



Department of Plant Pathology - Department of Entomology

MASTER IN PLANT HEALTH MANAGEMENT GRADUATE HANDBOOK

Online (pdf): mphm.osu.edu/graduate-handbook

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mphm.osu.edu

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Preface

Welcome to the Master in Plant Health Management (MPHM) program, administered by the Department of Plant Pathology and the Department of Entomology.

Although this handbook is a guide for your degree program, it is the MPH M Graduate Studies Committee (GSC) and others that will help you develop your program and answer questions that arise. Although there are specific graduate program requirements in the department, your individual program will reflect your specific objectives and goals as you pursue your career in plant health management.

In addition to this Handbook, you should also access and consult the university's Graduate School Handbook: gradsch.osu.edu/handbook. The Graduate School Handbook "contains the rules, policies, and guidelines applicable to the graduate community at The Ohio State University." Additional rules and requirements are specified by the Graduate Studies Committee (GSC) of Master in Plant Health Management program.

We hope the following guidelines will be helpful to you in development of your graduate program. Although some of the departmental policies outlined in this edition of the Handbook may change, you will be expected to fulfill the degree requirements in effect at the time you begin your graduate program. In the case of substantial revisions, the Graduate School and/or the MPH M Graduate Studies committee will clarify how this may impact your program requirements.

We are looking forward to working with you as you begin this new path of career development. During your time in the Master in Plant Health Management Program please feel free to contact the Co-chairs and committee members of the program as well as any faculty member in the Department of Plant Pathology and Department of Entomology.

Professional Science Master's Degree

The Master in Plant Health Management (MPHM) is Ohio State's first graduate program to achieve [Professional Science Master's](#) (PSM) affiliation.

"The Professional Science Master's (PSM) is an innovative graduate degree designed to allow students to pursue advanced training in science or mathematics, while simultaneously developing workplace skills highly valued by employers. . . . All have been developed in concert with employers and are designed to dovetail into present and future professional career opportunities." (sciencemasters.com)

Professional science master's degrees were first developed in the 1990s, with a curriculum that integrates science coursework with "science-plus" professional training. A key component of many PSM programs is an experiential learning project, designed to fit the student's interests and career goals. The National Professional Science Master's Association is the membership association for the Professional Science Master's program (www.npsma.org).

Contacts and Communication

MPHM - Graduate Studies Co-Chairs: Christopher G. Taylor (taylor.1886@osu.edu); Samuel Ward (ward.1792@osu.edu); MPH M Graduate Coordinator: Monica Lewandowski (lewandowski.52@osu.edu).

Department chairs - Department of Plant Pathology, Pierce Paul (paul.669@osu.edu);
Department of Entomology, Jamie Strange (strange.54@osu.edu)

Resources

Ohio State Online describes many of the benefits and resources, especially for online students
> online.osu.edu > Discover Us > Student Resources Overview, including Academic Help,
Career Services, Student Advocacy Center, Tech and Tools, and University Policies

Graduate School - gradsch.osu.edu

- Graduate Handbook (Graduate School) > gradsch.osu.edu/handbook

- Office of Ombuds Services - independent, impartial, and confidential space where faculty members, graduate and professional students, and postdoctoral scholars can discuss issues and receive informal counsel and advice > ombuds.osu.edu

College of Food, Agricultural, and Environmental Sciences (CFAES) Graduate Education

- grad.cfaes.ohio-state.edu/home

Glossary

Buckeyelink – access enrollment and other student records at buckeyelink.osu.edu.

CarmenCanvas – Ohio State’s course management system (*Canvas* is the system for OSU courses).

CFAES – College of Food, Agricultural, and Environmental Sciences.

Gradforms – gradforms.osu.edu, where most Graduate School forms can be accessed

Graduate Faculty – members of the general faculty approved to conduct graduate education at Ohio State. Graduate Faculty status is maintained by the [Graduate School](#).

GSC – Graduate Studies Committee. For the MPH M program, the committee includes two co-chairs who oversee and administer the program and four faculty, with equal representation from the Department of Plant Pathology and the Department of Entomology.

HCS – OSU Department of Horticulture and Crop Science.

MPHM – Master in Plant Health Management, a professional degree administered by the Department of Plant Pathology and the Department of Entomology.

OSU Extension – statewide network and disseminator of research and technologies to stakeholders and Ohio citizens.

OSU Library . library.osu.edu Off campus sign-in. Many electronic books, including textbooks, are available through the library catalog.

