

Animal and Rangeland Sciences Master of Science Graduate Student Handbook



Department of Animal and Rangeland Sciences
Oregon State University
2023-2024

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Welcome to the Department of Animal and Rangeland Sciences (AnRS) at Oregon State University. We are pleased to have you involved with our departmental graduate studies. Graduate education is a major part of our departmental responsibilities. The Department of Animal and Rangeland Sciences contributes to the statewide mission of Oregon State University through innovative research and education of master's and Ph.D. students. Through research, education, and outreach, the department strives to discover and share new knowledge concerning animal agriculture and natural resources conservation.

This Graduate Handbook is intended to outline the requirements specific to the Master of Science (M.S.) degree in the Department of Animal and Rangeland Sciences. Some of the information in this document may be found on the department website (<https://anrs.oregonstate.edu/>). Further information that is applicable to all graduate programs may be found only in the online course catalog (<https://catalog.oregonstate.edu/college-departments/graduate-school/>) and is not repeated here. The online New Graduate Student Guide (https://gradschool.oregonstate.edu/sites/gradschool.oregonstate.edu/files/new_graduate_student_guide_v5-5.pdf) is a resource from the Graduate School to aid students in complying with university requirements and deadlines.

Degree Programs Offered

Graduate students can pursue two degree types: a Master of Science (M.S.) or a Doctor of Philosophy (Ph.D.). The graduate degree will either be in Animal Sciences or in Rangeland Ecology and Management.

Graduate Student Learning Outcomes

The learning outcomes for all graduate students in both Animal Sciences and Rangeland Ecology and Management are as follows:

1. Situation/Problem: Communicates current situation/problem (including how it is currently addressed) and how own research will address the situation/problem
2. Approach: States clearly the objective, hypothesis, and methodology
3. Outcomes: Analyze, organize, interpret, and summarize data and peer-reviewed literature, compare and contrast own and peer-reviewed results, and integrate own data into peer-reviewed literature
4. Communicates novelty, creativity, and potential impact of own research within area of study

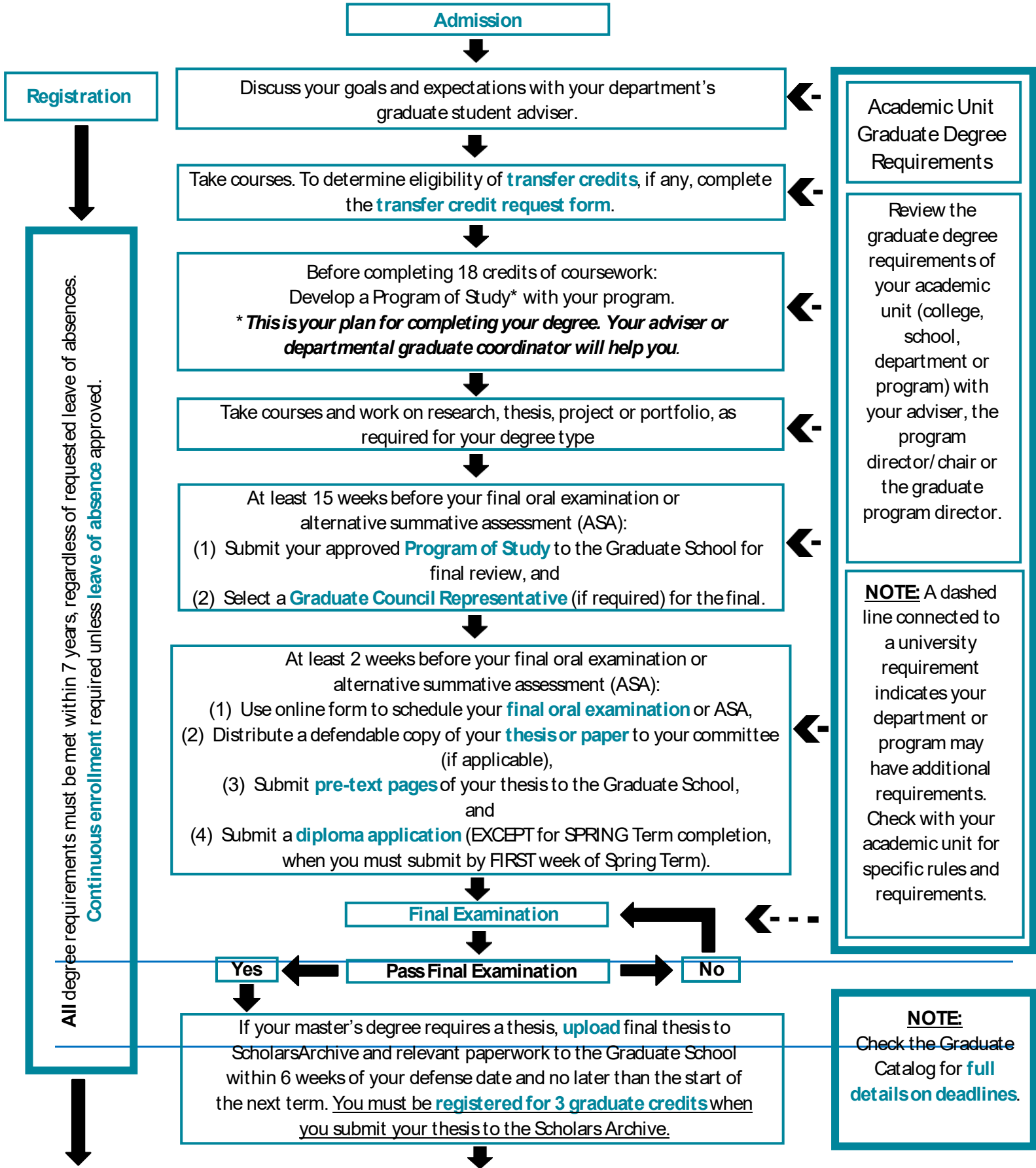
Important Forms from the Graduate School

