

# Zoology Graduate Program Workshop 2023

Dr. Jason L. Brown,  
Director of Graduate Studies,  
Zoology





# Agenda



# One webpage to rule them all:

<https://www.jasonleebrown.org/zgp>



# The Brown Lab

Spatial evolutionary ecology: connecting genes, organisms, & ecosystems

- Home
- People
- Research
- Publications
- Software
- Community
- Other



## Welcome

[SIUC Zoology Graduate Program](#)

[Biodiversity Informatics](#)

[Join the lab!](#)

[Seminar/ Meeting Calendar](#)

[Lab Handbook](#)

[Links](#)

[Photos](#)

[Videos](#)

[Get in touch](#)

https://www.jasonleebrown.org/zqp

# Graduate Program Timeline:

## BENCHMARK

Committee Form

Plan of Study

Research Proposal

Prelim Exam (PhD)

Defense<sup>2</sup>

## TARGET<sup>1</sup>

End of 1<sup>st</sup> semester

End of 2<sup>nd</sup> semester

Thesis: end of 3<sup>rd</sup> semester

Dissertation: end of 4<sup>th</sup> semester

End of 3<sup>rd</sup> **year** (target)

Thesis: end of 3<sup>rd</sup> **year** (target)

Dissertation: end of 5<sup>th</sup> **year** (target)

<sup>1</sup>Summer session is considered a semester.

<sup>2</sup>Stipend support limits established by the Graduate School.

# Main Forms

## Phase:

### Early

1. Graduate Student Advisory Committee Approval Form
2. Plan of Study Approval Form
3. Cover Sheet for Graduate Student Research Plan

### Mid (PHD ONLY)

- Doctoral Candidacy Form (PHD ONLY)

### End

4. Approval to Schedule Defense
- 5a. Written Thesis Approval Form (MS ONLY)
- 5b. Written Dissertation Approval Form (PHD ONLY)
6. Oral Defense Approval Form
7. Graduate Student Assessment Form



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# Document Submission

- As of Jan 1 2023, **all forms and documents must be submitted as a digital document** (e.g. a PDF). This means if you have a physical document, you must scan it and send me the scan (see preferred method below). You are also encouraged to put the physical document in my mailbox for safekeeping. Please label the document appropriately with your last name and the document type ( e.g. “BrownJL\_PlanOfStudy.pdf” or “SmithA\_CommitteeForm.pdf”).
- 
- **Preferred document submission method.** Upload the Zoology Graduate forms onto the [shared OneDrive folder](#) (you must use your SIU.EDU email account to access this folder). I will routinely clear these files out and move them to the private ‘Zoology Graduate Program Archive’.
- 
- **Alternative document submission method.** Given some of you might not feel comfortable placing these documents in a shared folder, feel free to send them via email to [grad.zoology@siu.edu](mailto:grad.zoology@siu.edu). Do not send them to my standard SIU account, they will likely be lost. Any document with personal information not typically shared should be emailed.



# Course Requirements (Masters)

All requirements of the Graduate School must be satisfied.

At least 30 hours of graduate credit:

- 15 credit hours at the 500-level is required beyond the bachelor's degree
- 21 credit hours of graded coursework
- 2 credit hours of ZOOLOGY 589 Zoology Colloquium
- 6 credit hours of ZOOLOGY 599
- 2 or more courses in a specific area representing the research tool.

A grade point average of 3.00 in graduate coursework must be maintained.

# Course Requirements (Doctorate)

There is no minimum credit-hour requirement beyond the Graduate School's residency and dissertation requirements.

A student, in consultation with his or her advisory committee, prepares a program of study that includes courses (including two semesters of ZOOLOGY 589), seminars, and research. A research tool, consisting of at least two courses in a specific subject area, is required. A 3.25 grade point average in graduate coursework must be maintained.

Graduate School's residency: 24 credits, including 2 credits of ZOOLOGY 589 Zoology Colloquium

Dissertation requirements: 24 credit hours of ZOOLOGY 600 (18 credits must be taken after the student becomes a doctoral candidate)

# Plan of Study (form and worksheet)

- Once you have sorted out your tentative coursework, submit a plan of study. If this changes, resubmit it.
- Use the program worksheet for assistance tabulating that all requirements are met

# Doctoral Candidacy

- See Zoology Rules for a detailed explanation.
- In short:
  - 1) Candidacy Exam: Consists of written (usually taken over 3.5 days) and oral exams (a couple of hours), usually, in the third year of Ph.D. When you are ready to do this, find a candidacy exam chair (another faculty member in Zoology) to chair your exams.
  - 2) Residency Requirements are satisfied (see previous slide)
  - 3) Meet the research tool requirement of the program (also previous slide)

# Zoology Graduate Student Digital Archives

- To view a list of important graduate files cataloged of yours, [go here](#) (vs. emailing me). This table is routinely updated. Your ID is the last four digits of your dawg tag.

