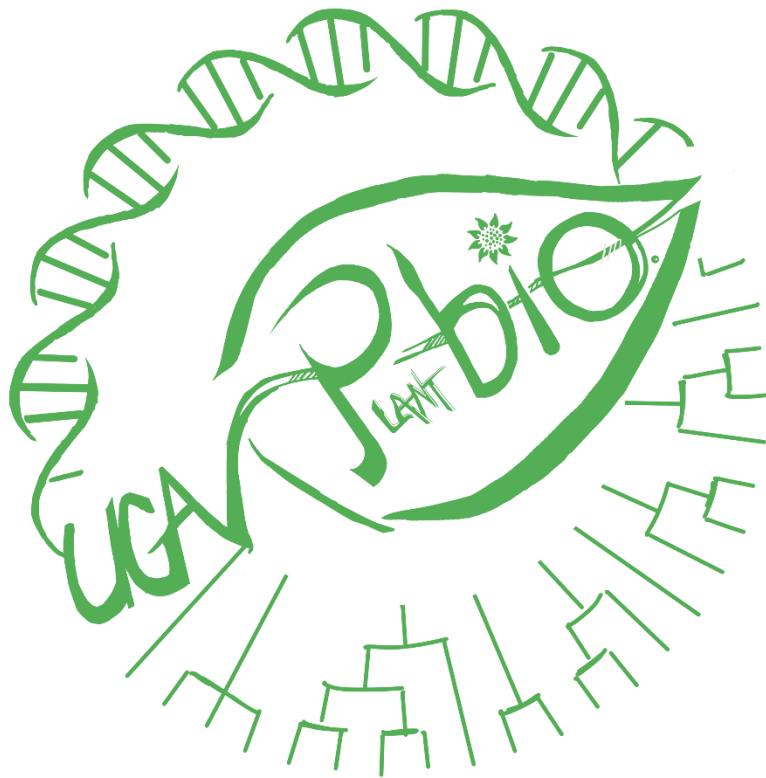


Plant Biology Department Handbook 2015-2016



University of Georgia
Athens, GA
Updated: August 12, 2015

Plant Biology Handbook

Table of Contents

Plant Biology Handbook.....	2
General Information and Operating Procedures	5
Department Personnel.....	5
Plant Biology Department Faculty	5
Plant Biology Department Assistant Research Scientist	5
Plant Biology Department (Emeritus) Faculty.....	5
Adjunct Faculty Appointments	6
Postdoctoral.....	6
Departmental Staff	6
Plant Biology Department Administration.....	7
Graduate Students	8
Excerpts from UGA’s Non-discrimination and anti-harassment policy. The complete Policy can be found here: http://eoo.uga.edu/	9
Plant Biology’s Administrative Procedures	12
Use of Telephones	12
Department Seminars.....	12
Mail	12
Library	12
Office Staff	13
Computing Resources	13
Department Computers.....	13
Printing.....	13
Poster Printer	13
Wireless Network.....	14
Faculty Laboratory Computers.....	14
Software.....	14

Photocopying.....	15
Departmental Vehicles	15
Sending Packages via FedEx or UPS.....	16
Keys/Building Access	16
Calendars	16
Guest Parking Passes	17
Research and Teaching Needs.....	17
Policy Regarding Various Office Expenses...	17
Equipment Repairs	17
Off Campus Equipment.....	17
Equipment Transfers	17
Equipment Surplus.....	17
Travel	18
In State Travel.....	18
Domestic/International Travel.....	18
Group Travel	19
Travel Expense Statement	19
Travel Using UGA Foundation Funds	20
On Campus Teaching and Research Facilities	20
Plant Biology Microscopy Facility	21
Photographic Equipment.....	21
Culture Collection	21
Herbarium.....	21
Core Facility	21
Autoclave and Dishwashing Facility.....	22
Plant Biology Plant Growth Facilities.....	22
Greenhouse Staff.....	22
Use of Greenhouse Teaching Materials...	22
Research Projects	22
Space.....	22
Supplies.....	23

Responsibilities	23	Alan Jaworski Student Travel Award	30
Growth Chambers	23	Haines Family Field Botany Award	30
Marine Facilities Available to Department Personnel	23	Graduate Student Awards	30
The Graduate Program	24	Outstanding Teaching Assistant Award ...	30
The Graduate Studies Committee.....	24	Excellence in Teaching Award.....	31
Student Responsibilities.....	24	Regents' Out-of-State Tuition Waivers....	31
Degree Requirements	24	Sigma Xi, The Scientific Research Society	31
PBIO 8020 Course Requirement (M.S. & Ph.D.).....	24	National Council of State Garden Clubs, Inc.	31
PBIO 8830 Departmental Seminar Course Requirement (M.S. & Ph.D.).....	24	Graduate School Awards	31
Seminar Course Requirements (Ph.D. only).	25	Financial Support and Awards Guidelines	31
Teaching Requirement	25	Departmental Office Services.....	31
Departmental Exit Seminar (Ph.D. only)	25	Training for teaching.....	32
Laboratory Rotations	26	Graduate School Programs	32
Registration Requirements	26	Plant Biology Department Teaching Internship.....	32
Time Guidelines for Degrees.....	26	Student Advising.....	32
Plant Biology Department Comprehensive Exam Policy (Ph.D. students only).....	26	New Students.....	32
Written Exam	27	Advisory committees	32
Oral Exam	27	Advising Requirements.....	33
Financial Support Available to Graduate Students	28	Review of Continuing Students	33
Laboratory Assistantship (LA)	28	Annual Statement of Accomplishments and Goals	33
Graduate School Assistantship (GSA).....	28	Annual Evaluation by Major Professor	33
Research Assistantship (RA).....	28	Evaluation of LAs	33
Summer Support	28	Approval of Theses and Dissertations, Oral Defense.....	34
Research Supplies	29	Summary of Graduate Degree Requirements	34
Palfrey Research Grants.....	29	Which form to use—and when	35
Palfrey Fund Special Requests	29	Advisory Committee for M.A. and M.S. Candidates	35
Travel Funds.....	29	Program of Study	35
Research Travel Abroad	30		

Application for Graduation	35	Pre-registration.....	37
Approval Form for Master’s Thesis and Final Oral Exam	36	Placement Service.....	37
Advisory Committee for Doctoral Candidates	36	Plant Biology Graduate Student Association (PBGSA).....	37
Preliminary Program of Study.....	36	Plant Biology Department – Dismissal from Graduate Status.....	38
Final Doctoral Program of Study.....	36	Policies	38
Application for Admission to Candidacy – Doctoral Degrees	36	Dismissal Procedure.....	38
Application for Graduation	36	Reconsideration Procedure	39
Approval Form for Doctoral Dissertation and Final Oral Examination	36	Forms	39
Additional Information.....	37		
Student Access to his/her Departmental File.....	37		

General Information and Operating Procedures

Department Personnel

Plant Biology Department Faculty

Maor Bar-Peled, Ph.D., Weizmann Institute, Israel, 1993, biochemistry and plant cell biology
Marguerite Brickman, Ph.D., U.C. Berkeley, 1993, college science education
Brigitte Bruns, Ph.D., Universitat Freiburg, 1986, gene expression in temperature and light-stressed symbiotic dinoflagellates
John M. Burke, Ph.D., University of Georgia, 1999, plant evolutionary biology
Shu-Mei Chang, Ph.D., Duke, 1997, plant evolutionary biology
R. Kelly Dawe, Ph.D., U.C. Berkeley, 1989, plant cell and molecular biology
Katrien M. Devos, Ph.D., State University Shent, Belgium, 1992, genomics and evolution
Lisa A. Donovan, Ph.D., Utah, 1992, plant physiological ecology
Michael G. Hahn, Ph.D., Colorado, 1981, carbohydrates in growth and development
Chang Hyun Khang, Ph.D., Pennsylvania State University, 2005, fungal molecular genetics
James H. Leebens-Mack, Ph.D., U. Texas, 1995, systematic and evolutionary biology
Wolfgang Lukowitz, Ph.D., University of Munich and University of Tubingen, Germany, 1995, plant developmental biology
Russell L. Malmberg, Ph.D., Wisconsin, 1976, genetics
Michelle Momany, Ph.D., Texas, Austin, 1992, experimental mycology
Andrew H. Paterson, Ph.D., Cornell, 1988, plant genetics
Chris J. Peterson, Ph.D., Rutgers, 1992, plant community ecology
Kathrin F. Stanger-Hall, Ph.D., Eberharat Karl Universitat, Germany, 1993, biology
Dorset W. Trapnell, Ph.D., University of Georgia, 2003, plant biology
Zheng-Hua Ye, Ph.D., Washington University, 1994, plant biology
Xiaoyu Zhang, Ph.D., University of Georgia, 2003, plant functional genomics
Wendy Zomlefer, Ph.D., University of Florida, 1991, taxonomy

Plant Biology Department Assistant Research Scientist

Magdy S. Alabady, Ph.D., Cairo University, Egypt and U. C. Davis, 2007, functional genomics
John Bowers, Ph.D., University of California, Davis, 1998, Genetics
Sangho Jeong, Ph.D., University of Michigan, 2002, molecular, cellular and developmental biology

Plant Biology Department (Emeritus) Faculty

William E. Barstow, Ph.D., Purdue, 1973, ultrastructure of fungal development, Emeritus 2008
Marie-Michele Cordonnier-Pratt, Ph.D. Rouen, France, 1977, cellular biology, Emeritus 2006
W. Marshall Darley, Ph.D., U.C. San Diego, 1969, physiological ecology of algae, Emeritus 2006
Melvin S. Fuller, Ph.D., U.C. Berkeley, 1959, development in lower fungi, Emeritus 1995
Glenn Galau, Ph.D., California Institute of Technology, 1976, plant molecular biology
David E. Giannasi, Ph.D., Iowa, 1972, biochemical systematics, Emeritus 2004
James L. Hamrick, Ph.D., California, Berkeley, 1970, population genetics, Emeritus 2015
Stephen P. Hubbell, Ph.D., U.C. Berkeley, 1969, zoology, Emeritus 2007
Samuel B. Jones, Ph.D., Georgia, 1964, systematics of flowering plants, Emeritus 1991
Joe L. Key, Ph.D., Illinois, 1959, biochemistry of plant growth and development, Emeritus 2001
Gary D. Kochert, Ph.D., Indiana, 1967, plant genetics and systematics, Emeritus 2003
Burlyn E. Michel, Ph.D., Chicago, 1950, plant water relations, Emeritus 1988
Carl D. Mon, Ph.D., Rutgers, 1959, species diversity; plant communities, Emeritus 1990
Barry A. Palevitz, Ph.D., Wisconsin, 1971, cell biology; motility, Emeritus 2006
David Porter, Ph.D., Washington, 1967, biology of marine fungi; cell biology, Emeritus 2006
Lee H. Pratt, Ph.D., Oregon State, 1967, plant physiology and photobiology, Emeritus 2006

Gregory W. Schmidt, Ph.D., S.U.N.Y. Stony Brook, 1975, chloroplast and photosynthetic membrane biogenesis, Emeritus 2014
Rebecca R. Sharitz, Ph.D., North Carolina, 1970, Savannah River Ecology Laboratory, plant population ecology, Emeritus, 2010
Susan R. Wessler, Ph.D., Cornell University, 1980, plant molecular biology, Emeritus 2010

Adjunct Faculty Appointments

Mike Arnold, Ph.D., Australian National University, 1985, Genetics Dept., evolution and genetics
Jeff Bennetzen, Ph.D., University of Washington, 1985, Genetics Dept., genome structure, function and evolution
Alan Darvill, Ph.D., University College of Wales, 1976, CCRC, biochemistry and botany
Mark Farmer, Ph.D., Rutgers, 1988, Cellular Biology Dept., ultrastructure and evolution of protists and algae
Zachary Lewis, Ph.D., Texas A&M, 2004, Microbiology, microbiology
Jacqueline E. Mohan, Ph.D., Duke, 2002, Ecology, plant biology
Debra Mohnen, Ph.D., University of Illinois, 1985, CCRC, plant biology
David C. Nelson, Ph.D., University of Wisconsin, 2006, Genetics, genetics
Robert J. Schmitz, Ph.D., University of Wisconsin, 2007, Genetics, genetics
Andrea L. Sweigart, Ph.D., Duke, 2006, Genetics, biology