OSU Graduate School Program of Study Information:
<https://gradschool.oregonstate.edu/progress/program-study>

OSU Graduate School Master's Program of Study Form:
https://gradschool.oregonstate.edu/sites/gradschool.oregonstate.edu/files/general_masters_06.20.20171.pdf

Academic Deadlines:
<https://gradschool.oregonstate.edu/progress/deadlines>

Flow Chart For Master's Degree Completion



Student's Graduate Program Committee and Program of Study

All graduate students are required to file a program of study with the Graduate School. The program of study comprises a list of courses which the student proposes to take in the major area of study and constitutes the course work basis for the advanced degree. The program of study is formulated by the student, the major professor, and the student's Graduate Program Committee. Forms are available at the Graduate School's web site. The Graduate Program Committee for M.S. students is made up as follows:

Total committee of four (minimum):

Major Professor

Second member from Department of Animal and Rangeland Sciences

One member from minor field if a minor is included (if not completing a minor, this committee member should be from a department other than AnRS)

Graduate Council Representative

Members of a student's Graduate Program Committee are selected by the student and their major professor, subject to review and approval by the Graduate School. Individuals outside of OSU can be appointed as courtesy faculty within AnRS, qualifying them to serve as a student's major professor.

In addition to guiding the student in formulation of the most appropriate program of study, the Graduate Program Committee serves as the examining committee for preliminary and final exams, guides and assists the student as necessary in planning, conducting, and interpreting thesis research, and must approve the thesis for granting of a graduate degree. Students should carefully choose their committee members with these roles in mind.

The Graduate Program Committee must be assembled and the program of study prepared for filing with the Graduate School by the second term of enrollment.

The program of study must be approved and signed by all the Graduate Program Committee members and the Department Head before filing with the Graduate School. Changes in the program may be made by submitting a petition for change form to the Graduate School.

M.S. candidates are strongly encouraged to conduct committee meetings to formulate their program of study, review their thesis proposal, and track research progress. However, they are not required to meet with their committee prior to their final oral examination.

Admission Process for Graduate Students

All [policies and regulations of the Graduate School](#) govern acceptance or rejection of graduate applicants.

Step 1: Begin by researching faculty members who do research in areas of interest to you. [This](#) is where you can view all faculty profiles. Reach out to these faculty members with whom you would be interested in studying. **In order to be accepted into our graduate program, you must have a faculty member who agrees to serve as your major professor and provide funding if applicable. You cannot be accepted without finding a major professor in advance!** In addition, you must have funding lined up. You must either receive funding from your major professor in the form of a graduate assistantship or already have an outside funding source, such as from your home country, fellowship from an independent entity, etc.

Timeline: Varies; depends upon your proactivity and timely responses from faculty members

Step 2: [Submit your application](#) to the Graduate School. A complete application packet includes:

- Statement of purpose
- 4-year baccalaureate degree or equivalent with GPA of 3.0 or higher on last 90 quarter credit or 60 semester credit hours
- GRE scores, at least 40th percentile average
- 3 letters of recommendation
- TOEFL or IELTS scores for international applicants (review requirements [here](#))
- Financial documentation for international applicants

Timeline: Varies; allow your references about 1 month to submit their letters of reference

Step 3: If a faculty member has agreed to serve as your major professor, then your application will be sent to the Graduate Program Committee for final approval.

Timeline: 2 weeks

Step 4: The Graduate Program Coordinator will submit the final application decision to the OSU Graduate School. Students will hear from the OSU Graduate School (not directly from the Department of Animal and Rangeland Sciences) whether they have been accepted to study in the Department of Animal and Rangeland Sciences.

Timeline: 2 weeks

REMINDER: In order to be accepted into our graduate program, you must have a faculty member who agrees to serve as your major professor and provide funding if applicable. If no faculty member is willing to serve as your major professor, then your application will be rejected. You cannot be accepted without finding a major professor **in advance!**

Graduate Assistantships

A limited number of state-supported Graduate Assistantships (GAs) are available to qualified candidates. Qualifications are based upon academic proficiency, appropriateness of background training, and interest for research in specific areas of department involvement. The stipend varies with the Full Time Equivalent (FTE) (0.30 to 0.49) assigned to GAs. Graduate Assistantships are exempt from tuition charges (students receive a tuition fee remission to their student account for the amount of the tuition charged), but students are still required to pay the mandatory university fees for each term.

GAs are responsible for 12 to 19.5 hours of work per week (for the Department of Animal and Rangeland Sciences) under the direction of their major professor, dependent upon the FTE of their assistantship. All state-funded GAs in our department have a 0.30 FTE (12 hours per week) service component in their position description. Students receiving a 0.49 FTE stipend from a GA, scholarship, or combination of the two are expected to be working full time toward their degree (classes, research, or both). Therefore, such students are prohibited from having any other employment during the calendar year, including summers. Failure to adhere to this policy may be grounds for termination of the stipend. Although the FTE and the number of hours you are expected to work may fluctuate slightly, you cannot work more than 255 hours per term in all jobs within the Oregon University System when appointed as a graduate student. The HRIS system tracks the number of hours for which a particular student receives pay each month; for 0.49 FTE the total must be limited to less than 84.93 hours per month. Some faculty expect their students to take classes or to be engaged in research full time while others expect their students to be engaged full time in classes and research simultaneously. Students receiving less than a 0.49 FTE stipend should consult with their advisors before seeking outside employment. Although exceptions can be made, the department's policy limits assistantship support to two years for M.S. students. In order for a GA to be extended beyond two years for the M.S., regardless of funding source, the graduate student must have at least one manuscript submitted to a journal.

