

Graduate Student Handbook

**Animal Sciences Department
Oregon State University**

2009-2010

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INTRODUCTION

Welcome to the Department of Animal Sciences at Oregon State University. We are pleased to have you involved with our departmental graduate studies.

Graduate education is a major part of our departmental responsibilities. To this end, the department makes available research opportunities ranging from laboratory animals to beef cattle to exotics, like llamas, and from basic research at the systems and molecular level to the management or applied level. Our faculty has received national and international recognition for their research contributions.

This handbook is designed to collect, into one document, departmental policies and guidelines related to graduate school. It is meant to supplement the information provided by the Graduate School. Hopefully it will be an aid to help you move through the maze of requirements and regulations a bit more smoothly.

We are pleased to have you with us. Please let me know if there are areas of this handbook which could be changed to make it more useful.

Thank you.

Fall 2009

HISTORY

Animal Sciences has had a long and productive history at Oregon State University and its programs have reflected changes in the animal production industries. The very first four-year program of courses at what was then Oregon Agricultural College (OAC), in 1874, included a second-year offering in Stock Breeding. Shortly after the Oregon Agricultural Experiment Station was organized, a dairy farm was established in 1896. As the College organization became more complex, two of the first areas to be accorded department status were Animal Husbandry and Dairying. The first head of the Animal Husbandry Department was James Withycombe, former State Veterinarian, who later became Governor of Oregon and is commemorated by Withycombe Hall on the present campus. The first head of Dairying was Roy Graves.

In 1933, the two animal production departments were included with Poultry Husbandry and Veterinary Medicine in the Division of Animal Industries, which was headed by P.M. Brandt. In 1935 the Department of Fish and Game was added to the Division. In 1949 the Division was disbanded and the departments reverted to their earlier status, with Professor Brandt heading Dairy Husbandry and F.F. McKenzie heading Animal Husbandry. In 1957 the production elements of the two departments were merged into the Department of Dairy and Animal Husbandry, and the processing area was split off to become part of Food Technology.

In 1962 the name of Animal Science was identified, recognizing the prominent position of scientific experimentation in providing basic information for the food production industries. This identification is continuing, and the scientific emphasis is becoming increasingly specialized from the intact animal to the cellular and molecular levels.

Poultry research started at OAC in 1900, with the Poultry Department actually starting in 1907, under the leadership of Professor James Dryden, Oregon's only member of the Agriculture Hall of Fame. Dryden Hall, constructed in 1927, is named for Professor Dryden. The Poultry Department operated continuously until July 1, 1991, when it was merged with Animal Science to form the Department of Animal Sciences.

Graduate students in the Department of Animal Sciences may obtain graduate degrees in two programs, Animal Science or Poultry Science. Graduate students in Animal Sciences may pursue an M.S. or Ph.D. degree in the disciplines of animal breeding, reproductive physiology, embryo physiology, nutrition, growth and development, endocrinology, nutritional biochemistry, livestock management (M.S. only) or dairy production (M.S. only). Graduate students in Poultry Science may pursue an M.S. or Ph.D. degree in the disciplines of poultry genetics, management, nutrition, or reproductive physiology. Graduate programs within the department are intended to be flexible in addressing the needs and goals of students and may be designated to integrate interests in more than one discipline.

Alternatively, students interested in a multidisciplinary Master's degree may choose the Master of Agriculture (M.Ag.) program, which is a non-thesis degree (the student specializes in three areas of course work) and is considered to be a terminal degree (does not lead to a Ph.D. program).

GRADUATE FACULTY

Name	Degree	Institution	Year
BOBE, Gerd	M.P.H.	John's Hopkins School of Public Health	2006
	Ph.D.	Iowa State University	2002
	M.S.	Iowa State University	1997
Research interests:	Dietary prevention of peripartal diseases and reproductive problems in dairy cows; Improving the nutritional value of dairy products for human consumption by nutrition and breeding; Molecular targets and response/risk biomarkers for dietary cancer prevention; Nutritional genomics and proteomics.		
BOHNERT, David W.	Ph.D.	University of Kentucky	1998
	M.S.	Angelo State University	1994
	B.S.	Angelo State University	1990
Research interests:	Protein supplementation of ruminant livestock, development of techniques to improve our understanding of forage and supplement intake, maximizing productivity from a forage base, including investigation of alternative grazing management strategies.		
CHERIAN, Gita	Ph.D.	University of Alberta	1993
	M.Sc.	University of Alberta	1985
	BVSc.	Kerala Agricultural University	1979
Research interests:	Poultry nutrition with emphasis on lipids and polyunsaturated fatty acids; effect of nutrition on the immune system; dietary antioxidant nutrients and poultry product quality; development of value-added functional poultry foods		
DELCURTO, Timothy	Ph.D.	Kansas State University	1989
	M.S.	Oregon State University	1986
	B.S.	Oregon State University	1984
Research interests:	Applied ruminant nutrition, animal production		

FROMAN, David P.	Ph.D.	Clemson University	1982
	M.S.	Clemson University	1978
	B.S.	Bob Jones University	1976
Research interests:	Research interest: Sperm cell physiology with an emphasis on extra-gonadal maturation and motility		
GAMROTH, Michael J.	M.Ag.	Oregon State University	1980
	B.S.	Oregon State University	1973
Research interests:	Techniques and facilities for managing animal wastes; milking parlor performance; controlling environmental mastitis pathogens; milk production and control; labor management		
HERMES, James C.	Ph.D.	University of California-Davis	1988
	M.S.	University of California-Davis	1981
	B.S.	University of California-Davis	1979
Research interests:	Production and management of poultry; waste management; incubation of avian species; production of emu		
KOONG, L.J. (Kelvin)	Ph.D.	North Carolina State University	1973
	M.S.	North Carolina State University	1968
	B.S.	National Taiwan University	1964
Research interests:	General nutrition, nutrition energetics, mathematical modeling, systems analysis		
MALES, James R.	Ph.D.	The Ohio State University	1973
	M.S.	Michigan State University	1969
	B.S.	Pennsylvania State University	1967
Research interests:	Nutrition and management of beef cattle; especially winter nutrition of beef cows and utilization of high fiber and non-traditional feedstuffs.		
MENINO, Jr., Alfred R.	Ph.D.	Washington State University	1981
	M.S.	Washington State University	1978
	B.A.	University of Hawaii	1976
Research interests:	Study of basic biochemical and physiological processes during early cattle, sheep, and swine embryo development		

MUELLER, Chad	Ph.D.	South Dakota State University	2003
	M.S.	South Dakota State University	1998
	B.S.	Oklahoma State University	1995

Research interests: Different integral aspects of both pre-weaned and post-weaned beef calves; nutritional and management issues affecting calf performance (pre- and post-weaning), health, and carcass development; these projects will revolve around both conventional and forage-based beef programs, and include both economic and environmental considerations

SAVAGE, Thomas F.	Ph.D.	University of New Hampshire	1972
	B.A.	Suffolk University	1966

Research interests: Inheritance of developmental genetic disorders in chickens and turkeys, poultry management, influence of mannan oligosaccharides in poultry

SHERWOOD, Dawn M.	Ph.D.	University of Nebraska, Lincoln	2007
	M.S.	Texas Tech.	1997
	B.S.	Texas Tech.	1994

Research interests: Complete equine nutrition regarding young growing horses and high intensity performance horses. Composting manure and the environmental impact by equine facilities.

THOMPSON, James M.	Ph.D.	University of Missouri	1980
	M.S.	University of Missouri	1977
	B.S.	University of Wisconsin-River Falls	1969

Research interests: Sheep nutritional management to optimize production efficiency

GRADUATE STUDENT POLICIES

I. Departmental Graduate Committee

The Departmental Graduate Committee is composed of appointed graduate faculty members, one Graduate Student Representative, the Department Head (ex officio) and the Graduate Assistant (ex officio).