Postdoctoral

Alan Bowsher	Donovan
Jonathan Gent	Dawe
Natalie Nannas	Dawe
Youxi Yuan	Ye

Departmental Staff

Raj Ayyampalayam	Scientific Computing Professional, Leebens-Mack Lab
Kelly Bettinger	Research Professional II, Donovan Lab
Gretchen Bowen	Senior Accountant
Michael Boyd	Horticulture Research Specialist, Greenhouse
Stephanie Chirello	Administrative Specialist II
Greg Cousins	Research Technician III, Greenhouse
Le'Ann Fleisher	Laboratory Technician II, Autoclave & Dishwashing Facility
Richard Hare	IT Professional Specialist
Chelsea Harvey	Administrative Associate I
Amy Hodges	Research Professional I, Dawe Lab
Benjamin Hsieh	Scientific Computing Professional, Burke Lab
Steven Hughes	Research Professional I, Herbarium Collections Manager
Caroline Jackson	Research Professional I, Dawe Lab
Prakshal Jain	Student Worker
Shannon Kennedy	Business Manager III
Dong won Kim	Research Technician III, Khang Lab
Yanli Li	Research Professional I, Zhang Lab
Elizabeth Mercer	Research Technician III, Trapnell/Leebens-Mack Labs
Rachel Nodurft	Research Professional I, Trapnell Lab
Jeremy Ray	Research Technician II, Leebens-Mack Lab
Beth Richardson	Laboratory Coordinator, Electron Microscopy
Will Rogers	Research Professional II, Malmberg Lab
Amy Smith	Research Professional I, Momany Lab
Kevin Tarner	Research Technician III, Greenhouse
Susan Watkins	Admissions Counselor II, Graduate Program
Ruiqin Zhong	Research Professional IV, Ye Lab

Plant Biology Department Administration

Department Head

Lisa Donovan

Arts and Sciences Senate

Maor Bar-Peled (thru 2015)

Biology Curriculum Committee, Plant Biology Representative

Peggy Brickman

Computer Committee

John Burke
Kelly Dawe
Jim Leebens-Mack

Computer Facility

Richard Hare

Electron Microscopy Prep Room

Zheng-Hua Ye

Equipment and Supplies

Gretchen Bowen

Executive Committee

Lisa Donovan (Chair)
Kelly Dawe
Katrien Devos
Jim Leebens-Mack
Chang Hyun Khang

Graduate Student Association

President – Jessica Stephens
Vice President – Earl Kang
Treasurer – Lauren Esserman
Secretary – Rishi Masalia
Peer Teaching Evaluation – Alex Pilote

Graduate Studies Committee

Chris Peterson (Graduate Coordinator)
John Burke
Shu-Mei Chang
Wolfgang Lukowitz
Xiaoyu Zhang

Growth Facilities Committee

Michael Arnold
Michael Boyd
Lisa Donovan
Shu-Mei Chang
Zheng-Hua Ye

Herbarium

Wendy Zomlefer

Program Review & Assessment Committee

(PRAC, Univ. committee, 2yr term starting Fall 2015)
Michael Hahn

Registration

Chelsea Harvey (undergraduate)
Susan Watkins (graduate)
Zheng-Hua Ye (undergraduate)

Seminar Committee

Chang Hyun Khang
Dorset Trapnell

Teaching Evaluation Committee

Michelle Momany

Undergraduate

Zheng-Hua Ye (Undergraduate Coordinator)
John Spiekerman (Liaison)
Chelsea Harvey (assistant to Coordinator)

University Council

Wendy Zomlefer (to end of 2015)

Webpage Committee

Richard Hare
Lisa Donovan
Shannon Kennedy

Graduate Students

Ph.D. Students

Cannon, Jeff
Christopher, Dorothy
Cunard, Chelsea
Deen, Cecile
Doerter, Ilkay
Engle, Kristen
Esserman, Lauren
Evans, Greg
Guo, Hui
Haghighat, Marziyeh
Harkess, Alex
Heyduk, Carolina
Higgins, David
Ishibashi, Caitlin
Johnson, Alex
Kang, Earl
Levin, Laura
Li, Zi
Masalia, Rishi
McAssey, Edward
Mela, Alex
Nagendra, Uma
Peralta, Angelo
Pilote, Alex
Rea, Ashley (Pim)
Putney, Katie
Soto, Maria
Spiekerman, John
Stephens, Jessica
Wyatt, Graham
Zhang, Si
Zho, Chengbo

Major Professor

Peterson
Chang
Lankau
Chang
Momany
Mohnen
Leebens-Mack
Chang
Paterson
Ye
Leebens-Mack
Leebens-Mack
Dawe
Burke
Devos
Momany
Zhang
Bar-Peled
Burke
Burke
Momany
Peterson
Rotation
Donovan
Donovan
Chang
Hahn
Ye
Malmberg
Trapnell
Hahn
Paterson

Major Field

Ecology/Evolution
Ecology/Evolution
Ecology/Evolution
Ecology/Evolution
Cellular/Molecular
Cellular/Molecular
Cellular/Molecular
Ecology/Evolution
Cellular/Molecular
Cellular/Molecular
Cellular/Molecular
Cellular/Molecular
Cellular/Molecular
Cellular/Molecular
Cellular/Molecular
Cellular/Molecular
Cellular/Molecular
Cellular/Molecular
Cellular/Molecular
Ecology/Evolution
Cellular/Molecular
Ecology/Evolution
Ecology/Evolution
Ecology/Evolution
Cellular/Molecular
Cellular/Molecular
Ecology/Evolution
Ecology/Evolution
Cellular/Molecular
Cellular/Molecular

M.S. Student

None

Major Professor

Major Professor

Rotation
Rotation
Rotation
Khang

Major Field

Major Field

Ecology/Evolution
Cellular/Molecular
Cellular/Molecular
Cellular/Molecular

New M.S. Students

Hwang, Michelle

Major Professor

Leebens-Mack

Major Field

Cellular/Molecular

Excerpts from UGA’s Non-discrimination and anti-harassment policy. The complete Policy can be found here: <http://eoo.uga.edu/>

The University of Georgia (“the University”) is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law, Board of Regents policy, and University policy, the University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the University Community (as defined below) on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for members of the University Community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or expulsion from the University.

Prohibited bias factors such as race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status should not hinder employment, study or institutional services, programs or activities. Prohibited bias factors will not be permitted to have an adverse influence upon decisions regarding students, employees, applicants for admission, applicants for employment, contractors, or volunteers or participants in or users of institutional programs, services, and activities. The University of Georgia will continue in its efforts to maintain an institutional environment free of such bias and restates its policy prohibiting the interference of such bias factors.

Every member of the University Community is expected to uphold this Policy as a matter of mutual respect and

fundamental fairness in human relations. Every student of this institution has a responsibility to conduct himself/herself in accordance with this Policy as a condition of enrollment, and every University employee has an obligation to observe UGA policies as a term of employment. In addition, one aspect of performance appraisal for University personnel at all levels of supervision and administration will include the qualitative evaluation of their leadership in implementing this Policy. Merit and productivity, free from prohibited bias, will continue to guide decisions relating to employment and enrollment.

Nothing in this Policy prevents a University Community member from filing a complaint with a state or federal agency or court.

I. Definitions

A. Members of the University Community

Members of the University Community are any persons employed by or affiliated with the University in any way and persons participating in any University program or activity, including, but not limited to: (1) University faculty, staff, administrators, employees, and independent contractors; (2) University students; (3) Volunteers and participants in any University program or activity; and (4) Guests and visitors to campus, to any property owned or leased by the University, or to any property owned or leased by any University-affiliated organization or group.

B. Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, “sexual harassment” is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual’s employment or status in a course, program or activity; or
2. Submission or rejection of such conduct by an individual is used as the basis for

employment or educational decisions affecting such individual; or

3. Such conduct has the purpose or effect of:

- a. interfering with the individual's work or educational performance;
- b. creating an intimidating, hostile, or offensive working and/or learning environment; or
- c. interfering with or limiting one's ability to participate in or benefit from an educational program or activity.

Examples of sexual harassment may include, but are not limited to the following:

1. Physical contact of a sexual nature perpetrated without consent (e.g., without clear words or actions that are knowingly, freely and actively given indicating permission to engage in mutually agreed upon sexual activity) or where a person is incapable of giving consent due to the use of drugs or alcohol, or due to an intellectual or other disability. This includes rape, sexual assault, sexual battery and sexual coercion.
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, compensation, promotion, grades, or letters of recommendation.
3. Unwelcome sexual advances, physical or implied, or direct propositions of a sexual nature. This activity may include inappropriate/unnecessary touching or rubbing against another, sexually suggestive or degrading jokes or comments, remarks of a sexual nature about one's clothing or body, preferential treatment in exchange for sexual activity, and the inappropriate display of sexually explicit pictures, text, printed materials, or objects that do not serve an academic purpose.
4. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort or that humiliates another.
5. Remarks speculating about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual

history that do not serve a medical or academic purpose.

This Policy includes domestic violence, dating violence and stalking as forms of sexual harassment. Sexual harassment can occur regardless of the relationship, position or respective sex of the parties. Same sex harassment violates this Policy, as does harassment by a student of a faculty member or a subordinate employee of his/her supervisor.

Definitions of sexual harassment terms that the University applies when administering and enforcing this Policy can be found on the Equal Opportunity Office's (EEO) website at: <http://eoo.uga.edu/eoo-definitions>

C. Discriminatory Harassment

At the University of Georgia, discriminatory harassment is defined as:

Unwelcome verbal or physical conduct based on race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status when:

1. Such conduct has the purpose or effect of unreasonably interfering with the individual's work or educational performance;
2. Such conduct creates or has the intention of creating an intimidating, hostile, or offensive working and/or learning environment; or
3. Such conduct unreasonably interferes with or limits one's ability to participate in or benefit from an educational program or activity.

Definitions of discrimination and harassment terms that the University applies when administering and enforcing this Policy can be found on the Equal Opportunity Office's website at: <http://eoo.uga.edu/eoo-definitions>

D. Non-Discrimination/Anti-Harassment Officer, Title IX Coordinator and ADA/Section504 Coordinator

The Director of the Equal Opportunity Office (“EOO Director”) serves as the Non-Discrimination/Anti-Harassment Officer (“NDAH Officer”), the University’s Title IX Coordinator, and the University’s Disability Coordinator under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The EOO Director is the individual designated by the President with responsibility for providing education and training about prohibited discrimination and harassment to the University community and for receiving and investigating reports and complaints of discrimination and harassment in accordance with this Policy.

The EOO Director can be reached at the Equal Opportunity Office, located at 119 Holmes-Hunter Academic Building, by phone at (706) 542- 7912, or via email at ugaeoo@uga.edu. Complaints of discrimination or harassment under this Policy may be made to the EOO Director in person, in writing (via email or otherwise) or over the phone. Complaints can also be made anonymously, but this may limit the

extent to which the complaint can be investigated.

All reports and complaints of discrimination or harassment will be promptly evaluated and appropriate action will be taken as expeditiously as possible. The EOO Director is authorized to designate other appropriately trained individuals to investigate discrimination and harassment complaints and reports as deemed appropriate.

The EOO does not serve as an advocate for any party. Advocacy, counseling and support resources available on campus and in the greater community are identified at the end of this Policy.

Where the discrimination or harassment alleged is potentially of a criminal nature, University Community members are encouraged to also contact the University Police Department (for conduct that occurred on campus) or local law enforcement in the relevant jurisdiction (for conduct that occurred off campus). University Community members have the right to simultaneously make a complaint under this Policy and to law enforcement.

Plant Biology's Administrative Procedures

Use of Telephones

All faculty offices and most laboratories have telephones available for persons occupying or working in that space. Lab phones are the means to communicate with the PBIO main office regarding received packages, request vehicle use or reserve conference rooms. You can best learn about these phones by reading the instructions on page 2 of the UGA Campus Directory. The phones may be used for campus and local calls without any charges over and above the monthly service charge. For all long distance calls in the U.S., begin your dialing with a 9-1 and then the area code and number. Calls to outside the U.S. dial 9 then 011 and then the country code, city code, and local telephone number.

