GRADUATE PROGRAM HANDBOOK

Master in Plant Health Management
mphm.osu.edu

THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

Department of Plant Pathology
Department of Entomology

Autumn 2019
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Preface

Welcome to the Master in Plant Health Management (MPHM) program, administered by the Department of Plant Pathology and Department of Entomology. Graduate education is very important to our mission and considered a major focus of both departments. We value the strong and positive interactions between students, faculty and staff. Although this handbook is a guide for your degree program, it is the MPHM Graduate Studies Committee (GSC) and others that will help you develop your program and answer questions that arise. We recognize that each student has individual interests and strengths. 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 retain a copy of 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 MPHM Graduate Studies Committee.

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 MPHM 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.

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Graduate Student Code of Research and Scholarly Conduct

Approved by the Council on Research and Graduate Studies, May 2004

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.

Source: Graduate School Handbook, Appendix B

Graduate students are expected to be familiar with relevant policies and procedures at The Ohio State University. Detailed information may be found in the University's Code of Student Conduct is available online (studentlife.osu.edu/resources/). Graduate School staff may be contacted at (614) 292-6031 for additional assistance.
Academic 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.

Additional information is available in this handbook under "Graduate Student Review, Evaluation, and Denial of Further Registration," page 14.

A student will be denied further registration if:
1. The student fails the Final Oral Master’s Examination twice.
2. The student has been found guilty of academic misconduct.

A student will be issued a written warning by the Graduate School and may later be denied further registration based on the following:
1. The student refuses or is unable to follow the educational plan suggested by the MPHM GSC, or meet the goals specified by the advisor/mentor for reasonable progress.
2. The student fails to meet the minimum grade standards or time limits under Graduate School rules.
3. It is the judgment of the MPHM GSC through formal evaluation of graduate students that the student is not making reasonable progress towards the completion of his/her graduate program. This applies to completing degree requirements as well as meeting the internship experience and other goals established by the MPHM GSC in a proficient and timely manner.

Admissions

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 Michigan English Language Assessment Battery (MELAB) score. Specific university requirements can be found on the Graduate Admissions website: gpadmissions.osu.edu/intl/english-proficiency.html. All available information is considered by members of the GSC for a decision regarding admission. Prior to final acceptance of the
student, one or more members of the Graduate Faculty in the department must tentatively agree to advise the applicant.

International students must provide evidence that they have sufficient financial support as a condition for admission. 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 Section 14 of the Graduate School Handbook. The GSC of the Master in Plant Health Management graduate program 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**

Students wishing to pursue a graduate degree on a part-time basis (i.e., students registered for less than 7 hours of graduate credit per semester) will be admitted and welcomed into this program. This type of master's degree may be best suited for those that can only pursue this on a part-time basis.

**Non-enrollment**

From the Graduate School Handbook, General Information, Section 6.1: “Deactivation. Enrollment eligibility for a master’s degree student who has not registered in the
Graduate School within the preceding two full calendar years will be automatically deactivated. To reenroll, the student must petition the Graduate Studies Committee for reactivation. If the petition is approved, the Graduate Studies Committee notifies the Graduate School, which then reactivates the enrollment eligibility.

**Graduate Student Funding**

Funding for support of graduate students is limited for this type of program and will be in the form of scholarships to cover the cost associated with the tuition and fees. These funds will come from various sources including department funds, University fellowships/programs, 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, monies for stipends are not provided and as such the requirement for working in a research lab is also not required.

**Benefits**

The departments will also attempt to provide graduate students with transportation to national or regional meetings of the American Phytopathological Society or Entomological Society (or other appropriate organization), when these meetings are within driving distance. In some cases, the MPHM graduate program may be able to provide additional support for students to cover meeting related expenses.

**Office Space**

For students on the Columbus or Wooster campuses, we will identify appropriate desk or workspace. Please see the academic coordinator for assistance in finding space.

**Student Advisory Committee (SAC)**

All students will have a SAC to advise them during their degree program. In most cases students will be advised by the Co-chairs or members of the MPHM GSC. Occasionally a student may be given the opportunity to choose a faculty advisor depending on their program interests. The primary advisor should be reported on MPHM-Form I. (Appendix III Program Forms)
Proposed Coursework and Potential Substitutions to Graduate Program Requirements

Prior to beginning the program or by the end of the first semester, you should meet with one of the MPHM committee co-chairs to collectively select the courses to be taken for the degree and to develop plans for the internship experience. This is to be documented in Form MPHM-I, Graduate Program Requirements, and submitted to the MPHM Graduate Studies Chairs for the student's file. The coursework content should meet the graduate program requirements as outlined below. Occasionally, the student and SAC may decide that substitutions for these requirements are justified. Such substitutions should be clearly documented, with a short justification, on Form MPHM-I. Subsequent modifications to Form MPHM-I should be justified in writing and submitted to the Graduate Studies Chairs.
MPHM - Master’s Degree Requirements

Course and Credit Hour Requirements

MPHM students are required to complete a minimum of 35 credit hours of graduate work with a minimum cumulative GPA of 3.0. At least 25 credit hours must be earned at OSU.

Required courses for Master in Plant Health Management students:

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>24-25</td>
</tr>
<tr>
<td>Targeted course in Plant Pathology or Entomology</td>
<td>2-3</td>
</tr>
<tr>
<td>Special Study or Internship</td>
<td>4-5</td>
</tr>
<tr>
<td>Directed Electives</td>
<td>2-5</td>
</tr>
<tr>
<td>Total credits</td>
<td>35</td>
</tr>
</tbody>
</table>

Course and Credit Hour Requirements

All students seeking a Master in Plant Health Management will take the following courses. Note this is an interdisciplinary program, so some core requirements are in the School of Environment and Natural Resources and Department of Horticulture and Crop Science.

