UNIVERSITY OF WISCONSIN-MADISON

# Graduate Academic Policies and Procedures Handbook

# Animal Sciences

www.ansci.wisc.edu/cgstudentt.html

## 2018-2019

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# 1. GENERAL ANIMAL SCIENCES DEGREE INFORMATION

The Department of Animal Sciences has a long history of research beginning with the establishment of the Department of Animal Husbandry in 1889. Early collaboration with scientists in other UW departments lead to the discovery of vitamins and minerals required for animal growth, production and health, as well as methods critical for the successful implementation of artificial insemination, and the development of the Babcock method of determining butterfat.

Today, the Department of Animal Sciences is well known for basic and applied research. Areas of study in the department include: Aquaculture, Endocrinology/Reproductive Physiology, Genetics/Animal Breeding, International Agriculture, Meat Sciences/Muscle Biology, Cell Biology and Immunology, and Nutrition.

Current emphasis topics include the role of nutrition in growth and disease, non-antibiotic growth promoters, stem cell research, genetic and epigenetic factors affecting fertility, genomic analysis of production traits, sustainable methods of animal production, safety and tracking of animal products, application of animal biotechnology in developing countries, and development of nanotechnology for basic science and health related applications.

Collaboration within the department and across the University allows for a wide range of individualized inter-disciplinary research. Eleven faculty members mentor MS, PhD and postdoctoral students in their laboratories. Faculty members' research and graduate training are funded by a wide variety of sources such as NIH, NSF, USDA, state, non-profit foundations, and private/corporate grants.

Our students participate in cutting edge research, receive training in advanced methodology, and are often involved in the development of new technologies. We encourage our students to pursue creative solutions when problem solving. Some students in our department answer basic scientific questions to improve animal and human health, and others apply new technologies to advance animal production systems.

In addition to research, our students receive didactic academic training relative to their field of interest. Advanced courses are taught by both Department of Animal Sciences and by other departments in a number of schools and colleges across the UW Madison Campus.

# 2. PROGRAM AUTHORITY

## 2.1 **Graduate School**

The Graduate School is the ultimate authority for granting MS and PhD degrees at the University of Wisconsin – Madison ("University"). The doctorate of philosophy is the highest degree conferred by the University, and it is never conferred solely as a result of any prescribed period of study, no matter how faithfully pursued. Rather, a PhD is a research degree and is granted on evidence of distinctive attainment in a specific field and on ability for independent investigation as demonstrated by a dissertation presenting original research or creative scholarship with a high degree of literary skill. The Department of Animal Sciences administers the MS and PhD graduate degree programs under the authority of the Graduate School. If completed successfully, Animal Sciences' minimum requirements meet all Graduate School requirements for conferring a MS or PhD degree. The program is designed to prepare students for outstanding professional careers in research, teaching, and science communication.

## 2.2 **Animal Science Faculty and Committees**

Program authority to set degree requirements beyond the minimum required by the Graduate School lies with the Animal Sciences faculty. The policies described in this handbook have been approved by the Animal Sciences faculty as a whole, and are subject to periodic review and update. Day-to-day program administration is delegated by Animal Sciences faculty to the Animal Sciences Graduate Committee, whose membership is appointed by the Chair of the Department of Animal Sciences. The Graduate Committee provides guidance to students and faculty with regard to Graduate School and program requirements, and arbitrates any requests for exceptions to Animal Sciences program requirements.

See appendices for listings of Animal Sciences faculty, staff, and committee composition.

## 2.3 **Key Individuals and Roles**

Graduate Program Coordinator – Kathy Monson, kamonson@wisc.edu, (608) 263-4300

Director of Graduate Studies – Ralph Albrecht, albrecht@ansci.wisc.edu, (608) 263-3952

Department Chair – Tom Crenshaw, tdcrensh@wisc.edu, (608) 263-4423

Payroll Coordinator – Deb Schneider, dkschnei@wisc.edu, (608) 263-6993

Facilities – Steve Switzer, sswitzer@ansci.wisc.edu, (608) 262-6005

# 3. ARRIVAL

### 3.1 **Activate your NetID**

You will need your NetID and password to access the My UW-Madison portal at my.wisc.edu. To activate your NetID click on the ACTIVATE NETID button from the My UW Madison login screen. Enter your 10 digit student campus ID number and birthdate. The NetID you create and password you enter are keys to your access to the MyUW portal, make a record of it and keep it private. If you are unsure about your NetID and password, contact the DoIT Help Desk at 608-264-4357.

### 3.2 **Attend New Graduate Student Welcome**

Attend the New Graduate Student Welcome which is sponsored by the Graduate School every semester, for more information please see, http://grad.wisc.edu/newstudents/ngsw/

### 3.3 **Banking Information**

IF you need a US Bank Account for direct deposit of your paycheck there are several banks in the area where you can set up an account. One option is UW Credit Union located on the first floor of Union South (next to the room you get student ID photo in) or down one block at 1435 Monroe St. Other banks in the area are: Chase, Associated, and M&I.

### 3.4 **Bus Pass**

UW-Madison students have free year-round access to the Madison Metro Bus System through the Associated Students of Madison (ASM) student government organization. To get your free bus pass go to the Student Activity Center at 333 East Campus Mall on the 3rd floor, pick-up usually starts the week before classes begin (see their website for dates, times and pick-up locations).

ASM Student Bus Pass Program https://www.asm.wisc.edu/resources/buspass/

Madison Metro http://www.cityofmadison.com/metro/

### 3.5 **International Student Services (ISS)**

The International Student Services (ISS) Office, located in the Red Gym (room 217), 716 Langdon Street (262-2044), provides orientation for new international students and assists students and their families in maintaining their non-immigrant visa status. The ISS website provides helpful information on adapting to a new culture.

International Student Services http://iss.wisc.edu

The ISS Office also houses the Madison Friends of International Students (MFIS), a community organization of volunteers who wish to befriend and help international students through social activities, English classes, friendship groups, etc.

Madison Friends of International Students http://mfismadison.com/

The UW Program in English as a Second Language ; Greater University Tutorial Service (GUTS); the Writing Center also provide English language assistance to international students.

English as a Second Language http://www.english.wisc.edu/esl/

GUTS http://www.guts.wisc.edu

3.6 **Keys – Building/Lab**

Please see Michele Myers in the Animal Sciences office, room 260, for keys you may need for your lab and/or after hours building keys. You must sign a key card and return the keys before you leave the UW. There is a $75 lost key charge on each key.

3.7 **Payroll/Health Insurance/Tax Forms**

**Complete and Return Tax forms to Deb Schneider** – Room 260 Animal Sciences building. If you are an international student you will want to look at this website for tax treaty information (scroll down to Nonresident Aliens for Tax Purposes) http://uwservice.wisc.edu/tax/filing-resources.php

**Complete and Return Direct Deposit Form to Deb Schneider** – Room 260 Animal Sciences building.

**Complete and Return Health Insurance Paperwork to Deb Schneider** – Room 260 Animal Sciences building. If you would like additional information about the Health Insurance plans, please visit the "It's Your Choice" website http://etf.wi.gov/members/benefits_state_health.htm Students without a car may want to pay attention to the location of doctor's offices close to their housing.

3.8 **Photo**

You will need to stop in the Animal Sciences office to have your photo taken, or send the graduate coordinator a recent photo of yourself (a head shot is fine). This photo will be used for the "Map" and used for the Department's Annual Report.

3.9 **Registering for Classes**

The Registrar sends all new students registration information, including a PIN and first-available registration time, prior to the start of the semester. Continuing students receive their enrollment appointment time by email just prior to registration. You will need both your PIN and your student ID number to register.

Enrollment is done online through your **Student Center** in MyUW. To register, login to My UW-Madison then go to the Enrollment tab. You must register no later than the Friday of the first week of classes to avoid a late registration fee. Late registration fees are the student's responsibility. If you have problems registering, contact the graduate coordinator. For general enrollment information, call the Registrar's Office Helpline at (608) 262-3811.

Both the "Class Search" and "Course Guide" are available to students through the MyUW. The Class Search is the real-time, online listing of course sections offered each term and is used to enroll in courses. The Course Guide is an online, searchable catalog of courses providing a broad spectrum of information including the ability to browse courses offered each term.

MyUW – to activate your NetID and password; to enroll in classes; to setup your WiscMail account; and to verify and update your mailing address and phone number http://my.wisc.edu/

Division of Information Technology (DoIT) – information for new students
http://www.doit.wisc.edu/students/

Information on forgotten MyUW NetID and passwords http://kb.wisc.edu/helpdesk/page.php?id=2843

Office of the Registrar - enrollment information, access to the course guide and public class search, and online tutorials and demonstrations http://registrar.wisc.edu/

3.10 **Wiscard**

Every student at UW-Madison is required to have a campus ID card (also known as a Wiscard). The Wiscard office is located on the first floor of Union South and is open from 8:00 AM – 5:00 PM Monday through Friday. Please note that as the start of fall term gets closer, this office becomes busier and that ***students must be enrolled*** before they can be issued a Wiscard. It is recommended that new students get a Wiscard as soon as possible.

Wiscard http://www.wiscard.wisc.edu/

See the appendix for On-Boarding documents.

## 4. CALS COMPUTER LAB

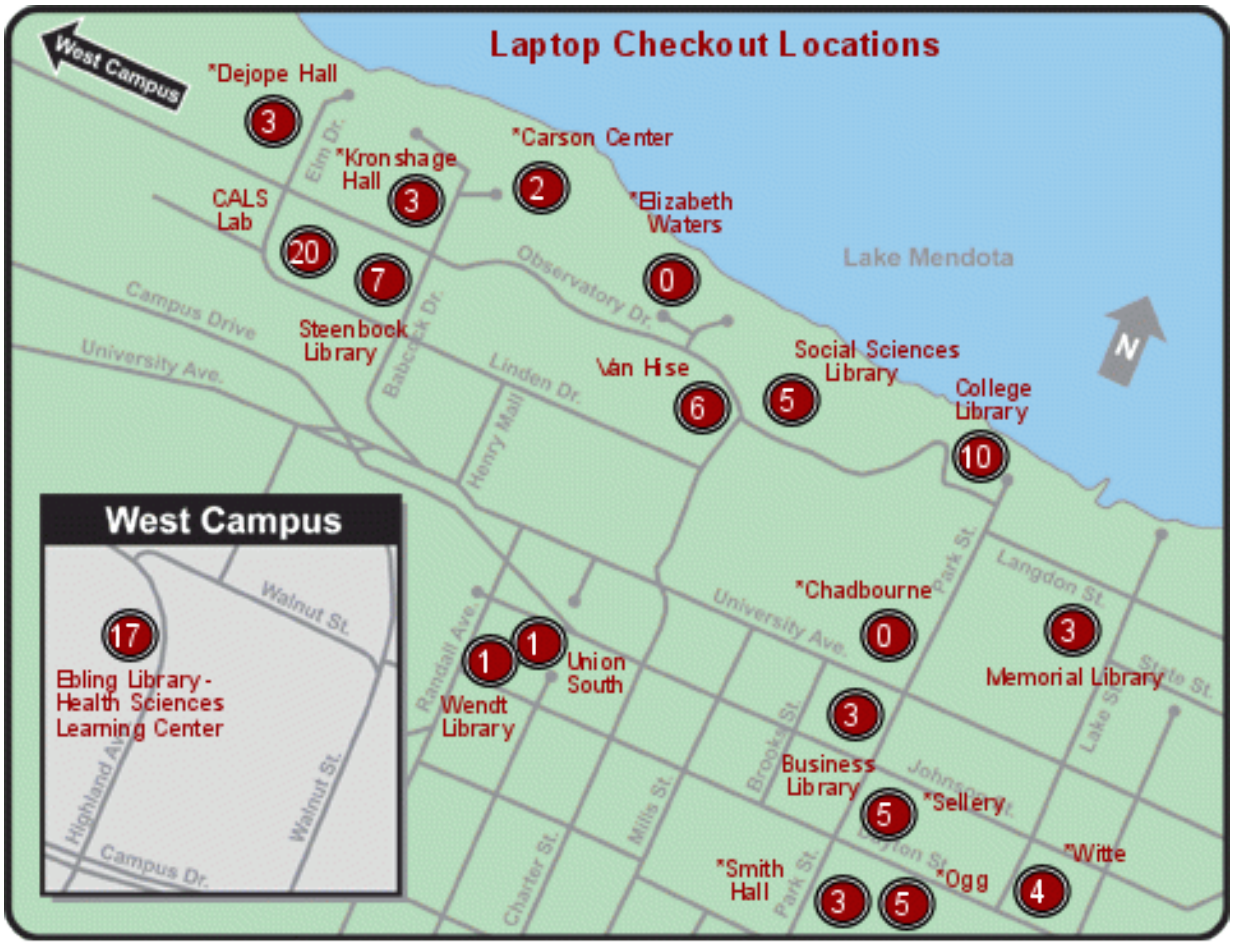
The College of Agricultural and Life Sciences (CALS) computer lab is located in the basement and on the ground floor of the Animal Sciences building — in rooms 145, 149, 150 and 204. The lab is open and free of charge (except for laser printing) to all University students, faculty and staff.

The facility is comprised of the CALS Statistical Consulting Service which aids researchers with their statistical needs, and a windows/Macintosh microcomputer lab that also includes 2 computer classrooms that can be reserved for trainings or classroom use.

The CALS Computer Facility is managed by Tom Tabone (263-3942). An operator/consultant is also on duty at all times to help assist users (263-2817). Statistical assistance is by appointment

CALS Computer Lab http://www.cals.wisc.edu/calslab/

There are several other locations available to check out laptops, http://ecs.library.wisc.edu/.




Try the UW Equipment Mobile App to check equipment availability from your iPhone: UWEquipment on iTunes.