Tutorials for using the library catalog: library.osu.edu/help/tutorials/

OTDI – Office of Technology and Digital Innovation (it.osu.edu). Technology and computer support for the Ohio State community. Students have access to tech support 24 hours a day, 7 days a week: tel. 614-688-4357, or by e-mail, servicedesk@osu.edu.

SENR – OSU School of Environment and Natural Resources, part of CFAES.

TechHub – Ohio State’s technology store, including computers and software with exclusive pricing for students, faculty, and staff. TechHub can also offer computer financing and tech recommendations for students.

TOPP – Tuition Option Payment Plan, or TOPP. This plan allow you to divide the cost of tuition/fees into installment payments. The deadline to enroll in TOPP is the second installment due date of a term. busfin.osu.edu/bursar/paytuition.

Wooster campus – comprises academic departments from several units in CFAES and the Agricultural Technical Institute (ATI), an associate-degree program in CFAES > wooster.osu.edu.

Workday – Human resources system for hiring and benefits (workday.osu.edu)

Research Standards and Scholarly Conduct

[Graduate School Handbook APPENDIX C.1](#)

Graduate students and Graduate Faculty aspire to professional behavior that is consistent with the highest ethical and moral standards. The Graduate School at The Ohio State University expects that graduate students will demonstrate responsibility and integrity in pursuing their creative and scholarly interests. The academic enterprise is dependent upon such behavior. Graduate students are responsible for learning about appropriate standards for ethical research and scholarly conduct and for following all university policies related to ethical research and scholarly conduct.

When graduate students join the Ohio State community, they become members of disciplinary, scholarly, and professional communities that extend beyond the university. Graduate students are expected to learn, respect, and abide by the professional codes of ethics and responsibilities that are commonly accepted in their field of study or area of research. These codes include but are not limited to the following: a responsibility to contribute an original body of work to one's chosen discipline and the recognition that one's work is based on the work of others which must be respected and properly acknowledged. Graduate students also have the responsibility to treat university faculty, staff, and other students respectfully and professionally.

Graduate Faculty, advisors, and graduate programs should actively encourage their students to participate as members of their chosen disciplinary, scholarly, and professional communities. Graduate students should be encouraged to seek and share knowledge wherever and whenever possible. Academic advisors and other faculty members should educate graduate students through example and discussion, addressing such issues as academic honesty, research, publication, recruitment, and hiring practices, and applicable fellowship and graduate associateship responsibilities. Disciplinary codes of ethics and norms should be discussed among graduate students and faculty. Such communication is a means of setting high standards of behavior in graduate study and beyond.

Academic and Professional Standards

Policies for academic standards are set by the Graduate School and the MPHM Graduate Studies committee. The minimum Academic and Professional Standards established by the Graduate School are described in the Graduate School Handbook, Section 5.

What is “good standing?” What grades do I need to maintain?

Good Standing 5.1

To be in good standing in the Graduate School, a student must maintain a graduate cumulative point-hour ratio (CPHR) of 3.0 or better in all graduate credit courses and must maintain reasonable progress toward Graduate School or graduate program requirements. A doctoral student who has had two unsatisfactory attempts at the candidacy examination or the final oral examination or professional doctoral examination is not in good standing.

Professional Standards 5.2

Graduate students are required to observe professional ethical standards in their graduate studies and research. Graduate students should talk with their advisors and their Graduate Studies Committee chair if they have questions about the specific expectations of the local graduate program. The Graduate Student Code of Research and Scholarly Conduct (Appendix C) describes the Graduate School’s general expectations for ethics and conduct in graduate research and scholarship. University processes exist to address allegations of research misconduct by graduate students. Graduate students have the responsibility to be aware of and to follow these standards.

What happens if my GPA falls below 3.0?

If a student’s cumulative GPA (cGPA) falls below 3.0, please consult with the MPHM GSC Co-Chairs, as we want you to succeed.

The following actions are summarized here. Further details are described in the Graduate Handbook > gradsch.osu.edu/handbook/all#5-0

- **Poor Academic Performance:** With fewer than 9 earned hours, warning letter urging consultation with the advisor and GSC;
- **Remediation:** After 9 credit hours have been attempted, a student will enter into a remediation plan aimed at improving the cGPA to a 3.0 or better;
- **Probation:** Students who do not improve their graduate cGPA after a remediation plan has been attempted will be placed on academic probation for one semester by the Graduate School;
- **Removal from Probation** after a student raises the graduate cGPA to 3.0 or greater;
- **Warning of Potential Academic Dismissal:** From the Graduate School Handbook “A student on a remediation plan or on academic probation whose record continues to

deteriorate will be warned that academic dismissal is likely if the record does not improve. Warnings include performance criteria tailored to the individual student, usually in consultation with the Graduate Studies Committee Chair.”