Required Courses (25 credits):

- PLNTPTH 5603 Plant Disease Management ................................................................. 3
- PLNTPTH 5685 Plant Disease Diagnosis ................................................................. 2
- ENTMLGY 5600 Principles and Applications of Integrated Pest Management .................. 3
- ENTMLGY 5800 Pesticide Science ................................................................................. 3
- ENR 5270 Soil Fertility ............................................................................................ 3
- H&CS 5422 Biology and Management of Weeds and Invasive Plants .............................. 4
- H&CS 5621 Physiology of Cultivated Plants .............................................................. 3
- H&CS 5887 OR 8887 Experimental Design .................................................................. 4
- PLNTPTH/ENTMLGY 7300 Plant Health Management Seminar ........................................ 1

Choose one of the following from Plant Pathology/Entomology (2-3 credits):

- PLNTPTH 5110/ENTMLGY 5110 Ecology and Management of Pathogens and Insects Affecting trees in Forest and Urban Environments ........................................... 3
- PLNTPTH 5120 Turfgrass Diseases and Integrated Turf Health Management ................. 3
- PLNTPTH 5140 Diseases of Field Crops ........................................................................ 2
- PLNTPTH 5150 Diseases of Fruit and Vegetables .......................................................... 2
- ENTMLGY 5608 Turfgrass Insect and Mite Pests – Identification, Biology and Mgt ........... 2
- ENTMLGY 5130 Field Insect Taxonomy ....................................................................... 3
- ENTMLGY 5500 Biological Control of Arthropod Pests .................................................. 3

Select one of the following field of study/special internship classes (1-2 credits):

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

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**Electives**

Through careful consultation with their advisors, students must take elective courses that best reflect their interests. The following are courses that support different “fields of interest.” Other classes may also be considered to meet individual needs of student. These courses should be approved by the student’s advisor.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEDECON 4330</td>
<td>The Sustainable Economy: Concepts and Methods</td>
<td>3</td>
</tr>
<tr>
<td>AEDECON 4597.01</td>
<td>Problems and Policies in World Population, Food, and Environment</td>
<td>3</td>
</tr>
<tr>
<td>AEDECON 4310</td>
<td>Environmental and Resources Economics</td>
<td>3</td>
</tr>
<tr>
<td>AEDECON 5250</td>
<td>Commodity Futures and Options Markets</td>
<td>2</td>
</tr>
<tr>
<td>AEDECON 5330</td>
<td>Benefit Cost Analysis</td>
<td>3</td>
</tr>
<tr>
<td>AEDECON 6010</td>
<td>Applied Microeconomics I</td>
<td>4</td>
</tr>
<tr>
<td>AEDECON 6020</td>
<td>Applied Microeconomics II</td>
<td>4</td>
</tr>
<tr>
<td>AEE 7300</td>
<td>Advanced Teaching Methods</td>
<td>3</td>
</tr>
<tr>
<td>AEE 7320</td>
<td>Adult Learning and Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>AEE 7700</td>
<td>Documenting Change through Evaluation and Accountability</td>
<td>3</td>
</tr>
<tr>
<td>AEE 7230</td>
<td>Strategic and Program Planning for Visionary Change</td>
<td>3</td>
</tr>
<tr>
<td>AEE 8420</td>
<td>Leadership and Administration in Agriculture and Extension Education</td>
<td>3</td>
</tr>
<tr>
<td>AEE 8835</td>
<td>Methods in Teaching Agriculture</td>
<td>2</td>
</tr>
<tr>
<td>EEOB 5460</td>
<td>Physiological Ecology of Plants</td>
<td>5</td>
</tr>
<tr>
<td>ENR 5265</td>
<td>Characterization of Soil in Field and Laboratory Sampling</td>
<td>2</td>
</tr>
<tr>
<td>H&amp;CS 5602</td>
<td>Ecology of Agriculture</td>
<td>3</td>
</tr>
<tr>
<td>H&amp;CS 7625</td>
<td>Plant Breeding and Biotechnology</td>
<td>3</td>
</tr>
<tr>
<td>H&amp;CS 7821</td>
<td>Advanced Crop Physiology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Advanced Statistics Course (agreed upon by SAC)</td>
<td>3</td>
</tr>
</tbody>
</table>
In addition, the following courses may also be taken as electives if they were not taken above:

- **ENTMLGY 5420** Insect Behavior Mechanisms and Function .......................................................... 3
- **ENTMLGY 5500** Biological Control of Arthropod Pests ...................................................................... 3
- **ENTMLGY 6193** Individual Studies .................................................................................................. 1
- **ENTMLGY 6410** Insect Ecology and Evolutionary Processes .......................................................... 3
- **ENTMLGY 6701** Biodiversity Analysis for Ecosystem Sustainability and Resilience ...................... 2
- **ENTMLGY 6702** Entomological Techniques and Data Analysis ...................................................... 2
- **ENTMLGY 6704** Systems Analysis from Molecules to Ecosystems .................................................... 2
- **ENTMLGY 7910** The Nature and Practice of Science ...................................................................... 2
- **PLNTPTH 5110/ENTMLGY 5110** Ecology and Management of Pathogens and Insects Affecting Trees in Forest and Urban Environments ............................................ 3
- **PLNTPTH 5120** Diseases of Ornamentals ..................................................................................... 2
- **PLNTPTH 5130** Turf grass Diseases and Integrated Turf Health Management .................................. 3
- **PLNTPTH 5140** Diseases of Field Crops ....................................................................................... 2
- **PLNTPTH 5150** Diseases of Fruit and Vegetables .......................................................................... 2
- **PLNTPTH 5040** Science of Fungi: Mycology Lecture ...................................................................... 3
- **PLNTPTH 5041** Science of Fungi: Mycology Lab ........................................................................... 1
- **PLNTPTH 6001** Advanced Plant Pathology ................................................................................... 3

**Final Examination**

As per the requirement of the graduate school, 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 student’s special projects/internships.