# 5. DEGREE REQUIREMENTS

## 5.1 **MS**

5.1.1 **Committee Composition**. Your committee members advise and evaluate satisfactory progress, administer your final oral examination, evaluate your thesis, and sign your degree warrant. Your advisor chairs the committee. The final warrant request which includes committee membership must be submitted to the Graduate School at least three weeks before the examination date.

Master's thesis committees must have at least 3 members, 2 of whom must be Animal Sciences graduate faculty or former graduate faculty up to one year after resignation or retirement and the third member from outside the department.

Non-thesis master's committees must have at least one Graduate Faculty from Animal Sciences.

To receive a master's degree, you cannot receive more than one dissenting vote from your committee on the final degree warrant.

5.1.2 **Learning Goals**. All UW-Madison students enter the Graduate School's graduate programs with at least a bachelor's degree. Graduates obtaining a master's degree from the Graduate School, whether it be a research-based, or course-work-only master's degree, are expected to achieve the following learning goals by the end of their degree work.

Knowledge and Skills:
- Articulates, critiques, or elaborates the theories, research methods, and approaches to inquiry or schools of practice in the field of study.
- Identifies sources and assembles evidence pertaining to questions or challenges in the field of study.
- Demonstrates understanding of the primary field of study in a historical, social, or global context.
- Selects and/or utilizes the most appropriate methodologies and practices.
- Evaluates or synthesizes information pertaining to questions or challenges in the field of study.
- Communicates clearly in ways appropriate to the field of study.

Professional Conduct:
- Recognizes and applies principles of ethical and professional conduct.

5.1.3 **Departmental Course Requirements and Certification**. Course requirements include a minimum of 30 credits total, including seminar and research (990) credits.

All Animal Sciences MS students must meet with their research committee during their first year to complete their certification paperwork. Once the committee has approved the certification paperwork the student must turn in the sign copy to the Graduate Coordinator so that it may be reviewed and approved by the Graduate Chair. The certification paperwork must be approved before a student can request their MS warrant.

Certification Form: http://www.ansci.wisc.edu/cgstudentt.html

Any changes to the certification paperwork must be communicated to the Graduate Coordinator and approved by the Graduate Chair.

5.1.4 **Enrollment Requirement**. The department requires all funded students to be enrolled full time. For MS students this means at least 8 credits in the fall and spring term and at least 2 credits in the summer

term. Students funded by another department should check with the payroll and benefits coordinator of that department to learn their requirements for enrollment. Unfunded students should follow the Graduate School's rules on enrollment:

Graduate School – Enrollment Policy:
https://grad.wisc.edu/documents/enrollment-requirements/

5.1.5 **Helpful Links for writing an MS Thesis**.

The UW Writing Center's Writing Handbook: http://writing.wisc.edu/Handbook/index.html

Rules on writing ethics and plagiarism: http://writing.wisc.edu/Handbook/QPA_plagiarism.html

Expecting Your Master's Degree? Procedures to Help:
https://grad.wisc.edu/current-students/masters-guide/

Preparing Your Master's Thesis: https://grad.wisc.edu/current-students/doctoral-guide/

5.1.6 **Policy on Exception to Requirements**. Requests for exceptions to those requirements set by the Animal Sciences department will be considered by the Graduate Committee. Requests should be submitted in writing to the Student Services Coordinator and the Graduate Chair by the faculty advisor. The request should include a justification statement and a detailed explanation of the substitution proposed to meet the requirement. If the request is to substitute a course for one already approved on the certification form, the only action necessary is to notify the Student Services Coordinator who will then get approval from the Graduate Chair.

The following requirements for the M.S. degree are under the purview of the UW Graduate School and cannot be modified:

Composition of the MS Graduate Committee.
Standards defining Academic Satisfactory Progress.
Minimum credit requirement.

5.1.7 **Satisfactory Progress**. The department of Animal Sciences follows the Graduate School's guidelines regarding satisfactory progress in terms of grades and GPA. The Graduate School requires that students maintain a minimum graduate GPA of 3.00 in all graduate-level work (300 or above, excluding research, audit, credit/no credit, and pass/fail courses) taken as a graduate student unless probationary admission conditions require higher grades. The Graduate School also considers Incomplete (I) grades to be unsatisfactory if they are not removed during the subsequent semester of enrollment; however, the instructor may impose an earlier deadline.

A student may be placed on probation or suspended from the Graduate School for low grades or for failing to resolve incompletes in a timely fashion. In special cases the Graduate School permits students who do not meet these minimum standards to continue on probation upon recommendation and support of their advisor.

Graduate School's information on satisfactory progress, GPA, probation, incomplete grades:
https://grad.wisc.edu/documents/satisfactory-progress/

5.1.8 **Seminar Requirement**. The Animal Sciences Graduate seminar features outside speakers, UW Faculty, and Animal Sciences graduate students presenting their research or defending their thesis. This course is held on Tuesday mornings during the Fall semester from 11:00 am – 12:00 pm. Attendance is

required at this seminar series by all Animal Sciences graduate students. Master's Degree students are required to register for the Animal Sciences Graduate Seminar for credit once. Although attendance is required, registering for the seminar for credit is done the semester a student presents.

5.1.9 **Course Work MS** This program provides the opportunity to tailor a curriculum of advanced coursework and research to fit the needs of each student. Students may acquire a general overview of Animal Sciences or may focus on a specialized subject area in breeding and genetics, nutrition, endocrinology and reproductive physiology, or meat science and muscle biology. The coursework master's program must meet the requirements of the department as well as the requirements for the Graduate School. Full-time students can expect to complete the MS degree in about two years. The MS program can also accommodate part-time students with consequent increased time to degree. The coursework master's degree is a terminal degree and completion of this degree does not allow automatic admission to a Ph.D. program.

5.2 **PhD**

5.2.1**Committee Composition**. Your Committee members advise and evaluate satisfactory progress, administer your final oral examination, evaluate your thesis, and sign your degree warrant. Your advisor chairs the committee. The final warrant request which includes committee membership must be submitted to the Graduate School at least three weeks before the examination date.

PhD thesis committees must have at least 4 members representing more than one graduate program, 3 of whom must be UW-Madison Graduate Faculty or former UW-Madison Graduate Faculty up to one year after resignation or retirement. At least one of the 4 members must be from outside the Animal Sciences department.

At least 3 committee members of all doctoral/final oral examination committees must be designated as readers.

The required 4th member of a doctoral committee/final oral examination committee, as well as any additional members, all retain voting rights. They may be from any of the following categories, as approved by the students committee: graduate faculty, faculty from a department without a graduate program, academic staff (including emeritus faculty), visiting faculty, faculty from other institutions, scientists, research associates, and other individuals deemed qualified by the students graduate committee.

To receive a doctoral degree, students cannot receive more than one dissenting vote from their committee on the final degree warrant

5.2.2 **Learning Goals**. Regardless of whether an individual is awarded a master's degree, the doctoral level learning goals are inclusive of the master's level learning goals. Research-based doctoral programs culminate in a dissertation. Additionally, students receiving a doctoral degree from the Graduate School are expected to achieve the following learning goals by the end of their degree work.

Knowledge and Skills:

- Articulates research problems, potentials, and limits with respect to theory, knowledge, or practice within the field of study.
- Formulates ideas, concepts, designs, and/or techniques beyond the current boundaries of knowledge within the field of study.
- Creates research that makes a substantive contribution.
- Demonstrates breadth within their learning experiences.
- Advances contributions of the field of study to society.

• Communicates complex ideas in a clear and understandable manner.

Professional Conduct:
• Fosters ethical and professional conduct.

5.2.3 **Departmental Course Requirements and Certification**. Course requirements include a minimum of 51 credits total, including seminar and research (990) credits.

All Animal Sciences PhD students must meet with their research committee during their first year to complete their certification paperwork. Once the committee has approved the certification paperwork the student must turn in the sign copy to the Graduate Coordinator so that it may be reviewed and approved by the Graduate Chair. The certification paperwork must be approved before a student can request their Prelim warrant. Students should meet with their committee once per year.

Certification Form: http://www.ansci.wisc.edu/cgstudentt.html

Any changes to the certification paperwork must be communicated to the Graduate Coordinator and approved by the Graduate Chair.

Students graduating with a PhD in Animal Sciences are expected to have core education in the following areas:

Graduate Department Seminar – two semesters
Physiology or Endocrinology or Reproduction
Biochemistry or Nutrition
Genetics or Breeding
Food Science or Meat Science or Food Safety/Microbiology
Statistics 571, 572 or equivalent
Ethics in science and research training (attachment)
Teaching practicum or Delta or MIU Workshop training or equivalency

Courses taken prior to entering the AS program will be considered as a substitute.

The remainder of the course requirements for the PhD degree in Animal Sciences will be selected to meet the student's specific needs and to ensure breadth and depth as determined through consultation with his/her major professor and members of their committee.

5.2.4 **Depositing Your Dissertation** Students must deposit the dissertation and graduation forms with the Graduate School by the degree deadline date. For information on how to schedule the deposit appointment along with all of the depositing requirements go to “The Three D's: Deadlines, Defending, & Depositing Your PhD Dissertation”.

Three D’s: Deadlines, Defending, & Depositing Your PhD Dissertation
http://www.grad.wisc.edu/education/completedegree/ddd.html.

It may take up to three months after graduation term for a degree to be posted to a student’s record.

5.2.5 **Dissertator Status Requirements**. Dissertator is a unique fee status for students who have completed all requirements for a doctoral degree except for the dissertation. To be eligible for dissertator fee status, a student must:

Pass the preliminary examination;
Satisfy the doctoral minimum graduate residence credit requirement;
Complete all minor requirements;
Complete all program requirements except the dissertation;
Clear all incomplete grades or progress grades in non-research courses (progress grades in 990 research may remain);
Earn at least a 3.0 cumulative graduate GPA;
Return the signed and dated preliminary exam warrant to the Student Services Coordinator.

Dissertator status is effective at the start of the semester following completion of all dissertator requirements for the doctoral degree except for the dissertation. All dissertator requirements must be met before the first day of classes to be a dissertator for any given semester.

Students will receive an email from the Graduate School when they are granted dissertator status. This email contains important information about the rules of being a dissertator. It is very important that students follow all of the rules of being a dissertator otherwise they may lose their dissertator status.

The three most important rules of being a dissertator are:

Students must maintain continuous registration by enrolling for three credits every fall and spring (and summer if funded) until they graduate, otherwise they will be assessed a degree completion fee.
Students enroll for three credits of research or a required departmental seminar; no more than three credits, no less.
Students have five years from the date that they passed prelims to defend and deposit their dissertation. If a student does not meet this requirement they may be required to pass their prelim exam again before they will be allowed to receive their PhD degree.

Questions regarding dissertator status rules and requirements should be directed to the Student Services Coordinator.

5.2.6 **Dissertation Formatting Requirements**. The Animal Sciences department does not have distinct formatting requirements; instead students should follow the Graduate School's requirements which can be found at "A Guide to Preparing Your Doctoral Dissertation".

A Guide to Preparing Your Doctoral Dissertation
http://www.grad.wisc.edu/education/completedegree/pguide.html.

5.2.7 **Enrollment Requirement**. The department requires all funded students to be enrolled full time. For PhD students this means at least 8 credits in the fall and spring term and at least 2 credits in the summer term. Students funded by another department should check with the payroll and benefits coordinator of that department to learn their requirements for enrollment. Unfunded students should follow the Graduate School's rules on enrollment:

Graduate School – Enrollment Policy: https://grad.wisc.edu/documents/enrollment-requirements/

5.2.8 **Final Defense**. When a student has completed the thesis research and has written the dissertation to the satisfaction of their faculty advisor and their committee, the student schedules the Final Oral exam. The oral examination covers the thesis and the general field of the major and minor studies. When the candidate passes the examination, the committee signs the final oral defense warrant. If significant thesis revisions are requested, the committee may wait for these revisions to be completed prior to signing the warrant.

The candidate may not take the final oral examination until all other requirements for the degree have been satisfied.

The student is required to request their final warrant through the Student Services Coordinator at least three weeks before their oral defense.

5.2.9 **Helpful Links for Writing your Research Proposal and Dissertation**.

The UW Writing Center's Writing Handbook: http://writing.wisc.edu/Handbook/index.html

Rules on writing ethics and plagiarism: http://writing.wisc.edu/Handbook/QPA_plagiarism.html

5.2.10 **Minor**. The Animal Sciences department requires PhD students to complete a minor before they can be granted dissertator status. There are two minor options:

Option A External Minor: Requires a minimum of nine credits in a single department/program. Selection of this option requires the approval of the minor department/program. Students interested in an Option A minor should contact the minor department.

Graduate School Minor Information https://grad.wisc.edu/documents/minors/

Option B Distributed Minor: Requires a minimum of nine credits in one or more departments/programs and can include course work in the major department/program. Selection of this option requires the approval of your thesis committee.

Option A minors appear on the transcript with the name of the minor (i.e. Statistics).
Option B minor always appears on the transcript as Distributed.

Minors of interest to Animal Sciences majors may include the following - Option B (distributed):

- Agriculture and Applied Economics
- Agronomy
- Bioinformatics Certificate
- Dairy Science
- Endocrinology-Reproductive Physiology
- Food Science
- Genetics
- Life Sciences Communication
- Molecular and Environmental Toxicology
- Nutritional Sciences
- Statistics

A list of all minors available can be found here http://guide.wisc.edu/graduate/#doctoralminorstext

5.2.11 **Policy on Exceptions to Requirements**. Academic exceptions are considered on an individual case by case basis and should not be considered a precedent. Deviations from normal progress are highly discouraged, but the program recognizes that there are in some cases extenuating academic and personal circumstances. Petitions for course exceptions/substitutions or exceptions to the Satisfactory Progress Expectations (academic or conduct) shall be directed to the Graduate Chair. The following procedures apply to all petitions:

The specific requirement/rule/expectation pertinent to the petition must be identified. The student's academic advisor must provide written support for the petition. All course work substitutions and equivalencies will be decided by the Graduate Chair and committee.