Admission

Admission to the Master in Plant Health Management Graduate Program is the responsibility of the GSC, which is comprised of members of both the Department of Plant Pathology and Department of Entomology. In addition to the university application form, students must provide official transcripts of all college/university-level coursework, three letters of recommendation, a statement of intent describing personal background, research experience and professional interests, and a curriculum vita. Students whose GPA is less than 3.0 will also need to submit Graduate Record Examination Scores.

A four-year baccalaureate or higher degree, or its equivalent, from an accredited college or university is required prior to beginning graduate studies. Applicants normally should have a cumulative grade point average of 3.0 or higher in all previous college coursework. Applicants whose native language is not English must submit a recent, official Test of English as a Foreign Language (TOEFL) score or other university-accepted test (currently Duolingo and IELTS) and meet with minimum test score requirements: gpadmissions.osu.edu/intl/english-proficiency.html. All available information is considered by members of the GSC for a decision regarding admission.

International students will need to provide evidence that they have sufficient financial support as a condition for admission if a visa is requested. This requirement is in part administered by the Graduate and Professional Admissions Office.

Graduate Studies Committee (GSC) Responsibilities

The GSC is responsible for the conduct and administration of graduate programs. General responsibilities are given in the [Graduate School Handbook, Section 13](#). The MPHM GSC will:

- 1) Evaluate applicants and make decisions regarding admission to the graduate program;
- 2) Approve student petitions to the Graduate School;
- 3) Oversee annual performance reviews of each graduate student;
- 4) Monitor standing and progress of each student;
- 5) Identify, approve and set credits for independent study/internship experiences; and
- 6) Administer the final oral exam

A graduate student or a faculty member may petition the GSC for a waiver of any of the graduate program requirements.

The MPHM GSC consists of six voting members: Two co-chairs who oversee and administer the program and four faculty, with equal representation from the Department of Plant Pathology and the Department of Entomology.

Part-Time Students

Many students pursue the MPHM program part-time, which is defined by Ohio State as < 8 credits per semester or term. Full-time enrollment is 8 credits or more per semester or term. Many students opt to take one class per semester, and we find that helps a student manage employment and work-life balance.

Non-Enrollment

It is permissible to take a semester (or more) off from enrolling in classes. Please contact the MPHM GSC Co-chairs and Graduate Coordinator. It is not necessary to notify the Graduate School, and there is no form required (for master's students).

To enroll again upon return, however, a student will need to submit the [Permission to Reactivate Enrollment Eligibility form](#) to the Graduate School. Students who have not enrolled for two calendar years must have their reactivation approved by their Graduate Studies Committee chair. More information > gradsch.osu.edu/course-registration.

Graduate Student Funding

Funding for support of graduate students is limited for this type of program. There are occasional scholarships to cover the cost associated with the tuition and fees. Sources may include department funds, University fellowships, foreign government scholarships/fellowships, or private foundations. *The department and the graduate faculty do not have an obligation to provide financial support to every student who has been admitted to the graduate program.* Due to the nature of this program, funding for stipends are not provided and as such the requirement for working in a research lab is also not required.

If you are seeking student assistant work in a research lab, however, contact the MPH M Co-Chairs and the Graduate Coordinator to help you in your search.

Funding Resources

- [Student Financial Aid](#) (Graduate and Professional)
- [Scholarship Universe](#) - Graduate and Professional (information about external scholarship opportunities, matched to your personal portal)
- The College of Food, Agricultural, and Environmental Sciences has a scholarship program. Although most of these scholarships are limited to undergraduates, there may be a few graduate opportunities > [CFAES Scholarships](#).
- The MPH M program also tries to distribute information on scholarships via the MPH M e-mail listserv as information is available.

Professional Meetings

We encourage participation in plant health related professional conferences and meetings – these offer great educational and networking experiences. The departments will explore financial support for travel or registration. Funds are limited but many conferences offer reduced registration rates for students. We also encourage students to explore conferences, Extension events and workshops in your locale, as there is a wealth of opportunities.

Office Space

For students on the Columbus or Wooster campuses, we will identify appropriate desk or work space. Please contact the graduate coordinator for assistance in finding space.

Advisory Faculty and Committee

Will I have an advisor? All students will have faculty available to provide guidance throughout the program, including the development and implementation of the MPH M project.

The Final Examination Committee is involved in the graduate examination process. The committee needs to have a minimum of three *Graduate Faculty, will include one or both of the MPH M GSC co-chairs, and any other faculty who have provided advice and/or expertise to the MPH M project. If someone external to the university has provided guidance on the project, consult with the MPH M GSC co-chairs about the possibility of added external members to the final examination committee. This is done by submitting a Committee and Examination Petition to the Graduate School.