Degree Requirements

Minimum Credit Requirement

All graduate student programs of study submitted to the Graduate School must consist of, at a minimum, 50% graduate stand-alone courses. No more than 50% of the credits on a program of study are allowed to be slash courses (the 5XX component of a 4XX/5XX course). M.S. students are required to complete 45 credit hours including thesis credits.

Course Load

The maximum credit load for a full-time graduate student is 16 hours; Graduate Assistants with FTEs of 0.20 to 0.49, because of their other duties, are limited to 12 hours per term. The minimum load for full-time student status is 9 hours for all graduate students; however, the minimum load requirement for students on assistantship is 12 credit hours. During summer term, graduate students must be registered for 3 credits.

Continuous Enrollment Policy

Unless on approved Leave of Absence, all graduate students in graduate degree and certificate programs must register continuously for a minimum of 3 graduate credits until their degree or certificate is granted or until their status as a credential-seeking graduate student is terminated. This includes students who are taking only preliminary comprehensive or final examinations or presenting terminal projects. Students must register for a minimum of 3 credits and pay fees if they will be using university resources (e.g. facilities, equipment, computing, and library services, or faculty or staff time) during any given term, regardless of the student's location. If degree requirements are completed between terms, the student must have been registered during the preceding term.

Blanket-Numbered Courses

Blanket-numbered courses have a zero middle digit. Those that carry graduate credit may be repeated up to the maximum totals indicated below.

- **Research** (501) is for research that is not part of the thesis. Data obtained from such research should not be incorporated into the thesis.
- **Thesis** (503) covers the thesis research and writing. A student may register for thesis credit each term.
- **Reading and Conference** (505) and **Projects** (506) are used for special work not given under a formal course number.
- **Seminar** (507) is used both for departmental seminars and for special group work not given in a formal course.
- **Workshop** (508) is usually a special, short-term course covering a variety of topics.
- **Practicum** (509) is used for courses whose emphasis is the application of academic theory to the work environment.

No more than 9 credits of blanket-numbered courses, other than thesis (503), may be applied toward the minimum 45-credit master's degree. While internship credit (510) is not considered a blanket-numbered course, no more than 6 credits of internship may be applied toward a 45-credit master's degree. The internship credit limit is in addition to the 9-credit blanket-hour limit. The program of study must include 6 to 12 credits of thesis (503). Blanket-numbered transfer courses will count toward the maximum totals specified above.

Graduate Student Seminar, Research Review, Workshop, and Special Topics

ANS/RNG 507 Seminar (offered each winter term). This is a mandatory course that covers seminar presentation techniques and gives students an opportunity to give a seminar. M.S. students are required to take a seminar course twice. The first time taking this course, the student must register for ANS/RNG 507. The second time taking this course, the student may register for a seminar course in another department if desired and in agreement with their major professor. This seminar course will be taught by different professors in the department on a rotating basis.

Teaching Assignments

The nature of employment opportunities available to many graduates makes some teaching experience highly desirable, if not necessary. Students in the master's program are not required to earn teaching credits, but their participation in classroom teaching is encouraged. The major professor may require greater teaching involvement; hence, the student may be required to register for additional teaching credits. M.S. students are also encouraged to enroll in ANS 509.

Training in Research Ethics

Your plan must include training in the conduct of scholarly or professional activities in an ethical manner. This could be a course offered by your degree program, GRAD 520, Responsible Conduct of Research training modules (CITI), training in research groups, etc.

Research Proposal

All M.S. thesis research is to be preceded by formulation of a written research proposal. This should be developed with the supervision of the student's major professor and in consultation with the Graduate Program Committee. It is to the student's advantage to prepare a Research Proposal early in their residence, at the latest by the end of the third term.

As stated earlier, degree candidates and their advisors are strongly encouraged to arrange for meetings of their committees to review the research proposal and research progress. At best, it is disheartening to arrive at the final examination and discover that, in the committee's opinion, the research is insufficient, improperly conducted, or improperly analyzed and is therefore unacceptable.

Final Examination

All graduate students in the Department of Animal and Rangeland Sciences must undergo a final examination by their Graduate Program Committee prior to receiving their degree. This is synonymous with the thesis defense and usually consists of (but is not limited to) a presentation by the student of their thesis research project followed by an in-depth oral examination and discussion of the work by the Graduate Program Committee.

Before the thesis defense can be scheduled, graduate students must have at least one manuscript submitted to a journal.

Once a date for the final examination is established, the student and major professor are responsible for publicizing the oral presentation, which is open to all students and faculty who wish to attend. Please see the Graduate Program Coordinator for a sample of the required announcement format.

1. The candidate shall establish the examination date with the Graduate Program Committee a few months prior to the scheduled date. Scheduling the date, time, and location of the examination is the responsibility of the candidate.
2. At least two weeks prior to the final examination, formally submit the examination date to the Graduate School using the online Event Scheduling Form: http://oregonstate.edu/dept/grad_school/phpforms/event.php. Students are also required to submit the pretext pages of the thesis to the Graduate School at least two weeks prior to the final oral examination. Pretext pages include a flyleaf (a blank page), the abstract, copyright (optional, but recommended), title page, approval page, acknowledgement page, contribution of authors, table of contents, list of figures, tables, appendices, dedication (optional), and preface (optional). See <https://gradschool.oregonstate.edu/progress/thesis-guide> for the pretext templates.
3. A draft of the thesis must be given to the Graduate Program Committee at least two weeks prior to the final oral examination.
4. The candidate will be asked to present his or her thesis in not more than 30 to 40 minutes. This should be carefully organized to give priority to interpretation of research results. Discussion by the candidate of literature review and experimental methodology should be minimized (both of which are described in the thesis). Graduate students and faculty are invited to attend this portion of the final examination.
5. The remaining time shall be used by the Graduate Program Committee to question the candidate on the accuracy of the work, its significance, and the candidate's scientific knowledge.
6. The major professor shall regulate the time utilized by members of the Graduate Program Committee, and the Graduate Council Representative shall conduct the committee's evaluation of the candidate's performance.
7. If more than one negative vote is recorded by the Graduate Program Committee, the candidate will have failed the examination. No more than one re-examination is permitted.