Faculty members of the committee, appointed by the Department Head, serve for three years with one member to be replaced at the beginning of each academic year. The Graduate Student Representative, a Ph.D. student appointed by the Department Head, will serve for two years or until termination of their graduate program, whichever occurs first.

The Graduate Committee has the following functions:

1. Screen applicants for admission to graduate programs in the department.
2. Recommend to the graduate students, graduate faculty and Department Head changes in department graduate programs and policies. Suggestions to the committee from students and faculty are encouraged.
3. Arbitrate and mediate any dispute between student and faculty regarding the student's program.
4. Review and update annually:
 - Department Graduate Student Handbook
 - OSU Graduate Catalog
 - Department brochures and advertising
5. Conduct orientation for new graduate students.

II. The Department Head will serve as Graduate Coordinator

The purpose of the Graduate Coordinator is to ensure that departmental standards are upheld during all phases of graduate education and to review and update all department graduate literature.

Specific duties include:

1. Review graduate student programs.
2. Review research proposals of all M.S. and Ph.D. students.
3. Participate in oral preliminary and final examinations.
4. Review progress of graduate students who are in academic difficulties.

5. Respond to prospective graduate student inquiries.
6. Review entrance standards and admission of graduate students with Graduate Committee.

III. Student's Study Program Committee and Study Programs

All graduate students are required to file a study program with the Graduate School. The study program comprises a list of courses which the student proposes to take in the major and minor areas of study and constitutes the course work basis for the advanced degree. The study program is formulated by the student, the major professor, and the student's Program Committee. Forms are available at the Graduate School's web site, as well as on pages 46-55 (Appendix VI, VII, and VIII). **The Department requires a minor for both Ph.D. and M.S. programs.** The **Program Committee** is made up as follows:

A. Ph.D. committee -

Total committee of five (minimum):

- Major professor
- Second member from Department of Animal Sciences
- One member from each declared minor (up to two minors may be selected)
- Graduate Council representative

B. M.S. committee -

Total committee of four (minimum):

- Major professor
- Second member from Department of Animal Sciences
- One member in minor field (our department requires a minor)
- Graduate Council representative (final examination only)

C. M.Ag. Committee -

Minimum of three graduate faculty members, at least one from each field identified in the study program. If a thesis is involved, the committee must also include a Graduate Council representative.

Members of the **Program Committee** are selected by the student and their major professor, subject to review and approval by the Department Head. Non-ANS OSU faculty can receive Adjunct appointments in our department, qualifying them as a Major Professor or a second member of your major. Professors with courtesy appointments in the Department of Animal Sciences may serve as a second member in the major field.

In addition to guiding the student in formulation of the most appropriate study program, the Program Committee serves as the examining committee for preliminary and final exams, guides and assists the student as necessary in planning, conducting and interpreting thesis

research, and must approve the thesis for granting of a graduate degree. Students should carefully choose their program committees with these roles in mind.

Program committees must be assembled and the study program prepared for filing with the Graduate School by the following deadlines:

M.S. Students: Study program must be filed before the completion of 18 hours of graduate work.

Ph.D. Students: Study program must be filed by the end of one calendar year of graduate school enrollment.

The study program approved by the **Program Committee** must be signed by the major professor, the minor professor, and the **Department Head** (for M.S. programs) and by all the committee members and the **Department Head** (for Ph.D. programs) before filing in the Graduate School. Students failing to submit a study program by the appropriate deadline (end of second term - M.S.; end of fourth term - Ph.D.) **will not be allowed to register and GRAs will be cancelled.** Changes in the program may be made by submitting a petition for change form to the Graduate School.

Meetings of the **Program Committee**, required for Ph.D. candidates and strongly encouraged for M.S. candidates, should be called to formulate the study program, review research proposals, and review research progress, as well as to conduct the examinations. Notification of Study Program Committee meeting times needs to be made to the **Department Head.**

IV. Graduate Research Assistantships

A limited number of state-supported Graduate Research Assistantships (GRAs) are available to qualified candidates. Qualifications are based upon academic proficiency, appropriateness of background training, and interest for research in specific areas of department involvement. The stipend varies with the Full Time Equivalent (FTE) (.20 to .49) assigned to GRAs. Tuition is waived but the student is responsible for fees each quarter of registration.

As a condition of appointment to a graduate assistant position, you are required to have health insurance. The University has established a graduate assistant health insurance plan. Graduate assistants who have other health insurance coverage deemed acceptable to the University may waive coverage under the University's plan. Graduate assistants who waive coverage under the University plan will not be eligible for the university contribution towards health insurance premiums. More information may be found at:

<http://studenthealth.oregonstate.edu/graduate-assistant-insurance-plan>

GRAs are responsible for 8 to 19.5 hours of work per week (for the Department of Animal Sciences) under the direction of their major professor, dependent upon the FTE of their assistantship. All state-funded GRAs in our department have a .10 FTE (4 hrs per week) service component in their position description. Students receiving a 0.49 FTE stipend from a GRA, scholarship, or combination of the two are expected to be working full time toward their degree (classes, research, or both). Therefore, such students are prohibited from having any other employment during the calendar year, including summers. Failure to

adhere to this policy may be grounds for termination of the stipend. Although your FTE and the number of hours you are expected to work may fluctuate slightly, you cannot work more than 255 per term in all jobs within the Oregon University System when appointed as a graduate student. The HRIS system tracks the number of hours for which a particular student receives pay each month; for 0.49 FTE the total must be limited to less than 84.93 hours per month. Some faculty expect their students to take classes or to be engaged in research full time while others expect their students to be engaged full time in classes and research simultaneously. Students receiving less than a 0.49 FTE stipend should consult with their advisors before seeking outside employment. **The department's policy is to limit assistantship support to two years for M.S. students and three years for Ph.D. students after the M.S.**

The Department Head and ANS Graduate Committee will be monitoring the GPAs of all graduate students. **Failure to maintain an overall graduate GPA of 3.00 or above for two consecutive terms will result in revoking the student's GRA until satisfactory progress is achieved.**

V. Graduate Student Annual Report and Graduate Student Annual Performance Review

The purpose of this report is to allow the graduate student, the major professor and the Department Head to review the progress each student has made during the past year. This report will provide the basic information to allow the Department Head to follow the program development of individual students. Such information will be critical for the department in making decisions on continuation of financial support.

Graduate Student Annual Report and Graduate Student Annual Performance Review forms (Appendix III) will be distributed by the Graduate Committee each year during Spring term. Students who fail to turn in the annual report will not be allowed to register and will not receive further financial assistance from the department. It is the graduate student's responsibility to file this report on time.

DEGREE REQUIREMENTS

I. Minimum credit requirement

Effective Fall 2005, all graduate student programs of study submitted to the Graduate School must consist of, at a minimum, 50% graduate stand alone courses.

Ph.D. - no established policy, but a program must include at least 108 hours (M.S. and Ph.D.) to be recognized by the Graduate School. A minor must consist of at least 18 credit hours (15 credit hours for an integrated minor). **See Appendix VI for more instructions.**

M.S. - 45 credit hours including thesis credits. **See Appendix VII for more instructions.**

30 credit hours in major

15 credit hours in minor (minor required by department)

(check with Department of minor -- some departments may require more credits!)

M.Ag. - 45 credit hours are required in at least three agricultural or agriculturally related fields with no more than 21 hours in any one field, unless the program exceeds 45 credits. Each field must contain a minimum of 9 credits. **See Appendix VIII for more instructions.**

II. Course load

The maximum credit load for a full-time graduate student is 16 hours; Graduate Research Assistants with FTEs of .30 to .49, because of their other duties, are limited to 12 hours per term. The minimum load for full-time student status is 9 hours for all graduate students; however, **the minimum load requirement for students on assistantship is 12 credit hours.** For summer term, full-time minimum load is 9 credits for all graduate students whether on assistantship or not.

Please see Appendix IX -- Oregon State University Continuous Enrollment Policy. Effective Fall 2004, this policy applies to ALL graduate students.