*Graduate Faculty are generally tenure-track faculty at Ohio State. The Graduate Coordinator can verify Graduate Faculty status, as that is a designation administered by the Graduate School.

MPHM – Degree Requirements

Curriculum: Course and Credit Hour Requirements

Frequently Asked Questions

How many credits are required for graduation? MPH M students are required to complete a minimum of 35 credit hours of graduate work with a minimum cumulative GPA of 3.0. At least 28 graduate credit hours must be earned at OSU.

Can I substitute any courses? Course substitutions need approve from the MPH M GSC. First consult with the MPH M GSC Co-chair and Graduate Coordinator to discuss possible course substitutions.

What if I’ve already taken some of the MPH M courses? The MPH M GSC can approve of course substitutions. Students do not have to repeat courses they have already completed. For MPH M students, the 35 graduate credits are still required for graduation.

Can I transfer courses to the MPH M program? Students can transfer courses taken for graduate credit to Ohio State. Masters student must complete 80% (28 credits) of the degree requirements over at least two semesters at Ohio State. For MPH M students, that means that up to 7 graduate credits can be transferred to the MPH M program. This is done with approval from the MPH M GSC, and the request is submitted through gradforms.osu.edu. More information:

From the [Graduate School Handbook](#), “Graduate students have the ability to transfer credit earned at another institution provided that they attended as a graduate student and the courses completed were at the graduate level.”

Category	Semester Credit Hrs
Core Courses	24-25
Targeted elective in Plant Pathology or Entomology	2-3
Individual Studies or Internship	4-5
Directed Electives	2-5
Total credits	35

Students are generally advised to complete the Core Courses first, because the content provides a good foundation for the electives, but exceptions are allowed. Check the Class Schedule on Buckeyelink.osu.edu for semester of offering, as this is subject to change.

Core Courses (24 - 25 credits)		Credits	Semester
PLNTPTH 5603	Plant Disease Management	3	Spring
PLNTPTH 5685	Plant Disease Diagnosis (in-person only)	3	Summer
OR PLNTPTH 5060	Practical Experiences in Plant Health: Insects and Diseases of Plants (online).....	2	Summer
ENTMLGY 5600	Principles and Applications of Integrated Pest Management.....	3	Spring
ENTMLGY 5800	Pesticide Science.....	3	Autumn
ENR 5270	Soil Fertility	3	Autumn
HCS 5422	Biology and Management of Weeds and Invasive Plants	3	Autumn
HCS 5621	Physiology of Cultivated Plants.....	3	Autumn
HCS 5887	Experimental Design	4	Autumn
OR HCS 8887	Introduction to Experimental Design.....	3	Spring
PLNTPTH 7300	Plant Health Management Seminar.....	1	Spring
ENTMLGY 7300	<i>(enroll during your final semester, but all students are encouraged to view weekly seminars via Zoom)</i>	1	Autumn

Targeted Electives (2-3 credits)

PLNTPTH 5110/ENTMLGY5110	Ecology and Management of Pathogens and Insects	3	Spring
	Affecting Trees in Forest and Urban Environments		
PLNTPTH 5120	Diseases of Ornamental Plants	2	Autumn
PLNTPTH 5130	Turfgrass Diseases and Integrated Turf Health Management	3	Autumn
PLNTPTH 5140	Diseases of Field Crops	2	Autumn
PLNTPTH 5150	Diseases of Fruits and Vegetables.....	2	Spring
ENTMLGY 5608	Turfgrass Insect and Mite Pests - Identification, Biology, and Mgt	2	Spring
ENTMLGY 5609	Greenhouse Plant Health and Pest Management	3	Autumn
ENTMLGY 5500	Biological Control of Arthropod Pests.....	3	Spring

Individual studies/or internship (4-5 credits):

ENTMLGY 6193	Individual Studies.....	4-5	All
PLNTPTH 6193	Individual Studies.....	4-5	All
ENTMLGY 6502	Mentored Extension Experience in Entomology	1-3	All
PLNTPTH 8902	Mentored Extension/Outreach in Plant Pathology	4-5	All

Continued on next page

Directed Electives (at least 1 course)

Through careful consultation with their advisors, students should take elective courses that best reflect their professional interest. The following are courses supporting different “fields of interest.” Other classes may also be considered to meet individual needs of student. Exceptions to this list should be approved by MPHM GSC. Check the Class Schedule on Buckeyelink.osu.edu for semester of offering, as this is subject to change.