The Master’s degree final written and oral examination will be given by the MPHM Graduate Studies Committee. The examination will evaluate the student’s proficiency and understanding of his/her management of plant diseases and insect pests, with emphasis on the student’s individual/independent study. The examination will be comprehensive in nature and may include topics from the student’s internship experience. The student is considered to have passed the Master’s Examination successfully only when the decision of the Examination Committee is *unanimously* affirmative. MPHM--Form II, Results of the MPHM Master's Examination. If the final oral examination for the Master’s degree is judged unsatisfactory, the rules pertaining to a second examination as listed in the Graduate School Handbook must be followed.

**MPHM-Internship/Special Study Experience**

Students will be expected to engage in an experiential learning experience through an Internship, Independent study or mentored extension experience. Students must enroll in ENTMLGY 6193 Individual Studies, PLNTPTH 6193 Individual Studies, OR PLNTPTH 8902 Mentored Extension/Outreach in Plant Pathology for four to five
semester credits while engaged in the experiential learning experience. Examples of suitable projects include a professional internship with a company practicing disease management (agricultural research firm, certified crop advisor, nursery-landscape firm, state agriculture department, federal program). Students may also participate in an internship on campus which will evaluate specific plant health management strategies such as:

- demonstrating thrips management on resistant vs susceptible cabbage,
- techniques to conserve natural enemies,
- evaluation of pesticides or resistant varieties in small studies,
- evaluation of sampling techniques and/or improved models used to predict for both pathogens and insects.
- development of educational materials such as: diagnostic guides, podcasts, or videos which are suitable for extension outreach at various regions around the state.

The student will be required to write a project report on activities as well as recommendations for disease and insect pests encountered through the internship. The internship/independent study can be under the direction of more than one advisor.

**MPHM Plant Pathology/Entomology Seminar**

*Orientation programs for thesis and non-thesis programs are available at the beginning of each semester. Students visit faculty programs, are shown key facilities (library, resource centers, research farms) so they are aware of the breadth of the facilities that they have at their disposal and can put a face with the name of the faculty member. Both the Columbus and OARDC campus in Wooster are covered in this tour and as such students spend time together, have dinners/lunch to get to know each other.*

*Special topics courses may also be offered as PLNTPTH 7300 or ENTMLGY 7300 Seminar which are based on the interest of the students that are enrolled in the program at any one time. This will also provide another avenue to meet the needs of part-time and place bound students as this could be readily be offered via the web.*

**MPHM Form-1, Graduate Program Requirements**

All students must file a copy of MPHM Form-1 entitled, [Graduate Program Requirements](#). This form is available in the Appendix III Program Forms of this document.
MPHM Form-I must be given to the MPHM GSC Co-Chairs for signature and placed in the students permanent file as soon as possible, preferably prior to the start of the first semester of enrollment but no later than the end of the student’s first semester. MPHM Form-I will be the approved course schedule for the student's entire degree program. Information in this form also will be used by the GSC for periodic review of each student’s progress. It is the duty of the graduate student, in consultation with the MPHM GSC, to see that all records are correct and up-to-date.

**Graduate Student Review, Evaluation and Denial of Further Registration**

Graduate students in the MPHM program are evaluated formally and informally in various ways. The Graduate School monitors cumulative grade point average (CGPA) every Semester (Graduate School Handbook, Section 5. Academic and Professional Standards). 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 student with fewer than 15 earned hours of graduate credit whose CPHR is below 3.0 will receive a “poor performance” letter from the Graduate School urging consultation with the advisor. A student whose graduate CPHR falls below 3.0 after 15 graduate credit hours have been attempted is placed on probation by the Dean of the Graduate School. A student who is on probation in the Graduate School may not be appointed or reappointed as a graduate associate and may not be a candidate for scholarships. A student on probation whose record continues to deteriorate will be warned that dismissal is likely if the record does not improve. Special warnings include performance criteria tailored to the individual student, usually in consultation with the MPHM Graduate Studies Committee co-chairs.

The MPHM Graduate Studies Committee informally evaluates the student throughout the year with every interaction. There is also a formal review of each graduate student that occurs yearly which is under the auspices of the MPHM GSC. During this review, Form I is updated and MPHM-Form III, the Graduate Student Evaluation, Goal Setting and Progress Report Form, is completed by the advisor for each student regardless of the source of financial support. Students are reviewed based on their Knowledge of Field, Productivity, Communication Skills, Special Study/Internship, Intellectual Skills, and Professionalism (e.g., cooperation), and goals are set for each of these areas. The advisor indicates whether or not the student is making REASONABLE PROGRESS. Reasonable progress means that the student is having satisfactory performance in Knowledge of Field, Productivity, Communication Skills, Technical
Skills, Intellectual Skills, and Professionalism. The student can respond in writing to any comments made by the advisor in the review form. The review form is placed in the student's permanent file and copies are made available to all faculty members of the student's SAC and the GSC. The GSC Chair may contact the advisor and/or the student if issues are raised in the annual review that warrants attention.

Although completing MPHM Form-III, the Graduate Student Evaluation, Goal-Setting and Progress Report Form, is mandatory for each student on an annual basis, advisors may use this form at any time to monitor student progress, to address unsatisfactory performance, or when the student fails to meet academic standards (See section on Academic Standards). If the faculty advisor indicates that a student is not making reasonable progress, then a copy of the completed review form is given to all members of the MPHM Graduate Studies Committee, and a new Graduate Student Evaluation, Goal-Setting and Progress Report Form (Form III) must be completed within a minimum of 5 weeks. The student or the faculty advisor may request a meeting of the MPHM Graduate Studies Committee when a review indicates unsatisfactory progress. The completed Form III will be placed in the student's permanent file and copies will be made available to all faculty members on the MPHM GSC.