More generally, the Graduate Chair, in consultation with the student's advisor and committee, may grant extensions to normal progress requirements for students who face circumstances as noted in university regulations; this includes childbirth, adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond one's personal control. Where warranted, the petition should provide good evidence of plans and ability to return to conformance with the standard and to acceptably complete the program. The normal extension will be one semester; anything beyond this will be granted only in the event of highly extraordinary circumstances. Extensions will be granted formally with a note of explanation to be placed in the student's file.

5.2.12 **Preliminary Examination**. Each PhD candidate must pass an Oral Prelim Exam. The goals of this exam include a demonstration that a student knows the general background of the topic under study, understands the hypotheses that are being tested by his or her own research, knows the possible impacts of the research, and has developed back up plans should critical aspects of the project fail. In addition to being a demonstration of knowledge, this exam also provides for valuable feedback from the thesis committee on the proposed work and allows the student to better develop a thesis project.

The decision to pass the student for the Oral Prelim, made by the student's research committee, is based on the soundness of the proposal as well as on the student's ability to reason, think critically, and communicate clearly.

The student is required to request their preliminary exam warrant through the Student Services Coordinator at least three weeks before their exam.

Dissertator status is granted after successful completion of all coursework requirements, the qualifying exam, and the preliminary exam.

**Detailed Procedure:**

1. Schedule a prelim meeting date with your graduate committee.
2. At least three to four weeks prior to the meeting, submit a request for the Preliminary Examination warrant to Kathy Monson, graduate program coordinator.
3. Submit your research proposal to all members of your graduate committee at least two weeks prior to the meeting. You and your faculty mentor are expected to discuss the objectives of the proposal, the concepts to be addressed in your experimental design, and the format.
4. At your prelim meeting, present a PowerPoint or oral summary of your research proposal. You will then defend your proposal to your committee. The committee will sign your warrant if you have passed.
5. Submit the signed warrant to Kathy Monson, graduate coordinator, to obtain additional signatures. You will be a dissertator at the beginning of the following semester, so designated and officially informed by the Graduate School in an email addressed to you and copied to Kathy Monson.

**ENROLLEMENT REMINDER**: As a dissertator, you must register for 3 graduate level credits each semester in order to maintain continuous registration. You must be registered during the semester in which you finish your degree.

5.2.13 **Progress Toward Degree**. The purpose of the annual committee meetings is to provide guidance and encouragement so the student can complete their PhD research in a timely manner. If, at any point, the thesis committee believes sufficient progress is *not* being made or is unlikely to be made, it may recommend the student's dismissal from the Program.

Graduate School Five-Year Rule: Students have five years from the date of passing their preliminary exams to successfully complete a final oral examination and deposit their theses with the Graduate School. Students who fail to meet this deadline are required by the Graduate School to take another preliminary exam and be admitted to candidacy for a second time.

Exceptions to this rule must be requested in writing by the student's advisor to the Graduate School, explaining the circumstances of the delay. Few exceptions are granted.

5.2.14 **Satisfactory Progress**. The department of Animal Sciences follows the Graduate School's guidelines regarding satisfactory progress in terms of grades and GPA. The Graduate School requires that students maintain a minimum graduate GPA of 3.00 in all graduate-level work (300 or above, excluding research, audit, credit/no credit, and pass/fail courses) taken as a graduate student unless probationary admission conditions require higher grades. The Graduate School also considers Incomplete (I) grades to be unsatisfactory if they are not removed during the subsequent semester of enrollment; however, the instructor may impose an earlier deadline.

A student may be placed on probation or suspended from the Graduate School for low grades or for failing to resolve incompletes in a timely fashion. In special cases the Graduate School permits students who do not meet these minimum standards to continue on probation upon recommendation and support of their advisor.

Graduate School's information on satisfactory progress, GPA, probation, incomplete grades:
https://grad.wisc.edu/documents/satisfactory-progress/

5.2.15 **Seminar Requirement**. The Animal Sciences Graduate seminar features outside speakers, UW Faculty, and Animal Sciences graduate students presenting their research or defending their thesis. This course is held on Tuesday mornings during the Fall semester from 11:00 am – 12:00 pm. Attendance is required at this seminar series by all Animal Sciences graduate students. PhD students are required to register for the Animal Sciences Graduate Seminar for credit twice. Although attendance is required, registering for the seminar for credit is done the semester a student presents.

5.2.16 **Teaching Requirement**. All students in the Animal Sciences PhD program are required to complete a Teaching Practicum, usually Animal Sciences 799. Each student is expected to work with their faculty advisor to identify an opportunity within the department for the student to engage in teaching. This requirement is broadly defined, and could include assisting an Animal Science faculty member with their classroom teaching or TA'ing in a course outside of the Animal Sciences department.

5.2.17 **Thesis and Final Examination** The original research conducted by the candidate must be summarized in a thesis. A Final Examination will be given after the completion of the thesis. The thesis must be submitted to the examining committee two weeks before the examination. The candidate is required to present an exit seminar on their dissertation research and to subsequently defend the thesis orally. The thesis must be acceptable from both scientific and literary standpoints. The mentoring committee administers the thesis defense, through both the seminar, which is open to the public, and the defense.

# 6. DISCLIPLINE REQUIREMENTS

## 6.1 **Animal Breeding & Genetics**

Graduate study in Animal Breeding and Genetics can be pursued in a variety of areas including, but not limited to, theoretical quantitative and statistical genetics, molecular genetics, bioinformatics and functional genomics. Given the diversity of areas of study, there is no single program of coursework specified for students in this field.

### 6.1.1 **Discipline Requirements**. (for both MS and PhD students)

Animal Sciences 951 - Seminar in Animal Genetics and Genomics, every semester
Genetics 466 – General Genetics (or equivalence)
Statistics 571 – Stat Meth for Bioscience

**PhD students with a quantitative bent are also required to complete:**
Animal Sciences 610 - Quantitative Genetics (Animal Sciences/Genetics 610)
Animal Sciences 875 - Linear Models for Quantitative Geneticists
Animal Sciences 875 - Molecular Genetics for Animal Breeding

### 6.1.2 **Faculty**. Faculty from both the Departments of Animal Sciences and Dairy Science are members of the Animal Breeding and Genetics program, and all are listed subsequently.

Hasan Khatib, Professor. Infertility has become a challenge in many mammalian species. In humans, about 15% of couples fail to conceive within the course of a year of unprotected sex. Within the United States, 11.0 % of women ages 15-44 have impaired fecundity and about 6% are infertile. Assisted reproductive technologies have become well developed and utilized to overcome some of the challenges of infertility. However, assessment of embryo quality and potential of in vivo and in-vitro produced embryos is largely based on morphology which is often not indicative of the embryo's ability to establish a pregnancy. Thus, the objectives of my research are to identify and characterize genes and epigenetic markers as predictors of embryo development using non-invasive methods. We are investigating the roles of imprinted genes and epigenetic modifications in early embryonic development. Another focus of my research is the study of the effects of maternal nutrition on the transcriptome and epigenome of the offspring. Methods used in our lab include genome-wide association studies, RNA-Seq, DNA methylation, CRISPR, microRNAs, and RNAi. hkhatib@wisc.edu, https://sites.google.com/site/hasankhatibslab/home

Brian Kirkpatrick, Professor, Department of Animal Sciences, Department of Dairy Science. Mapping genes contributing to variation in reproduction and health in cattle and other species. Special emphases are genetics of ovulation rate and twinning rate in the area of reproduction and genetics of susceptibility and resistance to infection by Mycobacterium avium subsp. paratuberculosis (causative pathogen for Johne's disease) in cattle in the area of health. bwkirkpa@wisc.edu, http://ansci.wisc.edu/twin/index.html

Guilherme J. M. Rosa, Professor, Department of Animal Sciences and Department of Biostatistics and Medical Informatics. Quantitative genetics and genomics; Bayesian inference and Monte Carlo methods applied to genetics; Experimental design for genetics and genomics studies; Genome-enabled prediction of complex traits; Causal inference in observational studies. grosa@ansci.wisc.edu

Kent Weigel, Professor, Department of Dairy Science. Genetic and genomic selection of dairy cattle, including the development and evaluation of statistical models for predicting genomic breeding values, imputation of missing genotypes, cost-effective strategies for genotyping cows in commercial herds, use of genomic information to manage replacement heifer inventories, and development of programs to select

for feed efficiency and other key dairy traits that are difficult or expensive to improve through traditional breeding schemes. kweigel@wisc.edu

6.2 **Endocrinology-Reproductive Physiology Emphasis**

The endocrinology-reproductive physiology area ranges from hormonal studies with livestock, primates, and laboratory animals to biochemical studies at the cellular level. These studies include mechanism of gene action, physiological genetics, in vitro maturation, fertilization, embryo development, cloning and gene transfer, neuro-endocrinology, and the environmental and genetic control of puberty and postpartum anestrus.

6.2.1 **Discipline Requirements**. Select one course from each section A, B and C.

A. Statistics 571- Statistical Methods for Bioscience I
B. Animal Science 875- Endocrine Physiology
   Biochemistry 630- Cellular Signal Transduction Mechanisms
C. Biomolecular Chemistry 503- Human Biochemistry
   Biomolecular Chemistry 704- Comprehensive Human Biochemistry
   Biochemistry 507 & 508- General Biochemistry

Additional Course Requirements:

D. Advanced Biochemistry
E. Animal Science 954- Endocrinology-Reproductive Physiology Seminar
F. Technical Writing
G. Advanced Statistics
H. Advanced Endocrinology
I. Advanced Reproduction
J. Advanced Topic Course (Select 1 course)
   Gamete and Embryo Biology
   Reproductive Patterns
   Selected Topics in Endocrinology-Reproductive Physiology
   Pregnancy, Parturition, and Lactation

6.2.2 **Faculty**.

Hasan Khatib, Professor. Infertility has become a challenge in many mammalian species. In humans, about 15% of couples fail to conceive within the course of a year of unprotected sex. Within the United States, 11.0 % of women ages 15-44 have impaired fecundity and about 6% are infertile. Assisted reproductive technologies have become well developed and utilized to overcome some of the challenges of infertility. However, assessment of embryo quality and potential of in vivo and in-vitro produced embryos is largely based on morphology which is often not indicative of the embryo's ability to establish a pregnancy. Thus, the objectives of my research are to identify and characterize genes and epigenetic markers as predictors of embryo development using non-invasive methods. We are investigating the roles of imprinted genes and epigenetic modifications in early embryonic development. Another focus of my research is the study of the effects of maternal nutrition on the transcriptome and epigenome of the offspring. Methods used in our lab include genome-wide association studies, RNA-Seq, DNA methylation, CRISPR, microRNAs, and RNAi. hkhatib@wisc.edu, https://sites.google.com/site/hasankhatibslab/home

John Parrish, Professor. The goals of the Parrish lab are to understand why males differ in fertility and how climate impacts spermatogenesis and male fertility. The experimental models used include the bovine, porcine and equine. Several approaches are being used to determine why males differ in fertility. One

approach is to examine the mechanisms of sperm capacitation focusing on the regulation of intracellular calcium, pH and cAMP within sperm. Another approach has been to examine how bovine sperm interact with oviduct cells in vitro to induce capacitation and maintain sperm viable for extended lengths of time. The third approach is to examine how sperm nuclear shape is related to fertility. In this approach novel methods have been developed to quantify sperm nuclear shape with Fourier Harmonic Analysis. The last approach is to examine how scrotal insulation affects spermatogenesis, sperm nuclear shape, fertility of sperm, and genomic control of this process. This approach simulates effects of heat stress on the male and can be used to test drugs or procedures that potentially impact response of males to heat stress. parrish@ansci.wisc.edu

6.3 **Meat Science & Muscle Biology**

6.3.1 **Discipline Requirements**. Courses to be taken as graduate student at UW-Madison (maximum 12 credits for M.S. and 15 credits for Ph.D. per semester):

Anatomy 619 - Microscopy of Life
Animal Sci 305* - Introduction to Meat Science and Technology
Animal Sci 508* - Poultry Products Technology
Animal Sci 515* - Commercial Meat Processing
Animal Sci above 500 - Other Animal Science courses
Biochemistry 501 - Introduction to Biochemistry
Biochemistry 507 - General Biochemistry
Biochemistry 508 - General Biochemistry
Biochemistry 510 - Biochemical Principles of Human and Animal Nutr.
Biochemistry 550 - Topics in Medical Biochemistry
Biochemistry 601 - Protein and Enzyme Structure and Function
Biochemistry 620 - Eukaryotic Molecular Biology
Biochemistry 624 - Mechanisms of Enzyme Action
Biochemistry 630 - Cellular Transduction Mechanisms
Biochemistry 636 - Crystallography and Dynamics
Biochemistry 660 - Methods in Biochemistry
Biochemistry 711 - Sequence Analysis
Biomol. Chem. 710 - Exploring Biochemical Functions of Macromolecules
Chemistry 565 - Biophysical Chemistry
Chemistry 621 - Instrumental Analysis
Food Sci 410 - Food Chemistry I
Food Sci 412 - Food Analysis
Food Sci 432 - Principles of Food Preservation
Food Sci 440 - Principles of Food Engineering
Food Sci 464 - Statistics for Food Industry Quality Control
Food Sci 512 - Principles of Food Chem Lab
Food Sci 514 - Integrated Food Functionality
Food Sci 532 - Integrated Food Manufacturing
Food Sci 542 - Food Engineering Operations
Food Sci 550 - Food Fermentations
Food Sci 600 - Professional Practice in Food Science
Food Sci 610 - Food Proteins
Food Sci 642 - Food and Pharmaceutical Separations
Food Sci 650 - Advanced Microbiology of Foodborne Pathogens
Food Sci 710** - Chemistry of Food Lipids
Food Sci 718 - Colloid Chemistry of Foods

Microbiol 324 - Food Bacteriology Laboratory
Microbiol 325 - Food Bacteriology
Microbiol 526 - Physiology of Microorganisms
Microbiol 527 - Physiology of Microorganisms Laboratory
Microbiol 528 - Immunology
Microbiol 607 - Advanced Microbial Genetics
Microbiol 650 - Advanced Microbiology of Foodborne Pathogens
Path-Bio 500 - Molecular Biology Techniques
Statistics 571*** - Statistical Methods for Bioscience I
Statistics 572 - Statistical Methods for Bioscience II
Zoology 430 - Comparative Anatomy of Vertebrates
Zoology 470 - Introduction to Animal Development
Zoology 570 - Cell Biology
Zoology 611 - Comparative and Evolutionary Physiology
Zoology 612 - Comparative and Evolutionary Physiology Lab

* Only one course from the group of AS305, AS 508, and AS 515 courses can be counted towards the credit load required in this section.
** Required of Ph.D. candidates.
*** Required if an equivalent statistics course was not taken previously.