Directed Electives (at least 1 course)

Credits

AEDECON 4330	The Sustainable Economy: Concepts and Methods.....	3
AEDECON 4597.01	Problems and Policies in World Population, Food, and Environment	3
AEDECON 4310	Environmental and Resources Economics	3
AEDECON 5250	Commodity Futures and Options Markets.....	2
AEDECON 5330	Benefit Cost Analysis.....	3
AEDECON 6010	Applied Microeconomics I	4
AEDECON 6020	Applied Microeconomics II	4
ACEL 7300	Advanced Teaching Methods.....	3
ACEL 7320	Adult Learning and Professional Development	
ACEL 7700	Documenting Change through Evaluation and Accountability	3
ACEL 7230	Strategic and Program Planning for Visionary Change	3
ACEL 8420	Leadership and Administration in Agriculture and Extension Education	3
ACEL 8835	Methods in Teaching Agriculture.....	2
EEOB 5460	Physiological Ecology	3
ENR 5265	Characterization of Soil in Field and Laboratory Sampling	2
HCS 5602	Ecology of Agriculture.....	3
HCS 7625	Plant Breeding and Biotechnology.....	3
HCS 7821	Advanced Crop Physiology.....	3
An Advanced Statistics Course (agreed upon by SAC)		3

In addition to the courses listed above, the following courses may also be taken as electives:

ENTMLGY 5420	Insect Behavior Mechanisms and Function	3
ENTMLGY 6410	Insect Ecology and Evolutionary Processes	3
ENTMLGY 6704	Systems Analysis from Molecules to Ecosystems	2
ENTMLGY 7910	The Nature and Practice of Science	2
PLNTPH 5040	Science of Fungi: Mycology Lecture.....	3
PLNTPH 5041	Science of Fungi: Mycology Lab	1
PLNTPH 6001	Advanced Plant Pathology	3
ENR 5600	Sustainable Agriculture and Food Systems	3

MPHM Project

The MPHM GSC Co-Chairs will help you develop a project idea and connect you with others who can provide guidance. The project is intended to provide experiential learning in an area of your interest, and in your locale. Many options are available. A list of completed MPHM projects is maintained on the MPHM website > mphm.osu.edu/projects.

General Steps

1. Planning Your Project

- Purpose: hands-on experience, out of classroom
- Determine the general emphasis - Research? Extension? Education? Other?
- Generally smaller in scope and length than a master's thesis project, which has a primary research focus.

a. Consider the project's general emphasis

Research ideas

- Focus on a specific pest/disease, or specific management tactic
- Collect and analyze data from a research trial
- Investigate or address needs in the field (crops, trees), greenhouse, or lab
- Surveys: pest/disease occurrence

Extension ideas

- Develop educational materials
 - Fact sheets
 - Videos
 - Websites
 - Certificate courses
- Surveys: attitudes, practices
- Diagnostics

b. The project: what topic to choose?

- Which discipline?
 - Plant Pathology or Entomology, or combine both?
 - Expand on your areas of interest, or explore new areas?
 - Other plant health areas?
- Specific plant or pest of interest?

- More depth with species already familiar?
 - Want to try something new?
 - Consider: your current location
 - Access to specific plants or pests?
 - Contacts in your area?
-

2. Developing a Project Proposal

The next step is to work with a faculty and/or project advisor to develop a proposal, outline below.

- **Initial Planning**
 - Identify a faculty advisor and/or project advisor (we can help)
 - Brainstorm ideas
- **Proposal**
 - Outline for project proposal (3-4 pages or longer, as needed)
 - Objective
 - Background Information
 - Methods (can be an outline)
 - For an experiment, trial or plant/insect survey: outline # of treatments or the variables to be examined, # replicates, sampling plan, analysis of data, as applicable
 - For a survey of people (typically an Extension project): determine protocols and format, determine process for work with human subjects (Institutional Review Board – usually working with Extension) –
 - For development of training or Extension resources: determine the audience, format, how the information for the training will be determined and reviewed, the final product, delivery of information, evaluation of the training or resource, etc.
 - Timeline
 - Supplies needed
 - Budget (if needed)
 - Final product (report, article, contribution to a research project, training video, Extension fact sheet or bulletin, etc.)
 - Literature Cited

> Seek feedback on the proposal, send to the MPHM Grad Studies Committee for further feedback and approval

3. Execute Your Project

4. Prepare and Develop Final Product

5. Prepare and develop the presentation (PowerPoint) for the MPHM seminar and final examination (described on the following pages)

Project Presentation: 7300 Seminar

Students present their project presentation via Zoom during the Monday evening ENTMLGY 7300 Seminar (Autumn) or PLNTPTH 7300 Seminar (Spring).