The Department has one telephone line dedicated to faxing documents via our departmental copier (706-542-1805). The office staff can instruct you on how to use the FAX function on the departmental copier. Chelsea Harvey checks for incoming faxes daily and will forward them to you via email. Contact Stephanie to request changes or report a problem with your phone. If your phone needs repair and Stephanie is not available, go to <http://www.eits.uga.edu/telephone/> website, select Incident/Repair, complete the form and submit your repair request electronically.

Department Seminars

Departmental seminars normally occur every Monday at 4:00PM in room 2401. Speakers for these seminars can be visiting scientists, faculty members, postdoctoral students, and our Ph.D. candidates completing their degrees. Refreshments will be provided starting at 3:45PM outside room 2401. Seminars afford each of us an opportunity to keep up

with diverse areas of Plant Biology and the coffee period before seminars provides the opportunity to talk with departmental colleagues outside your immediate circle. **All graduate students and faculty are expected to attend these seminars for their own professional development and as a courtesy to the speakers. Students must enroll for PBIO 8830 every semester unless you are approved by your major professor to be absent for field work. Students are required to attend 2/3 of the seminars to pass the course.**

A graduate student lunch at 12:30 in the Palfrey Room (2507) is scheduled for every outside seminar speaker.

Meal expenses. The Department will reimburse **dinner** meals with official Departmental visitors up to \$160, for a maximum of 4 persons including the guest. This includes any gratuity. The Department will reimburse **lunch or breakfast** meals up to \$20 per person for a maximum of 4 persons, including gratuity. **Reimbursement for alcohol is not allowed.** You must provide a detailed, original receipt in order to be reimbursed, do not submit a credit card receipt only.

Mail

Campus and U.S. mail comes to the department once a day in the morning, Monday through Friday by 11:00AM. Our mail handling facilities are for professional use; the Department does not pay postage on personal mail. **Do not have personal mail sent to your departmental address.**

Library

We have an excellent science library in the Boyd Graduate Research Center. New journals are placed on the tables daily. New books are placed on separate shelves before they are put in the stacks. The librarians will show you where these two areas are located.

If you go to the libraries and are unable to find journals or books that you need in your work, or you see

advertisements for new books you feel would be useful, please bring them to the attention of the department head and she will have them ordered by the library. The UGA Science library has created a Plant Biology specific library page for us, found at <http://guides.libs.uga.edu/plantbiology>. The page has pertinent information such as popular journals and e-books used in the field of plant biology.

Office Staff

Our office staff consists of: A *Business Manager III*, *Shannon Kennedy* is responsible for office procedures, personnel, payroll and budgetary matters srk@uga.edu. A *Senior Accountant*, *Gretchen Bowen*'s primary responsibilities include handling purchase requests for research and teaching supplies and keeping books on departmental, sponsored research grants, and Foundation accounts, and processing faculty travel requests (and student travel not through the Graduate School). Gretchen is also the Plant Center administrator, gbowen@uga.edu. An *Administrative Specialist II*, *Stephanie Chirello*, is the assistant to the Department Head, prepares the P BIO handbook, is the Facilities Management and Telephone liaison, and organizes departmental events, chirello@uga.edu. An *Admissions Counsellor II to the Graduate Coordinator*, *Susan Watkins*. Her primary responsibilities include processing admissions, graduate student personnels, and Graduate School travel requests, swatkins@uga.edu. An *Administrative Associate I*, *Chelsea Harvey* handles mail distribution, issues keys, seminar speaker notices, travel arrangements and reimbursements for visiting lecturers, duplication of materials, vehicle checkout and reserving computers and projectors, as well as handing out basic office supplies and ordering other needed supplies, chelsea7@uga.edu. For your convenience, mailboxes for the office staff are located in the mail room. The computers in the main office should not be used by student or faculty.

Computing Resources

Plant Biology IT is manned by Richard Hare, IT Professional Specialist. Richard is responsible for daily IT operations and support services such as desktop installation/maintenance, troubleshooting hardware and software and general desktop support needs. Prakshal Jain IT Student Worker is responsible for inventory, poster printing, and general desktop support tasks. Due to the volume of requests we receive, please be sure to email your support request to pbio-helpdesk@franklin.uga.edu or <http://helpdesk.franklin.uga.edu>. In an emergency you can check the IT office (room 2510).

Department Computers

The department has a Computing Lab (room 2205) that has 8 Dell PC's and 2 Mac's for anyone in the department to use. You can sign into the computers in this lab using your UGA MyID credentials. There are also 2 Dell laptops you can check out from the Main Office. Teaching gets priority over other uses when checking out these laptops.

Printing

When printing in the 2205 computer lab, we have dropped the per-page-fees charged in previous years. The lab has both a black and white LaserJet and a color LaserJet printer. These printers are to be used for departmental print jobs, NOT for personal use. Also, printing from personal computers is not allowed. We are on the honor system, so if people are found abusing the system, per-page-fees will be reinstated for all print jobs.

Poster Printer

The department has an HP Design Jet printer used to print posters. The maximum paper width is 42", so one of your dimensions (width or height) should not exceed 42". The fee to print a poster is broken down in the chart below. This fee can be paid using grant account funds or

with a personal check made out to the Plant Biology Department. Please give IT the UGA Account Name, Number, and justification if you are using a grant account. If you are paying by personal check, please give it to Chelsea Harvey. IT tries to turn poster prints around in a timely manner, however, if they are not given proper time to handle a job they may not have paper, ink or time allotted to accommodate requests.

You must give IT a minimum of 3 days' notice when you need a poster printed and give them the electronic file no later than 24 hours before needing the actual poster. If you need a glossy poster printed, you need to give IT a minimum of 1 week notice to ensure proper supplies are in stock to accommodate.

Width (inches)	Height (inches)	Heavy Coated Paper (normal)	Premium Photo Paper (glossy)
36	1 – 50	\$30	\$60
36	51 – 100	\$45	\$90
36	> 100	<i>add \$3 for each additional 10 inches</i>	<i>add \$6 for each additional 10 inches</i>
42	1 – 50	\$40	\$80
42	51 – 100	\$55	\$110
42	> 100	<i>add \$4 for each additional 10 inches</i>	<i>add \$8 for each additional 10 inches</i>

Wireless Network

Wireless (PAWS-Secure) has been upgraded and now covers the entire building. Please note that a UGA MyID is required to use the PAWS wireless network. Any guest with the department that does not have a UGA MyID can contact EITS Helpdesk at 706-542-3106 to request a temporary account for use on the “Welcome to UGA” wireless network. All personal computers will need to rely on the wireless

network for internet usage. **Personal computers are no longer allowed on the wired building network due to campus policy.**

Faculty Laboratory Computers

Each faculty member usually has several lab computers that are available for lab members. Please see appropriate faculty member for rules and guidelines for using the computers in their lab. These lab machines will be replaced semi-regularly to ensure they can perform the required tasks for each respective lab. Faculty members (or a designated lab manager) must notify IT of any changes in personnel in order to ensure only those permitted to use the computers in that lab may do so. Please email pbio-helpdesk@franklin.uga.edu with the MyIDs of any persons that should be added or subtracted.

Software

The University of Georgia has made agreements with various software vendors to lower the price of commonly used software packages. Microsoft products, Adobe products, SAS, SPSS, JMP, ArcGIS, etc. Both the college and the Department have taken advantage of these and have purchased multiple licenses available on either unlimited or a “first come, first served” basis. Please consult with IT prior to purchasing new software as they may be able to save you money and time.

Keep in mind that software purchased with state or grant money is not to be installed on personal equipment. If you need software for personal use, please make use of USG SRS Personal website that offers large discounts on Microsoft, Adobe, and other common software: <http://personal.srs.usg.edu/>

The department does not condone unauthorized use or copying of copyrighted software, nor does it assume responsibility for such actions. Moreover, the department’s IT will not support unauthorized software.

Photocopying

1. All departmental photocopying is done on the copier in the departmental mail room. You may submit class material for copying by the office staff, or you may do it yourself. If you want the office staff to do the copying, you should check with Chelsea.
2. All copying must be charged to a specific source. The three possible sources are departmental supplies and expenses, personal or classes. Material to be charged to the department must be related to administration, such as lecture schedules, laboratory exercises, grants, manuscripts, departmental notices, minutes of meetings and similar items.
3. Each faculty member who has a research grant will be provided with an authorization code. Students should use their major professor's authorization code.
4. Personal copying may be done with a personal authorization code, but must be paid for immediately when Gretchen places the bill in your mailbox (6 cents per copy). Gretchen bills for copies at the end of each semester. **We ask that faculty and teaching assistants not send students in their classes to the office to do copying; the office machines are already too busy.**

Departmental Vehicles

The Plant Biology Department maintains five vehicles: one Suburban, two station wagons, one Ford Explorer SUV and an electric truck. These vehicles are available for use by the Department subject to the following regulations:

1. To use a vehicle, you must make a request to Chelsea (or Susan or Stephanie if Chelsea is away). Chelsea will keep the vehicle keys and will maintain a vehicle log.
2. You are responsible for the vehicle during the time you are using it. Specifically:
 - a. All trash must be removed from the vehicle, and the vehicle must be swept out if dirt has been tracked in. If a vehicle is dirty when you go to use it, notify Chelsea so that the responsibility can be assigned to the previous user.

- b. Do not return a vehicle with the gas tank below $\frac{1}{2}$. If the vehicle is below $\frac{1}{2}$ you must take it to the motor pool (near the Plant Biology Greenhouses) and fill it with fuel. You will need the fuel card (located in the glove compartment) and your UGA ID to get gas. Check the oil or have it checked each time you add gas.

- c. If you notice that something is wrong with the vehicle, please tell Chelsea when you return. You need to report anything that is not working, any suspicious noises, any accidents, etc. The Department will maintain the vehicles, but we need to know of problems in a timely fashion so that we can have them fixed.

- d. You must return the keys to Chelsea immediately after using the vehicle.

e. NO SMOKING IN UGA VEHICLES.

If you do not use the vehicles responsibly, you may be denied further use.

3. You may request a specific vehicle, but Chelsea will decide which is the most appropriate vehicle for your use. In general, we will try to reserve the newer vehicles for "clean" trips, such as picking up someone at the airport or traveling to a meeting. Older vehicles should be used for "dirty" trips such as transporting plants in pots.

4. To insure availability of a vehicle, you may reserve one in advance. In general, reservations are first-come, first served subject to the following priorities: teaching use has priority over research use; office administrative use has priority access to the station wagon. If you do not sign up in advance, you can still use any available vehicles for short trips.

5. Only employees of the University of Georgia, students at UGA, or official guests at UGA may ride in University vehicles.

6. Vehicles may only be used for official University business. Vehicles may not be used for any personal business and may not be taken to your home and left there overnight.

7. The Department will maintain the vehicles and provide fuel for Departmental vehicles. **However, laboratories that use**

Departmental vehicles for research purposes (traveling to the greenhouse, etc.) will be billed \$150 every six months (in January and July).

8. Vans and cars can be rented from the motor pool and should be used for trips more than 50 miles from campus.

Permission to use one of P BIO's vehicles for trips of more than 50 miles from campus or trips that involve an overnight stay must be obtained (See Shannon) at least one week in advance.

9. Rental rates for department vehicles (**in-state travel only**) to meetings, research collecting and similar trips are as follows: Station wagons \$10 per day plus \$0.10 per mile, Explorer \$10 per day plus \$.15 per mile, Suburban \$12 per day plus \$0.20 per mile. Rental rates will be applied when a vehicle is taken for 6 or more hours of a day, even if it is only used for day trips.

This prevents the vehicle from being used by others in the Department. We will start you off with a full tank of gas, and you will fill it up when you return. When you secure permission to use one of the vehicles you must identify a source for payment. This could be a research grant or any other appropriate source of funds. Note that we cannot use Departmental travel funds for trips such as these, because Departmental travel funds can only be used to reimburse actual expenses incurred. We cannot use these funds for vehicle upkeep.