Remote Participation Policy for Required Graduate Student Meetings and Examinations

All members should be physically present at all required Graduate Program Committee meetings (i.e., program meetings, preliminary examinations, and final examinations). However, it is permissible for the student and/or committee members to participate from a remote location provided the conditions listed below are met:

- Advance agreement of the student and all committee members has been obtained
- All participants join in with two-way audio and video connections; audio-only connections must be approved by the major professor if the video connection is not possible. When the student is the remote participant, his or her connection must be an audio and video connection
- Any visual aids or other materials should be distributed in advance to the remote participants
- The committee members participate in the complete meeting, discussion, presentation, and evaluation
- The student is responsible for making arrangements

Research Protocols

OSU's Animal Care and Use Program comprises all activities conducted by and at the university that have a direct impact on the wellbeing of animals. The program scope includes animal and veterinary care, policies and guidelines, animal facility design and management, oversight of participants and their related occupational health and safety, and Institutional Animal Care and Use Committee (IACUC) functions. For more information on IACUC requirements and training modules, please visit https://research.oregonstate.edu/sites/research.oregonstate.edu/files/iacuc/files/participant_requirements_iacuc_guide.pdf.

The Animal Exposure Occupational Health and Safety Program is a part of Oregon State's animal handling program. The program is based on risk assessment and mitigation and includes risk monitoring as outlined in the OSU Animal Exposure Procedure. Participation in this program is mandatory for all individuals involved in animal research, teaching, testing, care and handling as defined by this policy and accompanying procedure. Supervisors are responsible for implementing this policy with individuals under their supervision and ensuring these individuals receive animal exposure training and education. For more information, please visit <https://occupationalhealth.oregonstate.edu/animal-exposure>.

University Property

Students doing research sponsored by grants, assistantships and departmental projects should understand that the data they collect are the property of the Department of Animal and Rangeland Sciences. Data collected separately or jointly by graduate students and faculty should be filed as records of the supporting grant. Data collected without financial support of the university are shared property of the student and major professor.

Use of equipment or supplies must be approved by the faculty member responsible for such items. Graduate students must assume the appropriate responsibility for the use of university equipment and property, and for the care and return of borrowed books or articles and other materials. Equipment and rooms are for student and departmental research and are not to be shared with other students, spouses, or anyone not specifically authorized to use them.

Thesis Format

Consult the OSU Graduate School Thesis Guide for assistance in writing and formatting your thesis. The Thesis Guide can be found at: <https://gradschool.oregonstate.edu/progress/thesis-guide>.

Research Publications

The purpose of the following guideline on publication is to protect the interests of both the student and major professor. Research must be shared with colleagues if it is to be useful. Consequently, all research conducted for graduate degree programs is expected to be published in appropriate journals and other outlets. The major professor will work with each student to determine suitability for publication and authorship. When a student completes a degree, it is the student's responsibility to complete manuscripts for submission to journals. Students

will be allowed six months following completion of the program to demonstrate intent to prepare appropriate manuscripts. The first draft must be completed within one year of degree completion. If these deadlines are not met, the major professor will assume responsibility for completing the publication process.

Annual Academic Progress Assessment

The purpose of this assessment report is to allow the graduate student, the major professor, the student's Graduate Program Committee, and the Department Head to review the progress each student has made during the past year. These documents will provide the basic information to allow the Department Head to follow the program development of individual students. Such information will be critical for the department in making decisions on continuation of financial support.

The minimum criteria for satisfactory progress as codified by Graduate Council is:

Advanced-degree students (regularly, conditionally, and provisionally admitted) are expected to make satisfactory progress toward a specific academic degree. This includes maintaining a GPA of 3.00 or better for all courses taken as a graduate student and for courses included in the graduate program, meeting departmental or program requirements, and participating in a creative activity such as a thesis.

AnRS requirements for documenting satisfactory progress are:

- An annual written assessment showing adequate progress in coursework, development of thesis or writing project as evaluated by major professor and the rest of the student's Graduate Program Committee
- Maintaining a GPA of 3.00 or better for all courses taken as a graduate student
- Successfully passing relevant exams outlined by the Graduate School
- Timely compliance with all Graduate School and Departmental requirements for committee formation, committee meetings, project proposal, submission of forms and information, participation in seminars and other activities expected of a student, scholar and citizen

Early in their program (e.g., during their first term of enrollment) students should collaborate with their major professor and Graduate Program Committee to establish standards and expectations of satisfactory progress for their program.

The plan for the annual academic progress assessment is as follows:

1. The student will write a self-assessment narrative that summarizes activities undertaken by the student since the last review and should address: (1) Coursework taken and grades received, (2) Field work, data collection/analysis, (3) Progress on writing thesis, (4) Participation in professional development opportunities, (5) Service to the department and the university and (6) Any other relevant information, including any impediments to progress. The student may want to discuss their advisor's expectations for various categories of progress prior to writing the self-assessment.
2. The student will then schedule a meeting with the major professor to review the student's self-assessment, progress, and accomplishments over the past year. Participation from other Graduate Program Committee members may be requested by either the student or the major professor, but is not required. If other committee members provide input, the student should obtain their signature on the Assessment of Graduate Student Progress form.