As you approach your final semester, contact the MPHM GSC Co-Chairs to plan and schedule a date for you to present your project in a 15-20 minute presentation. Students can get feedback and answer questions in preparation for the final presentation, which is presented to your MPHM Project Committee during the Oral Exam (more information in the following section).

The general format of the presentation includes an introduction and background information on the project; your project objectives, methods and findings; and a project summary.

Final Exam – Written and Oral

The MPHM program requires each student will complete a final Master's Examination which will include **both** a written and oral examination. The examination will evaluate the student's proficiency and understanding of his/her field of study, with emphasis on the topic selected from students projects.

How is the final exam scheduled?

Discuss your plans to graduate with the MPHM GSC Co-chairs.

- Establish your exam committee (minimum 3 Graduate Faculty members, but can include additional or external members)
- Contact the GSC Co-Chairs to establish a date to present your "practice" oral presentation about your MPHM project in the ENTMLGY or PLNTPTH 7300 Seminar Series (Zoom, Monday evenings). Recordings of previous exams can be made available to you.
- **Oral Examination:** Contact your committee members to determine their availability in the term you plan to graduate. The committee will need to be present for the two-hour oral exam during business hours (8:00 – 5:00 pm, EST), and is held via Zoom or in-person.
- **Written Exam:** The written exam is a 2-hour exam, generally scheduled 10-14 days before the Oral Exam. Your committee members do not need to be available for the exam. Taking the exam in advance gives the committee time to evaluate the exam.
Format: The written exam is an essay format and will evaluate the student's proficiency and understanding of his/her plant health management, with emphasis on the student's project area. Do consult with your project advisor for guidance on how to prepare.
- **Application to Graduate:** Early in your final semester, submit an Application to Graduate on gradsch.osu.edu/faculty-and-staff/gradforms (the deadline is the Third Friday of the semester).

Mentored Extension and Mentored Teaching Experiences

Students can gain Mentored Extension Outreach and/or Mentored Teaching Experience for experience and skill development. The MPH M advisors and co-chairs can help students interested in these experiences.

PLNTPH 8902 - Mentored Extension/Outreach Teaching in Plant Pathology

or ENTMLGY 6502 - Mentored Extension Experience in Entomology

Students work with faculty members to gain intensive hands-on mentored experiences focused on direct interaction with community stakeholders and on various aspects of extension work, and on the scholarly aspects of developing and / or delivering extension-outreach programs and educational materials

PLNTPH 8901 - Mentored Teaching in Plant Pathology

or ENTMLGY 6501 - Mentored Teaching in Entomology

Students can work one-on-one or in small groups with a faculty mentor to gain experiences focused on direct interactions with students and on the scholarly aspects of teaching. The breadth and scope of the teaching experiences can be individualized depending on the mutual interests and strengths of the students and faculty mentors.

Grievance

Concerns and all points of grievance should be resolved through discussion with the advisor/mentor, the MPH M GSC Co-Chairs, and the Department Chairs of Plant Pathology and Entomology, in this order of priority. When resolution of a problem is not possible through this normal pathway, further recourse may be obtained using grievance procedures established by the Graduate School

Excerpt from the [Graduate School Handbook Appendix D](#):

“ . . . Graduate programs should have local procedures for resolving grievances, such as discussions with an advisor, supervisor, Graduate Studies Committee Chair, department chair, or college dean. Graduate associates should also consult their Recruit-to-Hire and Period Activity Pay documents.

The Graduate School is occasionally called upon to address a complaint by a graduate student related to other academic matters. The Graduate School becomes involved in such matters only after all reasonable local efforts to resolve the problem have failed. In accordance with university policy, complaints of harassment, sexual or otherwise, and allegations of scholarly misconduct are directed to the appropriate offices authorized to address them. Complaints involving discrimination, harassment or sexual misconduct are reported to the [Office of Institutional Equity](#), while allegations of scholarly misconduct are reported to the [Committee on Academic Misconduct](#) or [the Office of Research Compliance](#). Workplace complaints may be reported to [Employee and Labor Relations](#) or via the university's [Anonymous Reporting Line](#).

Interested graduate students are strongly encouraged to submit a Graduate School [grievance request form](#) as soon as possible to ensure a timely review and decision. The Graduate School reviews all grievance requests submitted for its consideration. Students will be notified by the Graduate School when their request has been received, and they should familiarize themselves with the grievance review process

outlined in this [Appendix](#). Please note that the review by the Graduate School does not guarantee that the request will be approved.”