6.3.2 **Faculty**

Jim Claus. Research interests are in four distinct areas of muscle food: 1. Improvement in meat tenderness, 2. Muscle pigment chemistry as related to meat color, 3. Technology for the development of low-fat processed meats, 4. Textural defects in sectioned and formed poultry products. clausjr@ansci.wisc.edu

Mark Richards. The role of lipid oxidation in the quality of muscle foods. Understanding the mechanisms of lipid oxidation in food systems is crucial for developing novel strategies for inhibition of lipid oxidation. We are interested in the role that blood components such as hemoglobins and myoglobins play in mediating lipid oxidation. mprichards@ansci.wisc.edu

Jeff Sindelar. Quality, safety, and sensory characteristics of processed meats. Use of non-meat ingredients for functionality - ie inhibition of pathogenic bacteria, improved sensory characteristics. jsindelar@wisc.edu, https://fyi.uwex.edu/meats/

6.4 **Nutrition**

The Nutrition program in the Animal Sciences Department takes a comprehensive view of animal nutrition. Our focus is on the whole animal. Studies range from applied animal feeding trials to basic studies on the metabolism of nutritive and non-nutritive components of diets. Studies can be directed toward molecular and cellular systems as well as integrated whole animal metabolism with an emphasis on quantitation and regulation. Animal models are developed for studies focused on metabolic, nutritional, and biochemical disorders in animals and humans. Two general themes exist. One theme focuses on monogastric animals and is closely linked to the Interdepartmental Graduate Program in Nutritional Sciences (IGPNS). The other theme focuses on ruminant animals and is integrated with professors and courses in the departments of Animal Sciences and Dairy Science and IGPNS.

6.4.1 **Discipline Requirements**

Recommended courses for the M.S. degree
1. Statistics, 4 cr ea (571, 572)
2. Laboratory course, 2 to 3 cr (e.g. Biochem 651, 660 or PathBio 500)
3. Science presentation seminar, 1 cr ea (AS 931, 2 sem)
4. Application of Monogastric Nutrition Principles, 2 cr (AS 415)
5. Ruminant Nutrition, 2 cr (AS 414)
6. Experimental Diet Design, 1 cr (AS 626)
7. Biochemical Principles of Human and Animal Nutrition, 3 cr (NS 510)

Recommended courses for the Ph.D. degree:
1. IGPNS Animal Nutrition Emphasis Group seminar, 1 cr/semester (AS 931, each sem.)
2. Intermediary Metabolism of Macronutrients, 3 cr. (NS 619)
3. Minerals, 1 cr. (NS 623)
4. Vitamins,1 cr. (NS 627)
5. Ruminant Nutritional Physiology I & II, 4 cr ea (AS 875)
6. Animal Physiology, 4 cr. each (SVM Comp. Biosci. 506 and 551).

These degree programs are supported by the Animal Nutrition Emphasis Group in the IGPNS program (http://www.nutrisci.wisc.edu/GradProgram/animal_overview.html). Animal Sciences faculty members also have the option of offering an M.S. or Ph.D. degree in Nutritional Sciences as members of the Animal Nutrition Emphasis Group in IGPNS.

6.4.2 **Faculty**

Thomas D. Crenshaw, Professor and Chair. Swine nutrition, macro-minerals. Interrelationships of dietary mineral balance with skeletal and renal systems of homeostasis. tdcrensh@wisc.edu

Jess D. Reed, Professor. Phytochemistry of food and livestock feeds and effects of phytochemicals on animal and human health and nutrition. Nutritional interventions in cardiovascular disease. (Also IGPNS, Food Science, International Agriculture, and Molecular and Environmental Toxicology Center) jdreed@wisc.edu

Daniel M. Schaefer, Professor. Beef cattle nutrition and rumen microbiology. Pasture forage species evaluation and utilization by beef cattle. dmschaef@wisc.edu

Dhanu Shanmuganayagam, Assistant Professor. Focused on the development and utilization of novel swine models of human disease for elucidating mechanisms and discovering targets for development of diagnostic and therapeutic technologies. The genetic proximity of swine to humans and the overwhelming similarities in anatomy, physiology, and nutrition make swine the ideal model for preclinical studies of the interaction between genetics and nutrition as it relates to diseases. I believe that the use of such highly translational models accelerate the rate at which discoveries can be developed into applications and technologies that benefit human and animal health. dshanmug@wisc.edu

# 7. DOCTORAL MINOR (TAKEN BY STUDENTS OUTSIDE THE PROGRAM)

7.1 **Name of Doctoral Minor:** Animal Science

7.2 **Overview**

Any student enrolled in a UW–Madison doctoral program can pursue a doctoral minor in Animal Sciences. The doctoral minor offers substantial and systematic training in the field of Animal Sciences and can be tailored to a student's specific interests. A doctoral minor in Animal Sciences is an excellent way to gain training in research methods as well as in substantive topical areas related to Animal Sciences that can be applied to one's research field and to one's teaching.

7.3 **Requirements**

Graduate students who wish to pursue an Option A external minor in Animal Sciences should consult the graduate coordinator or Chair of the Graduate Committee of the department. Courses should be chosen in consultation with the student's departmental advisor and submitted for approval to Animal Sciences before they are taken. A student may earn a doctoral minor in Animal Sciences with 9 credits, if all 9 credits are in graduate-level courses pre-approved by Animal Sciences. Students are expected to achieve a B or better in all courses used for the minor. Directed study courses do not count toward the minor nor do audits or pass/fail courses. The original approved copy of the course list must be submitted to the Graduate School office at the time of the request for the preliminary exam warrant.

# 8. DEPARTMENTAL COMMITTEES

The Department of Animal Sciences has several standing committees. These committees are appointed annually by the Department Chair, and frequently include one or more graduate student members. Graduate students frequently provide fresh new ideas which assist committees in their duties. At the same time, involvement with these committees can provide students with valuable experience regarding the operations of the University and Department. Graduate students interested in serving on various departmental committees should let their interests be known to the Chair of the Animal Sciences Department.

## 8.1 **Undergraduate**

Act on undergraduate appeals, make scholarship recommendations, oversee curriculum and extracurricular activities, and assess quality of our undergraduate program.

## 8.2 **Graduate**

Certification of student programs; approve changes, develop recommendation for minimum course work and required courses, review and recommend graduate teaching requirements, evaluate preliminary examination format; evaluate courses proposed by students and/or advisors to applicability for Animal Sciences major, oversee allocation of 101-4 research assistantship funding; deal with special request and situations, determine admissibility of applicants, recommend modifications of program entrance requirements, organize recruitment activities.

## 8.3 **Nominations**

Initiate and coordinate actions to nominate faculty and staff for awards.

## 8.4 **IT and Departmental Marketing**

Enhance communication with prospective students, alumni and the public, solicit material from faculty and staff for posting on the website, propose and implement initiatives. Evaluate and recommend policies regarding staffing, hardware and software that pertain to departmental information technology infrastructure, monitor computer security procedures.

## 8.5 **Academic Quadrathlon**

Coordinate annual on-campus Academic Quadrathlon competition and participation in Midwest ASAS Academic Quadrathlon completion.

# 9. DEPARTMENT FACILITIES

## 9.1 **After Hours**

If you are in the Animal Sciences building after regular hours, you may encounter University security/police personnel. University security/policy will ask to see your campus ID and building/lab keys; make sure to carry your ID and keys with you always after-hours.

## 9.2 **Fax Machine**

A department facsimile machine (for work related purposes only) is generally available in the Animal Sciences office. Check with your advisor or the department staff for specific department requirements on sending and receiving faxes.

## **9.3 IT Help**

In addition to the CALS Computer Lab, the department has two IT resource people available to help with most desktop/lap top issues, installing software, and general trouble shooting. Minh Ngo, room 253, 263-4302, mqngo@wisc.edu, and Steve Switzer, room 251, 262-6005, sswitzer@wisc.edu

## 9.4 **Mail, Fed-Ex, UPS**

There are specific shipping requirements in place for various types of mailings. There are also special requirements for items being shipped on dry ice. Check directly with the carrier you are using or the Animal Sciences department office for specific packaging/mailing requirements, drop areas for Federal Express or UPS, and time of pick up and drop off. When shipping Fed-Ex or UPS, please print a copy of your receipt, and turn this in with a fund number to the Animal Sciences office.

## 9.5 **Photocopies**

Photocopy machines are available to students and are to be used for program business only. It is likely that your advisor has a copy code that must be entered into the copy machine before it will work. Please see anyone in the Animal Sciences office for instructions and codes.

## 9.6 **Poster Printing**

Poster printing is available to Animal Sciences students. Printing charges will be billed to the PI. Requests for poster printing must be scheduled at least 24 hours in advance of pick up by making an appointment in with Minh Ngo in room 253, Animal Sciences.

All posters must be created in PowerPoint. NO EXCEPTIONS. Background must be white. Width not to exceed 56 in., height not to exceed 40 in. Posters should be brought to Minh Ngo, room 253, on a CD, USB flash drive or e-mail to mqngo@wisc.edu. Sample posters will be printed if requested.

Posters can also be printed at the Digital Media Center (DMC) on campus. http://www.doit.wisc.edu/about/organization/academic-technology/design-development/digital-media-center/

## 9.7 **Reserving Rooms**

The Animal Sciences department has several rooms available for use. Rooms must be reserved through the Animal Sciences Room Reservation site https://ansci.bookedscheduler.com/Web/ The Stock Pavilion and Lab/Classroom 134 must be reserved through the Animal Sciences department, please see Kathy Monson for reservations on these two rooms.

The two campus controlled classrooms 209 and 212 are reserved through the Curricular Services Office. Kathy Monson in the Animals Sciences office can help reserve these.

## 10. GRADUATE FACULTY

**Ralph Albrecht, Professor,** Depar. Animal Sciences; Pediatrics; Pharmaceutical Sci. 1046 Animal Science Bldg., 608.263.3952 fax: 608.262.5157, albrecht@ansci.wisc.edu
*Immunology & Cell Biology - Synthesis and use of nano-particles in research and medicine.*

**James R. Claus, Professor,** Department of Animal Sciences; Dept of Food Science Meat Science & Muscle Biology Laboratory, 1805 Linden Drive West. 608.262.0875 fax:608.265.3110
clausjr@ansci.wisc.edu, *Meat Science - Muscle pigment chemistry; Improved sensory attributes of meat.*

**Thomas Crenshaw, Professor,** Department of Animal Sciences
1156 Animal Science Bldg., 608.263.4423 fax: 608.262.5157, tdcrensh@wisc.edu
*Nutrition - Swine nutrition; bone & cartilage growth.*

**Hasan Khatib, Professor,** Department of Animal Sciences
632 Animal Science Bldg., 608.263.3484 fax: 608.262.5157. hkhatib@wisc.edu
*Genetics - Molecular genetics of infertility and Nutritional epigenomics.*

**Brian Kirkpatrick, Professor,** Department of Animal Sciences
646 Animal Science Bldg., 608.263.4323 fax: 608.262.5157, bwkirkpa@wisc.edu
*Genetics - Molecular genetics of twinning; genetic regulation of disease.*

**John J. Parrish, Professor,** Department of Animal Sciences
714 Animal Science Bldg., 608.263.4324 fax: 608.262.5157, parrish@ansci.wisc.edu
*Reproduction - Male reproduction & fertility; effects of climate change on spermatogenesis.*

**Jess D. Reed, Professor,** Department of Animal Sciences
1134 Animal Science Bldg., 608.263.4310 fax: 608.262.5157, jdreed@wisc.edu
*Nutrition - Phytochemistry and Health; Mucosal immunity.*

**Mark P. Richards, Professor,** Department of Animal Sciences; Dept of Food Science
Meat Science & Muscle Biology Laboratory, 1805 Linden Drive West, 608.262.1792 fax: 608.265.3110
mprichards@ansci.wisc.edu, *Meat Science - Lipid oxidation in muscle; Anti-oxidant mechanisms.*

**Guilherme Rosa, Professor,** Department of Animal Sciences
460 Animal Science Bldg., 608.263.8617 fax: 608.262.5157, grosa@wisc.edu
*Genetics - Data analysis of observational data; genomic prediction of traits*

**Daniel Schaefer, Professor,** Department of Animal Sciences
1146 Animal Science Bldg., 608.263.4513 fax: 608.262.5157,
schaeferd@ansci.wisc.edu
*Nutrition - Beef Cattle Nutrition - grazing systems, co-product use, animal well-being*

**Dhanansayan Shanmuganayagam, Assistant Professor,** Department of Animal Sciences
666 Animal Science Bldg., 608.890.1332 fax: 608.890.1332, dshanmug@wisc.edu
*Physiology & Nutrition - Development & utilization of novel swine models of human disease*

**Jeffrey Sindelar, Associate Professor,** Department of Animal Sciences
Meat Science & Muscle Biology Laboratory, 1805 Linden Drive West, 608.262.1792 fax: 608.265.3110
jsindelar@wisc.edu - *Meat Science - Alternative curing of processed meats; Food safety*

# 11. GRADUATE STUDENT APPOINTMENTS

All graduate students, regardless of their source of funding, are expected to conduct research towards their M.S. thesis report or their Ph.D. dissertation, and to assist their major professor's research project as requested. Contact with a diversity of research projects during graduate training enhances professional growth.