3. The major professor reviews the student's materials and then fills out and signs the Assessment of Graduate Student Academic Progress form. The major professor (or any committee member) may document their assessment of the student's progress in writing for inclusion in the assessment, but this is optional. These written comments may be helpful to document expectations for the coming year. The student signs the form and is responsible for submitting both the narrative and the signed and completed Assessment of Graduate Student Academic Progress form to the department office for inclusion in the student's permanent record by January 31st each year.

Assessment of Graduate Student Academic Progress

Student Name _____ **Date of Assessment:** _____

This completed form must be attached to the self-assessment narrative and submitted to the AnRS Department Office before January 31 each year.

1. Completion of Milestones:

Student: Please enter the term of completion (e.g. Winter, 2023) next to milestones achieved for your current degree.

Committee formed (enter names at right): _____	Major Professor Name(s): _____	Dept: _____
Conducted program of study meeting: _____	_____	_____
Submitted program of study to AnRS Office: _____	_____	_____
Submitted program of study to Grad School: _____	Committee Member Names: _____	Dept: _____
Prelims scheduled for (Ph.D.): _____	_____	_____
Prelims passed on (Ph.D.): _____	_____	_____
Final exam scheduled for: _____	_____	_____
	_____	_____
	_____	_____

2. Major Professor Assessment of Progress:

Major Professor(s): Please discuss your responses with your student.

YES	NO	QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	Student is making satisfactory progress in completing his/her course work.
<input type="checkbox"/>	<input type="checkbox"/>	Student is making satisfactory progress in fieldwork, data collection analysis
<input type="checkbox"/>	<input type="checkbox"/>	Student is making satisfactory progress in completing his/her thesis.
<input type="checkbox"/>	<input type="checkbox"/>	Student has participated in professional development opportunities.
<input type="checkbox"/>	<input type="checkbox"/>	Student has provided service to the department or college. Service is not required, but may contribute to professional development.

3. Signatures:

I have reviewed my student's milestones (above) and self-assessment narrative, have completed the 'Major Professor Assessment of Progress' (left), and confirmed my student understands my responses.

Major Professor Signature(s)	Date
Committee Member Signature(s) (optional)	Date
<i>I understand my major professor(s)' assessment of my progress (left), and am now submitting this fully completed form to the AnRS Office with my self-assessment narrative attached.</i>	
Student Signature	Date

Graduate Education Performance Plan

This form is intended to monitor a student's performance towards degree completion resulting from an unsatisfactory review at an annual assessment. This form should outline mutually agreed-upon (between student and major professor) benchmarks of performance.

Student _____

Major Professor _____

Plan (Identify deficiencies and outline plan to remedy them):

Benchmarks (Criteria used to evaluate progress):

Signatures

Student _____ **Date** _____

Major Professor _____ **Date** _____

Department Head/Program Director _____ **Date** _____

After the Annual Assessment

Satisfactory Progress: In most cases, students have made satisfactory progress, and any issues that surfaced in the review are adequately addressed. After review by the Department Head, all paperwork will be placed in the student's file until graduation.

Unsatisfactory Performance Evaluation: The annual assessment may result in an unsatisfactory performance evaluation of the student. In cases of unsatisfactory performance the major professor will work with the student to develop the written Graduate Student Performance Plan for improving the student's performance. The plan will become part of the student's file and will contain tangible mileposts or benchmarks for improvement. The Department Head will review and monitor progress of this plan on a quarterly basis. In cases where the Department Head is the student's major professor, this review will be conducted by the chair of the Departmental Graduate Program Committee. Two unsatisfactory performance reports may result in terminating the student's graduate program.

Dissolution of the Major Professor-Student Relationship: The Major Professor-Student Relationship is the most basic component of the Department of Animal and Rangeland Sciences graduate program. Acceptance of a student into the program is initiated by a major professor willing to act as the student's mentor. However, both the Graduate School and the Department of Animal and Rangeland Sciences are responsible for providing a reasonable opportunity to complete degree requirements for students that are accepted into the program. In cases where the Major Professor-Student Relationship dissolves, the Department and Graduate School still have a responsibility to that student. Either the student or the faculty member may terminate the Major Professor-Student Relationship. A student may terminate the Major Professor-Student Relationship in writing by resigning. Resigning from a Graduate Assistantship will immediately terminate the student's employment by the Department resulting in the loss of the Graduate Assistantship. A faculty member may terminate the Major Professor-Student Relationship in a letter to the student and Department Head. Mutually acceptable arrangements shall be negotiated by the major professor, graduate student and the Department Head. Students may request the Graduate School to appoint an advocate to assist them in negotiating a satisfactory settlement. In cases where the faculty member dissolves the Major Professor-Student Relationship, the student's Graduate Assistantship will continue through the end of his/her appointment (usually through the academic year). The Department is responsible for providing a reasonable opportunity for students to complete degree requirements for students whose Major Professor-Student Relationship has dissolved but who are otherwise still in good standing in the program. In such situations, the Department Head will collaborate in assigning a Major Professor to the student.

Grievances: If all other efforts to resolve problems fail, students who believe that they have been unfairly treated during their graduate program may file a grievance with the OSU Graduate School. Contact the Graduate School for grievance guidelines.