Graduate Advising Best Practices

[Graduate School Handbook Appendix H](#)

Graduate advising is best understood as a relationship between graduate student and faculty advisor where both parties can expect that the other party will follow best practices in fulfilling his or her responsibilities as graduate student or advisor.

The relationship between a graduate student and advisor is one that can have a great impact on the academic achievements and life of a graduate student. This relationship can greatly encourage the academic pursuits of the graduate student, proving to be one of the most influential interactions of the scholar’s life. A relationship in which mutual expectations are not understood, however, may diminish a graduate student’s potential.

This document outlines the minimum expectations for best practices in graduate advising at The Ohio State University. It is meant to be a spring board for each graduate program to discuss, develop, or reevaluate its local advising expectations and practices. This document was created in 2012 by the Council of Graduate Students in consultation with the Graduate School and approved by the Graduate Council.

Communication and Graduate Advising

Section H.2

As valued members of the Ohio State community, graduate advisors and graduate students should act responsibly and be treated with respect. Regular and clear communication is essential to good graduate advising, especially when students are completing their studies at a distance. It is recommended that as much communication as possible occur in person or over the phone to enhance clarity, reduce ambiguity and misunderstanding, and to resolve conflict. Written communication, e.g., via mail and e-mail, is appropriate, especially to document situations and potentially contentious issues. Problems that arise should be addressed immediately and clearly so that both parties can work to remedy issues in an expedient manner. Graduate students and advisors should recognize that social media can blur the line between professional and personal lives and should be used only if deemed appropriate by both parties. It is recommended that graduate students and advisors meet between weekly to monthly depending on circumstances. The full graduate committee should meet twice a year, or annually in some circumstances. Graduate Student Responsibilities

Graduate Student Responsibilities

Section H.3

- Conduct academic pursuits in an ethical manner and develop professionally.
- Uphold Ohio State’s [Code of Student Conduct](#).
- Uphold [academic integrity](#) for all coursework, including distance learning courses. Academic integrity is a commitment to five fundamental values of education: honesty, trust, fairness, respect and responsibility.

- Pursue opportunities that advance career as a graduate student and beyond.
- Take ownership of academic progress and perform duties in a conscientious and timely manner.
- Keep aware of Graduate School policies by reviewing both Graduate School and local unit handbooks, especially during the periods prior to the start and end of semesters and terms, GA appointment processing, Graduate School fellowship acceptance, administration of candidacy and final examinations, the semester of graduation, and commencement.
- Identify and meet all stated University deadlines, policies, and procedures, including those of the Graduate School (e.g., enrollment and graduation deadlines).
- Devote significant and productive time toward degree completion.
- Stay abreast of requirements for degree completion through active and regular discussions with advisor.
- Communicate career goals and concerns related to academic progress clearly.
- Initiate communication with the advisor.
- Respect the responsibilities of the advisor.
- Maintain open communication with advisor.
- Communicate need for time off or reasonable accommodations for health conditions and familial responsibilities.
- Allow sufficient time for the advisor to provide feedback in advance of deadlines.
- Maintain professionalism by keeping up with graduate student responsibilities even when advisor is not present.
- Explore and utilize all campus resources that the student may find beneficial to them. Examples of campus resources include, but are not limited to, the Office of Ombuds Services (<https://ombuds.osu.edu/>), Counseling and Consultation Service (<https://ccs.osu.edu/>), and the Student Advocacy Center (<https://advocacy.osu.edu/>).

Graduate Advisor Responsibilities

Section H.4

- Conduct advising in an ethical manner, including when recruiting advisees.
- Communicates with the co-advisor, the student's candidacy or dissertation committee and the Graduate Studies Committee regarding the student's program of study.
- Communicate clear intentions, expectations, and requirements to potential and current advisees, including how long the advisor expects to stay in their current position and the amount of funding support available to advisees.
- Address problems immediately so both parties can remedy issues expediently.
- Maintain open lines of communication with graduate students, including those enrolled in distance programs, and interact with graduate students in a professional manner.

- Communicate clear expectations for time to degree completion and publication expectations.
- Provide periodic and regular evaluations of progress toward degree.
- Provide timely written feedback on advisee's professional writing (article drafts, dissertation chapter drafts, etc.).
- Give students appropriate credit for their work (e.g., as reflected in author strings in journal articles or books).
- Aid in preparing students to be the best professional they can be.
- Initiate conversations about academic progress and stay current about degree requirements and procedures.
- Initiate conversations with advisee about career goals.
- Support traditional and non-traditional career goals.
- Help graduate students develop professional skills that will make them competitive for employment in their given field.
- Encourage students to take part in activities that will enrich their academic development, e.g., by participating in professional conferences and other networking activities.
- Respect advisees' academic and non-academic commitments and responsibilities.
- Provide prompt and honest feedback on student's work.
- Allow reasonable time for students to prepare requested materials.
- Do not require that a student continue to provide a service (e.g., teaching, laboratory management, mentoring of other students, etc.) under terms that can hinder a student's degree completion.