A student who is evaluated by the faculty advisor as not making reasonable progress after two evaluations will be notified by the MPHM GSC Chair of the consequences of the unsatisfactory performance. The MPHM GSC chair will also send copies of Form III(s) and a letter indicating the student is not making reasonable progress to the Graduate School. As described in the Graduate School Handbook, Section, Academic and Professional Standards, Reasonable Progress: A student who does not maintain reasonable progress toward a degree or who does not fulfill other graduate program requirements, including those regarding professional standards and misconduct, may be denied further registration in that program by the Graduate School on the recommendation of the Graduate Studies Committee chair. No student may be denied further registration in a graduate program without first being warned by the Graduate School that such action may take place. The Graduate School specifies the conditions the student must satisfy in order to demonstrate reasonable progress and to continue enrollment in the graduate program. Conditions consist of completion of course work or other requirements as approved by the Graduate Studies Committee. A student who has been warned that further registration in the graduate program may be denied and who then satisfies the specified conditions is placed in good standing by the Graduate School.
Grievance Procedures

Concerns and all points of grievance should be resolved through discussion with the advisor/mentor, the MPHM GSC Co-Chairs, and the Dept. 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 Council on Research and Graduate Studies. Copies of these procedures are available from the Graduate School.
APPENDIX I

ENTMLGY 6193 Individual Studies
PLNTPTH 6193 Individual Studies

Instructors: Faculty, Extension Associates and OSU Extension Educators

Credit: 4-5 credit hr (G)

Semesters Offered: All semesters- Arranged

Prerequisites: Graduate standing

Course Objectives: The individual study is designed to provide graduate students in the MPHM Graduate Program with an Internship, study into practice experience. This will provide intensive hands-on opportunities that culminate in both the exploration of their aptitude and the development of their skills as professionals in the plant health management arena.

Overview of Course: This course is a requirement of the MPHM program. Course participants may pursue one of several different options of study: professional internship with a business; government internship; or work with a faculty member on a small project in the Department of Plant Pathology or Entomology. Because no two students are alike, the breadth and scope of the individual study undertaken will be dependent on the mutual interests and strengths of the student and opportunities that are available within the private and government sectors.

Course Logistics: These individual study/internship experiences may take several forms and may include one experience or several smaller experiences in the applied arena of plant pathology and entomology. Prior to engaging in the independent study for which ENTMLGY 6193 or PLNTPTH 6193 credit is sought, students are required to submit a brief written proposal of the experience to be undertaken to include a statement regarding desired outcomes, the means of evaluation and assessment that will be used to gauge their independent study and a request indicating the amount of ENTMLGY 6193/PLNTPTH 6193 credit hours sought to the MPHM Graduate Studies Committee.

This summary shall be reviewed and signed by both the student seeking credit and their mentor. The Mentor will serve as the supervisor during the internship and can be anyone who is working in the Plant Health Management Industries. In essence, once signed, this summary serves as a contract between the student and mentor. The MPHM Graduate Studies Committee primary role as it relates to the independent study is to review requests on a case-by-case basis to ensure fairness and equity in the amount of credit approved across the range of independent study experiences undertaken. The MPHM will use the following criteria when reviewing summaries and approving credit hour requests: (a) the intellectual scope and rigor of the proposed experience; (b) the time commitment required by the student to successfully complete the experience; and (c) the amount of coaching and evaluation done on the part of the mentor;

Evaluation and Assessment: Graded S/U. Regardless of the intensity or duration of the independent study experience undertaken, some formal means of assessing and documenting the student’s teaching effectiveness and the quality of any educational materials developed by the student is required in order to receive a satisfactory grade in ENTMLGY 6193/PLNTPTH 6193.

To complete the independent study, the following assignments and assessments will be used by
the students and mentors:

**Assignments**

___ At the outset of the project, each student should write a project proposal to include a statement regarding desired outcomes and the means of evaluation and assessment that will be used. The summary must be approved by the MPHM advisory committee. Work schedules and time frame should be clarified at this time.

___ The specific means of assessment and feedback should be determined by the student and advisor and should provide a means for students to gauge their own effectiveness/proficiency and serve as a useful learning tool. It is critical that the student and mentor mutually agree on the form of assessment to be implemented to maximize the impact and learning of the student. Copies of written assessments should be placed in the student’s file.

___ The student and the mentor should discuss and document their expectations in a **Statement of Understanding (Part A)**. This will include the mentor’s expectations of the student and the desired outcomes of the project experience, and the student’s expectations of the mentor and desired outcomes of the project experience.

___ As part of the MPHM student’s final exam, students should schedule and deliver a 15-20 minute oral presentation to the MPHM graduate studies committee. This presentation will highlight project experience, plant health management challenges and strategies for solving them.

___ The oral presentation should include an introduction to the project, background information, and major aspects of the internship. Describe how your project duties/responsibilities fit into the overall objectives of the organization, or business. Include a summary or recap of your project experience.

___ Provide a copy of the presentation to the MPHM graduate studies coordinator.

**At the completion of the project, student should submit:**

___ Written report. The format, objectives, length and style should be discussed between the student and mentor.

___ 1-page abstract of their project experience

___ 1-2 page student reflection on the project experience. This should include thoughts on the educational benefits received, an appraisal of the project enterprise or activity, an analysis of the value that was added to your education, and how this may have shaped your future career goals. *Also include an insightful assessment of potential changes in their future curriculum or approach to coursework resulting from the project.*
___ Provide the MPHM graduate studies coordinator with final written assessment or overview of the project experience in the Intern's Exit Evaluation (Part B).