Applicants or enrolled students with superior academic records may be considered for graduate fellowships. Brief descriptions of the types of appointments are given below.

## 11.1 **Research Assistantships**

Appointment as a Research Assistant is the most common type of appointment in the Animal Sciences Department. RAs are appointed on an Annual basis for a 12-month period with compensation established on a university-wide basis each year. Research Assistantships range anywhere from 33.33% to 50%. RAs are required to carry a full graduate load of at least eight credits per semester and two credits during the summer session.

## 11.2 **Teaching Assistantships**

The Animal Sciences Department has a few TA appointments each semester. The TA assists in classroom instruction under the direction of a faculty member with duties that include preparing of instructional materials, directing labs, grading lab exercises and exams, etc.

## 11.3 **Fellowships and Scholarships**

Several University, College, National, and special fellowship and scholarship programs are available for outstanding students. Application procedures, deadlines, qualifications, etc. may be obtained from the Graduate School Fellowships website, http://grad.wisc.edu/studentfunding/types. Many of the fellowships require Departmental nomination. Fellows do not have specific job responsibilities, but are expected to participate in their advisor's research program. The student and advisor should discuss the extent of this involvement at the time the student initiates graduate training.

## 11.4 **Program/Project Assistantships**

A graduate student maybe employed to assist with research, training, or other programs and projects undertaken by the funding professor not directly associated with his or her thesis project.

# 12. GRIEVANCE PROCEDURES & REPORTING MISCONDUCT AND CRIME

## 12.1 **Grievance Procedures**

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc.). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information see the Graduate School Academic Policies & Procedures: Grievances & Appeals: https://grad.wisc.edu/documents/grievances-and-appeals/

Procedures for proper accounting of student grievances:

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the program's Grievance Advisor or Director of Graduate Study to discuss the grievance. The Grievance Advisor or Directory of Graduate study will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Equity and Diversity website: https://oed.wisc.edu/
3. Other campus resources include

- The Graduate School – https://grad.wisc.edu
- McBurney Disability Resource Center – https://mcburney.wisc.edu
- Employee Assistance Office – https://eao.wisc.edu
- Ombuds Office – https://ombuds.wisc.edu
- University Health Services – https://www.uhs.wisc.edu

4. If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.
5. On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
6. The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
7. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the School/College.
8. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: https://grad.wisc.edu/documents/grievances-and-appeals/

## 12.2 **Reporting Misconduct and Crime**

The campus has established policies governing student conduct, academic dishonesty, discrimination, and harassment/abuse as well as specific reporting requirements in certain cases. If you have a grievance regarding

unfair treatment towards yourself, please reference the procedures and resources identified above. If you learn about, observe, or witness misconduct or other wrongdoing you may be required to report that misconduct or abuse. Depending on the situation, it may be appropriate to consult with your advisor, Graduate Program Coordinator, or other campus resources.

12.2.1 **Academic Misconduct Reporting**

If you know a classmate is cheating on an exam or other academic exercise, notify your professor, teaching assistant or proctor of the exam. As a part of the university community, you are expected to uphold the standards of the university. Also, consider how your classmate's dishonesty may affect the overall grading curve and integrity of the program.

12.2.2 **Bias/Hate Reporting and Response to Incidents of**

The University of Wisconsin-Madison values a diverse community where all members are able to participate fully in the Wisconsin Experience. Incidents of Bias/Hate affecting a person or group create a hostile climate and negatively impact the quality of the Wisconsin Experience for community members. UW-Madison takes such incidents seriously and will investigate and respond to reported or observed incidents of bias/hate. Please find full details at https://grad.wisc.edu/documents/harassment/

https://doso.students.wisc.edu/services/bias-reporting-process/

12.2.3 **Child Abuse Reporting**

As a UW-Madison employee (under Wisconsin Executive Order #54), you are required to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment, the employee observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur. Volunteers working for UW-Madison sponsored programs or activities are also expected to report suspected abuse or neglect. Please find full details at https://oed.wisc.edu/ (midway down, right hand side)

12.2.4 **Research Misconduct Reporting**

The University of Wisconsin-Madison strives to foster the highest scholarly and ethical standards among its students, faculty, and staff. Graduate students and research associates are among the most vulnerable groups when reporting misconduct because their source of financial support and the progress in their careers may be at risk by raising questions of wrongdoing. They are also often the closest witnesses to wrongdoing when it occurs and therefore must be appropriately protected from the consequences of reporting wrongdoing and be informed of their rights. Please find full details at research.wisc.edu/respolcomp/resethics/

12.2.5 **Sexual Assault Reporting**

UW-Madison prohibits sexual harassment, sexual assault, dating violence, domestic violence, and stalking. These offenses violate UW-Madison policies and are subject to disciplinary action. Sanctions can range from reprimand to expulsion from UW-Madison. In many cases, these offenses also violate Wisconsin criminal law and could lead to arrest and criminal prosecution.

Students who experience sexual harassment, sexual assault, domestic violence, dating violence, and/or stalking have many options and services available to them on and off campus, including mental health counseling, victim advocacy and access to the criminal and campus disciplinary systems. For a list a confidential support and reporting options, please visit https://www.uhs.wisc.edu/prevention/violence-prevention/resources/

Faculty, staff, teaching assistants, and others who work directly with students at UW-Madison are required by law to report first-hand knowledge or disclosures of sexual assault to university officials for statistical purposes. In addition, disclosures made to certain university employees, such as academic advisors or university administrators, may be forwarded to the campus Title IX coordinator for a response. For more information, please visit https://doso.students.wisc.edu/sexual-assault-dating-and-domestic-violence/

The campus has established policies governing student conduct, academic dishonesty, discrimination, and harassment/abuse as well as specific reporting requirements in certain cases. If you have a grievance regarding unfair treatment towards yourself, please reference the procedures and resources identified above. If you learn about, observe, or witness misconduct or other wrongdoing you may be required to report that misconduct or abuse. Depending on the situation, it may be appropriate to consult with your advisor, Graduate Program Coordinator, or other campus resources (such as the UW Office of Equity and Diversity, Graduate School, Mc Burney Disability Resource Center, Employee Assistance Office, Ombuds Office, and University Health Services).

## 13. INJURY AND ACCIDENT REPORTING

Supervisors and employees shall follow established procedures for reporting accidents. In the absence of specific unit procedures, the following apply.

1. An accident or personal injury emergency should be reported to University Police by dialing 911 from a campus phone. Call 911 for emergency response to spills of hazardous materials that are inhalation hazards or immediate threats to the environment.

2. Employees must report all accidents to the work unit supervisor, whether or not the employee has been injured. If an injury occurs, the employee must complete the Employee's Work Injury and Illness Report http://www.bussvc.wisc.edu/risk_mgt/wc/OSLP-1EmpForm.pdf and the supervisor must complete the Employer's First Report of Injury or Disease https://www.ohr.wisc.edu/polproced/UPPP/1301_B.pdf and the Supervisor's Accident Analysis and Prevention Report, http://www.bussvc.wisc.edu/risk_mgt/wc/wkc-sup.pdf within the specified time.

3. Persons who are not University employees should report an accident and/or injury to the nearest department office or Building Manager, who shall take responsibility for following procedures 1. and 2.

4. Concerns about unsafe building conditions should be reported to the Building Manager. If a rapid response is needed (e.g., ice on steps), the report may be made directly to the Physical Plant Central Answering and Response Services (CARS) at 263-3333.

5. Report any spill or release of hazardous materials to the Safety Department (262-8769). NOTE: If the spill is an inhalation hazard or an immediate threat to the sewer system or exterior environment, notify the fire department Hazmat unit (911).

6. Direct concerns about property or liability insurance coverage to the Risk Management Office (262-0379 or 262-8926).

# 14. MADISON LIFE

## 14.1 **Bicycles**

Madison and Dane County offer hundreds of miles of bicycle routes and paths. Bike maps are available at the Campus Information and Visitor Center, the Memorial Union, or Transportation Services (124 WARF).

Madison City Ordinance requires that all bicycles used within the city boundaries be registered with the Madison Police Department (unless they are registered currently by another municipality). Unregistered bicycles are subject to fines. The registration fee is $10 for four years. You may register your bicycle in person at Transportation Services, 124 WARF, or at the Transportation Information Place at the Memorial Union, or you may register and pay online at http://www.cityofmadison.com/bikemadison/programsregistrationepay.cfm.

Bike racks are located near most buildings on campus as well as in several parking ramps. Any UW employee or student is eligible to rent a bike locker (individual storage units with a security locking system) on a first-come, first-serve basis. The annual cost is $85, but shorter leases (for Fall, Spring, or Summer) are available. The lockers are in various locations around campus. For additional information about biking on campus and related events and issues, contact the UW Bicycle/Pedestrian Coordinator at 263-2969. Madison buses have bike racks for those who combine a bus ride with bicycling.

14.1.1 **B-cycle Moves Madison. -** Madison B-cycle will revolutionize the way you move in the downtown. There are 35 B-cycle stations with 350 bikes throughout Madison's downtown all within close proximity to wherever you need to go. Madison B-cycle members will be able to check out a B-cycle at any B-station, ride to where you need to go, and park it at the closest station to your destination. Need to go somewhere else? Simply check out another B-cycle and start a new trip. https://madison.bcycle.com/

## 14.2 **Community Car – Zipcar**

Zipcar is the local car-sharing network providing cars by the hour or by the day. For more information visit https://www.zipcar.com/universities/university-of-wisconsin-madison

## 14.3 **Campus Info & Visitors Center**

The Campus Information and Visitor Center (CIVC), located at Union South, 1308 W. Dayton Street, or the Memorial Union, 800 Langdon Street, or the Wisconsin Institutes for Discovery, 330 N. Orchard Street, is a student resource providing a directory of campus and community resources and events, an off-campus housing listing service, campus tours, etc. The CIVC sponsors 'AskBucky', a question-and-answer email service with the primary goal of helping UW-Madison students. A good source of additional information is the database of campus and community resources at the link below:

CIVC - http://www.vip.wisc.edu/
AskBucky - https://info.wisc.edu/ask-bucky/

## 14.4 **Housing**

University-owned housing is available to graduate students in the residence halls for single students (262-2522) and in university apartments (priority is given to graduate student families, but some single students live there also).

University apartments, often called Eagle Heights, sponsor various social and cultural events, provide the opportunity for community gardening, and offer on-site child care options for its residents. There is often a waiting list, so early application is suggested; (262-3407).

Most graduate students live off-campus. Many leases for apartments near campus run from August 5th to August 14th. Apartments start advertising vacancies as early as February for the next August. The campus and city newspapers have sections listing apartment rentals. The Campus Information and Visitor Center (CIVC) maintains rental listings for rooms, co-ops, apartments, houses, etc., from around the city.

Now Renting is a free booklet listing various apartment rentals that is published every two weeks (available at the CIVC, the student unions, and at newspaper stands). There are also many websites that provide apartment rental information Apartment Showcase and Start Renting.

It is a good idea to talk to other students to get information about location and cost of housing. You will need to consider parking (if you have a car), proximity to grocery stores, restrictions regarding pets, access to public transportation (parking on campus is very limited), etc.

The Tenant Resource Center, located at 1202 Williamson Street, Suite A can provide guidance on the rental process (257-0006) and, if needed, mediation service (257-2799).

University Housing - http://www.housing.wisc.edu/
Eagle Heights - http://www.housing.wisc.edu/apartments/eagle-heights/
Apartment Showcase - http://www.aptshowcase.com/
Start Renting - http://www.startrenting.com/
Tenant Resource Center - http://tenantresourcecenter.org/

### 14.5 **Media**

The University has an online events calendar that lists lectures, concerts, theater, exhibits, movies, varsity athletic events, workshops, etc. There are two student newspapers The Daily Cardinal and The Badger Herald; both are published weekdays during the academic year and are available at many locations around campus as well as online. The Wisconsin Week, which is published biweekly by the University during the academic year, provides campus news.

Events Calendar – http://www.today.wisc.edu/
The Daily Cardinal – http://www.dailycardinal.com/
The Badger Herald – http://www.badgerherald.com/
UW News – http://www.news.wisc.edu/

### 14.6 **Parking**

Because parking spaces on the Madison campus are limited, they are assigned through a system that is based upon the applicant's rank, seniority, and other factors. Many applicants are disappointed each year. If you wish to park your car on campus you must apply for a permit online: https://transportation.wisc.edu/permits/student-parking/

Temporary parking permits may be purchased at the Parking Office, 610 N. Walnut Street (The WARF building), if spaces are available.

Parking in many lots is unrestricted in evenings and on weekends. Check the signs for details. Lot 36 (next to the Animal Sciences building) is open for parking each evening after 12:30pm until 7:00 am. Parking in restricted areas without an appropriate parking hang tag will result in a ticket.