OSU Policies and Procedures

Academic Misconduct

Academic misconduct is prohibited and considered a violation of the Student Code of Conduct. Academic misconduct is defined as any action that misrepresents a student or group's work, knowledge, or achievement, provides a potential or actual inequitable advantage, or compromises the integrity of the educational process. Prohibited behaviors include, but are not limited to the following actions: cheating, plagiarism, falsification, assisting in academic misconduct, tampering, multiple submissions of work, and unauthorized recording and use.

Registration

Consult the current Schedule of Classes for information and detailed instructions on registration procedures: <https://catalog.oregonstate.edu/>

Student Identification Card

To obtain a student ID card, you must show proper identification (driver's license, passport, military ID, etc.) to the ID Center (Memorial Union 103; M-F from 8:30am to 4:30pm). Graduate students may obtain their ID card from one week before and throughout their first term of registration. For fall term, incoming graduate students may obtain their ID card anytime throughout the summer as well.

An OSU ID Card provides access to the following services. Different fees may apply based on student, employee, or other card status:

Athletic Events	Student Involvement (class notes)
Dixon Recreation Center	Campus Convenience Stores
Valley Library	Craft Center (supplies, fees)
Campus Dining and Coffee Shops	Corvallis Public Transit (ride free)

Tuition and Fees

Graduate Assistant tuition waivers are for tuition plus a percentage of fees only. Students are still responsible for the payment of other charges. Because of the approval and routing process, it may take a few weeks before students see their tuition remissions reflected on their student accounts. Students who receive a billing statement that includes tuition should be sure to pay their balance excluding the tuition charges in order to avoid interest charges. Students whose tuition remissions post after interest charges are assessed will have any interest charges resulting from the unpaid tuition reversed. Students must have a minimum of 12 graded credit hours to receive a tuition remission for the term.

Payroll

If appointed to a Graduate Assistantship, see the Administrative Manager in the Department of Animal and Rangeland Sciences for completing hiring paperwork. You will need a Social Security card with a valid number and photo ID when you meet with the Administrative Manager.

You will be asked to fill out forms regarding withholding a portion of your salary for tax purposes. Seek advice on taxes from fellow students, payroll personnel, tax booklets (available at library) and <http://www.irs.gov/>.

Insurance

Graduate Assistants are required to have health insurance. The Office of Human Resources administers the Graduate Employee Health Plan offered through PacificSource. If you have your own private insurance plan and the coverage is considered equal or superior to the PacificSource plan offered by OSU, then you may qualify for an approved waiver. More information about the Graduate Employee Health Plan can be found at <https://hr.oregonstate.edu/graduate-student-insurance-plans/graduate-assistant-insurance-plan>.

ONID Accounts

Sign up for ONID (OSU Network Identification).

ONID accounts provide:

- Email addresses – your official OSU email address
- File storage (2G per user)
- Personal web pages
- UNIX shell access
- Access to other services – Wi-Fi, Canvas, computer labs, interlibrary loans

ONID emails are more secure than personal email addresses. To activate your ONID account, access <http://onid.oregonstate.edu/> from any computer.

Opportunities for Leadership and Co-Curricular Activities

Please visit the following websites to find out about student activities at OSU:

<https://sli.oregonstate.edu/sli>

<http://asosu.oregonstate.edu>

Departmental Policies and Procedures

Keys

You will need keys to enter the building and the office or lab where you work. Please contact the Graduate Program Coordinator to request the keys you need. The Graduate Program Coordinator will submit the key request online and you will receive an email from the Key Shop when your keys are ready to be picked up. When picking up keys, photo ID must be presented.

Keys are the responsibility of the individual. Lost keys must be reported promptly to the Key Shop.

Duplication of keys that have been issued is strictly forbidden. Anyone found to have an unauthorized key may be subject to loss of privileges for after-hours use of the building and may forfeit all keys that have been issued to them.

Upon leaving the institution, all university keys must be returned to the Key Shop.

Mail

Department mailboxes are located in Snell 304. You should check your mailbox on a regular basis. University business, department announcements, and any other messages related to you are usually put in your box. All campus offices and personnel can be reached through campus mail (which is free for any OSU student, staff, or faculty member to use).

Copy Machine Use

The copy machine in Snell 304 is for academic use only. You are welcome to use it, but please be cognizant of proper usage.

Purchases

Before purchasing any items, get purchase approval and an index/activity code from your major professor. See the Office Specialist for assistance with ordering with the departmental credit card.

Laboratory Safety

OSU's Environmental Health & Safety (EH&S) team is responsible for monitoring compliance and assisting employees in understanding safety regulations. Laboratory safety training is required for all lab employees and must be completed every three years. For more information, please visit <https://ehs.oregonstate.edu/laboratory-research-safety>.

Use common sense while working in the lab or barns. If in doubt, do not be afraid to ask someone else. If you have questions about farm safety, please contact Seth Spencer or the appropriate unit manager. There are certain items (biohazards, radiation, carcinogens) that require a higher level of training. Contact EH&S for radiation safety and biohazard training.

In Case of Fire

1. Activate the building fire alarm by pulling the nearest fire alarm on the wall to alert occupants. The alarm does not always call firefighters to the scene, but most alarms are connected to the OSU Public Safety system.
2. Call the Corvallis Fire Department (911), and give the exact location of the fire.
3. Evacuate occupants from the building. Follow building evacuation procedures. Send someone outside the building to direct firefighters to the scene.

4. For small fires, use the closest appropriate fire extinguisher. Do not use water on electrical fires. Make sure while you are working in a lab that nothing is blocking the fire extinguisher.

Building Evacuation

When the alarm sounds, walk to the nearest usable exit. Use the stairways and NEVER use the elevator because it can quickly become filled with smoke and be a firetrap when electrical power is lost. Be aware of alternate exits from the building.