Sending Packages via FedEx or UPS

If you need to send any packages for your lab, there are two options. Regular FedEx labels are available in the P BIO mailroom in a drawer labeled FedEx. FedEx International labels are available from Chelsea. All FedEx forms have a space for **Internal Billing Reference**. This **MUST** be filled in with your lab's account number if the shipment is being charged to P BIO. Please double check all labels to be sure the correct information is entered and is legible. **Bring FedEx shipments to Chelsea no later than 1:30PM.** FedEx does not pick up packages unless they receive a pick up request. Pick up requests have to be called

in by 2PM to guarantee same day pick up. If you cannot meet this deadline, you can take your package to a nearby FedEx drop off location. UPS shipping is different than FedEx in that we have an online Campus Ship account system. If you would like to ship via UPS, please contact Gretchen and she will set up an account for you. She will need a default lab account number to charge your packages to. You will be emailed by UPS Campus Ship to verify your account and then you will login using their site to create shipping labels for your packages. **UPS is the preferred shipping company of the University.** There is a UPS drop box in the Mail Room where you can place your packages by 4PM every day. A UPS delivery man will come by every afternoon to check for outgoing packages, so there is no need to call in a pick-up as with FedEx.

Keys/Building Access

Contact Shannon in Room 2506 for keys. Professors need to email Shannon with the name of the person receiving a key and the keys they are allowed to receive and if they will need afterhours and weekend building access. If Shannon is not available, see Stephanie for keys. There is a \$10 deposit per key for all undergraduate students, graduate students and temporary employees. Graduate student desk key deposit is \$12 per key. Duplication of any lost key will result in the loss of your deposit. Please return the keys when you leave the Department and your deposit will be refunded.

Calendars

Conference rooms, vehicles, Core Facility, and laptops can be reserved by calling or emailing one of the office staff. Everyone else can view availability by adding the calendars to their mail/calendar client of choice. The calendars use the iCal format and are easily tied into Outlook, Thunderbird, Sunbird, and Apple Calendar program. Any of the IT team members

should be able to assist you in adding it to your computer at any time.

Guest Parking Passes

Visitor Parking Passes can be obtained by completing a Department Guest Pass Order Form:

<http://www.parking.uga.edu>. Choose “Permits”. Scroll down to “Departmental”. Find the order form. The form can be faxed to Parking Services at 2-6301. Parking Services will notify you when they are ready to be picked up. Passes can only be used in parking decks or attended lots. The Department purchases a limited number of passes to be distributed to visitors who benefit the Department (i.e. seminar speakers).

Research and Teaching Needs

Policy Regarding Various Office Expenses

(Based on current grant indirect cost rules)

1. For faculty members who are currently generating overhead, the following expenses will be paid by the Plant Biology Department:

Office supplies, paper, printer cartridges, copying, routine postage and long-distance calls (related to work). The purpose of overhead return is to cover such routine expenses and it is against federal policy for these expenses to be charged as direct costs against any federally funded grant (e.g. NSF, NIH, DOE, and USDA). Where the primary intent of a grant includes covering such expenses, such as grants supporting workshops, then the grant will be charged for these expenses.

2. For faculty members who are not currently generating federally grant funded overhead, a limited number of these expenses will be covered by the Plant Biology Department. Additional services must be paid by the individuals. The Plant Biology Department will cover office phone lines and routine postage.

Equipment Repairs

Approval must be obtained through the Procurement office **before** any repairs are actually performed. **Do not attempt to get repairs done without first checking with Gretchen or Shannon.**

Off Campus Equipment

To take a piece of UGA equipment off campus, you must request off-campus-use-of-equipment authorization. To obtain authorization, please go to russhelp.uga.edu. Log into RUSS with your MyID and password and select “Off-Campus Equipment Request”. Click the “Add line” button and enter the Property Control number from your piece of equipment where it says “Inventory Number”. Please complete the rest of the form and submit it to Gretchen Bowen for approval or further review. Please remember any UGA Property (especially laptops) CANNOT be removed from campus until it has been tagged with an Inventory Control number decal from Property Control and the off-campus-use authorization is in place.

Equipment Transfers

When transferring equipment to another department, a “Notice of change in Departmental Equipment” form must be completed. When a PI transfers to another institution and wishes to take equipment associated with an ongoing sponsored project to the new institution a “Request for Transfer of Equipment” form must be completed. Upon completion, the form must be turned in to Gretchen Bowen. Both forms are on the administrative forms website: <http://www.busfin.uga.edu/forms/>.

Equipment Surplus

Broken, unnecessary, and outdated equipment can be surplusd once a “Surplus Equipment Transfer List” form is completed. The form can be found at the administrative forms website

<http://www.busfin.uga.edu/forms/>. Submit completed form to Stephanie who will organize a pick-up.

Travel

All information pertaining to UGA travel policies and procedures can be found on the Plant Biology website:

<http://www.plantbio.uga.edu/botinfo> and clicking on the links under the Travel information section at the bottom of the page. The department has limited funds for faculty travel and all travel from departmental funds must be authorized by the department head, the Arts and Sciences dean's office, Contracts & Grants (if using a grant account) and Business Services. International travel must be approved by the Office of International Education in addition to all other approvals.

In order to meet the required deadlines, all requests for authority to travel must be completed prior to travel in a timely manner; "In State" travel requests must be submitted a minimum of 1 week prior to date of departure, Domestic travel requests must be submitted a minimum of 3 weeks prior to date of departure and International travel requests must be submitted a minimum of 4 weeks prior to date of departure. You must follow the set guidelines for allowable per diem rates for meals. Lodging expenses must be reasonable for the area. Paper forms are still required for "In State" travel, but all domestic or international travel requests should be submitted electronically using the eTravel Authority System <https://echeck.uga.edu/PCFA/index.jsp> Paper forms for out of state/international travel will not be accepted except under certain situations where travel cannot be done using the eTravel system such as using other or multiple departments' account numbers or when requesting Graduate School funds.

Please remember that a travel authority request should be submitted every time you travel off campus on UGA related business, even those trips that are no cost

to UGA. Failure to submit a request for authority to travel prior to travel may mean you will not be covered by the University's Health Insurance and you forfeit claims for reimbursement. All requests for authority to travel must be done correctly and completely or they will be rejected. You CANNOT exceed the allowable GSA per diem rates for meals. You can find per diem rates here:

<http://www.gsa.gov/portal/content/110007>. For "means of handling classes and other business while absent" or "local contact", you MUST list a departmental contact name and phone number of who can be reached in your absence for business matters (i.e. your faculty advisor or supervisor or the department head). For the departmental contact; please list Gretchen Bowen, email: gbowen@uga.edu phone: 706-542-1829. This is NOT your contact information, this is in case Business Services has questions regarding the request and accounting information). All requests should be submitted to Gretchen Bowen only. Please contact Gretchen if you have any other questions.

In State Travel

The "Request for Authority to Travel on Official University Business for In State Travel Only" can be found using the link on our website <http://www.plantbio.uga.edu/botinfo> or on the Franklin College website <http://www.franklin.uga.edu/faculty-staff/forms/travel.pdf>. In State Travel is any travel within the state of Georgia and also includes travel within 50 miles of the Georgia border. Please note you MUST follow the set guidelines for per diem rates <http://www.gsa.gov/portal/content/110007>. Forms must be completed, printed, signed and submitted to Gretchen a minimum of 1 week prior to departure date.

Domestic/International Travel

To access the eTravel Authorization form you must log on to the following website using your UGA MyID information <https://echeck.uga.edu/PCFA/index.jsp>

Click on the eTravel tab then Create a Travel Authorization. You must know the account number to charge in order to complete the form. Travel Authorities that are "No Cost to UGA" must have an account number on the form.

Please remember to check your per diem allowable rates by using the link at the Plant Biology website

<http://www.plantbio.uga.edu/botinfo>. After completing the form, including a detailed justification, click the "Save and Continue" button. If you have completed the form correctly, it will give you a section at the bottom to "Approve and Forward" your request. Please choose Gretchen to be your next approver, prior to approving your request. Do not send these to Shannon. Domestic travel must be submitted a minimum of 3 weeks prior to departure and International travel must be submitted a minimum of 4 weeks prior to departure.

Group Travel

The additional paperwork required for "group travel" can be rather complicated, so the department requests that you refrain from using "group travel". Before you opt to pay for anyone's expenses other than your own, please discuss this in advance with Gretchen. In the event that an employee covers the cost of lodging/meals for another employee or non-employee, the request for reimbursement must be treated as "group travel". The information for "group travel" can be found on the Accounts Payable website:

http://www.busfin.uga.edu/accounts_payable/grouptravel.html

Travel Booking Website

We now have the option to book discounted travel via the State of Georgia. The State of Georgia has consolidated travel reservations by using the Concur Online Travel Booking System to make arrangements (book airfare, hotel accommodations, car rental, etc.). Concur is used in conjunction with Travel Inc., the State's designated travel agency. The solution is a web-based, fully automated, paperless travel booking system. The State

has negotiated newly discounted rates that are only available to State travelers that book through the Concur system.

<https://webapps.ais.uga.edu/travel> Once you register, your personal information will automatically populate to future reservations.

Travel Expense Statement

You CANNOT exceed allowable per diem rates for meals. Please remember to check your allowable per diem rates for meals.

<http://www.gsa.gov/portal/content/110007>.

Your receipt for lodging and any conference registration fees must show proof of payment with a zero balance. You are NOT allowed to exceed per diem rates for meals. Incidentals (listed on the per diem rates website) cannot be reimbursed except in foreign travel. You are not required to include receipts for meals with your travel expenses. You cannot exceed the per diem rates for breakfast, lunch and dinner. Per the Accounts Payable Department's request DO NOT use highlighters or staples on receipts as they make items illegible when scanned. If using your personal vehicle, you can request reimbursement for mileage. Links for domestic and international per diem rates can be found through the Plant Biology website

<http://www.plantbio.uga.edu/botinfo>. By clicking on the appropriate Travel Information link. You must prepare your travel expense statement by using your UGAMyID at the following URL

https://emer.prepare.uga.edu/accounts_payable/travel_expense_login.cfm. The electronic form will perform all calculations and must then be printed, signed and submitted along with your receipts. Travel Expense Statements must be submitted within 30 days of completing travel. Please note that Susan Watkins processes travel reimbursements for graduate students and Gretchen Bowen processes all other employees.

Travel Using UGA Foundation Funds

If you will be using a UGA Foundation account for travel, you must follow normal UGA policies for travel. A paper Travel Authority is required. The paper form can be found by going to the UGA Accounts Payable website: http://www.busfin.uga.edu/accounts_payable/travel_encumb.html. Choose "Policies and Forms" from the toolbar at the top of the page. Scroll down and click on "Travel Tour Approval Form" under the "Gifts/Other Income Forms" section. All other UGA Foundation travel information can be found on their website: http://www.externalaffairs.uga.edu/policies_ugaf/nodes/view/300/Travel

On Campus Teaching and Research Facilities

1. The **Bioscience Learning Center (BLC)**, located in room 406 of the Biosciences Building is a computing lab open to all students. The Center has 39 MAC computers for students to use to access email, eLearning Commons, or the Internet. The BLC does not accept cash, only Bulldawg Bucks. The BLC also serves as an instructional resource for faculty teaching classes in the Division. Faculty may put articles on reserve for students to read in the BLC or photocopy. Any faculty member who wishes to drop off reserve items must bring 2 copies to the Program Coordinator's office at least 3 days before the items need to be made available. Reserve items should be labeled with the instructor's name, course prefix/number, and the session. The BLC also has video tapes on reserve that faculty may check out for use in their classes. A complete list of the reserve videos may be obtained from the front counter of the BLC.

Some instructional equipment is also available for checkout within the Biosciences building. The BLC maintains 3 TV/VCR carts, 2 slide projectors, and 2 overhead projectors. Equipment cannot be guaranteed unless you call and reserve it 24 hours ahead of time. If you need any other

equipment, or need the equipment for a different building, contact Instructional Support and Development.

If you have any questions, please call the Program Coordinator's office at 706-542-8741 or the front counter of the BLC at 706-542-6351. During fall and spring, the BLC is generally open from 8:30AM to 7:00PM Mon- Friday. The BLC closes at 5PM during the summer.

2. The **Center for Teaching and Learning (CTL)** – <http://wwwctl.uga.edu/>

Located in the Instructional Plaza between the Journalism and Psychology buildings on campus. By coordinating a wide variety of programs and activities, CTL serves faculty, administrators, and graduate teaching assistants (TA's) in each of the University's schools and colleges. Teaching is promoted as a fundamental enterprise at UGA through numerous campus-wide activities. These include instructional grants, consultation services, faculty and TA development programs, publications, activities planning, and teaching resources and media services. In addition, seminars, workshops, and conferences that address a wide range of topics are offered throughout the year. Since its inception, CTL has sought to promote vitality among faculty and administration and to foster an institutional climate that reinforces excellence in teaching and learning.