___ The mentor will also be asked to provide a written assessment of overview of the project experience in the Advisor's Exit Evaluation (Part C).

**Academic Misconduct:** Academic misconduct erodes the integrity of the University and is unacceptable. Suspected cases will be forwarded to the University’s Committee on Academic Misconduct for action as outlined in the OSU Student Resource Guide / Code of Student Conduct which is available online at [http://studentaffairs.osu.edu/resource_csc.asp](http://studentaffairs.osu.edu/resource_csc.asp).

**Students with disabilities:** The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292-3307 [Call: 614-292-3307]; slds.osu.edu; 8 Baker Hall, 113 W. 12th Avenue, Columbus OH 43210.
STATEMENT OF UNDERSTANDING
PART A

*Please complete, sign and return this form to the MPHM Graduate Studies Coordinator*

Student Name:

Mentor Name:

Dates of Project:
Start date:
End date:

*Mentor’s Expectations of Intern and Desired Outcomes of Project Experience (attach additional pages if necessary):*


*Student’s Expectations of Advisor and Mentor and Desired Outcomes of Project Experience (attach additional pages if necessary):*


Mentor signature __________________________ Date ___________

Title___________________________________________________

Student signature __________________________ Date ___________

RETURN THIS FORM TO THE GRADUATE STUDIES COORDINATOR
Address: MPHM Graduate Program
The Ohio State University
201 Kottman Hall, 2021 Coffey Road
Columbus, OH 43210
Or by Email: mphm-grad@osu.edu

Autumn 2019
Name:

Briefly describe your work assignment: (attach additional pages if necessary)

Please rate the **OVERALL** quality and value of this project by circling one of the following:

- ___ OUTSTANDING
- ___ ABOVE AVERAGE
- ___ SATISFACTORY
- ___ BELOW AVERAGE
- ___ UNSATISFACTORY

Please answer the following as they pertain to your project:

<table>
<thead>
<tr>
<th>Definitely Yes</th>
<th>Mostly</th>
<th>Somewhat</th>
<th>Definitely No</th>
<th>Not applicable or Unable to Evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) I used my knowledge of biology, mathematics, science, and/or technology.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) I demonstrated a professional competency is assessing plant health management strategies</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>c) I was involved in the design of a system, component, or process to meet a desired need.</td>
<td></td>
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</tr>
<tr>
<td>d) I functioned on multi-disciplinary teams.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e) I identified, formulated, and/or solved problems.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Definitely Yes</td>
<td>Mostly</td>
<td>Somewhat</td>
<td>Definitely No</td>
</tr>
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<td>---</td>
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</tr>
<tr>
<td>f) I understood my professional and ethical responsibility.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>g) I felt I communicated effectively with others.</td>
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<td></td>
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</tr>
<tr>
<td>h) I understood the impact of my work in a global/societal context.</td>
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</tr>
<tr>
<td>i) I learned more about career options in plant health management, plant pathology and or entomology</td>
<td></td>
<td></td>
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<tr>
<td>j) I felt I knew or was able to learn the necessary techniques and skills for my project.</td>
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<tr>
<td>k) I was adequately challenged by my project.</td>
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<tr>
<td>l) I received good supervision and guidance during my project.</td>
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<tr>
<td>m) This project met my expectations.</td>
<td></td>
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</tbody>
</table>

List new skills that you learned during your project:

RETURN THIS FORM TO THE GRADUATE STUDIES COORDINATOR

Address: MPHM Graduate Program
The Ohio State University
201 Kottman Hall, 2021 Coffey Road
Columbus, OH 43210
Or by email: mphm-grad@osu.edu
PART C

Advisor’s Exit Evaluation
TO BE COMPLETED BY THE MENTOR
Your comments will be used to make adjustments in future project experiences.

A significant component of the learning that takes place at the work site should be a candid appraisal of the intern’s performance. This evaluation should be based upon your expectations for a young professional new to the field.

Student Name:
Mentor Name:

*Please attached additional pages if needed*

Describe major accomplishments and contributions made by the student:

What is your overall evaluation of the work done by the student? Note any major strengths or weaknesses.

Was the student adequately prepared academically for his/her position?

**Please answer the following as they pertain to your student:**

<table>
<thead>
<tr>
<th>RATING FACTORS</th>
<th>Definitely Yes</th>
<th>Mostly</th>
<th>Somewhat</th>
<th>Definitely No</th>
<th>Unable to Evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did the student have:</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>a) An ability to apply knowledge of biology, mathematics, science, or molecular biology?</td>
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<tr>
<td>b) Demonstrated a desire to learn and appreciate the challenges faced with plant health management</td>
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<tr>
<td>c) An ability to apply plant health management strategies to problem</td>
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<tr>
<td>d) An ability to design a system, component, or process to meet desired needs?</td>
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<tr>
<td>e) An ability to function on multi-disciplinary teams?</td>
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<tr>
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<td></td>
</tr>
<tr>
<td>RATING FACTORS</td>
<td>Definitely Yes</td>
<td>Mostly</td>
<td>Somewhat</td>
<td>Definitely No</td>
<td>Unable to Evaluate</td>
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<tr>
<td>Did the student have:</td>
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</tr>
<tr>
<td>g) An understanding of professional and ethical responsibility?</td>
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<td></td>
<td></td>
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<tr>
<td>h) An ability to communicate effectively?</td>
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<tr>
<td>i) The broad education necessary to understand the impact of plant health management, plant pathology, and entomology?</td>
<td></td>
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<tr>
<td>j) Knowledge of contemporary issues?</td>
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<tr>
<td>k) An ability to use the techniques, skills, and tools necessary for plant science, plant health management, plant pathology, and or entomology?</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Additional Comments:

THIS EVALUATION HAS BEEN DISCUSSED WITH THE STUDENT: Yes No

RETURN THIS FORM TO THE MPHM GRADUATE STUDIES COORDINATOR

Address: MPHM Graduate Program  
The Ohio State University  
201 Kottman Hall, 2021 Coffey Road  
Columbus, OH 43210  
Or by Email: mphm-grad@osu.edu
APPENDIX II
Mentored Extension/Outreach Teaching

PLNTPTH 8902 or ENTMLGY 6502

Instructors: Faculty, Extension Associates and OSU Extension Educators

Credit: 1-3 credit hr (G)

Semesters Offered: All semesters- Arranged

Prerequisites: Graduate standing

Course Objectives: PLNTPTH 8902 (Mentored Extension/Outreach Teaching in Plant Pathology) or ENTMLGY 6502 (Mentored Teaching in Entomology) is designed to provide graduate students interested in Extension/Outreach Educational Programming with intensive hands-on opportunities that culminate in both the exploration of their aptitude as extension educators and the development of their skills and effectiveness in this area. The long-term goal is to prepare students to be effective extension educators in plant health science and plant pathology.

Overview of Course: Course participants will work either one-on-one or in small groups with a faculty/staff mentor to gain experiences focused on direct interactions with growers and/or industry groups and on the scholarly aspects of developing and/or delivering extension-outreach programs and educational materials. Because no two students are identical, the breadth and scope of the extension/outreach experiences undertaken will be individualized depending on the mutual interests and strengths of the student and faculty/staff mentor.

Course Logistics: Upon becoming a graduate student, each student along with their advisor and Student Advisory Committee (SAC) members are expected to discuss his/her desires/expectations for participating in a mentored teaching experience. These teaching experiences may take several forms to include extension-outreach, formal classroom or laboratory teaching or the mentoring of undergraduate students that are conducting independent research.

PLNTPTH 8902 is designed to provide a learning opportunity and credit for those interested in extension-outreach teaching. Prior to engaging in an extension/outreach experience for which credit is sought, students are required to submit a brief written summary of the experience to be undertaken to include a statement regarding desired outcomes, the means of evaluation and assessment that will be used to gauge their extension/outreach teaching effectiveness and a request indicating the amount of PLNTPTH 8902 or ENTMLGY 6502 credit hours sought to the MPHM Graduate Studies Chair or Co-Chairs. This summary shall be reviewed and signed by both the student seeking credit and their mentor. In essence, once signed, this summary serves as a contract between the student and mentor.
The MPHM Co-Chairs will review each request on a case-by-case basis to ensure fairness and equity in the amount of credit approved across the range of extension/outreach teaching experiences undertaken. The following criteria will be used when reviewing summaries and approving credit hour requests: (a) the intellectual scope and rigor of the proposed experience; (b) the time commitment required by the student to successfully complete the experience; (c) the amount of coaching and evaluation done on the part of the faculty mentor; and (d) the type, quantity, quality, and potential effectiveness of educational materials developed.

**Evaluation and Assessment:** Graded S/U. Regardless of the intensity or duration of the extension/outreach experience undertaken, some formal means of assessing and documenting the student’s teaching effectiveness and the quality of any educational materials developed by the student is required in order to receive a satisfactory grade.

The specific means of assessment and feedback is entirely up to the student and mentor but should provide a means for students to gauge their own extension/outreach teaching effectiveness and serve as a useful learning tool. The key is that some form of assessment be planned, implemented, summarized and shared with the student in a timely fashion to maximize the impact and learning of the student.

Methods for assessment of student performance may include the OSUE Evaluation of Effective Extension Teaching (EEET) materials, subjective evaluations completed by growers, peers or other audience participants, periodic assessments by mentors, or other effective means of evaluation. Copies of the written assessment should be placed in the student’s file and given to the MPHM Co-Chairs.

**Academic Misconduct:** Academic misconduct erodes the integrity of the University and is unacceptable. Suspected cases will be forwarded to the University’s Committee on Academic Misconduct for action as outlined in the OSU Student Resource Guide / Code of Student Conduct which is available online at [http://studentaffairs.osu.edu/resource_csc.asp](http://studentaffairs.osu.edu/resource_csc.asp).

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APPENDIX III
MPHM Program Forms

Plant Health Management - Forms
Plant Health Management forms can be obtained from the Academic Program Coordinator or on the program intranet

MPHM Form-I  Graduate Program Requirements
MPHM Form-II  Results of Master’s Examination
MPHM Form III  Graduate Student Evaluation and Goal Setting
MPHM Form IV  Graduate Student Accomplishments

For all Forms, once completed please send to MPHM Academic Coordinator

Address:   MPHM Graduate Program
The Ohio State University
201 Kottman Hall, 2021 Coffey Road
Columbus, OH  43210
Email:  mphm-grad@osu.edu
Master in Plant Health Management

FORM I

GRADUATE PROGRAM REQUIREMENTS

Student's Name:          Residency (Country or US State):
Previous Education:

<table>
<thead>
<tr>
<th>College or University</th>
<th>Years Attended</th>
<th>Degrees and Dates</th>
</tr>
</thead>
</table>

Date entered Master's Plant Health Management Graduate Program (Semester/Year):

Major Adviser:

Pursue degree Fulltime_____ Part time_________

Provide anticipated date of completion of degree (month and year)

Potential ideas/interests for Independent Study/Internship or Mentored Extension Experience (to be reviewed each semester).
Master’s Plant Health Management Degree Plan of Study