III. Graduate Student Seminar

M.S. students need two credits of seminar (ANS 507) and Ph.D. students need three credits (ANS 607) for partial fulfillment of degree requirements. One credit must be the spring term "How to present a seminar" course; the remaining credits are seminar presentation and can be presented fall or winter term. Ph.D. students that have already taken the "How to present a seminar" course will still be required to have three credits of seminar presentations. The seminar presented at the final thesis or dissertation defense does not count as one of the above required seminars. Participation in journal club seminar does not replace this requirement.

For M.S. students and the initial Ph.D. seminar after the "How to" course the seminar should be a project proposal of what you are planning to do. Presentation of preliminary data from your project is appropriate. This seminar should contain an in-depth literature review. The remaining Ph.D. seminar should be a research techniques seminar. This should be an in-depth review of a technique that you are utilizing in your research. All of these graded seminars should be 40 minutes in length leaving 10 to 15 minutes for questions. There will be a regularly scheduled Departmental seminar each week of fall and winter term. Graduate students **must** fit their seminar for credit into these time frames. In the future, we **will not** schedule seminars for letter grades (the second and/or third credit mentioned above) during spring quarter. **Graded** seminars will only be scheduled **fall or winter quarter**.

IV. Teaching Assignments

The nature of employment opportunities available to many graduates makes some teaching experience highly desirable, if not necessary. Therefore, graduate students in the Ph.D. program are required to enroll for at least one teaching credit (ANS 505 R&C/Teaching Experience) during their program. Students may assist in a class of their choice, in agreement with their advisor and the teacher of that course, subject to approval of the Department Head. Students in the master's program are exempted from the teaching credit requirement; however, their participation in classroom teaching is encouraged. The major professor may require greater teaching involvement; hence, the student may be required to register for additional teaching credits. **All Animal Sciences graduate students on at least .20 FTE of State funding are required to assist in teaching every quarter they are in Corvallis except Summer Term.**

V. Research Proposal

All M.S. and Ph.D. thesis research is to be preceded by formulation of a written research proposal. This should be presented to the student's Program Committee and their comments solicited in order to develop the most appropriate approach to the thesis research problem. The student is also well advised to consult with a statistician at this stage to ensure that your proposed research can be analyzed properly and that it will answer the questions you seek. It is to the student's advantage to prepare a Research Proposal early in their residence. Students failing to submit a thesis proposal by the appropriate deadline (end of third term - M.S.; end of fourth term - Ph.D.) **will not be allowed to register and GRAs will be cancelled.**

As stated earlier, degree candidates and their advisors are strongly encouraged to arrange for meetings of their committees to review the research proposal and research progress. At best it is disheartening to arrive at the final examination and discover that, in the committee's opinion, the research is insufficient, improperly conducted, or improperly analyzed and is therefore unacceptable.

VI. Preliminary Examination - (Ph.D. degree only)

The purpose of the preliminary examination is to determine whether the student has acquired adequate background training to conduct his or her chosen area of research.

All students are required to perform adequately on both written and oral preliminary exams for the Ph.D. degree.

Written Preliminary Examination:

1. Written preliminary examinations must be successfully completed before the student is eligible to schedule oral preliminary examination. Preliminary examinations should be scheduled when approximately 80% of the course work is completed. Preliminary examinations should be scheduled well in advance of the final examination (the minimum is one term between the time of the preliminary and the final exam); the examining committee may require additional courses if they determine that you are weak in certain areas.
2. Preparation, conduct and evaluation of written examinations will be the responsibility of the student's Major Professor according to one of the following options:
 - a. The student will complete a separate written examination for each graduate committee member. Each committee member will evaluate his or her own portion of the examination.
 - b. Each committee member will submit questions, and the major professor will then assemble an examination from the available questions. Evaluation may be joint or delegated to individual committee members.
3. The Major Professor may solicit questions from faculty not on the student's committee.
4. The type of questions and the number of questions of the written examination will be determined by the student's Major Professor. The written examination may be open book, closed book, or a combination of the two. This is determined by each individual committee member.
5. A time limit for the written examinations will be set by the Major Professor or individual committee members as appropriate. This will vary considerably, depending on the examiners.
6. Student performance is assessed by each committee member who will make a decision as to whether the student has passed or failed that committee member's portion of the written examination. One negative vote is permitted in deciding whether the student has passed the written examination. If the student fails (> 1 negative vote), the student may only retake the exam one more time. The Program Committee will decide what portions of the exam need to be retaken - this may constitute the whole exam, or only those portions that the student failed the first time. The time interval between retaking those questions will be determined by the student's Program Committee. In any case, the student is encouraged to visit with each committee member to discuss their performance in that member's question(s) to determine areas in which further study is needed prior to the Oral Preliminary Examination.

Oral Preliminary Examination:

The oral preliminary examination should be scheduled a minimum of two weeks after the student has demonstrated satisfactory performance on their written preliminary exam. An Event Scheduling Form must be filed with the Graduate School at least one week before the oral prelim exam. The oral examination is given by the Program Committee (including the Department Head and the Graduate Council representative) and normally takes 2-3 hours. Students will be examined over all relevant areas of knowledge, particularly any in which they showed weakness on their written preliminary examination. The major professor shall regulate the time utilized by members of the examining committee, and the Graduate Council representative shall conduct the committee's evaluation of the candidate's performance. Pass or failure on the oral preliminary examination is usually by committee consensus. If there is not a general consensus, a pass on the oral examination shall consist of no more than one negative vote from the examining committee.

VII. Final Examinations - All graduate degrees

All graduate students in the Department of Animal Sciences must undergo a final examination by their Program Committee prior to receipt of their degree. This is synonymous with the so-called "defense of thesis" and usually consists of (but is not limited to) a presentation by the student of their thesis research project followed by an in-depth oral examination and discussion of the work by the Program Committee, **including the Department Head or designate and the Graduate Council Representative**. For Master of Agriculture candidates, the final examination will cover relevant course work and their research paper.

Once a date for the final examination is established, the student and major professor are responsible for publicizing the oral presentation, which is open to all students and faculty who wish to attend. Please see Nora for a sample of the required announcement format.

1. In addition to the regulations printed in the Graduate School bulletin, the candidate shall clear the examination date with the **Program Committee** and **Department Head** not less than two weeks prior to the schedule date. Schedule (day, time, location) is the responsibility of the candidate. It is desirable that the seminar portion of your defense be scheduled for either room Withycombe 205 or 217, and the defense portion scheduled in Withycombe 201.
2. Because the **Program Committee** will in most instances recommend some changes in the thesis, the candidate may submit a draft thesis to the Program Committee and Graduate Coordinator rather than a thesis in final form (library copy). The Graduate Council policy is that such a draft is to be a final draft, meaning the thesis must contain all sections, figures, tables, bibliography, table of contents, page numbers on the table of contents and in text, abstract, and approval sheet. It is to be in a fully readable form, essentially ready for final typing. The committee may choose not to accept the draft as a basis for the final examination if these criteria are not adhered to.
3. An Event Scheduling Form must be submitted to the Graduate School office at least one week prior to the examination for a Master's degree or two weeks prior to the examination for a Ph.D. degree. At this time you are also required to submit the pretext

pages of your thesis to the Graduate School. Pretext pages include a flyleaf (a blank page), the abstract, copyright (optional, but recommended), title page, approval page, acknowledgement page, contribution of authors, table of contents, list of figures, tables, appendices, dedication (optional), and preface (optional).

4. A copy of the thesis must be given to the Program Committee and to the Department Head at least one week prior to the examination for a Master's degree and at least two weeks prior to the examination of a Ph.D. degree. It is suggested that a draft of the thesis be submitted to committee members for their perusal well in advance of the Final Examination.
5. The examining committee consists of the student's program committee, any additional members recommended by the major professor, and the Department Head.
6. The candidate will be asked to present his or her thesis in not more than 30 minutes. This should be carefully organized to give priority to interpretation of research results. Discussion by the candidate of literature review and experimental methodology should be minimized (both of which are described in the thesis). Graduate students and faculty are invited to attend this portion of the final examination.
7. The remaining time shall be used by the examining committee to question the candidate on the accuracy of the work, its significance, and the candidate's scientific knowledge.
8. The major professor shall regulate the time utilized by members of the examining committee, and the Graduate Council representative shall conduct the committee's evaluation of the candidate's performance.
9. If more than one negative vote is recorded by the examining committee, the candidate will have failed the examination. No more than one re-examination is permitted.

