

**Expectations For Graduate Students
School of Food Science
University of Idaho and Washington State University**

1. General Conduct: All graduate students are expected to conduct themselves in mature, professional, courteous manners toward other students, staff and faculty regardless of their race, gender, religion, sexual orientation, or national origin. Graduate students should work together with faculty and staff to create an environment that stimulates and encourages creative and independent learning while respecting academic freedom that allows expression of differing opinions.

2. Requirements/Policies/Procedures: All graduate students are expected to take primary responsibility to inform themselves of specific requirements, policies, and procedures governing their graduate studies within the School of Food Science (SFS) and at their respective Graduate School and University including ensuring that they meet all stipulated deadlines. Specific degree requirements are located in the SFS Graduate Student Handbook. Depending on the university in which the student is enrolled, university requirements, policies, and procedures should be obtained specific to University of Idaho (College of Graduate Studies provides information in the UI Catalog and/or the on-line "How To Guides") or Washington State University (Graduate School Policies and Procedures Manual and/or Graduate Student Rights and Responsibilities Handbook).

3. Time Management: All graduate students are expected to manage time effectively for maximum professional development as well as personal health and well-being and balance competing demands such as being a student, graduate assistant, parent, spouse, caregiver, etc. In general, students should determine their daily schedules in consultation with their advisor. However, the demands of research often dictate that a student will have to devote time in excess of or outside of normal working hours to complete their research project and other degree requirements in a timely manner. In turn, faculty will respect student's need to allocate their time among competing demands, while helping the student to maintain timely progress towards their degree.

4. Additional Duties: For students on assistantships, other duties besides courses and the student's own research may be assigned including (a) assisting other students and faculty with research, teaching, and/or extension demonstrations, (b) maintaining cleanliness of laboratory, desk space, pilot plant, or other common use areas, (c) assisting advisor with literature searches, grant proposal development, research progress reports, etc., or (d) other SFS activities.

5. Funding/Support: Funding/support is described in individual student offer letters received from the SFS. Awarding of grant or state-funded assistantships will generally not exceed four (4) semesters B.S. to M.S., six (6) semesters M.S. to Ph.D., or eight (8) semesters B.S. to Ph.D. provided that adequate progress towards the degree is met.

6. Advisor/Committee Meetings: Graduate students are expected to meet regularly with their advisor(s) and at least once a year with their graduate committees. All meetings should be scheduled well in advance and every effort maintained to keep appointments.

7. Professional Meetings: Graduate students will be granted time to attend professional meetings and meetings in which they are representing the SFS or UI/WSU. All students should discuss attendance at these meetings with their advisor prior to planning to attend. Graduate students will not be granted leave during crucial parts of laboratory projects or when it conflicts with assistantship responsibilities. Funding may be available from the advisor or SFS to attend professional meetings but is not guaranteed.

8. Safety: Safety is the responsibility of every member of the campus community and all students will receive the appropriate safety training prior to participating in research projects. As SFS is committed to maintaining a safe environment for its faculty, staff, and students, participation in all relevant safety orientations and adherence to safety regulations will be mandatory. Safety plans and emergency management strategies for an individual campus, station, building, or other unit should be consulted so that all are aware of the appropriate actions to be taken should an emergency arise.

9. Thesis/Dissertation Writing: While faculty will provide needed guidance, individual students will be expected to provide the majority of writing in such a quality as to be deemed “reasonable” for submission to a peer-reviewed journal. Students should not expect faculty advisors to write significant portions of their theses/dissertations in order to graduate within specific deadlines. An acceptable M.S. thesis will usually contain at least one publishable journal article, while a Ph.D. dissertation generally yields three or more publishable manuscripts. Students should respect faculty members’ need to allocate their time and other resources in ways that are academically and personally productive. As such, students must allow time for faculty review of written material, minimally two to three weeks (14 to 21 days) per manuscript.

10. Professional Acknowledgements: Student and faculty contributions to research presented at conferences, in professional publications, or in applications for invention disclosures, copyrights and patents should be acknowledged by authorship, ownership, or in some other appropriate form.

11. Leave: All leave (vacation, absences, etc.) should be approved by the advisor in advance. Typically, vacation time will not be granted during crucial times of research (*i.e.*, growing season, harvests, etc.). Graduate students are expected to be at the school during the standard hours of university operation but not be expected to be at work on officially designated university holidays or days when their university is officially closed. Written notice is required to the advisor and SFS director and respective Graduate School if a student desires to leave the university prior to degree completion. Included in this letter will be a proposed schedule for completing all degree requirements as well as the assurance that data collection and analysis will be finished prior to leaving the university. Compliance with additional policies may be required depending on the university. However, leaving the university prior to completion of the thesis/dissertation is highly discouraged as this situation adds additional burden and stress to both the student and their advisor. Commonly, students face challenges finding the needed commitment and time to write, obtaining direct guidance from the advisor, difficulty in obtaining current research articles, and/or having access to adequate computer support.

12. Annual Evaluation: Performance and progress toward degree will be assessed annually using the SFS Annual Graduate Student Evaluation form. Graduate students will be expected to work with the advisor to ensure that progress and eligibility continues.

13. Plagiarism and Academic Honesty: Cases of plagiarism and academic dishonesty are not tolerated and will be handled in accordance with academic integrity policies as stated in the SFS Graduate Student Handbook and by individual university policies.

14. Disagreements: If a disagreement arises between a student and a faculty/staff member that they cannot resolve among themselves, a meeting with the SFS director is encouraged.

15. Signature:

Name of Student

Signature of Student

Date

**Signing this document confirms that the student has (a) read and understands the expectations as described above and (b) been given an opportunity to discuss the contents of this document with their advisor and/or SFS Director.*

Approved by SFS faculty October 2011