3. The **Computer Center** – located on the 1st floor of the Boyd Graduate Studies Building. Non-grant use by Plant Biology faculty and students should be cleared with Richard Hard and the department head.

4. **Electron Microscopy Lab** – located in room 152, Barrow Hall, is a University-wide facility designed to provide a variety of equipment. Equipment available includes two transmission electron microscopes (one with full tilting goniometer, STEM and x-ray detection capabilities), one scanning electron microscope (equipped to examine conventional or frozen specimens using either secondary or backscatter electrons and x-ray micro analysis), a laser scanning confocal microscope, a freeze-fracture device, microtomes, and other support

equipment. Interested users should contact Beth Richardson scopedog@uga.edu

6. Bioexpression & Fermentation Facility located in the Life Sciences bldg.

7. Instrument Shop – located at the intersection of Whitehall and Milledge.

8. Glass Shop – located in the Chemistry Building.

9. Monoclonal Antibody Facility – located in the Vet Medicine building, DW Brooks Drive. Ruth Davis is the lab coordinator. We do not have standing accounts with all of these units. Each service unit has forms which must be brought to the Department for a signature. Before going to any of these units, you must get authorization from Gretchen for any charges against a departmental account. Computer Center accounts are scheduled by Richard Hare.

Plant Biology Microscopy Facility

The Plant Biology Microscopy Facility is currently transitioning to the GEM Lab. Room 1502 will continue to offer liquid nitrogen and can be used for prep space. Please refer to the Georgia Electron Microscopy Center for any future microscopy needs.

Photographic Equipment

Three Nikon Coolpix digital cameras (the 990, 8700 and the P4) and a Sony Handycam video camera are available for research purposes. Tripods are also available for use.

Culture Collection

The Department holds a collection of live algal and fungal cultures. While the collection is primarily to provide material for teaching purposes, instructional support is available. When requesting material for teaching purposes, please submit your request with adequate advance notice. Some cultures may require as much as two months' notice. Direction questions to Brigitte Bruns, 706-542-1783 or bruns@uga.edu.

Herbarium

Contact: Steven Hughes sth@uga.edu

The entrance the Herbarium, (Room 2501) is across from the Plant Biology Office. The Herbarium is open from 8:00AM to 12:00PM and 1:00PM to 4:00PM, Monday through Friday, except for holidays and when staff commitments do not permit these hours. Our current holdings are 267,000 vascular plant specimens and a taxonomic library. Specimens are from all over the world with the emphasis on Georgia and the southeastern United States. We encourage departmental staff, faculty, and students to use these facilities as a reference source, to borrow plant presses, and to deposit voucher specimens. Visitors needing to use the collection must first consult with the Herbarium staff for permission and instructions. Herbarium policies and forms are available from Herbarium staff.

The main herbarium collection may not be used by students for identification exam preparation; a teaching (synoptic) collection for this purpose is available in the teaching laboratory (Room 2604). Dr. Wendy Zomlefer, Curator, supervises this facility with the assistance of Collections Manager, Steven Hughes.

Core Facility

Contact **Le'Ann Fleisher**
kafleish@uga.edu

Our Core Facility laboratory is located in room 3602. This facility is meant to serve as backup for all departmental labs. A scintillation counter, two -80 freezers, a thermos-cycler and a fume hood are available for emergency use. See your PI to reserve space/time to use this equipment. PI's have access to the outlook calendar "Core Facility". They can check to see when it is available and reserve it for their use. Le'Ann oversees the Core Facility operation. Be sure to label everything you temporarily store in the -80 freezers with PI name and contents.

Autoclave and Dishwashing Facility

Contact Le'Ann Fleisher kfleish@uga.edu
Our Autoclave Facility is located in room 4602 and contains a dishwasher, 2 autoclaves and an ice machine (not for human consumption). Le'Ann Fleisher oversees this facility and is happy to assist you with your dishwashing and autoclaving needs.

Plant Biology Plant Growth Facilities

Contact mikeboyd@uga.edu

The Department of Plant Biology maintains seven greenhouses with a floor area of approximately 34,000 square feet, along with a transplant garden area and lath house, and 18 growth chambers. All greenhouses are connected on the north side to a common head house or service building that includes a small laboratory, work areas for potting, cold storage, offices and supply rooms. We also have a 528 square foot storage shed.

The greenhouses support research and teaching activities in Plant Biology, as well as Biology, Genetics and Ecology. While most of the greenhouse space is reserved for research, an extensive collection of plants is maintained for teaching.

Greenhouse Staff

The Plant Growth Facilities are under the supervision of Michael Boyd. Kevin Turner is responsible for teaching and research materials in greenhouses five and six and the teaching room in greenhouse 2. Gregory Cousins maintains greenhouses 0, 1 and 2 and the production and delivery of all classroom material. Michael Boyd takes care of the plant collections in greenhouse three.

Use of Greenhouse Teaching Materials

The Plant Growth Facilities and staff are available to grow plants for courses taught within the Biological Sciences Division. Requests should be presented in writing to Gregory Cousins, who will insure

that plants are at the proper stage when needed. Please make sure that requests are made sufficiently ahead of time so that materials can be purchased, work can be planned in advance, and plants have time to grow.

The Greenhouse facility maintains diverse collections of tropical plants, cacti and succulents, seedless vascular plants, cycads, carnivorous plants and orchids. Our staff will deliver requested plants from the collection rooms to the classroom, and will also return the plants to the greenhouses. Personnel in the teaching labs are responsible for watering demonstration plants while in use. Please make requests at least one week in advance to Greg. We welcome additions to the teaching collections, but unfortunately are unable to handle request for field-collected material.

Instructors are welcome to bring their classes to the facility to set up short-term projects or to visit the teaching collections, but please contact Michael at least two weeks in advance. Tour groups from local schools and organizations are welcome.

Research Projects

Space

Faculty and students should submit requests for research space to Michael Boyd on the forms provided. Project size and duration, current space availability, past performance, request lead-time and project importance are all considered when allocating space. Every effort will be made to provide space to all those who need it. Priority will be given to faculty, students, and staff in the Plant Biology Department. **See also:** *Research Space Request at Plant Growth Facilities (.pdf format)*.

First time users of the greenhouse facility should schedule an orientation session with the Greenhouse manager before starting their projects. Keys will be issued by Chelsea Harvey, and should be returned promptly at the end of the project. Any delays in the completion date should be

discussed as soon as possible. The Greenhouse manager has final authority with regard to space allocation.

Supplies

Commonly used containers, soil mixes, tools, fertilizers and labels are available at no charge to personnel in the Department of Plant Biology. Requests for unusually large quantities of supplies or unusual supply needs require advanced planning and budgeting. Please consult with greenhouse staff concerning the location and use of available supplies.

Responsibilities

The Greenhouse staff is responsible for: 1) watering and fertilization, including weekends and holidays, if these are not part of the experimental treatments, 2) disease and insect control practices, 3) providing horticultural supplies and soil mixes, 4) assisting with the acquisition of seed and plant material, 5) assisting with design, configuration of environmental conditions, planting and maintenance of projects, 6) steam sterilization.

Greenhouse users will be expected to: 1) take charge in starting projects, 2) carry out all experimental treatments and measurements, 3) harvest plant material needed for experimental purposes, 4) maintain an active role in the progress of the project, 5) promptly notify the staff at the end of the project and assist with the disposal of unneeded plants, 6) autoclave transgenic plant waste.

Growth Chambers

The department currently has 18 reach-in and step in growth chambers. Twelve chambers are located in the head house building and six in B023 of the Life Sciences building. In addition, the department shares space in three large growth rooms in B023 of Life Sciences. Since growth chamber space is limited, allocation of space will be based on the user's documented need for environmentally controlled or isolated conditions.

Marine Facilities Available to Department Personnel

The University system has two marine stations: Skidaway Institute of Oceanography and the University of Georgia Marine Institute on Sapelo Island. Skidaway is the larger facility with marine research in diverse areas including biology, chemistry and geology. Limited marine research in the Plant Biology Department is centered on Sapelo Island. The Marine Institute has six staff members, a number of graduate students working on their degrees, technicians and visiting scientists from a variety of institutions. Most of the research concerns the ecology of the adjacent salt marshes.

Since Sapelo Island can only be reached by a daily ferry service, access to the island is restricted to people with business there. To visit the island you must obtain permission for the visit as well as permission to ride the boat several days in advance. As space, time and Institute regulations allow, we also try to provide for non-scientific visits by family and friends of people working there as well as students who just want to see the place. People who do not have research projects at Sapelo must arrange their visit to coincide with someone who is known at the Institute and can act as host for your visit. Please check with Gracie Townsend (912-485-2221) at least two weeks before a trip to Sapelo Island. Personnel using the Marine Institute facilities are expected to acquaint themselves with and obey the rules and regulations of the Institute and the Department of Natural Resources. We need them more than they need us and Plant Biology personnel are expected to follow their rules.

The Graduate Program

The Graduate Studies Committee

Administration of the Graduate Program in the Department is the responsibility of the Graduate Studies Committee (GSC). This Committee is chaired by the Graduate Coordinator (GC), and contains four other faculty members appointed by the Department Head. The Committee's main responsibilities are to screen applicants for graduate studies in Plant Biology and recommend admissions, to assign laboratory assistantships, to recommend students for awards, such as graduate school assistantships or teaching awards, to recommend changes in Departmental graduate policies and to coordinate recruitment activities.

For the 2015-2016 academic year the Graduate Studies Committee has the following members:

Dr. Chris Peterson, Graduate Coordinator
Dr. John Burke
Dr. Shu-Mei Chang
Dr. Wolfgang Lukowitz
Dr. Xiaoyu Zhang

Susan Watkins is the Plant Biology Department Staff member responsible for graduate student matters. She can be consulted for most routine questions and for obtaining the proper forms.

Student Responsibilities

Each student has the responsibility to ensure that:

- a. Understands and follows Graduate School and Department Guidelines.
- b. Graduate School deadlines are met.
- c. Forms are completed on time and that copies are on file with the Graduate School and in the student's department file.

Students should realize that deadlines are subject to change. Every semester, the Graduate School provides the Graduate Coordinator with a list of deadline dates; this list is posted on the Plant Biology Graduate

Student bulletin board, and can be found on the Graduate School web page (www.grad.uga.edu/). Details of all degree requirements are better described in the Graduate School On-line Bulletin.

Plant Biology graduate students are expected to actively contribute to and participate in the overall graduate program of the Plant Biology Department. Such participation includes attending departmental seminars and other departmental functions.

Degree Requirements

Plant Biology graduate students are, of course, bound by the formal degree requirements of the Graduate School. Students are strongly advised to consult a current edition of the Graduate School Bulletin for details and deadlines. In addition to the Graduate School requirements, there are certain Plant Biology Department requirements: The Graduate School degree requirements (Program of Study) can be found under the section titled "Summary of Graduate Degree Requirements."

PBIO 8020 Course Requirement (M.S. & Ph.D.)

Plant Biology graduate students are required to sign up for 1-2 credit hours of PBIO 8020 their first fall semester. The first half of PBIO 8020 gives the faculty an opportunity to introduce themselves and tell you about their ongoing research. The second half teaches a set of skills that are key to being successful.

PBIO 8830 Departmental Seminar Course Requirement (M.S. & Ph.D.)

Plant Biology graduate students are required to sign up for the PBIO 8830 Departmental seminar course every Fall and Spring semester, except when they are away from campus on field research, or have a conflict with either a teaching assignment or have scheduled class.

Please email Susan if you have a conflict and she will excuse you for the semester. The requirements for this course consist of attending at least 2/3 of the scheduled departmental seminars, which are normally held Mondays at 4:00PM. The graduate studies secretary will take attendance at each Monday seminar, and will inform the Graduate Coordinator if registered students do not attend the required number of times in a semester. We periodically have special seminars on other days and if you don't have a conflict you are required to attend.