Tips for Oral Defense of Thesis (from Dr. Lloyd Swanson; former Graduate Coordinator):

1. It is your (and your advisor's) responsibility to give the Department Head a copy of your thesis when you distribute it to everyone else on your committee.
2. It is your (and your advisor's) responsibility to distribute a notice to all faculty and graduate students of the date, time and place of your seminar.
3. Listen carefully to the questions. I have observed that many graduate students 1) don't listen very well, and 2) always assume that the question is more difficult and technical than it really is. Faculty do not ask trick questions. However, often the question is not understood or is not phrased very succinctly. In that case, ask the questioner to repeat and/or rephrase the question.
4. Go through a practice session with your advisor or with other graduate students. By this time you are expected to know how to "think on your feet".
5. You must understand the statistics and laboratory assays you use. It is not acceptable to say that you simply entered the numbers into the computer or that you simply used a certain assay.
6. You must understand the Land Grant philosophy and that Oregon State University is a Land Grant university. You are accountable for the animals and other resources that you used. You are using taxpayers' money.
7. You must be able to explain your research results in plain language. You cannot hide behind technical jargon.
8. You must understand everything about the species of animal and management practices that you are using in your research. By everything, I mean that you should have a general understanding of the nutrition and physiology of that species, even if your degree is not in nutrition or physiology.
9. Be aware that you are responsible for knowledge of the classes you have taken as well as for your thesis.
10. For those of you in a Ph.D. program, be aware that you're enrolled in a Doctor of Philosophy program. That means that you must possess some general knowledge, including things of everyday life. If you really want a Doctor of Science degree, you are enrolled in the wrong institution.
11. Again, learn how to listen to the questions.

THESIS FORMAT

Consult the “Thesis Guide” for assistance in writing and formatting your thesis. Guidelines are available on the web. In addition, close contact should be maintained with the Graduate School to become aware of periodic changes. The choice of format must be agreeable to the student and the major professor and to the remainder of the Program Committee (with one dissenting vote allowed from the remainder of the Program Committee). The Graduate School's web address is: http://oregonstate.edu/dept/grad_school/ --from there, select “Current Students” on the left, then “Thesis Guide” on the right under Quicklinks.

GENERAL INFORMATION

Probably the best source of information is fellow graduate students. However, if you have any questions you should contact your major professor or his/her secretary. Following is some important information you will need to know:

- 1. Laboratory safety:** Graduate students are required to read the appropriate sections of the "University Safety Book" before they can legally work in the lab. All graduate students, however, should read the entire booklet. You may borrow the Department copy from Nora Ross (W-110). Use common sense while working in the lab or barns. If you have doubt, do not be afraid to ask someone else. If you have questions regarding laboratory safety, contact Mark Keller and if you have questions about Farm Safety, please contact the appropriate unit manager. There are certain items (biohazards, radiation, carcinogens) that require a higher level of training. Contact EH&S for radiation safety and biohazard training.
- 2. Use of state vehicle:** Graduate students on assistantship are university employees, giving them the right to drive state-owned vehicles. You must fill out a Motor Pool Driver Authorization Form before you will be allowed to drive state-owned vehicles. This includes trucks at the animal facilities and cars to attend meetings. You may obtain this form through the department's administrative office (W-110). Absolutely no personal use of university vehicles is allowed.
- 3. Keys:** You will need keys to enter the building and the office or lab you work in. Your major professor should send a memo to Nora Ross with your name, student ID number and the numbers of the rooms for which you will need keys. She will then prepare a key request form so that you may purchase the necessary keys from the university key shop. A \$10.00 refundable deposit per key is generally required.
- 4. After hours permit:** Students need to obtain an after hours permit to legally remain inside the building after hours and on weekends. You may obtain this permit from Nora Ross (W-110).
- 5. Office:** It is the desire of the Department that every graduate student has a desk in a quiet area for study. Desks may be located in a graduate student study room or in your major professor's lab. The number of desks available is limited, so in times of high student enrollment, new students may be without their own desk for the first term or two. Please see Nora Ross to arrange a desk.
- 6. Mail:** Department mailboxes are located in the main office (W-112). You should check your mailbox on a regular basis. University business, department announcements and any other messages related to you are usually put in your box. All campus offices and personnel can be reached through campus mail.

7. **Telephones:** All telephones are restricted for official business. An authorization code is required for long distance business calls; it may be obtained from the department accounting office. When ordering use toll free numbers whenever possible. Use of departmental authorization codes for long distance personal business is strictly prohibited.
8. **Copy machine use:** The photocopy machine in Room 113 is for business use. Each faculty member has an account. Your major professor will need to authorize the creation of a code for your use. This authorization is made to Helen Chesbrough (W-112). There is a coin-operated copier in the undergraduate student lounge (W-115) where you can make personal copies. **See Appendix X for the Department of Animal Sciences Printer and Copy Use Policy.**
9. **Computer network:** The department operates and maintains support for its own microcomputer server-based network system. This network is for faculty, staff, and graduate and undergraduate students in Animal Sciences. Please see **Appendices XII & XI for the "Acceptable Use of University Computing Facilities" and the Department of Animal Sciences Acceptable Use Policy for Computing Facilities."**

Each graduate student office (With. 53B, 65) has connections available to connect to the network. Graduate students must obtain a network account prior to accessing the system.

An undergraduate student computer laboratory is located in Room 300C. This lab is for instructional use, but can be used by graduate students when not being used by Animal Sciences undergraduate students. This lab is available to Animal Sciences graduate students after 5 pm (M-F) and on weekends. Graduate students must obtain a key (see Nora Ross for key request form) and assume responsibility for the room's security.

A graduate student computer laboratory is located in Room 205. This lab is a joint teaching lab that is scheduled by OSU and available for graduate students when classes are not being taught.
10. **Seminar:** All students are expected to attend scheduled departmental seminars whether registered or not. Subject matter discussed in these can be appropriate questions on written and oral preliminary and final examinations. This will be enforced by the student's major professor.
11. **Research data:** It is to be expressly understood that all research data are the property of the Agricultural Experiment Station and original copies must be retained by the major professor for future use. Students should conform to specific requirements set forth by their major professor accumulating research information. Under NO circumstances are data to be published without prior departmental review.
12. **Travel:** All graduate students are encouraged to attend industry and societal meetings or workshops to further their education. Consultation with the student's major professor on this matter is encouraged.
12. Please refer to Graduate School Catalog and Graduate Student Survival Handbook for further information. Both are available on the web.

If you feel you need to appeal matters relating to your graduate education, you may request a copy of *Grievance Procedures for Graduate Students at OSU* from the Graduate School.

Opportunities for Leadership and Co-Curricular Activities

Please visit the following web site to find out about student activities at OSU:

<http://oregonstate.edu/sli>

For ASOSU (Associated Students of Oregon State University): <http://asosu.oregonstate.edu/>

FACILITIES

BEEF RANCHES

Soap Creek Phone: 745-5955 Office

Berry Creek Phone: 745-3972

Unit Supervisor: Janice Allen

Soap and Berry Creek Ranches - Located approximately 10 and 15 miles north of Corvallis near Adair Village. The Soap Creek Ranch contains 1,880 acres and Berry Creek Ranch has 1,000 acres. Approximately 65% of the area is open land which is used for forage production including permanent pasture and hay and grass haylage. The remainder of the land is forested. Facilities include pastures, corrals, scales, squeeze chutes, bunker silo, cattle sheds, hay storage barns, and a number of pens and pastures suitable for research.