Before leaving the workstation, take personal valuables and lock up any valuable materials or documents. Do not, however, endanger life through delay. Assist non-ambulatory people with leaving the building.

Use fire escape ladders only when the stairways are closed by fire. Before opening a door during a fire, feel each door with the back of your hands before opening it. If it feels hot, use an alternate exit. If caught in smoke, keep low where the air is better. Take short breaths through the nose.

When outside the building, do not block doorways or driveways. Stay a minimum of 100 feet from the building. Do not return to the building until advised to do so by personnel in charge.

Personal Protective Equipment

Each lab will be responsible for issuing its own personnel protective equipment. It is impossible for the department to keep track of each procedure a lab performs and its associated safety equipment. If you are performing a new procedure or one you haven't done in a long time it's your responsibility to go over it with your professor.

Emergency Treatment

Determine the extent of a person's injury by checking for breathing, pulse, bleeding, possible fracture, and pain. Administer first aid appropriate for the injuries if you are properly trained. If the injured person is:

- **Not conscious or ambulatory**, dial 9-911 on any campus phone for the Corvallis Fire Department ambulance. The ambulance crew will determine whether injured students should be transported to the Student Health Center or to the hospital.
- **Conscious and ambulatory STAFF**, arrange for transportation by car or ambulance to the hospital or doctor's office as desired by injured person. If a supervisor or fellow employee is not available to provide transportation, contact Public Safety at 7-7000 because they are responsible for ensuring that appropriate transportation is obtained.
- **Conscious and ambulatory STUDENT**, arrange transportation to the Student Health Center

Travel Guidelines

All reimbursable travel must be approved by your major professor before you leave. What you will be reimbursed for and the reimbursement limits must be negotiated with your major professor before travel begins. You may be limited to mileage only or for certain meals only.

Conference Registration Options

You may pay in advance for any approved meetings or workshops and submit your receipt along with your travel reimbursement. Alternatively, you can contact the department to have your registration paid using the department's credit card. Please have the index/activity code available and preapproved with your major professor before contacting the department. This will avoid an out-of-pocket expense for you.

Lodging Options

The university allows a per diem amount depending on location. Check the lodging per diem allowed for your area of travel before making your reservations.

- Hotel per diem rates do not include lodging tax
- You will be reimbursed for single occupancy rate only
- Tips to waiters, bell persons, maids, taxi drivers, etc. are included in the daily per diem allowed. Please do not include them on your reimbursement request.

Exception – Conference Site Lodging: You can be reimbursed for actual lodging costs (with a receipt) if staying at a conference site hotel. Documentation of lodging facility's designation as a conference site hotel is required. Submit a copy of the conference brochure or registration form stating name of event, date(s), and location.

Sharing Lodging: If you share lodging with another employee or OSU graduate student, you can be reimbursed for half of the cost (within the allowable rate limits), or you can be reimbursed for both yourself and the employee. You must include their name and a statement that they will not be claiming lodging.

If the lodging is shared with a non-employee or non-OSU graduate student, such as a spouse, you can be reimbursed for the single-person rate shown on the receipt (if not shown, verify the single rate before leaving the hotel so that phone calls to verify the amount need not be made later). You will be reimbursed for the full amount of taxes shown on the hotel bill.

Meal Reimbursements

Receipts for meals are not required. OSU allows a per diem amount for meals depending on location. Things to keep in mind:

- The per diem allowance includes gratuities
- Paying for a meal for OSU employees/students only is NOT considered a hosting situation, therefore is NOT reimbursable
- Individuals should pay and submit reimbursement requests only for their own meals

Use of Motor Pool Vehicles

1. Graduate students on assistantship are university employees, giving them the right to drive state-owned vehicles. You must fill out a Motor Pool Driver Authorization Form (<https://transportation.oregonstate.edu/motorpool/driver-qualifications/driver-authorization-form>) before you will be allowed to drive state-owned vehicles. This includes trucks at the animal facilities and cars to attend meetings.
2. Vehicles operated by the Motor Pool may not be used for any personal business. They must be driven only by personnel in the employ of Oregon State University.
3. Non-employees cannot be carried as passengers unless their travel involves or relates to official business of Oregon State University. Picking up hitchhikers is not permitted. Spouses are permitted as passengers only on long trips or late at night (to help keep the driver awake) and then only with prior permission of the Major Professor. No pets are allowed in vehicles.
4. Cars must be operated at all times so as not to violate basic rules for careful driving. State cars are checked regularly by the Oregon State Police and the insurance company, and reports of operation relayed back to the responsible supervisor.
5. Drivers must have valid driver's licenses, which do not need to be from Oregon.
6. Drivers shall be personally responsible for costs resulting from the following:
 - a. Fines resulting from violations of law.
 - b. Damage to vehicles caused by transportation of pets or other personal belongings, or resulting from unnecessary abuse or neglect of the vehicles.
 - c. Damage to vehicles while engaged in unauthorized or illegal use.
 - d. Restoration of vehicles to original condition when necessitated by installation or removal of personally owned accessories or equipment.
 - e. Damage to vehicles caused by gross negligence of drivers.
7. Any accident involving Motor Pool vehicles must be reported to the Motor Pool, 541-737-4141, as soon as possible. After hours, call 866-253-5671.
8. State-owned vehicles shall not be driven in excess of authorized and posted speeds and shall at all times be driven in a manner conducive to safety, economy, and good public relations.

Rental Cars and Ground Transportation

You can make rental car reservations directly through the OSU contracted car rental company:

Enterprise Rent-A-Car: 541-758-0000 or 855-266-9565

Ground Transportation: 1) All ground transportation expenses such as taxis, shuttles, buses, etc. should be itemized on the reimbursement request; 2) Tips for taxi/shuttle drivers are included in the daily per diem meal/incidental expense allowance. Please do not include them on your reimbursement request.