Seminar Course Requirements (Ph.D. only)

Each Ph.D. student must complete 3 seminar courses which require participants to organize and present material other than their own dissertation research. Two of these seminars must be completed in the first 2 years of attendance. The Plant Biology Department has experts in many different areas of plant biology and students are strongly encouraged to attend seminars throughout their graduate training as part of their overall intellectual development. Seminar courses offered in other departments can be used to fulfill this requirement if necessary with permission from the Graduate Coordinator.

Seminar courses offered by the Department include:

PBIO8010 Seminar in Teaching Biology
PBIO/ECOL 8130 Macroecology Seminar
PBIO 8700 Plant Population and Biology Seminar
PBIO 8800 Plant Systematics and Evolution Seminar
PBIO 8810 Mycology Seminar
PBIO 8820 Plant Genetics and Molecular Biology Seminar
PBIO 8840 Plant Ecology Seminar
PBIO 8860 Plant Cellular and Developmental Biology Seminar

Each semester's listing will appear on-line in the Schedule of Classes, and instructors

frequently advertise the topic for an upcoming seminar offering.

Teaching Requirement

It is the policy of the Plant Biology Department that teaching experience is a vital part of a graduate student's training. M.S. students are required to teach at least one semester, and Ph.D. students at least two semesters during their graduate training. Students supported on grants or from other sources will normally be supported by the Department during the semester they teach. Serving in a lab prep, lecture TA, or grading TA does not fulfill these requirements. A teaching assignment is the acceptance of the entire teaching schedule, including pre-class preparation. Field work, conferences, and oral exams should be scheduled around teaching commitments. Please contact the instructor in advance for the class schedule and TA policies.

In order to be considered as making adequate progress toward their degree, students have to be eligible to teach by spring of their 3rd year before their oral exam and admission to candidacy.

Domestic and international students who received their degree from a U.S. institution have to have attended the teaching and lab assistant orientation and have taken or currently taking GRSC 7770. International students who don't have a degree from a U.S. institution must meet the above criteria as well as obtain a 26 on the SPEAK test or have a letter of recommendation from Dr. Linda Harklau, have successfully completed LLED 7768 and/or LLED 7769, and obtain a speaking subtest score of at least 24.

Departmental Exit Seminar (Ph.D. only)

Every finishing Ph.D. student is required to present his/her research to the Department at a regular departmental seminar. **The final dissertation defense will not be scheduled until the exit seminar has been scheduled.** That way

we know they have scheduled the exit seminar, whether it occurs before or after the defense. Since regular departmental seminars are not given during the summer, students must plan to present their seminars during the academic year (Fall or Spring).

Laboratory Rotations

Our Department strongly encourages all graduate students in our Ph.D. program to do three “rotations” (two are required) during their first year. You can choose to rotate with Plant Biology or adjunct faculty. The first rotation should begin in the second week of fall semester, and each rotation should be at least seven weeks long. A third rotation can be done in Spring Semester, but students should commit to a lab between Christmas break and Spring break. Rotation activities can include (but are not limited to): learning a new lab technique, helping with a field experiment, analyzing data, or directed reading with discussion. We feel rotations are very important in increasing a graduate student’s intellectual and technical breadth of knowledge, in making graduate students aware (on a first-hand basis) of the expertise available in the department and in helping students select a major professor and advisory committee. The Graduate Coordinator will conduct advising before the beginning of Fall semester and discuss lab rotations.

Registration Requirements

You are required to register for two semesters each academic year (an academic year is defined as Fall, Spring, Summer).

If you are supported on an assistantship, you are required to register BEFORE the first day of class for a minimum of 18 credit hours Fall and Spring semesters and a minimum of 9 credit hours Summer semester.

If you are self-supported your minimum requirements are: registration of 3

graduate credit hours for 2 semesters each academic year.

To maintain visa status, international students must register every semester.

All students must be registered for a minimum of three credit hours the semester degree requirements are completed.

Under certain extreme circumstances (i.e. illness, pregnancy, or unexpected financial hardship) you can request a leave of absence from the enrollment requirement for a maximum of three semesters total. A leave of absence does not stop the clock on time limits, i.e. course expirations and admission to candidacy.

Time Guidelines for Degrees

The Department has established general time guidelines designed to help students progress toward their degree objective and to assist the faculty in assessing the student’s accomplishments. The normal period of time for completing M.S. degree requirements is 3 years; for a Ph.D. degree is 5 years. These are also the periods of time during which the student will normally be eligible to receive a departmental Teaching Assistantship or Laboratory Assistantship (TA or LA) or Graduate School Assistantship (GSA). In unusual circumstances, the GSC will consider requests for additional support for up to one year. In such cases, an appeal to the Graduate Studies Committee must be made in writing with a letter of support from the major professor (faculty members supporting students on grants must also follow these guidelines).

Plant Biology Department Comprehensive Exam Policy (Ph.D. students only)

Graduate School requirements for the Ph.D. degree require a written exam and an oral exam for all candidates. Implementation of these exams is left to the Department. The Plant Biology Department uses the following guidelines.

Written Exam

Students are required to take the written exam no later than Fall Semester of their third year in graduate school, but may elect to take it during Spring or Summer Semester of their second year. The exam may be scheduled over a two-week period, Monday through Friday. Susan must be given the days of your exam prior to your first exam. Typically the student answers the questions of one committee member each day. Students may use a Departmental computer or personal laptop to compose answers, but we have a limited number of computers available in locations suitable for the exam. Therefore, it will be necessary to coordinate exam schedules so that we do not have more students wanting to take an exam during any given week than we have suitable places to accommodate them. The necessary coordination can be accomplished if students or major professors notify Susan Watkins of an intention to take the exam, and give her a preference for the weeks during Fall Semester that they plan to take the exam. Susan will then set up an exam schedule for the semester.

The written exam will be prepared by the major professor and will contain questions from each advisory committee member. The prepared exam should be turned over to Susan one week prior to the exam. Susan will administer the exam. As a general rule, each committee member will submit several questions covering the area encompassed by the student's program of study. The total time required to answer each committee member's questions should be one working day, and the student should plan to answer 1 committee member's questions each day. A review paper may be substituted for written questions, at the discretion of the advisor.

Completed exam questions should be returned to Susan, who will pass them on to the appropriate faculty member for grading. Each professor must assign an overall grade of pass or fail and provide

feedback in the form of letter grades (A-F), numerical scores, or oral feedback.

The graded copy of the completed preliminary exam must be returned to Susan within 30 days after the exam is taken. The Advisory Committee can meet, if necessary, to discuss the student's performance, decide whether the student passed or failed the exam, and discuss remedial action in case of unsatisfactory performance.

Completed exams are not made available to other students, but the questions are added to the PBGSA file of previously asked questions.

Oral Exam

The final doctoral program of study must be one file at the graduate school BEFORE the oral exam can be scheduled.

The oral exam is announced by the Graduate School, and Susan must notify the Graduate School by letter of the time and place at least two weeks (preferably three weeks) prior to the date. Any faculty member may attend. At least two weeks prior to the exam, the student must distribute to the committee a research proposal which covers the student's dissertation research.

The advisor and committee members do not have the authority to grant an exception to this 2 week deadline. If there are extenuating circumstances, then the student and advisor must request a waiver and receive approval from the graduate studies committee BEFORE the 2 week deadline. Without an approved waiver, the oral exam must be postponed. The purpose of the oral exam is to provide an in-depth evaluation of the student's knowledge in the areas covered by the research proposal as well as closely related areas.

The oral exam will normally be given within 6 months of the completion of the written exam. The oral exam may be repeated once.

Financial Support Available to Graduate Students

Graduate students are usually paid through some type of assistantship. Assistantships may be awarded for the 9 month academic year, in which case summer support must be separately obtained, or for 12 months. The standard assistantship stipend (\$25,000) for graduate students in Plant Biology is considered to be 4/9th time for 12 months and the Department makes every effort to assure that students are supported at this level, assuming satisfactory progress.

Continuing students should request assistantship support on the questionnaire which they receive from the Graduate Coordinator in January. The following types of assistantships are available:

Laboratory Assistantship (LA)

These awards are given to students who serve as laboratory assistants in courses taught by Plant Biology or Biology faculty. Nineteen hours of service is required per week, usually involving nine contact hours. The department currently has 17 of these assistantships (also called TA's or Teaching Assistantships), seven of which are assigned by the Division of Biology to help with the Biology core courses.

LA appointments are made for the academic year (Fall and Spring semesters); summer support is arranged separately.

Highest priority for awarding departmental LA support is given to students enrolled in Plant Biology (PBIO); secondary priority goes to non-Plant Biology students working with PBIO faculty; lowest priority goes to non-Plant Biology students working with adjunct PBIO faculty.

Graduate School Assistantship (GSA)

These assistantships are awarded yearly by the Graduate School. There are three categories for this award; New Student competition, Continuing Student Competition and Finishing Doctoral

Students. The Continuing Student Award is for those who received a New Student Award the previous year and meet certain criteria as set by the Graduate School. The New Student Competition is for first year students to either the Master's Degree program or the Doctoral degree program. These awards are made on the basis of achievement and promise of scholarly success, and are awarded to those students deemed most promising in each department's applicant pool. The Finishing Doctoral Award is for doctoral students who will be in their final year of graduate work. Students who have not already received three (3) years of Graduate School support are eligible to be nominated. Students who have been enrolled full-time for six years or less will receive higher priority.

GSA's are normally awarded for the student's first five semesters (F, Sp, Su, F, Sp).

The Graduate School requires that GSA recipients do 16-18 hours of service per week, but leaves the specific duties up to the department. Typically the Plant Biology Department considers progress in the thesis/dissertation program to meet this requirement.

Research Assistantship (RA)

Graduate students may receive support on a research assistantship, which is paid from a faculty member's research grant. Duties for an RA are arranged between the student and the faculty member, but will often involve research toward the student's thesis or dissertation.

Summer Support

A limited number of LA positions are available from the Plant Biology and Biology Departments during the Summer semester, and these will be awarded to as many graduate students as possible who have received departmental or GSA support during the previous academic year, are making satisfactory progress, and who request such support on the January questionnaire. Requests from students who are beyond the time guidelines will receive

low priority. Requests for summer support from students who have been supported on grant funds will be considered on an individual basis.

Because there are a limited number of LA positions available during the summer, faculty are encouraged to support as many students as possible on grants during the summer.

Research Supplies

Graduate student research funds in most cases will come from research grants to the major professor or the student. Other sources for graduate student research funds include:

Palfrey Research Grants

The Plant Biology Department funds small grants from research overhead funds to support certain aspects of Plant Biology graduate student research. The following general guidelines are in effect:

- a. Funds may be requested to support travel for research, supplies and expenses, participation in special courses, special items of equipment, and users' fees for special equipment or analyses. Requests for salaries will NOT be considered through this program.
- b. Grant awards will normally be for a maximum of \$1250 and you may only receive one per year, two total.
- c. Awards are made from the current fiscal year budget and must be spent before the end of 18 months from the award date. If additional funds are needed for a subsequent year, a new proposal must be submitted. The usual application deadlines are early November and early April. Application guidelines are provided prior to each deadline.
- d. Grant proposals will be judged on a competitive basis by the Plant Biology Graduate Studies Committee. Preference will be given to students who have attempted to obtain funding

elsewhere and/or do not have access to other funds. Proposals should conform to guidelines that will be distributed with the request for proposals.

Palfrey Fund Special Requests

The Palfrey fund is a Departmental endowment from the estate of Mr. Frank Palfrey. Proceeds from the endowment are used for the enrichment of departmental programs, and students may request funds through their major professor. The Palfrey Fund does not normally fund routine research expenses, but special training or a special piece of equipment might be funded.

Travel Funds

The Graduate School has limited funds to assist graduate student travel to present papers at professional conferences within the continental United States. The Office of the Vice President for Research has limited funds for international travel to meetings (see deadline dates for applications for international travel support in section1). Students seeking travel assistance must be properly registered during the semester in which the request is submitted and for the semester for which the trip is scheduled. Some general guidelines for Graduate School funds:

- a. First preference will be given to doctoral students.
- b. The meeting or conference to be attended must be regional or national in character.
- c. Approval of travel requests for individual students will be limited to one trip during a fiscal year (July 1-June 30).
- d. Students submitting a request must possess a minimum cumulative graduate grade point average of 3.50 based on at least two (2) years of full-time graduate study (5 semesters) at The University of Georgia with no grades of "incomplete" or "No Report".
- e. Funding will not be provided to students employed as instructors or classified employees.