Graduate Program Responsibilities

Section H.5

Establish graduate advising best practices that pertain specifically to the local graduate program and its graduate degrees.

- Maintain an updated graduate program handbook that is aligned with the practices in the Graduate School Handbook, including the steps and processes for students to complete degree requirements and grievance procedures for graduate students and advisors.
- Create and maintain an easily accessible online list of information for graduate students that contains links to the Graduate School Handbook and other relevant links and university resources.
- Provide yearly written review of performance for graduate students and advisors.
- Maintain clear communication with students and advisors and facilitate the communication between students and advisors, particularly during adverse events or tense communications. Enable students to have access to a formal and unbiased grievance and arbitration process.
- Hold a yearly orientation to familiarize new students and faculty with the graduate program and

the university.

- Outline all steps a student and/or advisor may take to resolve issues at the local and/or college level. Many graduate programs have local procedures for resolving grievances, such as discussions with an advisor, supervisor, Graduate Studies Committee Chair, department chair, or college dean.

Graduate School - Forms and Publications

Forms that are submitted by the student online (gradforms.osu.edu)

Mostly commonly used forms:

- Application for Candidacy
- Application for Certificate Completion
- Application to Graduate
- Application for Final Exam
- Committee and Examination Petition
- Minors and Interdisciplinary Specialization
- Delay of Final Document
- Report on Candidacy
- Report on Final Examination
- Report on Final Document
- Minors and Interdisciplinary Specializations
- Specialization
- Transcript Designation Request
- Late Course Petition
- Transfer of Graduate Credit
- Transfer of Graduate Program

Additional Resources

Career Building Strategies and Skill Development

gradsch.osu.edu/career-building-strategies-and-skill-development

- Accelerate to Industry (A2i)
- Preparing Future Faculty
- Preparing Future Professionals
- Three Minute Thesis
- Mentoring Workshops
- Graduate Associate Teaching Award
- Graduate Associate Leadership Award
- Graduate Associate Performance Award

University Wide Resources

Versatile PhD – Explore non-academic career options

Handshake – Ohio State’s position posting system (search and apply for jobs)

Graduate School Resources

gradsch.osu.edu/current-students/graduate-student-experience/social-wellness-and-student-life/graduate-student-2

Research Commons

Edward F. Hayes Graduate Research Forum

University Libraries

Office of Research

Copyright Resources Center

Funding Opportunities

Graduate Student Research Standards and Scholarly Conduct

Guidelines for Academic Success

General Research and University Policies

Training for Researchers

Social, Wellness and Student Life

Council of Graduate Students

Student Organizations

Disability Services

Office of Diversity and Inclusion

Student Wellness Center

Additional Resources

Arts and Culture

Childcare

Code of Student Conduct

Counseling and Consultation Service

Fitness and Recreation Sports

Health Insurance

Office of International Affairs

Office of Institutional Equity

Ohio Union Activities Board

Safe Ride

Scarlet and Gray Financial

Suicide Prevention

Policies and Guidelines

Student Conduct, including academic and research misconduct

- Code of Student Conduct
studentaffairs.osu.edu/csc/
- Student Conduct, Office of Student Life (formerly Student Judicial Affairs)
studentconduct.osu.edu
- Office of Academic Affairs, Committee on Academic Misconduct
oaa.osu.edu/coam.html
- University Policy and Procedures Concerning Research Misconduct
research.osu.edu/research-responsibilities-and-compliance/research-misconduct
- Drugfree Workplace Policy
hr.osu.edu/public/documents/policy/policy730.pdf

Student Records and Privacy

- Family Educational Rights and Privacy Act (FERPA)
The Ohio State University's Policy Concerning Privacy and Release of Student Education Records,
registrar.osu.edu/policies/releaseinfo.asp

Policies (Human Resources)

hr.osu.edu/policies-forms

Information Technology Policies and Services

- Office of Technology and Digital Innovation it.osu.edu
- Policies and Standards it.osu.edu/policies-and-standards

University Libraries

library.osu.edu

Disability Services

- Student Life Disability Services
slds.osu.edu/
- Office of Institutional Equity
equity.osu.edu/policies-and-standards