Livestock inventory - The beef herd consists of 100 commercial cows calving in the fall and 100 commercial cows calving in the spring. Currently, all cows are bred to Angus sires, using AI.

A purebred herd of 14 Red Angus and 25 Angus cattle are co-mingled with commercial cows at Soap Creek. These animals are available for teaching purposes and, where appropriate, may be used for selected research.

The current research with beef cattle involves physiology and management studies. A number of studies have been conducted jointly with scientists at the College of Veterinary Medicine.

DAIRY CENTER Phone: 737-3275

Unit Supervisor: Ben Krahn

Full-time employees: Travis Way

The **Dairy Center**, located 1½ miles west of the campus on Harrison Street, maintains a herd of 120 milking Holstein cows and 30 Jersey milking cows, plus 150 heifers (Holstein and Jersey combined), and farms about 150 acres of land. Herd production currently averages 27,089 lbs ME of milk, 1,016 lbs ME of fat and 865 lbs ME of protein for the Holsteins and 14,730 lbs ME of milk, 638 lbs ME of fat, and 490 lbs ME of protein for the Jerseys. The dairy raises all of its heifer calves for herd replacements.

Cows are milked twice daily beginning at 5:00 a.m. and p.m. in a double-7 herringbone parlor. The parlor is equipped with Westfalia computerized milk meters and take-offs and Blue-Diamond indexing stalls.

Lactating cows are housed year-round in a freestall barn where they are divided into five groups according to level of daily milk production and age. Dry cows are housed in a fully equipped maternity barn which includes calan gates for use in research. Grazing occurs during the drier months. Dried shavings are used as bedding and the barn is cleaned twice daily by flushing each alley with recycled wastewater or fresh water. Manure slurry is pumped into an auger driven separator that separates the solids from the liquid. A 500,000 gallon Slurrystore tank provides up to four months storage of liquid manure which is spread across the farm by means of an irrigation system.

Calves are raised in individual hutches until they are weaned at ten weeks of age. Calves from weaning to about six months of age are kept in the freestall barn at the Dairy Center. Older calves, bred heifers and dry cows are housed and fed at another facility. Heifers of breeding age are housed at the Dairy Center until they are bred. All cows and heifers are bred artificially and pregnancy checks are made bi-weekly on animals bred at least 35 days.

Students are responsible for calf feeding, milking nine milk shifts a week, and other duties. Between 10 and 15 students are employed part-time each quarter. One or two student herdsmen are hired to assist in managing the dairy.

HORSE CENTER Phone: 737-3575 or 737-5042

Instructor: Laird McCabe

Instructor and Barn Manager: Dawn Salazar

The **OSU Horse Center**, built in 1973, is located two miles west of campus and consists of an 100 x 200 ft. indoor arena with seating for 200, a 100 x 200 ft. all weather outdoor arena, a 40-stall main barn with English and Western tack rooms, a 17-stall research barn with feed room, a weigh room and research lab, a partial care barn (7 box stalls, tack room), and a large hay and bedding storage facility. The complex is located on 100 acres of improved pasture and 100 acres of native hill pasture which provide grazing and hay. Approximately 40 riding horses are maintained for riding instruction, class and club use. Several brood mares and young stock are also kept to serve class needs. A pony herd is maintained for research and teaching purposes. These provide excellent facilities for both teaching and research.

POULTRY RESEARCH FACILITY Phone: 753-8807

Unit Supervisor: Irene Pilgrim

Full-Time Employee: Margaret Kaaekuahiwi

The poultry center is located 1 ½ miles west of campus on Harrison Blvd. It consists of one caged layer house, a small feed mill, an incubator room, egg processing area with coolers, brooding facilities, quail research area, and a broiler research house with a large growing area (capacity 4,000), 12 smaller replicate rooms, 1 caged room, and a multipurpose room. There are plans to add an additional layer house within the next 1-2 years. These facilities are primarily used for research in the fields of reproductive physiology, nutrition, genetics, and behavior.

SHEEP CENTER Phone: 737-2903

Unit Supervisor: Tom Nichols

The **Sheep Center** is located on the Wilson Farm on Oak Creek Road five miles west of the campus. An additional 735 acres of irrigated and hill pasture, located within three miles of campus in three different areas, is also used.

The breeding flock currently numbers 325 ewes of a variety of breeds and crosses. Current breeding emphasis is on ewe and sire genotypes for efficient production of large, lean lamb carcasses under a variety of lamb growing and finishing regimens. Resulting progeny from this cooperative project will be evaluated at a major commercial lamb processing plant in cooperation with Extension personnel and scientists from Washington State University. Reproductive studies with the ewe flock examine genetic variation in parameters such as ovulation rate and embryonic and perinatal survival. This flock will be expanded for research and evaluation while serving as a nucleus source of breeding stock for other purebred and commercial flocks. The remaining ewes are either predominantly Polypay or a variety of crossbreeds involved in management studies.

Current management studies involve byproduct supplementation on summer hill pastures.

Research efforts at the Sheep Unit are encouraged along an interdisciplinary approach. Currently involved with the various research projects at the Sheep Unit are geneticists, nutritionists, veterinarians, agronomists, range scientists and reproductive physiologists.

SWINE CENTER Phone: 737-3105

Unit Supervisor: TBA

The Swine Center is located one-half mile west of campus on Campus Way. The current program involves 15 Yorkshire x Landrace sows mated to Yorkshire or terminal sires; partial confinement; lagoon manure disposal; twice/year farrowing; SPF-like health maintenance program, and the use of A.I. for genetic introductions.

The herd constitutes animal resources for teaching students, producers, 4-H, FFA, and County Agent demonstrations; for research in nutrition, physiology, and multiple aspects of swine production; and as a supply source of disease-free, environmentally and genetically stable animals for veterinary, pharmacy and microbiology departments. Cooperative, interrelated usage of animals and facilities, and associations among involved faculty and graduate students are encouraged. Inter-departmental experimental opportunities are available. Upon request, animals are sold for non-OSU research use and males and females are sold to producers for breeding herd uses.

SERVICE OPERATIONS

FARM SERVICE Phone: 737-2303

Supervisor: Irene Pilgrim

Full-time Employees: Bill Ross and Robert Straube

Located on Campus Way, farm service provides equipment and trained personnel to the animal science units. The services they provide are varied and include, but are not limited to, maintenance and repair of equipment, grounds, and facilities, forage harvesting, care of livestock, sanitation of facilities, and fence work.

CAMPUS BEEF BARNs Phone: 7-2985

Supervisor: TBA

The Campus Beef Barns include two barns with a combined capacity of approximately 125 head and three **small pastures. The facilities are used for feedlot trials, physiology studies and teaching.**

ANIMAL PHYSIOLOGY FACILITY

Faculty Contact: Fredrick Stormshak

The Animal Physiology Facility has a surgical room and recovery pens suitable for swine, sheep and cattle.

CLARK MEAT SCIENCE CENTER Phone: 737-3414

Center Manager: TBA

The **Clark Meat Science Center**, located on Campus Way, is a full-line red meat slaughtering and processing facility. The facility can also handle further processing of poultry.

Each division within the facility is equipped with modern, up-to-date processing equipment. Areas are maintained for data collection and classroom work as well as all phases of further processing of meats.

A small analytical laboratory is maintained at the facility, and is enhanced by a strong working relationship with scientists and laboratories in Animal Sciences, Food Science, Human Nutrition and Microbiological Science.

DEPARTMENTAL SUPPORT STAFF

Withycombe Hall

First Floor: Room 112 Helen Chesbrough: Assistant to Peter Cheeke, Gita Cherian, Allen Feltmann, Mike Gamroth, Kelvin Koong, Dawn Salazar, Fred Stormshak, Dale Weber; Cash receipts; Copier maintenance and codes; Invoice preparation; Library upkeep; Newsletter, alumni newsletter; Photo/bulletin board upkeep; Tour (farm unit) scheduling; U.S. and campus mail and packages

Room 126 Dodi Reesman: Undergraduate Academic Advisor; Assistant Undergraduate Head Advisor; Graduate Program assistant (ANS); Classroom scheduling; Change of grade; OSU General Catalogue / Schedule of Classes; Undergraduate Newsletter; Undergraduate advising including policies and regulations, registration, adds/drops etc.; overload advising; Removal of incomplete; Scholarship coordinator; Textbook ordering; ordering supplies for department.