- f. The applicant must be registered during the semester of his/her travel. If travelling between semesters, he/she must also register for the semester following the travel.
- g. Each travel request must be approved prior to the date of travel
Reimbursement for expenses will not be made in those instances where travel was undertaken prior to receiving written approval from the Graduate School.
- h. All requests must be reviewed by the Graduate Coordinator before submission to the Graduate School. Each request must be accompanied by evidence that the student's research has been accepted for presentation, an abstract of the research to be presented, and Authority to Travel form.
Request must be submitted to Susan according to the following schedule:

Travel Dates	*Requested Deadline
10/01-12/31	09/08
01/01-03/31	12/08
04/01-06/30	03/08
07/01-09/30	05/25

***Due to budget cuts, these deadlines may vary; if so, you will be notified by e-mail.**

- i. Graduate School reimbursement requests must be submitted within 20 days of returning from your trip.
- j. Students may also request funds for travel to meetings from the Departmental research grants program or from the Palfrey Fund.

Research Travel Abroad

Many graduate students study or conduct research abroad while pursuing their degree. UGA's Office of International Education asks that ALL graduate students contact Dr. Kasee Laster by email at klaster@uga.edu or by phone at 706-542-5544 at least three weeks prior to departure. Dr. Laster will provide you with an information sheet/list of websites and resources, an insurance enrollment form (mandatory if you're getting credit, otherwise optional), and a waiver to sign. Travel to countries under State Department

Travel Warnings require special permission and the filing of a safety plan. Travel to Cuba requires special permission per U.S. federal law and you should contact Dr. Laster at least six weeks prior to departure. This information is important for you and UGA.

Alan Jaworski Student Travel Award

This departmental fund was established by colleagues and family of our late department head. It is intended to provide graduate (and undergraduate) students with travel expenses for field research, scientific conferences and other educational purposes. First or second year graduate students are eligible. Applications due April 1. Maximum of 1 award per person during degree. Application details will be emailed to you in March.

Haines Family Field Botany Award

This departmental fund was established by our late colleague, Dr. Bruce Haines. It is intended to provide graduate (and undergraduate) students with travel costs and subsistence costs of field based investigations of plants and plant ecology. Research location must be more than 60 miles from UGA Athens campus and research must be primarily out-of-doors. Applications due April 1. Maximum of one award per person during degree. Application details will be emailed to you in March.

Graduate Student Awards

Outstanding Teaching Assistant Award

This award carries recognition, but no cash award, and is given to approximately 35 graduate teaching/laboratory assistants in the University each year. Our department may nominate two graduate students each year at the beginning of Spring semester. Nominees must have taught during the previous calendar year. The GSC selects nominees on the basis of recommendations by instructors and student evaluations.

Excellence in Teaching Award

This award carries recognition, a cash award of \$1000 and is given to five graduate teaching/laboratory assistants (University-wide) each year. We may nominate one of our outstanding LAs for this award if they previously received or are currently nominated for the Outstanding TA Award. The nomination dossier, prepared by the Awards Director and the nominee, includes a nomination letter from the Awards Director, a letter of support from a “faculty member qualified to assess the TA’s teaching effectiveness”, a one page synopsis of teaching evaluations, and a one page CV, “including descriptions of any creative teaching materials developed or innovative instructional techniques used”. Potential nominees for this award are urged to ask faculty to evaluate their teaching effectiveness in person and to request that students include written comments on the teaching evaluation forms.

Regents’ Out-of-State Tuition Waivers

This award is for non-resident domestic and international graduate students who do not have an assistantship. Scores on the GRE verbal test should rank above the 60th percentile. Scores on the GRE quantitative test should rank above the 50th percentile. A minimum graduate GPA of 3.5 and/or a 3.3 undergraduate GPA are required. It is awarded for one semester and continued for the remainder of the year provided the student maintains a minimum 3.0 graduate course GPA.

Sigma Xi, The Scientific Research Society

These awards are for submitted theses, dissertations and papers. Nominations are made by a member of Sigma Xi. The award is a plaque presented at a dinner meeting. Small (approximately \$800) research grants are also available from Sigma Xi.

National Council of State Garden Clubs, Inc.

These scholarships are for Georgia residents (5 year residence requirement) and require full family financial disclosure. The amount varies from \$250 to \$5,000 for one calendar year; application deadlines have usually been in mid-June. Application is made through The Garden Club of Georgia, State Headquarters, 2450 Milledge Avenue, Athens, GA 30602-5817. The awards are based on “financial need, academic achievement, character, initiative and general attitude”.

Graduate School Awards

Numerous awards are offered through the Graduate School each year. Announcements of these awards will be sent out by the Graduate Coordinator. If you wish to be considered for nomination of a Graduate School Award, please email the Graduate Coordinator AND Graduate Coordinator’s Assistant by the deadline given.

Financial Support and Awards Guidelines

Financial support is awarded on an annual basis. Students should generally expect continued financial support as long as satisfactory progress toward the degree objective is maintained. “Satisfactory progress” will be assessed in consultation with the major professor through the Annual Statement of Accomplishments and Goals. In general “satisfactory progress” means meeting the time guidelines, maintenance of a GPA of at least 3.0, holding at least one advisory committee meeting each academic year, steady progress on the research project and satisfactory performance as a laboratory assistant.

Departmental Office Services

Pens, paper and other office supplies must be provided by the student. Postage will be paid by the Department for business letters.

Departmental funds are budgeted to the darkroom and administered by Le'Ann Fleisher to purchase outline supplies for teaching. Research costs are covered by faculty or students.

Training for teaching

Graduate School Programs

The UGA Office of Instructional Development has developed a Handbook for Graduate Teaching Assistants which is highly recommended. A Plant Biology graduate student-led teaching discussion group meets monthly. Students and faculty are encouraged to participate.

It is University policy, supported and enforced by the Plant Biology Department, that graduate laboratory assistants (LAs) receive training before they are given responsibility for a course. All new LAs must attend the university-wide workshop for Graduate Assistants held before the beginning of fall semester classes. LAs who have no prior teaching experience at the college level must enroll in GRSC 7770, Level 3 during their first year in our program. GRSC 7770, Level 3 is a two credit course, but students are allowed to register for one credit hour if necessary to stay within the 18 hour maximum (however, students registering for one credit are expected to participate fully). During fall semester 2015, GRSC 7770 will be taught in the Plant Biology Department by Michelle Momany and Jess Stephens. All Plant Biology students are encouraged to take it instead of the University GRSC 7770 course.

New LAs whose native language is not English are required to register for LLED 7768, Level 1 during their first semester in our program. Their English skills will be evaluated on the second day of class and they will be moved to Level 2 (LLED 7769) or Level 1 (LLED 7768) as appropriate. Such students will be required to take an official TOEFL test at departmental expense once, and enroll in Level 3 (GRSC 7770) once their English skills have improved. A

TOEFL score of 26 or a TOEFL score of 23 or 24 and the approval of the LLED instructor, is required before an international student can be assigned a LA (test cost is approximately \$150).

Plant Biology Department Teaching Internship

This program provides opportunities for senior Plant Biology graduate students to obtain supervised, documented experience in preparing and delivering lectures and/or leading discussions; few such opportunities exist in most graduate lab assistant (GLA) assignments. Under the mentorship of a faculty member, you may enroll in PBIO 7360 for 1-2 credit hours and give up to 10% of the lectures in one of that faculty member's classes.

Student Advising

New Students

All new students should attend the departmental group advising before the start of Fall semester. A three member temporary advising committee can be set up if needed. This committee will serve for additional advisory needs until such time as a major professor has been selected and agreed to serve. It is the student's responsibility to arrange the meeting of this committee.

After a major professor has accepted a student, it is their joint responsibility to notify the GC and to select an Advisory Committee.

Advisory committees

M.S. student committees: The major professor (who must be a member or provisional member of the graduate faculty) plus two additional faculty members, at least one of whom must be a member or provisional member of the graduate faculty, form the Advisory Committee and are appointed officially on a Graduate School form. Only faculty members of Assistant Professor rank or above may serve on an advisory committee. The Advisory

Committee plans and approves the program of study, reads and approves the thesis and administers the final examination.

Ph.D. student committees: The major professor serves as chairman of the five-member Advisory Committee. Normally, three of the five must be Plant Biology faculty, one must be from another department, and three must be members of the graduate faculty and no more than one non-UGA committee member may be appointed as a voting member. If you wish to nominate a non-UGA committee member, your major professor must write a letter explaining why their services are requested (nominee must have distinguished credentials in the field of study). The letter along with a copy of the nominee's CV should be given to the Graduate Coordinator. Every effort should be made to insure that committee members represent as much breadth of biological knowledge as is compatible with the student's program of study. The committee must be approved by the GC and the Dean of the Graduate School who will notify the parties involved of the appointments. The Advisory Committee, in consultation with the student, is charged with planning the student's program of study, administering the comprehensive written and oral examinations, and approving a subject for the dissertation.

Advising Requirements

Each student is required to meet with his/her Advisory Committee at least once each academic year to discuss progress toward the degree objective (please notify Susan of meeting date). These meetings are important! From the student's point of view, the meeting provides an opportunity for additional insights and advice on the research project. From the committee's point of view, the meeting allows them to have input at the early stages of the research project, rather than being faced with problems in the completed project. To meet these objectives, the student is required to present

a summary of research accomplished and have appropriate data on hand for examination by committee members. It is departmental policy that assistantship support will be withheld from graduate students who fail to meet with their Advisory Committees at least once during each academic year. It is important that the meeting occur during the academic year because most faculty are on 9 month appointments and may not be available during the summer.

Review of Continuing Students

Annual Statement of Accomplishments and Goals

Each Spring every graduate student shall submit to Susan, a statement of activities during the previous year including: academic activities, progress relative to departmental time guidelines, teaching experience, progress on his/her research project and goals for the coming year. An email will be sent out with specific instructions. This material, along with other information, will be used by the GSC to determine if the student is making satisfactory progress toward his/her degree objective and is therefore entitled to continued support.

Annual Evaluation by Major Professor

This evaluation (see Sample Forms in Section III) is filled out and signed each spring and given to the student with a copy to Susan for the student's file.

Evaluation of LAs

Approximately two weeks before the end of each semester, Susan will remind each instructor using Plant Biology Laboratory Assistants in Plant Biology courses to have the LAs evaluated by the students in their lab sections. A copy of the results will be reviewed by the GC and placed in the student's file. Additional copies will be given to the student and the instructor of the class. An effort will be made to return this information to those

involved as soon as possible after the end of the semester. If the GC notes any serious problems with LA performance in these evaluations, he/she will meet with the student in an effort to solve them.

Evaluation of Plant Biology graduate students teaching in Biology courses in handled by the Biology staff.

Approval of Theses and Dissertations, Oral Defense

Theses and dissertations must be given to reading committee members at least 2 weeks before the final oral defense to allow time for corrections or revisions. Theses/dissertations given to committee for defense MUST have all sections required by the Graduate School completed, except for the acknowledgement page. The advisor and committee members do not have the authority to grant an exception to this 2 week deadline. If there are extenuating circumstances, then the student and advisor must request a waiver and receive approval from the graduate studies committee BEFORE the 2 week deadline. Without an approval waiver, the defense must be postponed. Such documents must be complete before submission to a reading committee (i.e. must have summary, table of contents, all chapters, figures and tables, etc.) Faculty members should refuse to consider theses and dissertations which are not complete. Faculty members will normally complete their examination of the thesis or dissertation in time to alert the student of needed changes before the final examination. The thesis or dissertation must be approved at the final defense administered by the student's advisory committee.

M.S. students: Two of the three advisory committee members must approve the thesis. The final defense must cover the program of study and the thesis.

Ph.D. students: Four of the five advisory committee members must approve the dissertation. The exam is open to any faculty member. The Graduate School must be notified by letter of time and place, major professor and title of dissertation at least

two weeks prior so that it may be announced (see Susan).

Summary of Graduate Degree Requirements

M.S. Students: Students should meet with their Advisory Committee to agree on a program of study. The Program of Study form is typed by Susan then submitted to the GC with a short (1-3 page) summary of the student's research project. After approving the program of study, the GC sends it to the Dean of the Graduate School for approval.