1. Required Core Courses (25 Credits) –
   a. Graduate level courses, taken during undergraduate or at another institution may be accepted. Students may substitute the Core with additional targeted Courses or Directed Electives.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Semester</th>
<th>Year</th>
<th>Credits</th>
<th>For MPHM</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLNTPTH 5603</td>
<td>Plant Disease Management</td>
<td>Spring</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PLNTPTH 5685</td>
<td>Plant Disease Diagnosis</td>
<td>Summer</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>ENTMLGY 5600</td>
<td>Principles &amp; Applications of Integrated Pest Management</td>
<td>Spring</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENTMLGY 5800</td>
<td>Pesticide Science</td>
<td>Autumn</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENR 5270</td>
<td>Soil Fertility</td>
<td>Autumn</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HCS 5422</td>
<td>Biology and Management of Weeds and Invasive Plants</td>
<td>Autumn</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HCS 5621</td>
<td>Physiology of Cultivated Plants</td>
<td>Autumn</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HCS 5887 or 8887</td>
<td>Experimental Design</td>
<td>Spring</td>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PLNTPTH/ENTMGY 7300</td>
<td>Special Topics</td>
<td>Autumn/Spring</td>
<td></td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Substitution

Total Credits Earned

---

Autumn 2019
2. Focused Courses in Plant Pathology &/or Entomology (2 to 3 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Semester</th>
<th>Year</th>
<th>Credits</th>
<th>For MPHM</th>
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<tr>
<td>Total Credits Earned</td>
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</tbody>
</table>

3. Special Study or Internship (4 to 5 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Semester</th>
<th>Year</th>
<th>Credits</th>
<th>For MPHM</th>
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<tbody>
<tr>
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<tr>
<td>Total Credits Earned</td>
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</table>

4. Directed Electives (2 to 5 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Semester</th>
<th>Year</th>
<th>Credits</th>
<th>For MPHM</th>
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<tbody>
<tr>
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<tr>
<td>Total Credits Earned</td>
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<td></td>
<td></td>
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</tbody>
</table>

Total Credits

<table>
<thead>
<tr>
<th></th>
<th>Semester Credit Hrs</th>
<th>Semester Credits Earned in MPHM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Core Courses</td>
<td>24 - 25</td>
</tr>
<tr>
<td>2</td>
<td>Targeted course in Plant Pathology or Entomology</td>
<td>2-3</td>
</tr>
<tr>
<td>3</td>
<td>Special Study or Internship</td>
<td>4-5</td>
</tr>
<tr>
<td>4</td>
<td>Directed Electives</td>
<td>2-5</td>
</tr>
<tr>
<td></td>
<td>Total credits</td>
<td>35</td>
</tr>
</tbody>
</table>

Date of completion of approved Course Schedule:
Signatures of MPHM Co-Chairs

Autumn 2019
Justifications for Substitutions for Required Courses

For each proposed substitution for a required course, please provide the number and title of the course to be replaced, the number and title of the course replacement and a short justification:

Send Completed Form to:

Address: MPHM Graduate Program
The Ohio State University
201 Kottman Hall, 2021 Coffey Road
Columbus, OH 43210
Email: mphm-grad@osu.edu
Masters in Plant Health Management FORM II

RESULTS OF THE MASTERS EXAMINATION

Name of Candidate:

Date:

I. The Master's Degree Examination

Members of the Student Advisory Committee:

1. (Major Adviser)

2.

3.

Results: Pass _________ Fail _________

II. Abstract of Special Study (200 words)

ENTMLGY 6193 Individual Study
PLNTPTH 6193 Individual Study
PLNTPTH 8902 Mentored Extension/Outreach in Plant Pathology

III. Undergraduate GPA

Institution:
Degree:
GPA and scale:

IV. GRE Scores (if applicable)

Verbal _______ Quantitative_______ Analytical writing ______

Total Verbal + Quantitative ______

Date taken:

_________________________

Autumn 2019

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V. List grants received (travel grants, research and teaching grants):

VI. List posters and oral presentations and professional meetings:

VII. List any fellowships received

Other Comments:

SEND COMPLETED FORM TO Academic Coordinator of MPHM program
Address: MPHM Graduate Program
The Ohio State University
201 Kottman Hall, 2021 Coffey Road
Columbus, OH 43210
Email: mphm-grad@osu.edu
Masters in Plant Health Management Graduate Program
Form III
Graduate Student Evaluation, Goal Setting and Progress Report

Student: ________________________ Date: ________________________

Return completed form to Monica Lewandowski for student file.

A. Graduate Student Evaluation and Goal Setting

E: a superior performance (Exceeds all expectations for the category);  
S: satisfactory performance (meets all expectations);  U: unsatisfactory performance.
Evaluation period: since last review or since starting the graduate program (for new students).

Performance since previous review

Knowledge of Field - course work (& grades), understanding of literature,  
special learning opportunities [e.g., attending conferences]

Goals for next year

Productivity (progress in course work, fulfilling  
Program requirements, general work effort)

Goals for next year
Communication (writing, speaking, notebook quality, group participation)  

Goals for next year

Special Study/Internship (project and position identified [e.g., lab visits, attending workshops, courses])  

Goals for next year

Intellectual skills (reasoning, problem solving, independence, innovation)  

Goals for next year
Professionalism (dependability, dedication, motivation, interactions, teamwork)  ____

Goals for next year

Overall assessment (check one):

____ Student is making reasonable progress. Reasonable progress entails having a satisfactory or better performance in KNOWLEDGE OF FIELD, PRODUCTIVITY, COMMUNICATION SKILLS, TECHNICAL SKILLS, SPECIAL STUDY/INTERNSHIP, and PROFESSIONALISM)

____ Student is not making reasonable progress

Please indicated expected Semester/Year of completion:

Other comments by advisor

Advisor signature: _______________________________

Response by graduate student

Student signature: _______________________________

Autumn 2019

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B. Progress Report

Date graduate program was started (Semester/Year):

Form I has been filled out (may be tentative):

MPHM. Final Examination date:

Semester graduation anticipated:

____________________    __________
Adviser’s Signature    Date

Return completed form to MPHM Academic Coordinator

Address:    MPHM Graduate Program
            The Ohio State University
            201 Kottman Hall, 2021 Coffey Road
            Columbus, OH  43210
            Email:  mphm-grad@osu.edu
MPHM FORM IV

Graduate Student Accomplishments

To be filled out by each graduate student.
(Please give one copy to Monica Lewandowski for your student file and review by MPHM Graduate Studies Committee)

Name of Graduate Student:

Accomplishments for the period of:

1) List any grants received (travel, research and teaching grants):

2) List independent study:

3) List professional meetings:

4) List any fellowships received or awards/recognition of any kind

5) Activities/responsibilities in professional societies, student organizations

Address: MPHM Graduate Program
The Ohio State University
201 Kottman Hall, 2021 Coffey Road
Columbus, OH 43210
Email: mphm-grad@osu.edu
APPENDIX IV
List of Department and Graduate School Forms and Publications

MPHM Graduate Handbook
Plant Pathology forms can be obtained from the Academic Program Coordinator or on the department intranet: https://mphm.osu.edu/graduate-handbook

A pdf file of this handbook is available on the Department of Plant Pathology website: plantpath.osu.edu/graduate/grad-handbooks

Graduate School - Forms and Publications

Forms that are submitted by the student online (gradforms.osu.edu)
Forms that are submitted by the student online (gradforms.osu.edu) (Most 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
  Transcript Designation Request
  Late Course Petition
  Transfer of Graduate Credit
  Transfer of Graduate Program

Graduate School website resources
Listed by process/area (www.gradsch.osu.edu/forms-guidelines-and-publications.html)

Career Development Resources
(gradsch.osu.edu/pursuing-your-degree/career-development)
Preparing Future Faculty Program Application
Versatile Ph.D. (online community for non-academic careers)
ImaginePhD
GATA (Graduate Associate Teaching Award)
Hayes Graduate Research Forum
CIC Traveling Scholar Program
Degree Options
Career Counseling and
University Career Services

AGGRS (Alumni Grants for Graduate Research and Scholarship) Application Alumni Grants for Graduate Research and Scholarship Guidelines
CIC Traveling Scholar Application
Graduate Associate Teaching Award (GATA) Guidelines

Research Resources (gradsch.osu.edu/pursuing-your-degree/research-resources)
Research Commons
Edward F. Hayes Graduate Research Forum
University Libraries
Office of Research
Copyright Resources Center
Funding Opportunities
Graduate Student Code of Research and Scholarly Conduct Guidelines for Academic Success
General Research and University Policies
Training for Researchers
Ohio Union Activities Board

Social, Wellness and Student Life
(gradsch.osu.edu/pursuing-your-degree/social-wellness-student-life)
Council of Graduate Students Student Organizations
Office of Diversity and Inclusion Scarlet and Gray Financial
Suicide Prevention
Counseling and Consultation Service Student Wellness Center
Fitness and Recreation Sports
Arts and Culture
APPENDIX V
Resource Information

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
  orc.osu.edu/files/Misconduct_Policy.pdf

• Guidelines for the Review and Investigation of Allegations of Scholarly Misconduct by
  Graduate Students - available from the Graduate School, 250 University Hall, Columbus

• Drugfree Workplace Policy
  hr.osu.edu/public/documents/policy/policy730.pdf

Research Policies and Resources

• Office of Research
  research.osu.edu

• Office of Sponsored Programs
  osp.osu.edu

• Responsible Conduct of Research
  orrp.osu.edu/irb/training-requirements/rcr/

• Technology and Commercialization Office, including policies and guidelines related to
  patents, copyrights, conflicts of interest, plant varieties, consulting, entrepreneurship,
  intellectual property, and technology transfer
  tco.osu.edu/

• Human Subjects, Office of Responsible Research Practices, Institutional Review Board
  orrp.osu.edu/irb/

• Animal Care and Use, Office of Responsible Research Practices, Institutional Animal
  Care and Use Committee (IACUC)
  orrp.osu.edu/iacuc/
• Biosafety, Office of Responsible Research Practices, Institutional Biosafety Committee
  orrp.osu.edu/ibc/

• Conflict of Interest, Office of Research Compliance
  orc.osu.edu/regulations-policies/coi/

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

Policies (Human Resources)
  hr.osu.edu/policies-forms

Information Technology Policies and Services
• Office of the Chief Information Officer
  cio.osu.edu

• Policies and Standards
  it.osu.edu/policies-and-standards

University Libraries
library.osu.edu

Disability Policies and Resources
• Office for Disability Services
  slds.osu.edu/

• Equal Employment for Individuals with Disabilities, Policy 4.45
  hr.osu.edu/public/documents/policy/policy445.pdf?t=2014819212445
Graduate Advising Best Practices

Appendix F

Overview

Section F.1
F.1.1

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 springboard 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 F.2
F.2.1

Regular and clear communication is essential to good graduate advising. 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.
Graduate Student Responsibilities
Section F.3
F.3.1
- Conduct academic pursuits in an ethical manner and develop professionally
  - uphold Ohio State’s Code of Student Conduct
  - pursue opportunities that advance career as a graduate student and beyond
- Take ownership of academic progress
  - 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
  - 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

Graduate Advisor Responsibilities
Section F.4
F.4.1
- Conduct advising in an ethical manner, including when recruiting advisees
  - Communicate clear intentions, expectations, and requirements to potential and current advisees, including how long the advisor expects to stay in his or her current position and the amount of funding support available to advisees
  - Address problems immediately so both parties can remedy issues expediently
  - Maintain communication 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 F.5

F.5.1

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

- Maintain a graduate program 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 university resources

• Provide yearly written review of performance for graduate students and advisors

• Maintain clear communication with students and advisors

• Hold a yearly orientation to familiarize new students and faculty with the graduate program and the university