Room 110 Nora Ross: Office Manager and Assistant to Dr. Males; Academic and classified recruiting; Assistant Building Manager; Dwelling houses – manager and accounting; Faculty/staff sick and vacation leave; Key requests; Parking permits; Personnel forms; Promotion and tenure; Space inventory; Supervisor of clerical personnel; Telephone coordinator; Workers' compensation and risk management coordinator. Back-up time and attendance processing.

Accounting - Room 118 Gabrielle Thompson: Accounting / budgeting questions – state funds, grants, foundations; Employee sign-up (faculty, staff, and grad assistants); FIS & HRIS / Data warehouse coordinator; PAR forms; Paycheck distribution; Personnel forms; Student payroll sign-up; Student timesheets / payroll processing; Telephone long-distance code authorizations; Time and attendance processing.

Room 120 Diane Franck: Accounts payable (payments); Accounts receivable (deposits); Equipment inventory / Surplus property; Personal reimbursements (non-travel); Purchasing (purchase orders, special orders); Scholarship payments; Visa, Web site coordinator; Assistant to Dean Frischknecht, David Froman, Jim Hermes, Mark Keller, Ben Krahn, Jim Krahn, Fred Menino, Jim Oldfield, Tom Savage, and Jim Thompson; Backup for computer administrator; Software technical support;

Lab Personnel: W-55 – Nathalie Quezada; W-57 - Allen Feltmann; W-303 - Mark Keller; W-215 – Mary Meaker

Computer Technicians: W-300B – Scott Austed

Student Support Technicians: W-224 Aaron Moffitt

PROTOCOL FOR USING DEPARTMENT FACILITIES FOR RESEARCH

A Research Protocol Form must be submitted by the principal investigator to the Unit Supervisor(s) of the livestock unit(s) to be utilized. Following evaluation of the project by the Unit Supervisor(s) for budget and facility priorities, the Research Protocol Form is referred to the Department Head for final approval.

An Animal Care and Use form must also be filed with the OSU Institutional Animal Care and Use Committee prior to any experiment involving animals.

See Appendix IV for a copy of the Research Protocol Form. Go to the Office of Sponsored Programs and Research Compliance web site to obtain the latest version of the Animal Care and Use form -- The address is:

<http://oregonstate.edu/research/osprc/rc/animal/use.html>

FASS training. This training is provided to most Animal Sciences personnel through the Department of Animal Sciences. nora.ross@oregonstate.edu

-Training requires viewing two 15-minute videos on the Guide to the Care and Use of Agricultural Animals and taking a short quiz in the Department of Animal Sciences.

-When training is completed, the Office Manager of Animal Sciences send documentation to the IACUC Administrator that the requirement has been fulfilled.

APPENDIX I

ETHICAL GUIDELINES FOR RESEARCH PUBLICATIONS

Although there is general agreement on what constitutes authorship, there is still some abuse of the system. To help clarify this issue, the Endocrine Society published "Ethical Guidelines for Publication of Research" (Endocrinology 132:1, 1993). The following is taken from that publication and is included here as a useful guide for all beginning scientists.

Introduction

The Endocrine Society wishes to remind all of its members of the rules of good conduct as they apply to research and its publication. The fundamentals are honesty, fairness, good manners, and the subordination of self-interest to the common interest of our profession and of society. In these notes, the Publication Committee sets forth its rules of good conduct for authors, reviewers and editors.

I. Obligations of Authors

These things are forbidden:

1. submitting the work of others, in whole or in part, as one's own. This is plagiarism (theft);
2. fabricating a report of research in whole or part. This is fraud (lying);
3. suppressing or altering data not in agreement with one's hypothesis. This is dishonest and self-serving.

The author must show the editor written permission to quote any information learned personally from another investigator or by reviewing applications for research grants. In the introduction and especially in the discussion of a paper, the author should cite fairly the work of others that is relevant either to the origin or to the outcome of the research described.

The author may invite as co-authors only those persons who have made significant intellectual and scientific contributions to the work reported. A co-author's signature on the copyright release form submitted with the manuscript indicates that the co-author has had a part in the writing and final editing of the report, has been given a copy of the manuscript, and agrees to share responsibility and accountability for the results.

It is unethical to submit reports of the same or substantially overlapping research to more than one journal at the same time, unless the author can justify it in letters to both editors. Any preliminary accounts or abstracts of the work, already published, must be referenced in the complete report.

APPENDIX II

Department of Animal Sciences Oregon State University Checklist for Graduate Students

Detailed information about departmental requirements for graduate students in Animal Sciences are covered in the Animal Sciences Graduate Student Handbook. This checklist gives a better idea of the sequence of events and deadlines for accomplishment of those events. The Graduate School also has requirements which you will need to meet. Please refer to their publications for this information. The Graduate School does not provide hard copies of the Graduate School Guide to Success (formerly the Graduate Student Survival Guide). Instead the information has been made available on the Web. The website address is:

http://oregonstate.edu/dept/grad_school/current/success.html

ALL GRADUATE STUDENTS

Upon arriving at the department:

- _____ Set up an appointment with your advisor and decide on which classes to take your first term. All students are required to attend Animal Sciences seminar, but you should only sign up for the class during the quarter you will be giving a seminar.
- _____ Obtain a Motor Pool driver authorization form from Nora Ross (W-110) so that you will be able to drive state vehicles for work purposes.
- _____ Request a list of keys you will need from your advisor with his signature and take the list to Nora Ross.
- _____ To obtain an after-hours work permit if you will be in the building after 6:00 p.m. or on weekends, see Nora Ross (W-126).
- _____ Establish a login code with Scott Austed (Department Computer Administrator) for use of the computer network.
- _____ See Nora Ross for desk assignment.
- _____ If you will be driving your own vehicle to campus, get an application for a parking permit from Parking Services (Traffic Office).
- _____ Check main office (W-112) for establishment and location of your mailbox.

See Gabrielle Thompson in the department Accounting Office:

- _____ If you are to be employed by the University (ex. Graduate Research Assistant). Please bring your social security card and driver's license (and passport for international students).
- _____ To request a Tuition Waiver Form (when applicable).
- _____ To complete Private Vehicle Authorization form (necessary if you want to use your car for university business).

MASTER'S STUDENTS

By the end of the second term:

- _____ With the assistance of your advisor, select members of your Program Committee and draft a study program.
- _____ Set up a meeting of your Program Committee. This is often difficult to arrange so pick a date several weeks in advance.
- _____ One week prior to program meeting notify, in writing, your Program Committee members, and the Graduate Coordinator.

During the Program Committee meeting:

- _____ Present Study Program. Ask for required signatures of committee members.
- _____ Present design of the initial experiment in oral and/or written format as recommended by your advisor.
- _____ Submit Study Program to the Graduate School. Be sure to obtain the Department Head's signature. Students who do not file a program within the specified deadline will not be allowed to register for the next term. Programs must be submitted on forms provided by the Graduate School. See Graduate School Guide to Success (formerly the Graduate Student Survival Guide.)
- _____ Mandated by federal requirements, the primary goal of Occupational Health Services is to evaluate and address potential risks to you that may be associated with your use of animals. Enrollment in this program is mandatory for all personnel for whom OSU has responsibility and who have substantial animal contact, including faculty, classified staff, faculty research assistants, research associates, technicians, graduate students, post-doctoral students, undergraduate students, visiting faculty, and others involved with animals. More information is available at:
<http://oregonstate.edu/occupationalhealth/>
- _____ Before any experimentation can begin with **animals**, an approved Animal Care and Use Form must be on file. Consult with your major professor regarding this issue. This form is available on the Web at:
<http://oregonstate.edu/research/osprc/rc/animal/use.html>
- _____ Before any experiments can begin at the **farm units**, a Research Protocol Form must be submitted to the farm unit supervisor and routed for appropriate signatures. See your advisor and **Appendix IV** of Handbook. Approval is needed 30 days prior to the start of the experiment. Consult with your major professor regarding this issue.