The program of study must include a minimum of 30 semester hours consisting of at least 24 hours of course work and 6 hours of thesis and related research. Of the 24 hours of course work, at least one-half of this credit must be in courses open only to graduate students. A maximum of 6 semester hours of PBIO 7000 is allowed to count toward the 30 hour requirement but PBIO 7000 or 7300 cannot be included as part of the 12 hours of courses open only to graduate students. It is possible to make a request to the Graduate School that certain 6000 level courses in the program of study be counted toward the 12 hours of "graduate student only" courses if there were no undergraduate students enrolled in those 6000 level courses and the student did graduate level work beyond that required of students enrolled in the 4000 level course. The instructor of the course should write a letter to the Dean of the Graduate School (to be included with the Program of Study) stating the circumstances and requesting that the course be counted towards the 12 hours of "graduate student only" courses. At least 3 semester hours of Master's Thesis (PBIO 7300) must be included in the 30 semester hours. PBIO 8830, **GRSC 7770, LLED 7768 and LLED 7769 are departmental requirements and cannot be included in the body of the Program of Study.**

Ph.D. Students: In a meeting of the student with the Advisory Committee, a

Preliminary Program of Study is agreed upon and the form is typed by Susan and signed by the Advisory Committee. The student distributes copies of the approved Preliminary Program of Study to their major professor and the student's file. For students who hold a master's degree, the program of study must contain at least 16 hours of 8000 and 9000 level courses. For students who do not hold a master's degree, the program of study must contain at least 20 hours (of which at least 16 hours must be 8000 and 9000 level courses and 4 hours can be 5000, 6000 and 7000 level courses open only to graduate students), exclusive of hours for dissertation research (9000) and dissertation writing (9300).

There is a residence requirement for Ph.D. students which is interpreted as 30 hours of consecutive graduate course work that is included on the Program of Study. A break in residence is not incurred if a student does not register for summer school. Courses listed under "Other Departmental Requirements" do not count as part of the residence requirement. Beware of "taking a semester off" and/or not registering because of research off campus (e.g. in the tropics). Not registering for any academic (Fall or Spring) semester constitutes a "break" in residence and requires students who have not completed the 30 hour residency requirement to start over to accumulate it.

The Final Program of Study should be submitted after the 30 hour residence requirement is completed and prior to the oral comprehensive exam and Application for Admission to Candidacy. It must include a minimum of 30 hours of course work with 16 hours of courses open only to graduate students (20 hours open only to graduate students if you do not hold a master's degree of which at least 16 hours can be 5000, 6000 and 7000 level courses open only to graduate students exclusive of hours for dissertation research and dissertation writing) three hours of which must be Doctoral Dissertation (PBIO 9300). **PBIO 8830, GRSC 7770, LLED 7768 and LLED 7769 are departmental requirements and**

cannot be included in the body of the Program of Study. This form is submitted with a more detailed (2-4 page) summary of the research project, approved by the GC and sent to the Graduate School Dean for approval. All 5 committee members must sign this form.

Which form to use—and when

The title of the form is given below in bold. The form is available on-line at www.grad.uga.edu. Forms can be printed and filled out in pencil, and Susan will type them. Students meeting deadlines at the Graduate School must allow ample time to obtain the necessary departmental approval and signatures (e.g. the major professor and GC). Copies of these forms are included in the Sample Forms Section (III) and should be consulted for details.

M.S. Students:

Advisory Committee for M.A. and M.S. Candidates

Submit to the GC within first semester of admission.

Program of Study

Submit, with a 1-3 page summary of the research project, to the GC within 2 semesters. It is not necessary to include all courses taken (especially 7000) on the program of study although the program of study must contain at least the required minimum number of hours (see graduate bulletin). Program of Study should be given to Susan to type.

Application for Graduation

Submit to the Graduate School no later than the end of the 2nd week of classes, the semester that you plan to graduate (1st week of classes for summer graduates).

Approval Form for Master's Thesis and Final Oral Exam

You should pick up the required defense paperwork from Susan prior to the start of your exam. Once the Advisory Committee approves the thesis and the student passes the final oral exam, the original of this completed form is sent to the Graduate School by the major professor with a copy to Susan, no later than two weeks prior to graduation.

Ph.D. Students:

Advisory Committee for Doctoral Candidates

Submit to the GC within 2 semesters.

Preliminary Program of Study

Submit, with one page summary of proposed research, to GC within 2 semesters. Susan will type this form. Feel free to make any changes as it is not forwarded to the Graduate School.

Final Doctoral Program of Study

The GC (see Susan) must notify the Graduate School of the exam date at least two weeks before the exam. The major professor sends copies of the completed form to the GC. Submit with 2-4 page summary of research project, to GC **prior to scheduling the oral comprehensive exam**. When the Graduate School has been notified that the oral exam has been scheduled they will send the required paperwork to Susan.

Application for Admission to Candidacy – Doctoral Degrees

This form is submitted to the GC with the above report on comprehensive exam results. The 30 semester hours residency requirement must have been completed before filing this application. It must be submitted at least 2 semesters before graduation, and students must be registered for at least 2 additional semesters and a total minimum of 10 hours

of dissertation or other appropriate graduate credit before graduation. For example, the deadline for May 2016 graduation is January 22, 2016.

Application for Graduation

Submit to the Graduate School no later than the end of the second week (the first week of classes for summer) of classes the semester that you plan to graduate.

Approval Form for Doctoral Dissertation and Final Oral Examination

You should pick up the required defense paperwork from Susan prior to the start of your exam. Once the Advisory Committee reads and approves the dissertation and the student passes the final oral exam, the original completed form is sent to the Graduate School by the major professor at least two weeks prior to graduation and a copy to Susan. One completed formatted copy of the dissertation must be electronically submitted to the Graduate School for a format check no later than four weeks prior to graduation.

If copyright permission is needed, you must obtain permission. If permission is granted by letter, forward the letter to Enrolled Student Services at the Graduate School. If permission is sent by email, forward to gradinfo@uga.edu.

The Department requires a bound copy of your thesis/dissertation for the Palfrey Conference Room and it is highly recommended that you also bind a copy for your major professor. Print and Copy Services at the Tate Student Center will print and bind your thesis/dissertation in the traditional black hard cover with gold lettering. Please do not make copies or pay for binding before contacting the Tate Center Print Shop at 542-8493.

Completing degree requirements and graduation are not synonymous. The student must be registered for a minimum of three hours during the semester in which degree requirements are completed. The Graduate School must receive the Final Defense Approval form and electronic submission of the thesis/dissertation no

later than two weeks before the graduation date.

Sometimes a student completes all degree requirements well before officially graduating and needs official documentation for an employer that he or she has actually finished the degree. The student may request that the Graduate School provide certification stating that degree requirements have been met and that the student will graduate officially on a certain date.

Additional Information

Student Access to his/her Departmental File

If a student wishes to examine his/her departmental file, an appointment should be made with Susan. Before the appointment Susan will remove privileged letters of reference and other privileged documents and will allow the student to examine the remainder of the file in the office.

Pre-registration

Graduate students supported by an assistantship **must** be registered before their Fall/Spring personnels can be processed. Failure to register in a timely manner could result in back-pay of your monthly check. Susan will send out notices when registration opens each semester. You are urged to register as soon as possible. Registration dates can be found on the Registrar's website, <http://www.reg.uga.edu/>, by clicking on calendars. There are several dates (see Susan) in June and July when students who do not pre-register in the Spring for Fall semester can pre-register. Also check with Susan to make sure your assistantship personnel forms have been filed so you will receive the tuition waiver and reduction when you register. Students who fail to register during Phase I or Phase II will not be supported on assistantships and will not be eligible for reduced tuition.

Placement Service

The Career Center on the second floor of Clark Howell Hall is eager to help graduate students in a number of ways and also is available to student spouses for locating employment in the Athens area. Information on the services available will be maintained in a file entitled "Placement Center" with the other PBGSA files. Notices of interviews and other opportunities will be posted on the graduate student bulletin board. Although we do not usually think of the Placement Center as having services to offer graduate students, they are making an effort to be helpful and you are encouraged to be aware of the services they offer and utilize them whenever necessary.

Plant Biology Graduate Student Association (PBGSA)

Membership in the PBGSA includes all those students working toward M.S. or Ph.D. degrees in the Plant Biology Department. The organization provides the opportunity for graduate students to have a true and meaningful representation in the administration of the Department. The President of the organization and one additional officer attend all faculty meetings and have one vote on all matters considered by the faculty except as pertains to faculty personnel. The PBGSA also sends a representative to Recruitment Committee meetings. The faculty sends a representative to the meetings of the PBGSA for the purpose of fostering communications between the graduate students and the faculty. It is hoped that these avenues of communication will aid in the progress of the Department for the mutual benefit of both the faculty and the graduate students.

The PBGSA also seeks to improve communications among the graduate students themselves. With this goal in mind the organization serves as a clearinghouse for suggestions and information on student activities in the Department and promotes social functions so that the graduate students may become better acquainted. A

PBGSA bulletin board is maintained in the hallway outside the main office and students are encouraged to consult it frequently. Written comprehensive exam questions are kept in the office for graduate student use (see Susan for questions).

The PBGSA is important both to the graduate students and to the faculty of the Department. Unanimous support is essential for the success of the organization; therefore, your participation is urged and your enthusiasm is necessary.

The PBGSA lounge is located in Room 2611. Feel free to use this lounge at any time as it's equipped with a fridge, microwave, computer and love seat.

PBGSA Officers for 2015-2016 are:

President	Jess Stephens
Vice President	Earl Kang
Treasurer	Lauren Esserman
Secretary	Rishi Masalia
Peer Teaching Eval.	Alex Pilote

Plant Biology Department – Dismissal from Graduate Status

Policies

Students may be dismissed from the program at the end of any semester or term if they have not made sufficient academic progress to warrant continuation of study, have not met their responsibilities, have not met their admittance stipulations, or have not maintained accepted standards of conduct. They may be dismissed immediately, without waiting for the end of a semester or term, if circumstances are sufficient to warrant it.

These conditions include students who:

- End two consecutive semesters with a cumulative GPA below 3.0.
- Fail to pass the written or oral comprehensive examination or the final oral examination, after consideration of whatever examination repeats or remedial work the student's advisory committee has recommended.

- Fail to make acceptable progress in their thesis or dissertation project; this may be determined, in part, by information from the annual written evaluation of the student by the major professor, or by recommendations from the annual advisory committee meeting.
- Fail to be accepted as a student by a major professor/advisor within the specified time period.
- Fail to gain approval of their thesis or dissertation.
- Were admitted provisionally and then fail to meet the specified admission conditions within the specified time frame.
- Commit ethical violations.

Ethical violations considered by the faculty to be sufficiently serious to warrant dismissal from the program include but are not limited to the following:

- Violation of ethical principles concerning faculty-student relationships.
- Falsification of data or records, or tampering with any other person's data or research.
- Plagiarism.
- Academic dishonesty – including incorporation of materials into papers, theses, dissertations, etc. without appropriate attribution.

Dismissal Procedure

The major proffer, the student's advisory committee, the Department Head, or any other faculty member who has relevant information may initiate the process by bringing the facts to the attention of the Graduate Coordinator. The graduate student involved will be notified in writing by the Graduate Studies Coordinator within 7 days that dismissal is being considered.

The Graduate Studies Committee will meet to decide if a student should be dismissed from the Plant Biology graduate program. The Department Head can temporarily replace a faculty member on this committee if in the Department Head's judgment this would lead to a fairer process. The Graduate Studies Committee may

recommend dismissal or other disciplinary measure, such as a warning, as it deems appropriate, after it reviews the facts and circumstances.

The student involved is notified in writing when a determination of dismissal has been made. The Graduate School will be notified of the dismissal and the reason for it.

Reconsideration Procedure

A student who is dismissed may request reconsideration of dismissal by writing a letter to the Graduate Coordinator

within 30 days of notification of dismissal. The Graduate Coordinator and the Department Head will then appoint an appropriate appeals committee to reconsider the dismissal. A student can also appeal the dismissal to the Graduate School.

Adoption: 15 September 2004

Forms

All forms can be viewed at www.grad.uga.edu.