14.7 **Sports – UW Madison**

Students are eligible to purchase season tickets for football, men's and women's basketball, hockey, and volleyball. Purchase deadlines and prices vary for each sport. Reduced ticket prices for some other varsity sports (volleyball, men's soccer, women's soccer, wresting, and softball) are available by purchasing a Badger Bundle. For ticket information, visit the Ticket Office at Kellner Hall, 1440 Monroe Street, http://www.uwbadgers.com/, or call 1-800-GO-BADGERS.

14.8 **State Parks, Forests, Recreation Areas and Trail**

12.8.1 **City of Madison Parks Division** – http://www.cityofmadison.com/parks/
Madison Parks are for all seasons. No matter the time of year, there is always something to enjoy in Madison Parks. Whether it is a softball game, a round of golf, an outdoor concert, a dip in the pool, a family reunion, an afternoon of ice skating or a quiet hike - Madison Parks has something for everyone. Get out & about in Madison Parks and find your favorite.

12.8.2 **Dane County Parks** - https://parks-lwrd.countyofdane.com
Offers a variety of recreational opportunities for the outdoor enthusiast. Natural environments are venues for quiet getaways as well as unique locations for your special event. Dane County Parks has campground, dog parks, wildlife areas, historical and cultural sites, forests, bike, equestrian and cross-country ski trails.

12.8.3 **Wisconsin Department of Natural Resources** – https://dnr.wi.gov/topic/openoutdoors/
Is your go-to spot for exceptional outdoor recreational opportunities. In their parks and forests, on land and water, you can find your niche or simply enjoy a moment never experienced before. The DNR website is where you will find all the resources you need to camp, fish, hike, picnic, etc.

14.9 **Websites**

Academic Calendar https://secfac.wisc.edu/academic-calendar/
Bursar's Office - http://www.bussvc.wisc.edu/bursar/bursar.html
Campus Info & Visitor Center - http://www.vip.wisc.edu/
City of Madison - http://www.ci.madison.wi.us/
Counseling Services - https://www.uhs.wisc.edu/mental-health/
Dane County - https://www.countyofdane.com/
Dean of Students - http://www.wisc.edu/students/
DoIT - http://www.doit.wisc.edu/
Hoofers - http://www.hoofers.org/
International Student Services - http://iss.wisc.edu/
Madison Maps - http://www.cityofmadison.com/get-around/maps
Madison Metro - http://www.cityofmadison.com/metro/
My UW-Madison - http://my.wisc.edu/
Recreational Sports- http://www.recsports.wisc.edu/
Student Organizations - http://www.cfli.wisc.edu/
Unions - http://www.union.wisc.edu/
UW Libraries - http://www.library.wisc.edu/
UW Sports - http://www.uwbadgers.com/

# 15. OPPORTNITIES FOR STUDENT INVOLVEMENT

As a graduate student at UW-Madison, you have a multitude of opportunities to become involved on campus and in your academic discipline. This involvement enhances your academic, professional, and social development.

15.1 **Animal Science Graduate Student Association (ASGSA) -** The Animal Sciences Graduate Student Association (ASGSA) Promotes communication and professional relationships across disciplines between graduate students involved in animal and dairy sciences, while providing opportunities for leadership and professional development. https://win.wisc.edu/organization/ASGSA

15.2 **Associated Students of Madison (ASM) -** The Associated Students of Madison (ASM) is the campus-wide student governance organization at UW–Madison. Graduate and undergraduate representatives are elected to the 33-member ASM Student Council based on their respective college or school. The student council has regular biweekly meetings open to all students. Learn more here: http://www.asm.wisc.edu/

15.3 **Teaching Assistants' Association (TAA) -** The Teaching Assistants' Association (AFT Local 3220) is the labor union for TAs and PAs at UW-Madison. As a result of decades of organizing and by working together as a union, graduate students at UW-Madison have achieved good health benefits, tuition remission, and many other gains. The TAA is a democratic union run by the members. All key policy decisions are made at monthly membership meetings. Learn more here: http://taa-madison.org/

15.4 **Registered Student Organizations -** There are more than 750 student organizations on campus. The best way to seek out current organizations is to visit the Wisconsin Involvement Network (WIN) website, https://win.wisc.edu/, and visit the Registered Student Organization directory. This list will not include unregistered student organizations, and you may find that there are groups in your department that you would like to get involved with as well. If you are interested in officially registering an organization you are involved, you must register at https://win.wisc.edu/. Once registered through WIN, your organization is eligible for funding from ASM, and your group can reserve rooms in the Union and access other resources.

15.5 **Outreach and Community Connections -** The Wisconsin Idea is the principle that education should influence and improve people's lives beyond the university classroom. For more than 100 years, this idea has guided the university's work. Learn how you can get involved at http://www.wisc.edu/public-service/.

The Morgridge Center for Public Service connects campus with community through service, active civic engagement, community-based learning and research, and more. Explore opportunities at http://www.morgridge.wisc.edu/.

# EMERGENCIES – 911

Information that does not require immediate attention may be reported to any of the following:

To contact UW-Madison Police to file a police report, speak with an officer, or for other general inquiries, call our dispatch center at (608) 264-2677. We do NOT currently offer online reporting — do not email, please call!

The UW-Madison Police Department is open 24 hours a day, 365 days a year. Our main headquarters is at 1429 Monroe Street—across from Camp Randall Stadium, near the intersection of Monroe Street and Randall Avenue. Public parking is available at metered spots.

UW-Madison Police Department
1429 Monroe Street
Madison, WI 53711

Non-Emergency: 608-264-2677
Fax: 608-262-9768

Services (more services at http://uwpd.wisc.edu/)
- Wisc Alerts - http://uwpd.wisc.edu/services/wiscalerts/
- Help for Victims & Witnesses - http://uwpd.wisc.edu/services/help-for-victims-and-witnesses/
- Reporting Child Abuse & Neglect - http://uwpd.wisc.edu/services/reporting-child-abuse-neglect/

Staying Safe – http://uwpd.wisc.edu
- Active Shooter
- Badger Watch
- Crime Prevention
- Crime Warning
- Traffic Safety
- Fire Safety
- Campus Emergency Phones
- UW-Madison Threat Intervention
- Drug & Alcohol Education
- Preparing for Emergencies
- Inclement Weather
- Homeland Security & Bomb Threats

Nothing is failsafe, but there are steps you can take to protect yourself from building/office theft:

- Always lock your door, even if you're going to be gone for a short period of time – especially if you're in a building that's open to the public. It takes just seconds for someone to steal your property.
- If you are unable to lock your door, keep valuables in a locked drawer or cabinet. Do not leave them in plain sight or under a desk or coat.
- If you cannot lock your valuables when leaving a room or public area, take them with you, even if you will only be gone for a short period of time.
- Be aware of suspicious activity such as a person trying to open various doors to see if they are unlocked. Report such activity to police immediately.

# 17. PROFESSIONAL DEVELOPMENT AND CAREER PLANNING

UW-Madison offers a wealth of resources intended to enrich your graduate studies and enhance your professional skills. It is expected that you will take full advantage of the resources that best fit your needs and support your career goals. Since our alumni thrive not only in academia but also in industry, corporate, government, and non-profit arenas, we strive to be in-tune, holistic, and innovative our approach to meeting the diverse professional development needs of our students. By actively participating in these professional development opportunities, you will build the skills needed to succeed academically at UW-Madison and to thrive professionally in your chosen career.

## 17.1 **Campus-wide Resources for Professional Development**

In addition to opportunities at the local level, the Graduate School Office of Professional Development and Engagement (OPDE) provides direct programming in the areas of career development and skill building, and also serves as a clearing house for professional development resources across campus. The best way to stay informed is to watch for the weekly newsletter from OPDE, Grad Connections, and to visit the webpage, http://grad.wisc.edu/pd/ for an up-to-date list of events. For example, typical topics covered throughout the year are:

Individual development plans
Planning for academic success
Dissertation writing support
Communication skills
Grant writing
Teaching
Mentoring
Research ethics
Community engagement
Entrepreneurship
Career exploration: academic, non-profit, industry, government, etc.
Job search support
Pursuing postdoctoral training

Be sure to keep a pulse on programs offered by the following campus services as well.

Writing Center http://www.writing.wisc.edu/
Grants Information Collection http://grants.library.wisc.edu/
Student Technology Training (STS) https://at.doit.wisc.edu/training/software-training-for-students/
Delta Program http://www.delta.wisc.edu
Wisconsin Entrepreneurial Bootcamp http://bus.wisc.edu/degrees-programs/non-business-majors/wisconsin-entrepreneurial-bootcamp
WiSolve Consulting Group https://wisolve.org

## 17.2 **Individual Development Plan**

As you begin your graduate school career, an Individual Development Plan (IDP) is an essential tool to help you:

Assess your current skills and strengths
Make a plan for developing skills that will help you meet your academic and professional goals
Communicate with your advisors and mentors about your evolving goals and related skills.

The IDP you create is a document you will want to revisit again and again, to update and refine as your goals change and/or come into focus, and to record your progress and accomplishments. It also serves to start – and maintain – the conversation with your faculty advisor about your career goals and professional development needs.

For graduate students in the natural sciences and engineering, the American Association for the Advancement of Science (AAAS) online tool "myIDP" provides a comprehensive set of materials and exercises that will guide you through the process of self-assessment, career exploration, goal-setting, and implementation of your plan. Set up a free account and create and monitor your IDP at http://myidp.sciencecareers.org.

### 17.3 **Travel to Meetings and Conferences**

An important part of the professional development of graduate student is the participation in professional meetings and conferences. Consult your advisor about the appropriate venues for you to attend. Some advisors may have access to funds to help support travel costs. Students should also explore volunteer opportunities at conferences to offset registration costs. Students who have reached dissertator status are eligible to apply for Vilas Conference Presentation Funds from the Graduate School http://grad.wisc.edu/pd/vilas/conference/.

# 18. RESEARCH SAFETY

Animal research is an indispensable tool for understanding complex living organisms, and many University of Wisconsin–Madison research programs study animals as models of human disease and to explore basic biological processes. The university's commitment to responsible and ethical research conducted under the attention of skilled veterinarians continues a long history of improving human and animal health and well-being.

## 18.1 **Research Animal Resources and Compliance (RARC)**

RARC's animal program assessment specialists are a key resource for investigators, helping them maintain compliance with applicable rules, regulations, and policies to ensure successful research projects. We help labs prepare for AAALAC visits, work with USDA inspectors, provide information and guidance on compliance with DEA regulations, and perform focused protocol reviews.

Anyone with a UW NetID may take an RARC open-access course. Individuals must be listed as research or teaching staff on an approved protocol to sign up for RARC closed-access courses. Staff members unsure of their status on a protocol should contact the principal investigator. Training Records shows what courses protocol members are required to complete.

For answers to training questions or concerns, contact an RARC trainer.

## 18.2 **Biological Safety**

Office of Biological Safety
608-263-2037
biosafety@fpm.wisc.edu

The UW-Madison Office of Biological Safety (OBS) assists all faculty and staff in observing safe laboratory practices for biological materials as prescribed by the Centers for Disease Control and Prevention (CDC) and the National Institutes of Health (NIH), and endeavors to assure that research is done in secure facilities in compliance with all local, state, and federal regulations. The OBS is the administrative office of the Institutional Biosafety Committee (IBC).

## 18.3 **Chemical Safety**

Office of Chemical Safety
chemsafety@fpm.wisc.edu

The UW-Madison Chemical Safety Office, working in conjunction with the campus Chemical Safety Committee, establishes policies and procedures for the safe acquisition, use, storage and disposal of chemicals on campus.

The Chemical Safety Office also advises campus chemical users on best practices and helps the university community comply with federal, state, and local chemical and environmental safety laws.

## 18.3 **Radiation Safety**

Environment, Health & Safety, Division of Facilities Planning & Management
radiationsafety@wisc.edu

The Office of Radiation Safety provides the following services:

- Policy and standard development related to radiation safety regulatory matters with a focus on cost containment.
- University of Wisconsin representation and intermediary to DHS, EPA, NRC, NIH, OSHA, USDA, FDA, CDC, DOE, DOT, other federal, state, and local regulatory agencies, neighboring communities, and professional organizations.
- Technical assistance and evaluation to assess and communicate risks.
- Investigation of incidents, exposures.
- Authorizations, certifications and other in-house requirements.
- Implementation of customized programs in radiation protection.
- Training and education.
- Collection and maintenance of records regarding exposures, waste, compliance and audits, permits and incidents.
- Oversight of inspection and testing of campus radiation safety equipment and radiation protection systems.
- Emergency planning and response.
- Representation and support to relevant campus committees.
- Centralized ordering, receiving, and distribution (CORD) of radioactive materials.
- Negotiation of contract pricing for radioactive materials.
- Transportation and Shipping of radioactive material

## 19. SATISFACTORY PROGRSS, CONDUCT EXPECTATION, DISCIPLINARY ACTION AND DISMISSAL

This graduate program, the Graduate School, and the Division of Student Life all uphold the UW-System policies and procedures in place for academic and non-academic misconduct. In addition, graduate students are held to the same standards of responsible conduct of research as faculty and staff. Furthermore, unprofessional behavior towards clients/subjects, faculty, staff, peers and public are significant issues in the evaluation and promotion of students. In turn, we hold expectations for the highest level of academic integrity and expect professional, ethical, and respectful conduct in all interactions. Students may be disciplined or dismissed from the graduate program for misconduct or disregard for professional conduct expectations regardless of their academic standing in the program. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Students are responsible for reading the information here as well as the information published on all the relevant web sites. Lack of knowledge of this information does not excuse any infraction.

### 19.1 **Academic Misconduct**

Academic misconduct is an act in which a student (UWS 14.03(1)):

1. seeks to claim credit for the work or efforts of another without authorization or citation;
2. uses unauthorized materials or fabricated data in any academic exercise;
3. forges or falsifies academic documents or records;
4. intentionally impedes or damages the academic work of others;
5. engages in conduct aimed at making false representation of a student's academic performance; or
6. assists other students in any of these acts.