- _____ If the proposed research activity involves **human** participants and may contribute (e.g., through publication, presentation, or dissemination outside the OSU community) to "generalizable knowledge", then the activity will require review and approval by the OSU Institutional Review Board (IRB) before any recruitment or research involving human participants may begin. IRB review and approval is required for all research projects involving human participants, regardless of the source of funding for the project or the level of risk posed to participants. This form is available at the Research Office's Web page. Consult with your major professor regarding this issue.
- _____ Check with the laboratory technician for safety procedures and examinations before starting work in laboratories.

Near the end of the third term:

- _____ Submit a formal Thesis Proposal to each member of your committee and the Department Head or Graduate Coordinator. This proposal should include the following sections:
- 1) Introduction with the experimental rationale and justification,
 - 2) Literature review that reviews previously published literature and builds a detailed case for your proposal,
 - 3) Methods section which includes the experimental design, statistical analysis and description of techniques to be used, and
 - 4) Anticipated results.
 - 5) Bibliography

Students failing to submit a thesis proposal by the appropriate deadline will not be allowed to register and GRAs will be cancelled.

After submission of the Thesis Proposal, it is the responsibility of the student to report all substantive changes in experiments to each member of the committee.

Near the end of your program:

- _____ After your advisor approves your thesis for distribution, schedule a Thesis Defense examination date with your committee members and with the Department Head.
- _____ File Diploma Application with Graduate School.
- _____ At this time, contact Scott Austed (DCA) to discuss your university email account, computer files, etc.

One week prior to your examination date:

- _____ Write a memo or letter to the following individuals. This letter should list the time, date and location of the meeting.
- _____ Department Head
 - _____ Each committee member
- _____ Distribute a seminar notice with the time, date and location of your examination. See Nora Ross for sample of correct format.
- _____ (One week minimum) Distribute the draft of your thesis to:
- _____ One copy to the Department Head
 - _____ One copy to each committee member
- _____ **(One week minimum) Submit "Event Scheduling Form" and "Pretext" pages to the Graduate School.**

Distribution of completed thesis:

- _____ One signed copy (unbound) to Graduate School
- _____ One copy filed electronically to Graduate School
- _____ One signed copy (unbound) to Department
- _____ One signed copy (bound) to Advisor
- _____ Any others you wish to distribute (yourself, family, committee members, etc.)

Ph.D. STUDENTS

By the end of the fourth term:

- _____ With the assistance of your advisor, select members of your Program Committee and draft a study program.
- _____ Set up a meeting of your Program Committee. This is often difficult to arrange so pick a date several weeks in advance.
- _____ At least one week prior to program meeting, notify in writing, your Program Committee members, the Graduate School, and the Department Head.
- _____ During the Program Committee meeting:
 - _____ Present Study Program. Obtain signatures of committee members.
 - _____ Present design of the initial experiment in oral and/or written format as recommended by advisor.
- _____ Submit Study Program to the Graduate School. Be sure to obtain the Department Head's signature. Programs must be submitted on forms provided by the Graduate School. Students who do not file a program within the specified deadline will not be allowed to register for the next term. See Graduate School Guide to Success (formerly the Graduate Student Survival Guide).
- _____ Mandated by federal requirements, the primary goal of Occupational Health Services is to evaluate and address potential risks to you that may be associated with your use of animals. Enrollment in this program is mandatory for all personnel for whom OSU has responsibility and who have substantial animal contact, including faculty, classified staff, faculty research assistants, research associates, technicians, graduate students, post-doctoral students, undergraduate students, visiting faculty, and others involved with animals. More information is available at:
<http://oregonstate.edu/occupationalhealth/>
- _____ Before any experimentation can begin with **animals**, an approved Animal Care and Use Form must be on file. Consult with your major professor regarding this issue. This form is available on the Web at:
<http://oregonstate.edu/research/osprc/rc/animal/use.html>
- _____ Before any experiments can begin at the **farm units**, a Research Protocol Form must be submitted to the farm unit supervisor and routed for appropriate signatures. See your adviser and **Appendix IV** of Handbook. Approval is needed 30 days prior to the start of the experiment. Consult with your major professor regarding this issue.
- _____ If the proposed research activity involves **human** participants and may contribute (e.g., through publication, presentation, or dissemination outside the OSU community) to "generalizable knowledge", then the activity will require review and approval by the OSU Institutional Review Board (IRB) before any recruitment or research involving human participants may begin. IRB review and approval is required for all research

projects involving human participants, regardless of the source of funding for the project or the level of risk posed to participants. This form is available at the Research Office's Web page. Consult with your major professor regarding this issue.

_____ Check with the laboratory technician for safety procedures and examinations before starting work in laboratories.

_____ Submit a formal Thesis Proposal to each member of your committee and the Department Head. This proposal should include the following sections:

- 1) Introduction with the experimental rationale and justification,
- 2) Literature review that reviews previously published literature and builds a detailed case for your proposal,
- 3) Methods section which includes the experimental design, statistical analysis, and description of techniques to be used, and
- 4) Anticipated results.
- 5) Bibliography

Students failing to submit a thesis proposal by the appropriate deadline will not be allowed to register and GRAs will be cancelled.

After submission of the Thesis Proposal, it is the responsibility of the student to report all substantive changes in experiments to each member of the committee.

Near the end of your second year:

_____ It is recommended that the preliminary examinations be administered after 80% of required course work has been completed. Work with your advisor and committee members to set up your written and oral examinations.

_____ Oral prelim examinations should be scheduled a minimum of two weeks after written prelims.

_____ An Event Scheduling Form must be filed with the Graduate School at least one week before the oral prelim.

Near the end of your program:

_____ One term before final oral examination, file Diploma Application with Graduate School.

By the end of your program:

_____ When your advisor approves the draft of your dissertation for distribution, schedule a final examination date with your committee members, and with the Department Head. This draft should only differ from the final copy in quality of paper.

_____ At this time, contact Scott Austed (DCA) to discuss your university email account, computer files, etc.

Two weeks prior to examination date:

_____ Write a memo or letter to the following individuals. This letter should list the time, date and location of the meeting.

_____ Department Head

_____ Each committee member

_____ (Two weeks minimum) Submit "Event Scheduling Form" and "Pretext" pages to the Graduate School.

_____ Distribute the draft of your dissertation:

_____ One copy to the Department Head

_____ One copy to each committee member

One week prior to examination date:

_____ Distribute a seminar notice with the time, date and location of your examination. See Nora Ross for sample of correct format.

Distribution of completed dissertation:

_____ One signed copy (unbound) to Graduate School

_____ One copy filed electronically to Graduate School

_____ One signed copy (unbound) to Department

_____ One signed copy (bound) to Advisor

_____ Any others you wish to distribute (yourself, family, committee members, etc.)

For more information, please refer to the Graduate School's online Guide to Success (formerly the Graduate Student Survival Guide):

http://oregonstate.edu/dept/grad_school/current/success.html

Graduate Student Annual Report

**Animal Sciences
Oregon State University**

APPENDIX III

The Department of Animal Sciences requires its graduate students to prepare an annual summary of activity and progress. The purpose of this is to help you, your major professor and the Department monitor your program, help in scholarship deliberations and aid in identification of problem areas. This form should be filled-out completely and provided to the Department Head. You will receive acknowledgement of the form and written comments on your program.

