a presentation of the results of the student's research. Ph.D. students are required to give three seminars, one of which must be a review of the literature and plan of study.

In addition to presentations made in the Department of Horticulture, students are encouraged to make oral presentations at national and regional meetings.

4. Students may choose a seminar date in the semester preceding the presentation. Titles must be given to the Seminar Chairperson by the first day of classes.

Presenting the Seminar

1. The length of the formal presentation is limited to 20-30 minutes, exclusive of 10 minutes allowed for questions and answers following the presentation.
2. High-quality visuals appropriate to the presentation of the topic are expected. The advisor should assist the student in developing suitable visual aids. These may include, but are not limited to, slides, overheads, and audio or video tapes.
3. An outline containing an introduction, objective, main body, conclusions, and relevant literature citations is required for each seminar. Key references are sufficient--only those that present the main points should be included. The outline should not exceed 4 typed

pages. The outline must be reviewed and approved by the student's advisor and distributed during the seminar.

4. A copy of the seminar announcement should be posted in the following locations by the student by noon of the Friday preceding the seminar:
 - 103 Funchess
 - The graduate student office, 108 Funchess
 - An email should be sent to ag-all@acesag.auburn.edu announcing all seminars.

Introduction of the Speaker

The seminar speaker and topic are introduced by the student's advisor.

Registration for Credit

Students should register for HORT 7950 in the semester in which the seminar is being presented. HORT 7950 is taught every semester except Summer Semester.

Evaluation of Seminars

The seminar will be evaluated by the faculty, staff, and graduate students in attendance, using an evaluation form. The graduate student should obtain an evaluation form from the Seminar Chairperson prior to his or her presentation. Since these forms are eventually returned to the student, it is important that all those attending the seminar complete the form so that the student can benefit from their constructive comments. Evaluation forms are given to the student's advisor following the seminar, and the advisor determines the student's grade based on his or her evaluation, as well as evaluations of those attending.

Attendance of Seminar

ALL GRADUATE STUDENTS ARE REQUIRED TO ATTEND ALL SEMINARS

UNLESS THERE IS A CLASS CONFLICT OR THEY ARE OUT OF TOWN.

APPENDIX C
SUMMARY OF PROCEDURES FOR M.S.

So now you've been accepted, below is a guide to keep you aware of deadlines.

2. Become familiar with requirements outlined in the University Bulletin and in this Handbook.
3. Consult with advisor and become familiar with departmental procedures. Discuss possible research projects. Complete HORT Form 1 (Appendix A).
4. Obtain electronic permit for registration from the Graduate School and plan schedule of study for 1st semester with advisor.
5. Establish an advisory committee.
6. Obtain Form 3 from the Graduate School and prepare proposed plan of study during the 1nd semester.
7. Review literature. Formulate a title and research method.
8. Meet with committee, present title and research methods. Choose a format and journal style for the project. Have committee members sign HORT Form 2—Approval for Research Project (Appendix A) by end of 2nd semester.
9. Write thesis proposal.
10. First seminar.
11. Meet with committee and have members sign (Third) semester progress report (HORT Form 3). You should be able to report on the following see form:

Experimental outline.
Problems encountered with research and possible solutions.
Accomplishments to date and what still needs to be done.
Status of course work and/or explanation of deviations from plan of study.
Estimate completion date.
12. Complete course work.
13. Consult with advisor on approval for the thesis plan.
14. Request graduation check in the Graduate School no later than the last day of the semester preceding the semester of graduation.
15. Indicate expected graduation during registration for final semester or notify the Graduate School no later than the fifth class day of the semester.
16. Prepare the thesis manuscript.
17. Second seminar.
18. Arrange for final oral examination with advisory committee.

APPENDIX D
SUMMARY OF PROCEDURES FOR THE PH.D.

1. Become familiar with requirements outlined in the University Bulletin and in this Handbook..
2. Consult with advisor and become familiar with departmental policies.
3. Obtain electronic permit from registration from the Graduate School and plan schedule for 1st semester with advisor.
4. Submit a proposed schedule to fulfill residency requirement. Forms available through the Graduate School.
5. Establish an advisory committee. Official appointment of the advisory committee occurs when the plan of study is approved by the Graduate School.
6. Obtain forms XV or XV-A from the Graduate School to file plan of study and submit (1st semester).
7. Formulate research project, title, and methods. Present to committee for input, suggestions, etc. Finalize by end of 2nd semester (Form 2).
8. First seminar (2nd semester).
9. (Fifth) semester progress report (HORT Form 4).
10. Second seminar.
11. Complete coursework.
12. Arrange for general written and oral exams through the advisory committee. After the written exam, schedule the general oral exam at least one week in advance using a form obtained from the Graduate School.
13. Submit the dissertation proposal for approval by the advisory committee.
14. Request graduation check in the Graduate School no later than the last day of the semester preceding the semester of graduation.
15. Indicate expected graduation during registration for final semester or notify the Graduate School no later than the fifth class day of the semester.
16. Prepare the dissertation manuscript.
17. Study recommendations of the outside reader and make appropriate changes in the dissertation.
18. Third and final seminar.
19. On approval of the dissertation by the dean of the Graduate School, arrange for final oral examination with advisory committee.