Examples of academic misconduct include but are not limited to:

1. cutting and pasting text from the Web without quotation marks or proper citation;
2. paraphrasing from the Web without crediting the source;
3. using notes or a programmable calculator in an exam when such use is not allowed;
4. using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator;
5. stealing examinations or course materials;
6. changing or creating data in a lab experiment;
7. altering a transcript;
8. signing another person's name to an attendance sheet;
9. hiding a book knowing that another student needs it to prepare for an assignment;
10. collaboration that is contrary to the stated rules of the course; or
11. tampering with a lab experiment or computer program of another student.

Additional information regarding Academic Misconduct:

Graduate School Policy & Procedure: Misconduct, Academic:
https://grad.wisc.edu/documents/misconduct-academic/

Dean of Students Office: Information for Students: How to Avoid Academic Misconduct? What Happens If I engage in Academic Misconduct? What Should I do if I know a Classmate is cheating? https://doso.students.wisc.edu/student-assistance/

19.2 **Disciplinary Action and Dismissal**

Overarching Statement Examples:

- Failure to meet the program's academic or conduct expectations can result in disciplinary action including immediate dismissal from the program. If a student is not making satisfactory progress in regards to academic or conduct expectations, the advisor will consult with the student's committee to determine if disciplinary action or dismissal is recommended.
- Student progress will be reviewed through coursework or annual meetings at Yearly Meetings. If the advisor and graduate committee find that at the Yearly Meeting or at any other time that a student has failed to achieve satisfactory progress with academic or conduct expectations the student may be dismissed from the program.
  Students placed on probation will be placed on probation for one semester and will be reviewed by the Steering Committee following the probationary semester. Students placed on probation may be dismissed or allowed to continue based upon review of progress during the probationary semester.
- The status of a student can be one of three options:
  1. Good standing (progressing according to standards; any funding guarantee remains in place).
  2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status.
  3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).

- A semester GPA below 3.0 will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained during the subsequent semester of full time enrollment (or 12 credits of enrollment if enrolled part-time) the student may be dismissed from the program or allowed to continue for 1 additional semester based on advisor appeal to the Graduate School. A cumulative GPA of 3.0 is required to graduate.

- In the case of a required course in which the student earns a grade below a B, the course must be repeated. Required courses may only be repeated once. Failure to receive a B or higher in the repeated course may result in dismissal from the program. Students must do all the work in the repeated course, including laboratory; attend regularly; participate in class discussions; take examinations; and write papers. Students will earn a final grade in the course. Both grades will be used in calculating the student's graduate grade-point average; however, the course will count only once toward meeting degree credit requirements for the program.

- Students may be disciplined or dismissed from the graduate program for any type of misconduct (academic, non-academic, professional, or research) or failure to meet program expectations regardless of their academic standing in the program. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Concerns about infractions of the Professional Conduct may be effectively handled

informally between the student and the advisor/faculty member. However, if a resolution is not achieved, the issue may be advanced for further review by the program.

### 19.3 **Graduate Committee – Animal Sciences**

The Graduate Committee administers the regulations established by the faculty. It makes sure students are meeting the program expectations and imposes sanctions when appropriate. Faculty and faculty committees determine whether the quality of a student's work and conduct are satisfactory, while the Graduate Committee determines whether the student is satisfying the academic requirements in a timely fashion and meeting program conduct expectations. Students who are falling behind academically or not meeting conduct expectations are first warned, then put on probation, and then dropped from the program if they cannot complete the requirements or remedy their conduct. Within boundaries set by the faculty, the Graduate Committee is authorized to take account of individual circumstances and problems, and to grant extensions of deadlines and waivers of requirements.

### 19.4 **Non-Academic Misconduct**

The university may discipline a student in non-academic matters in the following situations:

1. for conduct which constitutes a serious danger to the personal safety of a member of the university community or guest;
2. for stalking or harassment;
3. for conduct that seriously damages or destroys university property or attempts to damage or destroy university property, or the property of a member of the university community or guest;
4. for conduct that obstructs or seriously impairs university-run or university-authorized activities, or that interferes with or impedes the ability of a member of the university community, or guest, to participate in university-run or university-authorized activities;
5. for unauthorized possession of university property or property of another member of the university community or guest;
6. for acts which violate the provisions of UWS 18, Conduct on University Lands;
7. for knowingly making a false statement to any university employee or agent on a university-related matter, or for refusing to identify oneself to such employee or agent;
8. for violating a standard of conduct, or other requirement or restriction imposed in connection with disciplinary action.

Examples of non-academic misconduct include but are not limited to:

1. engaging in conduct that is a crime involving danger to property or persons, as defined in UWS 18.06(22)(d);
2. attacking or otherwise physically abusing, threatening to physically injure, or physically intimidating a member of the university community or a guest;
3. attacking or throwing rocks or other dangerous objects at law enforcement personnel, or inciting others to do so;
4. selling or delivering a controlled substance, as defined in 161 Wis. Stats., or possessing a controlled substance with intent to sell or deliver;
5. removing, tampering with, or otherwise rendering useless university equipment or property intended for use in preserving or protecting the safety of members of the university community,

such as fire alarms, fire extinguisher, fire exit signs, first aid equipment, or emergency telephones; or obstructing fire escape routes;
6. preventing or blocking physical entry to or exit from a university building, corridor, or room;
7. engaging in shouted interruptions, whistling, or similar means of interfering with a classroom presentation or a university-sponsored speech or program;
8. obstructing a university officer or employee engaged in the lawful performance of duties;
9. obstructing or interfering with a student engaged in attending classes or participating in university-run or university-authorized activities;
10. knowingly disrupting access to university computing resources or misusing university computing resources.

19.5 **Professional Conduct**

All students are expected to adhere to the highest standards of professional behavior and ethics. Students should avoid even an appearance of improper behavior or lack of ethical standards while in Graduate School at UW-Madison, in all professional settings, and in their personal lives. Students should conduct themselves according to the standards expected of members of the profession to which the student aspires. Concerns about infractions of Professional Conduct may be effectively handled informally between the instructor/advisor and the student. If a resolution is not achieved, a graduate program representative may be included in the discussion. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Students are responsible for reading the information here as well as the information published on all the relevant web sites. Lack of knowledge of this information does not excuse any infraction.

19.5.1 **Professional Ethics**: Students shall show respect for a diversity of opinions, perspectives and cultures; accurately represent their work and acknowledge the contributions of others; participate in and commit to related opportunities; aim to gain knowledge and contribute to the knowledge base of others; understand the UW Student Code of Conduct; represent their profession and the program; and strive to incorporate and practice disciplinary ideals in their daily lives. Resumes/CVs must reflect accurate information.

19.5.2 **Honesty and Integrity**: Students shall demonstrate honesty and integrity as shown by their challenging of themselves in academic pursuits; honesty and ethics in research and IRB applications—including honesty in interpretation of data, commitment to an unbiased interpretation of academic and professional endeavors; and the need to document research activities, protect subject/client confidentiality and HIPPA regulations. Students shall follow-through and pull their weight in group activities and understand where collaboration among students is or is not allowed; not plagiarize others or past work (self-plagiarism), cheat, or purposefully undermine the work of others; and avoid conflicts of interest for the duration of their time in the program. As a professional, honesty and integrity also extends to personal behavior in life outside of the academic setting by realizing that students are representatives of the program, UW-Madison, and the profession as a whole.

19.5.3 **Interpersonal and Workplace Relationships**: Students shall interact with peers, faculty, staff and those they encounter in their professional capacity in a manner that is respectful, considerate, and professional. This includes and is not limited to attending all scheduled

meetings, honoring agreed upon work schedules, being on-time and prepared for work/meetings, contributing collaboratively to the team, keeping the lines of communication open, offering prompt response to inquiries, and employing respectful use of available equipment/technology/resources. Chronic or unexplained absences are unprofessional in the workplace and could be grounds for termination or removal of funding. To facilitate the free and open exchange of ideas, any criticism shall be offered in a constructive manner, and the right of others to hold different opinions shall be respected.

19.5.4 **Commitment to Learning**: Students are expected to meet their educational responsibilities at all times. Be actively prepared for class and be ready for questions and answers. Be on time for every class and always show courtesy during class or if you have to leave class early. If possible, students should notify the instructor at least one day in advance of a planned absence. Students who are unable to attend class are responsible for finding out what occurred that day and should not expect instructors to give them individual instruction. Recognizing that the pursuit of knowledge is a continuous process, students shall show commitment to learning by persevering despite adversity and seeking guidance in order to adapt to change. Students shall strive for academic excellence and pursue and incorporate all critique, both positive and negative, in the acquisition of knowledge in order to understand and respect the community in which they work.

19.5.5 **Professional Appearance**: Students shall convey a positive, professional appearance in order to represent the program in a dignified manner. Appearance includes a person's dress, hygiene, and appropriate etiquette/protocols for the environment (including safety protocols and protective clothing in environments that require them, https://www.rarc.wisc.edu).

19.6 **Research Misconduct**

Much of graduate education is carried out not in classrooms, but in laboratories and other research venues, often supported by federal or other external funding sources. Indeed, it is often difficult to distinguish between academic misconduct and cases of research misconduct. Graduate students are held to the same standards of responsible conduct of research as faculty and staff. The Graduate School is responsible for investigating allegations of research misconduct. This is often done in consultation with the Division of Student Life as well as with federal and state agencies to monitor, investigate, determine sanctions, and train about the responsible conduct of research. For more information, contact the Associate Vice Chancellor for Research Policy, 333 Bascom Hall, (608) 262-1044.

Please see section on "Grievance Procedures and Misconduct Reporting" for further information on reporting research misconduct of others. Here are links for additional information regarding Research Misconduct and Responsible Conduct:

Graduate School Policies & Procedures: Responsible Conduct of Research
https://grad.wisc.edu/documents/responsible-conduct-of-research/

- Animal Care and Use in Research
- Authorship
- Conflict of Interest
- Human Research Protections
- Intellectual Property Rights
- Misconduct of Research
- Patents
- Research Regulatory Compliance

Graduate School Office of Research Policy: Introduction & Guide to Resources on Research Ethics: https://research.wisc.edu/compliance-policy/research-ethics/

Graduate School Office of Research Policy: Policies, Responsibilities, and Procedures: Reporting Misconduct http://kb.wisc.edu/gsadminkb/page.php?id=34486

Graduate School Office of Research Policy: Policies, Responsibilities, and Procedures: Responsible Conduct of Research Resources https://kb.wisc.edu/gsadminkb/search.php?cat=2907

## 20. SEMINAR

The Animal Sciences Graduate seminar features outside speakers, UW Faculty, and Animal Sciences graduate students presenting their research or defending their thesis. This course is held on Tuesday mornings during the Fall semester from 11:00 am – 12:00 pm. Attendance is required at this seminar series by all Animal Sciences graduate students. MS students are required to register for the Animal Science Graduate Seminar once, PhD students are required to register for the Animal Sciences Graduate Seminar for credit twice. Although attendance is required, registering for the seminar for credit is done the semester a student presents.

# 21. STUDENT HEALTH AND WELLNESS

UHS medical services support optimal student health and well-being through care for acute and ongoing illnesses and injuries, as well as promoting health through the delivery of clinical preventive services. Most medical services are free of charge. Students who pay segregated fees are eligible for University Health Services: https://www.uhs.wisc.edu/

UW-Madison also has a holistic resource for all things wellness called "UWell". The site includes information and opportunities for wellness for your work/school, financial, environmental, physical, emotional, spiritual, and community. Go to http://uwell.wisc.edu/

## 21.1 **Disability Information**

Students with disabilities have access to disability resources through UW-Madison's McBurney Disability Resource Center. As an admitted student, you should first go through the steps to "Become a McBurney Client" at http://www.mcburney.wisc.edu/students/howto.php

Additional [non-academic] disability campus resources (not found through the McBurney Center) can be found at http://www.mcburney.wisc.edu/services/nonmcburney/index.php

The UW-Madison Index for Campus Accessibility Resources can be found at http://www.wisc.edu/accessibility/index.php

## 21.2 **Mental Health Resources On and Off Campus**

University Health Services (UHS) is the primary mental health provider for students on campus. UHS Counseling and Consultation Services offer a wide range of services to the diverse student population of UW-Madison. They offer immediate crisis counseling, same day appointments and ongoing treatment. Go to http://www.uhs.wisc.edu/ or call 608-265-5600. UHS service costs are covered for students through tuition and fees.

Everyone who comes to Mental Health starts with an Access Appointment to collaboratively determine your needs and connect you to the best resources. There is no charge for these services.

To access Mental Health Services as a new client, schedule an Access Appointment phone screening. Scheduling can be done by calling the MHS reception desk (608.265.5600, option 2) or logging into MyUHS for 24-hour web appointment booking.

| | |
|---|---|
| 24-hour crisis services | Alcohol and other drug assessment |
| Campus-based services | Community referrals |
| Couple/partner counseling | Disordered eating assessment and treatment |
| Group counseling | Individual counseling |
| Let's Talk | Let's Yoga |
| Psychiatry | SilverCloud |
| Surviror Services | Trans Health |

There are many mental health resources throughout the Madison community, but UHS Counseling and Consultation Services is the best resource for referrals to off-campus providers. Call 608-265-5600 for assistance in finding an off-campus provider.

21.3 **Prevention**

We work to reduce high-risk behaviors, promote health and well-being, and create a safe and inclusive campus. https://www.uhs.wisc.edu/prevention/

The Campus Health Initiatives and Prevention Services unit provides population-based prevention and health promotion services to the UW–Madison community, working to reduce high-risk behaviors and create an environment where people are safe, included, and connected to one another. UHS prevention specialists, victim advocates, and communication professionals work to address important campus health issues such as sexual assault, sexual harassment, dating violence and/or stalking, high-risk alcohol, tobacco and drug use, suicide, wellness, health equity, and social justice.

