Master in Plant Health Management
Graduate Handbook
updated Autumn 2016
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Preface

Welcome to the Department of Plant Pathology and Department of Entomology Master in Plant Health Management program. 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: http://www.gradsch.osu.edu/graduate-school-handbook1.html. 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 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 the Graduate School Handbook under "Graduate Student Review, Evaluation, and Denial of Further Registration."

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 quarter prior to their Candidacy Exam) 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

There are several open areas within Kottman Hall in Columbus for students to meet and work while waiting for class. If a quiet space or work area is required for extended periods of time, every attempt will be made to identify appropriate space for the students in the MPHM program. 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 Graduate Committee. 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 MPHМ 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 MPHМ-I, Graduate Program Requirements, and submitted to the MPHМ 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 MPHМ-I. Subsequent modifications to Form MPHМ-I should be justified in writing and submitted to the Graduate Studies Chairs.
MPHM- Master's Degree Requirements

Students pursuing a Master’s in Plant Health Management degree have the following 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 / Targeted Course</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>24-25</td>
</tr>
<tr>
<td>Targeted course</td>
<td>2-3</td>
</tr>
<tr>
<td>Special Study or Intern.</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 Dept. of Horticulture and Crop Science.

Required Courses (25 credits):

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLNTPTH 5603 Plant Disease Management</td>
<td>3</td>
</tr>
<tr>
<td>PLNTPTH 5685 Plant Disease Diagnosis</td>
<td>2</td>
</tr>
<tr>
<td>ENTMLGY 5600 Principles and Applications of Integrated Pest Management</td>
<td>3</td>
</tr>
<tr>
<td>ENTMLGY 5800 Pesticide Science</td>
<td>3</td>
</tr>
<tr>
<td>ENR 5270 Soil Fertility</td>
<td>3</td>
</tr>
<tr>
<td>H&amp;CS 5422 Principles of Weed Ecology and Management</td>
<td>4</td>
</tr>
<tr>
<td>H&amp;CS 5621 Physiology of Cultivated Plants</td>
<td>3</td>
</tr>
<tr>
<td>H&amp;CS 5887 or 8887 Experimental Design</td>
<td>3-4</td>
</tr>
<tr>
<td>PLNTPTH/ENTMLGY 7300 Plant Health Management Seminar</td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLNTPTH 5110/ENTMLGY 5110 Ecology and Management of Pathogens and Insects Affecting trees in Forest and Urban Environments</td>
<td>3</td>
</tr>
<tr>
<td>PLNTPTH 5120 Diseases of Ornamentals</td>
<td>2</td>
</tr>
<tr>
<td>PLNTPTH 5130 Turfgrass Diseases and Integrated Turf Health Management</td>
<td>3</td>
</tr>
<tr>
<td>PLNTPTH 5140 Diseases of Field Crops</td>
<td>2</td>
</tr>
<tr>
<td>PLNTPTH 5150 Diseases of Fruit and Vegetables</td>
<td>2</td>
</tr>
<tr>
<td>ENTMLGY 5130 Field Insect Taxonomy</td>
<td>3</td>
</tr>
<tr>
<td>ENTMLGY 5500 Biological Control of Arthropod Pests</td>
<td>3</td>
</tr>
<tr>
<td>ENTMLGY 6701 Biodiversity Analysis for Ecosystem Sustainability and Resilience</td>
<td>2</td>
</tr>
</tbody>
</table>
Select one of the following field of study/special internship classes (1-2 credits):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTMLGY 6193</td>
<td>Individual Studies</td>
<td>4-5</td>
</tr>
<tr>
<td>PLNTPTH 6193</td>
<td>Individual Studies</td>
<td>4-5</td>
</tr>
<tr>
<td>PLNTPTH 8902</td>
<td>Mentored Extension/Outreach in Plant Pathology</td>
<td>4-5</td>
</tr>
</tbody>
</table>

**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>Credits</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>ECON 6711</td>
<td>Survey of Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>ECON 6721</td>
<td>Survey of Macroeconomics</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 674</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 5130** Field Insect Taxonomy ................................................................. 3
- **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 Resilence ........ 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 Exam**

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 students’ 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 are highly encouraged to pursue projects that will result in a published technical report or manuscript in a journal in the applied plant sciences. Some examples of these journals are *Plant Health Management* and *Plant Management Network*.

Updated Autumn 2016
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**

In both Departments intensive 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.

**Graduate Program Requirements and Form I**

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 Graduate School and the local graduate program share responsibility for monitoring graduate student academic performance and degree completion. Academic and Professional Standards for graduate students are described in the Graduate School Handbook (Section 5). Students should consult with MPHM graduate advisor if a grade earned in a course was below a B.