Name: _____ **Date:** _____

Major Professor: _____ **Degree:** _____

Committee Members (Names & Departments -- Or, if outside the University, where they work):

When did you begin work on your current degree? _____

When do you expect to complete your current degree? _____

**What are your sources of financial support? (If you don't know, ask your major professor.)
What level of financial support (FTE) do you have?**

**Have you filed your Study Program with the Graduate School? Yes ___ No ___ If yes,
when? _____ (Date)**

**Have you filed your Thesis Proposal with the Department Head? Yes ___ No ___ If yes,
when? _____ (Date)**

Ph.D. degree candidates:

**When did you take your oral prelims? _____ Written
prelims? _____**

What is your minor option and field? _____

Describe the kind of position you are seeking following completion of your degree:

What courses did you complete during the last year?

What courses do you plan to take during the next year?

What teaching and extension activities did you participate in during the last year?

Have you maintained contact with your graduate committee in the past year?

What papers did you present or co-author at scientific meetings last year?

List any scientific articles you published during the last year.

Summary of the past year: Did you accomplish your goals for the past year?

Plans for upcoming year:

If you have any issues you wish to discuss with the Department Head, please make an appointment to meet with him.

**Graduate Student Annual Performance Review
Department of Animal Sciences**

Student Name: _____

Report Period: From _____ **Through** _____

***Student has submitted Thesis Proposal by required deadline: Yes ___ No ___**

M.S. Students: Due by end of 3rd Term

Ph.D. Students: Due by end of 4th Term

Student has submitted Graduate Program by required deadline: Yes ___ No ___

M.S. and MAG Students: Due by end of 2nd Term

Ph.D. Students: Due by end of 4th Term

***Student has met the GPA requirements of the department: Yes ___ No ___**

Requirement: An overall GPA of 3.00 or above.

Failure to maintain an overall GPA of 3.00 for two consecutive terms is unsatisfactory progress.

***Student has ___ has not ___ satisfactorily met the service component of job description.**

For a deficient performance rating, reasons are listed below.

Deficient Performance:

***Student has ___ has not ___ made adequate progress in their academic performance.**

For a deficient performance rating, reasons are listed below.

Deficient Performance:

***Student has ___ has not ___ progressed adequately in completing research and thesis requirements.**

For a deficient performance rating, reasons are listed below.

Deficient Performance:

Research Protocol Form

Project Title:

P.I.:

Faculty Involved:

AES Unit(s) Involved:

Students Involved:

Total Non-AES Funds Involved:

Source of Non-OSU Funds:

Experimental Design:

Anticipated Start and Completion Dates: From _____ To _____

Objective of Research:

Variable Expenses of Project:

Feed:

Income Reduction:

Labor:

Decreased Animal Performance:

Motor Pool:

Other:

Health:

Source of Funds for Income Reduction:

Responsibilities of P.I.:

Responsibilities of Extra Labor Provided by P.I.:

Responsibilities of Unit(s) Staff:

Research Schedule of Events (List Only Dates Requiring Farm Staff Actions):

Comments:

P.I.

Date

Must get signatures of unit supervisors of all units involved in project, including Farm Service.

Unit Leader(s):

Approved

Not Approved

Date

Approved

Not Approved

Date

Department Head:

Approved

Not Approved

Date

Ration Formulations Available _____

Animal Use Form on File _____

APPENDIX V
Scholarships and Awards

PLEASE SEE OUR ANIMAL SCIENCES WEB SITE FOR THE MOST UP-TO-DATE INFORMATION AND AVAILABLE SCHOLARSHIPS. Our web address is:
<http://oregonstate.edu/dept/animal-sciences/>

Graduate Scholarships

Through Animal Sciences Department:

Don and Ginger Helfer Scholarship
Jess Hanson Scholarship
Hogg-Hubbard Fellowship
Parviz Kamangar Fellowship in Animal Sciences
Chester M. Wilcox Memorial

College of Agricultural Sciences
Graduate Scholarships/Fellowships

The following scholarships are screened by the ANS Scholarship Committee, nominated by the Department Head and submitted to the Dean, College of Agricultural Sciences:

Savery Outstanding Graduate Student Award -- Award: 2 students (1 MS and 1 PhD)

The following are selected by the College of Agricultural Sciences Scholarship Committee but nominated by the ANS Scholarship Committee and Department Head:

Eckleman Scholarships and Fellowships -- Award: 1 to 4 graduate students

Graduate School
Scholarships/Fellowships

Graduate Scholarships/Fellowships (OSU) via ANS to the Graduate School:
(These require nomination by the Department.)

Bayley Fellowship

Sports Lottery Scholarships Awards

P.F. Yerex & Nellie Buck Yerex

Oregon Laurels and Oregon Supplemental Laurels -- Full or partial tuition remission

University Club Foundation - Graduate Fellowship Award

For information from the Graduate School on available scholarships and fellowships, please see their web site at: http://oregonstate.edu/dept/grad_school/Graduate_Funding/grad_internalfunding.html

Also, the Oregon Student Assistance Commission (OSAC - formerly the Oregon State Scholarship Commission) administers a number of scholarships for which graduate students may apply. Supplies of the 20-page application booklet are available in the Graduate School Office (300 Kerr Administration Building). Students may also file an application electronically through the OSAC web site: <http://www.osac.state.or.us>

General Instructions and Forms

The following links are of importance:

General Instructions for the Doctoral Program:

http://oregonstate.edu/dept/grad_school/Survival_Guide/Graduate_Forms/phdinst.pdf

OSU Graduate School Proposed Doctoral Program form:

http://oregonstate.edu/dept/grad_school/Survival_Guide/Graduate_Forms/phd.pdf

General Instructions for Completing the Master's Program:

http://oregonstate.edu/dept/grad_school/Survival_Guide/Graduate_Forms/MastProgInst.pdf

OSU Graduate School Proposed Master's Program form:

http://oregonstate.edu/dept/grad_school/Survival_Guide/Graduate_Forms/masters.pdf

General Instructions for the Master of Agriculture Program:

http://oregonstate.edu/dept/grad_school/Survival_Guide/Graduate_Forms/maginst.pdf

OSU Graduate School Proposed Master of Agriculture Program form:

http://oregonstate.edu/dept/grad_school/Survival_Guide/Graduate_Forms/mag.pdf

Continuous Enrollment Information:

<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804>

Acceptable Use of University Computing Resources:

<http://oregonstate.edu/aup.htm>



Department of Animal Sciences
Oregon State University, 112 Withycombe Hall; Corvallis, Oregon 97331-6702
T 541-737-3431 | F 541-737-4174 | <http://ans.oregonstate.edu>

Memo to: Animal Sciences Faculty, Staff, Graduate Students, and
Student Employees

From: James R. Males

Subject: Policy Statement

Department of Animal Sciences Printer and Copier Policy

Limitations for Using Departmental Copier

The Animal Sciences copier is to be used for work related copying only. Under no circumstances should an undergraduate or graduate student taking an Animal Sciences class be given a copy code or permission to use the copier to copy materials for class or to copy notes.* If students wish to make copies of class work or notes, they should use the copier in the student lounge. Graduate students may copy materials for research related activities as long as they use a code that will be directly charged to their major professor's account. Student clubs may request permission to get a copy code if they have an MU account that can be charged for the copies. Copying of personal items for faculty and staff is not encouraged, but if you need to make copies here, please pay 4 cents per copy to our Office Manager, Nora Ross.

**If you are concerned that students may know your code, a new account code can be obtained from the Animal Sciences main office.*

Printer Use in the Student Computer Lab

Please request students in your classes to respect printer use in the student laboratory. They may use the printer only for Animal Sciences class projects or to download Web material that they need for class. There is a 5 cent charge per page of printing.



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Acceptable Use Policy for Computing Facilities**

In accordance with the Oregon State University Acceptable Use policy for Computing Facilities, I do as supervisor allow personal use of computers by employees when doing so does not interfere with the institution's or with the employee's ability to carry out institution business. By this I mean to say that it is acceptable to utilize the computer when taking a break, over your lunch hour, etc. to access sites that may be of interest to you. It is never acceptable to utilize the University Computer resources to access and/or forward pornography or other material that would be deemed by others to be offensive.