# Jason's Main Goals For Improving The Graduate Program

- Short-term
  - Centralize all the documents
  - Improve bookkeeping
  - Improve communication
  - Cloud based-signature of all documents (you can help here, let me know)
  - With GSABS, create a forum for graduate students to give talks
  - Simplify or remove unnecessary items/documents/roadblocks
  - However I want to add two items:
    - Add an annual committee 'check-in' to ensure you have appropriate communication with committee members and stay on track (this is cataloged by your PI)
    - Require students that go beyond the normal window (3 yrs and 5 yrs for MSc and PhD) to file action plans for completion (done each semester)
- Long-term
  - Fix seminar series
  - Dramatically increase the salaries ( $\$ > 22,000$ )
  - Merge procedures with the PLB graduate program: eventually there will be a single person managing both programs

# Grievance Policy

- Step 1: Contact the Director of Graduate Studies (for Dr. Brown's students: contact Director of the School of Biological Sciences)
- Step 2: The DGS (or Director for School of Biological Sciences) will approach the professor regarding the issue

If unresolved:

- Step 3: If academic, bring the issue to the students' student's entire committee.
  - If personal, help the student file a formal grievance within SBS or with the Graduate School

If still unresolved:

- Step 4: Contact the Dean of the College of Agricultural, Life, and Physical Sciences and/or the Dean and Director of the Graduate School

Note that Title IX violations reported are mandatorily reported following normal university protocols

# Random things

- 50% and 25% appointments = 20 and 10 hrs. weekly
  - 50% is considered full-time employment
- For RAs, always take a photo of your contract as the duties described within and what you are required to do
- Your proposal is an outline of your progress and is used in case of grievance



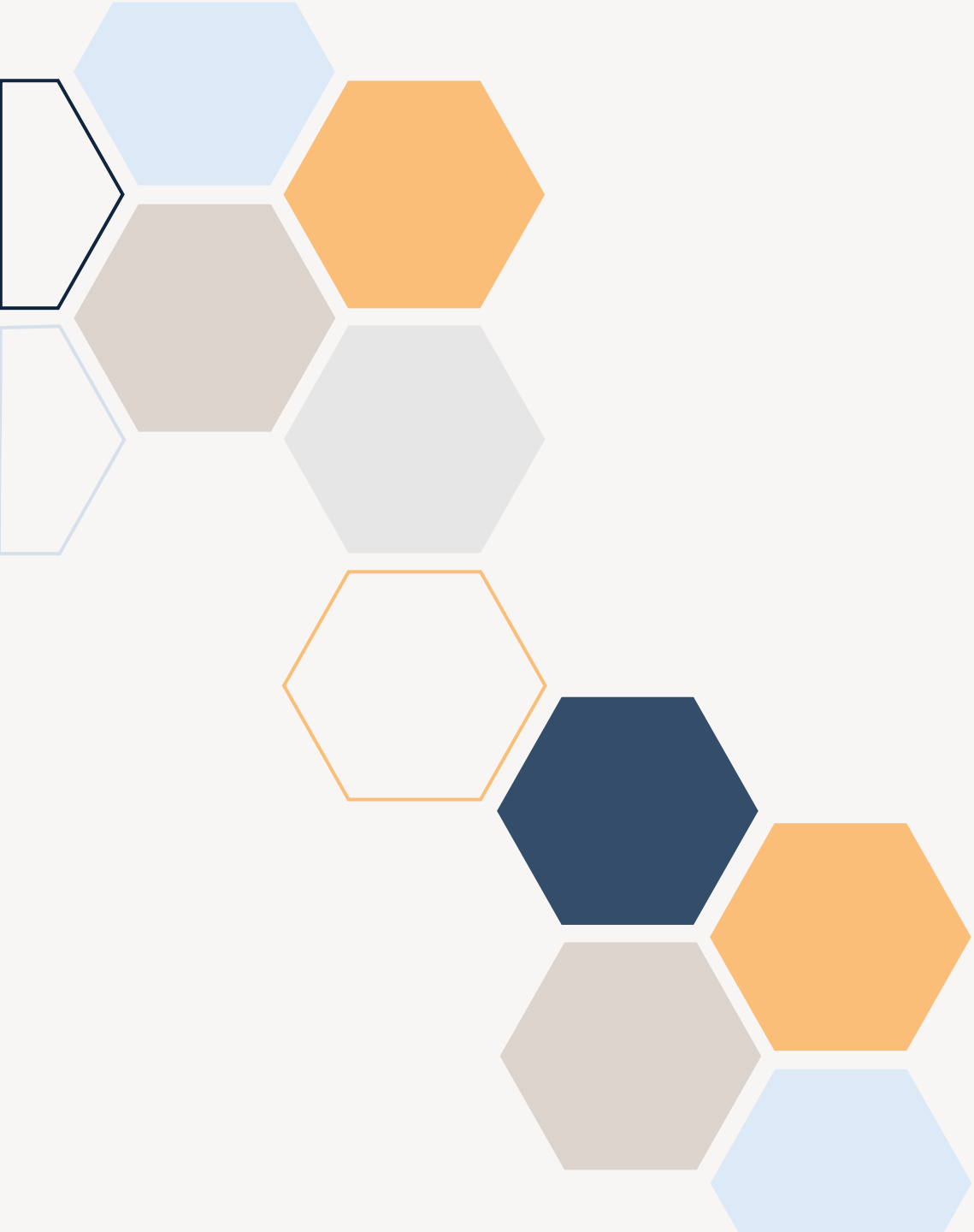


# Thank you

Dr. Jason Brown

[grad.zoology@siu.edu](mailto:grad.zoology@siu.edu)

[www.jasonleebrown.org/zgp](http://www.jasonleebrown.org/zgp)



**Questions?**