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
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/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 students 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:** If you have a disability, please let your faculty mentor know. We will work with any student who desires an accommodation based on the impact of a disability but you need to let us know before we can be accommodating. Additional assistance is also available through the Office for Disability Services - Room 150 Pomerene Hall (Columbus) or by calling (614) 292-3307.
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
Email:   mphm-grad@osu.edu

Updated Autumn 2016
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></th>
<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>
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</tr>
<tr>
<td>b) I demonstrated a professional competency is assessing plant health management strategies</td>
<td></td>
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</tr>
<tr>
<td>c) I was involved in the design of a system, component, or process to meet a desired need.</td>
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<tr>
<td>d) I functioned on multi-disciplinary teams.</td>
<td></td>
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<tr>
<td>e) I identified, formulated, and/or solved problems.</td>
<td></td>
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</tr>
<tr>
<td>f) I understood my professional and ethical responsibility.</td>
<td>Definitely Yes</td>
<td>Mostly</td>
<td>Somewhat</td>
<td>Definitely No</td>
<td>Not applicable or Unable to Evaluate</td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
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<tr>
<td>g) I felt I communicated effectively with others.</td>
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<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>
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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>
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</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
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>
<td></td>
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<td></td>
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<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>
<tr>
<td>e) An ability to function on multi-disciplinary teams?</td>
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<tr>
<td>f) An ability to identify, formulate, and solve problems?</td>
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<tr>
<td>g) An understanding of professional and ethical responsibility?</td>
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</tbody>
</table>
### RATING FACTORS

<table>
<thead>
<tr>
<th>Did the student have:</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>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>
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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 entomology?</td>
<td></td>
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</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  
Email: mphm-grad@osu.edu
APPENDIX II
Mentored Extension/Outreach Teaching in Plant Pathology

Plant Pathology 8902 (PLNTPTH 8902)

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) 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 of Plant Pathology 8902 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 in the Department of Plant Pathology, 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. According to the Graduate Handbook in Plant Pathology, “all students working toward the Ph.D. degree, irrespective of source of funding, are expected to develop their skills related to teaching during his/her graduate program.” 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. Plant Pathology 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 Plant Pathology 8902 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 Plant Pathology 8902 credit hours sought to the department’s Extension Experience Coordinator (EEC). The EEC is a faculty member in the department who is appointed on an annual basis by the Department Chairperson. 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 EEC’s primary role 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 extension/outreach teaching experiences undertaken. The EEC 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; (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 in Plant Pathology 902. 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 EEC.

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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

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

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

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

Major Advisor: Dorrance Canas Other

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>Fall</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PLNTPTH 5685</td>
<td>Plant Disease Diagnosis</td>
<td>May/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>Fall</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENR 5270</td>
<td>Soil Fertility</td>
<td>Spring</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>H&amp;CS 5422</td>
<td>Principles of Weed Ecology and Management</td>
<td>Fall</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>H&amp;CS 5621</td>
<td>Physiology of Cultivated Plants</td>
<td>Fall</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>H&amp;CS 5887/8887</td>
<td>Experimental Design</td>
<td>Spring</td>
<td></td>
<td>5887 (3) 8887 (4)</td>
<td></td>
</tr>
<tr>
<td>PLNTPTH/ENTMGY 7300</td>
<td>Seminar</td>
<td>Fall/Spring</td>
<td></td>
<td>1</td>
<td></td>
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</tbody>
</table>

Substitution

Total Credits Earned
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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</table>

Total Earned Credits

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

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<tr>
<th>Course</th>
<th>Title</th>
<th>Semester</th>
<th>Year</th>
<th>Credits</th>
<th>For MPHM</th>
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</table>

Total Earned Credits

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>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Total Earned Credits

Total Credits

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

Date of completion of approved Course Schedule:

Signatures of MPHM Co-Chairs

Date

Updated Autumn 2016
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
Master in Plant Health Management FORM II

RESULTS OF THE MASTER’S EXAMINATION

Name of Candidate:

Date:

I. The Master’s Degree Examination

Members of the Student Advisory Committee:

1. (Major Advisor)

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:

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
Master in Plant Health Management Graduate Program
Form III
Graduate Student Evaluation, Goal Setting and Progress Report
for Graduate Associates

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

---

Updated Autumn 2016
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: ________________________________

Updated Autumn 2016
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:

____________________
Advisor’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

Updated Autumn 2016
APPENDIX IV
List of Department and Graduate School Forms and Publications

Plant Pathology - Forms

Forms, and a pdf file of this handbook is available on the Department of Plant Pathology website:
mphm.osu.edu/graduate-handbook

Graduate School - Forms and Publications

Forms that are submitted by the student online (gradforms.osu.edu)
Application for Candidacy
Application to Graduate
Application for Final Exam
Delay of Final Document
Report on Candidacy
Report on Final Examination
Report on Final Document
Minors and Interdisciplinary Specializations
Specialization
Transcript Designation Request

Graduate School website resources
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)
GATA (Graduate Associate Teaching Award)
Three Minute Thesis
Hayes Graduate Research Forum
CIC Traveling Scholar Program
Career Counseling and Support Services
Alumni Fire (online alumni networking)
Buckeye Careers

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](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
- 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](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
  http://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/2011/01/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/2011/08/08/annual-osu-conflict-of-interest-disclosure-process/

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/policy

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

- Responsible Use of University Computing and Network Resources (PDF) and Frequently Asked Questions
  ocio.osu.edu/policy/policies

University Libraries
  library.osu.edu

Disability Policies and Resources
- Office for Disability Services
  www.ods.ohio-state.edu/

- Equal Employment for Individuals with Disabilities, Policy 4.45

- Web Accessibility Center
  wac.osu.edu/
APPENDIX V
Graduate Advising Best Practices

From: Graduate School Handbook, Appendix F

Graduate Advising Best Practices are available in the Graduate School Handbook and should be used as a guide: gradsch.osu.edu/handbook/f-graduate-advising-best-practices