Submitting Your Reimbursement

Travel reimbursements are submitted through Concur:
<https://softwarelist.oregonstate.edu/software/concur>

Please contact the Administrative Manager for assistance.

Graduate Faculty

<i>Name</i>	<i>Degree</i>	<i>Institution</i>	<i>Year</i>
ATES, Serkan	Ph.D.	Lincoln University (New Zealand)	2010
	M.S.	Suleyman Demirel University (Turkey)	2002
	B.S.	Selcuk University (Turkey)	1998
Development of environmentally and economically sustainable ruminant grazing systems including tactical grazing and feeding techniques for grazing animals. Investigating pasture species, mixtures and combinations in maximizing the pasture productivity, animal production and product quality. Grazing management of dual purpose (grain and animal feeding) of cereal crops.			
BIONAZ, Massimo	Ph.D.	Università Cattolica del Sacro Cuore	2004
	B.S./M.S.	Università Cattolica del Sacro Cuore	2000
The connection between nutrition, gene expression, and metabolism in farm animals, especially in dairy cows; with a particular attention in physiopathology.			
BISHOP, Cecily	Ph.D.	Oregon State University	2006
	B.S.	Washington State University	2001
Factors regulating reproductive physiology of domestic ruminant species (ewes and cows), and nonhuman primate models of female infertility. Interaction between nutrition/metabolism and reproduction; in vitro cellular and molecular studies, as well as in vivo reproductive physiology, including minimally-invasive imaging techniques to analyze vascular flow and permeability of the primate reproductive tract in situ.			
BOBE, Gerd	M.P.H.	Johns Hopkins School of Public Health	2006
	Ph.D.	Iowa State University	2002
	M.S.	Iowa State University	1997
	M.S.	Rheinische Friedrich-Wilhelms Univ.	1992
	B.S.	Rheinische Friedrich-Wilhelms Univ.	1991
	A.A.	Agriculture Vocational School Lemgo	1989
Dietary prevention of periparturient diseases and reproductive problems in dairy cows; Improving the nutritional value of dairy products for human consumption by nutrition and breeding; Molecular targets and response/risk biomarkers for dietary cancer prevention; Nutritional genomics and proteomics.			
BOHNERT, David W.	Ph.D.	University of Kentucky	1998
	M.S.	Angelo State University	1994
	B.S.	Angelo State University	1990
Protein supplementation of ruminant livestock, development of techniques to improve our understanding of forage and supplement intake, maximizing productivity from a forage base, including investigation of alternative grazing management strategies.			

DINKINS, Jonathan	Ph.D.	Utah State University	2013
	M.F.A.	Montana State University	2005
	B.S.	University of Puget Sound	2001
	B.A.	University of Puget Sound	2001

Animal behavior, habitat-based demography, human-wildlife interactions, population dynamics, predator-prey interactions, and wildlife habitat use.

ENDRESS, Bryan	Ph.D.	Miami University	2002
	M.S.	University of Illinois – Urbana-Champaign	1997
	B.S.	Luther College	1995

My research seeks to identify and understand factors influencing vegetation structure, composition and dynamics and how this information can inform natural resource management. Currently, my research focuses on a range of issues including invasive plant science and management, ecological restoration, vegetation responses to management actions and alterations in disturbance regimes, and plant-animal interactions.

KENNEDY, Matthew	M.S.	Oregon State University	2005
	B.S.	Oregon State University	2003
	A.S.	Casper College	2001

Applied nutrition and alternative feedstuffs used in livestock production, beef and swine management/production methods.

KUTZLER, Michelle	Ph.D.	Cornell University	2002
	DVM	Washington State University	1993
	B.S.	Washington State University	1990

Field of companion (large and small) animal reproduction. Application of GnRH (gonadotropin release hormone) vaccines in a wide variety of companion animals and uses (e.g., immunocontraception, treatment of urinary incontinence). A new area of investigation is to identify the mechanisms regulating the migration and differentiation of trophoblasts (placental cells) within the endometrium of pregnant dogs.

MATA-GONZALEZ, Ricardo	Ph.D.	Texas Tech University	1999
	M.S.	New Mexico State University	1995
	B.S.	Universidad Autonoma Chapingo	1989

Groundwater and vegetation relationships in arid environments; ecology and eco-physiology of invasive plant species in rangelands; biomass productivity of arid land vegetation; ecology of disturbance and ecosystem restoration.

OCHOA, Carlos	Ph.D.	New Mexico State University	2011
	M.S.	New Mexico State University	2002
	B.S.	Universidad Autonoma de Chihuahua	1993

Topics of rangeland hydrology, surface water and groundwater interactions, vadose zone hydrology, landscape hydrologic connectivity, and watershed and riparian systems management.

SHERWOOD, Dawn M.	Ph.D.	University of Nebraska, Lincoln	2007
	M.S.	Texas Tech University	1997
	B.S.	Texas Tech University	1994

Complete equine nutrition regarding young growing horses and high intensity performance horses. Composting manure and the environmental impact by equine facilities.

UDELL, Monique	Ph.D.	University of Florida	2011
	M.S.	University of Florida	2008
	B.S. (Biology)	Stetson University	2005
	B.S. (Psychology)	Stetson University	2005

Research focuses on animal behavior and social cognition, including lifetime factors that facilitate social bonds between humans and other species. Although Dr. Udell has worked with many species including wild cats, ferrets, horses, megachiropteran bats, coyotes, foxes, mice, birds, and non-human primates, for the last several years her work has primarily focused on the social development and cognition of domestic dogs and captive wolves.