Health Equity
Substance Abuse Prevention
Food Assistance
Survivor Services
Marketing & Heath Communications
Suicide Prevention
Violence Prevention & Survivor Services

21.4 **Securing Health Insurance Coverage**

Graduate students who hold an appointment as an assistant of 33.33% or more or who have a fellowship may be eligible for health insurance and other benefits beyond University Health Services. Contact the payroll coordinator for information on selecting one of several health care plans within 30 days of your hire date.

Graduate students without an assistantship or fellowship who are currently enrolled can use the serves of University Health Services (UHS), the campus health clinic. Many services are provided at no extra cost, including outpatient medical care during regular business hours, Monday through Friday. UHS is located in the Student Services Tower at 333 East Campus Mall, 608-265-5000. For more info, visit the UHS web site at www.uhs.wisc.edu.

Prescription medications, emergency room visits and hospitalization are not included in UHS benefits. The UHS Student Health Insurance Plan (SHIP) is an excellent option for many students. Contact the SHIP office at 608-265-5600 for more information.

# 22. STUDENT FINANCIAL

## 22.1 **Finding Funding Without Guaranteed Appointment**

If you do not have a (guaranteed) appointment and are looking for funding to support your graduate studies, the Graduate School provides a list of steps to follow, at http://grad.wisc.edu/funding

## 22.2 **Graduate Assistantships**

22.2.1 **Enrollment Requirements for Graduate Assistants.** Students with graduate assistantships must be enrolled appropriately. Detailed information about enrollment requirements can be found in the Graduate School's academic policies at https://grad.wisc.edu/academic-policies/

22.2.2 **Health Insurance Benefits**. TAs, PAs, RA, and Lecturers with appointments of 33.3% or higher (approximately 13 hrs/week) for at least the length of a semester are eligible to enroll in a health insurance program. Information about health insurance options can be found at http://www.ohr.wisc.edu/benefits/new-emp/grad.aspx.

Questions about health insurance can be directed to Deb Schneider, Room 260 Animal Sciences, dkschnei@wisc.edu.

22.2.3 **Maximum Appointment Levels**. The Graduate School sets the maximum levels of graduate assistantship appointments. International students should be especially aware of maximum levels of employment. For more information on these policies, please visit https://grad.wisc.edu/academic-policies/

22.2.4 **Stipend Levels and Paychecks**. Stipend rates for graduate assistantships are set by the University. Current rates for TAs, PAs, and RAs can be found on the website of the Office of Fellowships and Funding Resources:
http://uwmadisonoffr.wordpress.com/funding-overview/assistantships/

Graduate assistants are paid on a monthly basis and stipends are usually deposited directly into student's bank accounts. You can authorize direct deposit by filling out the Authorization for Direct Deposit of Payroll form (https://uwservice.wisc.edu/docs/forms/pay-direct-deposit.pdf) and returning it to the payroll coordinator in the Animal Science office.

22.2.5 **Tuition Remission and Payment of Segregated Fees**. TAs, PAs, RA, and Lecturers with appointments of 33.3% or higher (approximately 13 hrs/week) receive remission of their full tuition (in- and out-of-state, as applicable). Students with these appointments are still responsible for paying segregated fees.

## 22.3 **Fellowships**.

There are many different kinds of fellowships on campus. Some are awarded by the program, some are awarded by the school/college, and still others are awarded by the Graduate School. In addition, a number of students have applied for and won fellowships from federal agencies, professional organizations, and private foundations. The terms and conditions of fellowships across campus vary widely. If you have a fellowship, make sure you understand the obligations and benefits of that fellowship, including stipend, health insurance eligibility, eligibility for tuition remission, pay schedule, etc.

22.3.1 **External Funding/Fellowships**. We encourage all students to seek out and apply for funding from sources external to the university (e.g., federal agencies, professional organizations, private foundations).

The Graduate School supports selected federal/private fellowships through the provision of tuition support and health insurance, list at https://scholarships.wisc.edu/Scholarships/org;jsessionid=7C68A62CBFBC30018A14C07A5630A526?orgId=1291

Students should be aware that fellowships and awards from external sources will each have unique terms and conditions that you should take time to understand. Questions on external fellowships can be directed to the Office of Fellowships and Funding Resources.

The following are some sources of information on external funding:

1. Major external fellowships, prepared by the Office of Fellowships and Funding Resources: https://scholarships.wisc.edu/Scholarships/org;jsessionid=7C68A62CBFBC30018A14C07A5630A526?orgId=1291
2. The Grants Information Collection (GIC) on the 2nd Floor of Memorial Library: http://grants.library.wisc.edu/

The GIC is a great collection of print and on-line resources to help students find external fellowships and scholarships. You can learn how to set up a personalized profile on several on-line funding databases, and get regular notices of relevant funding opportunities. PLEASE REMEMBER: the timetable for identifying, applying for and receiving such external funding is generally quite long; plan on 9-12 months between the time you start your search and the time you may receive funding.

Once you find a fellowship, scholarship, or award to which you want to apply, consider contacting the Writing Center (http://www.writing.wisc.edu/Individual/index.html). The Writing Center staff can provide valuable advice on crafting your application.

22.3.2 **Fellows with Concurrent Appointments**. Students with fellowships payrolled through the university may hold concurrent graduate assistantships and/or student hourly appointments. If you have any questions about concurrent work along with your fellowship, please feel free to contact the Office of Fellowships and Funding Resources.

22.3.3 **Graduate School Fellowships**. The Graduate School administers a number of different fellowships on campus, including: the University Fellowships, Chancellor's Fellowships, Mellon-Wisconsin Fellowships, the Dickie Fellowships, and a variety of external fellowships https://scholarships.wisc.edu/Scholarships/org;jsessionid=7C68A62CBFBC30018A14C07A5630A526?orgId=1291

22.4 **Funding for Conference/Research Travel**

Research Travel Awards and Conference Presentation Funds are also available to assist students who need funding to travel to conduct research or to present their research at a professional conference.

The Graduate School at UW-Madison administers numerous prestigious graduate student fellowships funded by external agencies and covers any shortfall between the funds provided by the agency and the full cost of the student's fellowship on campus. Graduate student fellows are provided the agency's stipend, full tuition support during the fellowship period, as well as eligibility for comprehensive health insurance at reasonable premiums. For a list of these fellowships, visit https://grad.wisc.edu/funding/grants-competition/

## 22.5 **Income Taxes**

For further information on income taxes consult The Guide to Graduate Student Life and the Academic Policies and Procedures manual.

If you have questions concerning your tax status, call University Payroll 262-5499 or 262-1838, or Graduate School at 262-5835. For specific questions about income from outside the University or allowable deductions, contact the IRS.

## 22.6 **Loans**

The Office of Student Financial Aid (OSFA) (http://www.finaid.wisc.edu/graduate-students.htm) assists graduate students whose personal and family resources are not adequate to cover the expenses involved in attending the University of Wisconsin-Madison. The office also provides counseling to help students manage their money effectively, information on other potential sources of financial assistance (such as employment), debt management counseling, and small short-term loans for emergency situations.

## 22.7 **Payroll and Fringe Benefits**

Research Assistant and Teaching Assistant paychecks are payable on the first day of the month. If the first of the month falls on a Saturday, Sunday, or a holiday, checks will be available after 3:00 p.m. on the day before the weekend or holiday. Hard copies of pay stubs can be accessed through the My UW website. Arrangements can be made for automatic deposit to a local bank or credit union.

A choice of several health insurance plans is available at very low cost to Graduate Students who have Assistantships with 33 % time or greater appointments. A fact sheet describing the benefits and cost of the plans will be given to you at the time of employment. Note there is no waiting period for pre-existing conditions if application is made within 30 days of employment. The same rule applies for addition of a spouse or dependent following marriage or the birth or adoption of a child: the addition to your policy must be made within 30 days of the event. Health insurance premiums will be deducted monthly and you are covered by health insurance through the month of termination. RAs are strongly advised to be covered under some kind of health insurance.

A life insurance plan is also available. See the Department Administrator for information and application forms.

## 22.8 **Research Assistantships**

Appointment as a Research Assistant is the most common type of appointment in the Department. RAs are normally for a 12-month period with compensation established on a university-wide basis each year. Research Assistantships generally involve 50% appointments. RAs are required to carry a full graduate load of at least eight credits per semester and two credits during the Summer session.

## 22.9 **Teaching Assistantships**

Some TAships are available in the Department of Animal Sciences for An Sci 101 and An Sci 434. The TA assists in classroom instruction under the direction of a faculty member with duties that include preparing of instructional materials, directing labs, grading lab exercises and exams, etc.

## 22.10 **Working Hours, Sick Leave, Vacation Time**

No specific written policy concerning hours of work, vacation, or sick leave exists for graduate students holding appointments. However graduate study, including class work and research or project work, should be regarded as the main activity while pursuing the degree. Students holding appointments are not to engage in major outside activities, such as second jobs. In fact, some appointments specifically prohibit retaining outside employment.

Students shall arrange vacation time in advance with their advisor to avoid conflicts with research or project activities. Students are expected to work when classes are not in session, except official University holidays. Students not holding appointments are still expected to assist their major professor's project as requested since full involvement in a research project is a vital part of the graduate training program.

If problems arise concerning work hours, sick leave, or vacation, discuss them with your advisor. If resolution is not possible at that level, the matter should be discussed with the Department Chair.

# 23. STUDENT LIFE

## 23.1 **Graduate Student Collaborative**

The Graduate Student Collaborative (GSC) "is dedicated to enhancing the involvement, personal development, and quality of life of Wisconsin graduate students by acting as a resource, a voice, and a link within the Graduate School." GSC provides outreach and professional development opportunities, in addition to many social programs. The GSC office is located in 408 Bascom Hall; (608) 262-0201; Email

## 23.2 **Guide to Graduate Life**

The Graduate Student Collaborative (GSC) has published a "Guide to Graduate Student Life" to provide information about life as a graduate student at Wisconsin; the guide covers a wide range of topics from student organizations, to housing, to on-campus gardening, to writing a literature review, to fun things to do in Madison. A hard copy may be may be obtained from the GSC Office, 408 Bascom.

## 23.3 **Libraries**

There are more than 40 libraries on campus, with extensive collections. Information about these libraries, including location and hours can be found here http://www.library.wisc.edu/.

The Steenbock Library is located right next door to the Animal Sciences building. You will have access to search engines like PubMed and Medline.

## 23.4 **Recreational Facilities**

UW-Madison students have access to the Natatorium (NAT), the Southeast Recreation Facility (SERF), the Shell, and the Nielsen Tennis Stadium, as well as outdoor facilities. You must show a valid student ID to gain access. In most cases, use of these facilities is free, although there are some charges for court and ice time, etc. There are many opportunities for participation in free, general-fitness classes, club sports (from Aikido to waterskiing), and intramural sports (from dodge ball to ultimate Frisbee). For additional information and schedules, http://www.recsports.wisc.edu/.

## 23.5 **Student Unions**

The Wisconsin Union is one organization comprised of two buildings—Memorial Union and Union South; both serve as the center for many social, cultural, and recreational activities for students, faculty and staff. Students are considered Union members while enrolled. Within one year of graduation, students may purchase a life membership to the Union at a special rate, http://www.union.wisc.edu.

## 23.6 **Writing Centers**

The University of Wisconsin-Madison's Writing Center helps undergraduate and graduate students in all disciplines become more effective, more confident writers. We believe that writing is a powerful tool not only for communicating existing ideas but also for discovering new ones; that learning to write is a life-long process; and that all writers benefit from sharing work in progress with knowledgeable, attentive readers. Our methods—multi-faceted, flexible, and above all, collaborative—reflect our respect for the individual writer, whose talents, voice, and goals are central to all our endeavors.

Dedicated to the University's pursuit of excellence in teaching, research, and service, the Writing Center offers:

- trained, supportive instructors who work one-on-one with students at all levels and in all disciplines

- trained, supportive undergraduate peer tutors who work one-on-one with students in undergraduate writing-intensive courses across the curriculum
- an online writing center providing electronic tutoring and instructional materials
- short-term, non-credit workshops about academic writing
- reference materials about academic writing, for use by students and faculty
- convenient access to our resources through multiple locations across campus and online
- teaching support for faculty and TAs across campus
- teaching, learning, and leadership opportunities for its staff
- national leadership in writing center programs, pedagogy, administration and scholarship

# 24. UNIVERSITY & GRADUATE SCHOOL

## 24.1 **Academic Calendar**

Calendars are available from University Bookstore listing important dates you should be aware of; registration, instruction begins, last day to add/drop, holidays, exam week, https://secfac.wisc.edu/academic-calendar/

## 24.2 **Alumni Association**

The Wisconsin Alumni Association has been in existence since 1861. For a small membership fee, alumni enjoy several benefits including use of the alumni directory, access to alumni tours and lifelong learning events, and career services. http://www.uwalumni.com/.

## 24.3 **Dean of Students**

The Office of the Dean of Students is devoted to promoting a safe campus community for undergraduate and graduate students. The Campus Information and Visitor Center, the Multicultural Student Center, the International Student Services Center, the Student Organization Office, and the McBurney Disability Resource Center operate under the Dean of Students Office. The Dean of Students provides information on campus safety, student conduct and disciplinary rules, sexual assault prevention programs, lesbian, gay, bisexual and transgender concerns, chimera (self-defense for women), and new student orientation. The Dean of Students is located in 75 Bascom Hall, (608) 263-5700. http://www.wisc.edu/students/.

## 24.4 **Ethics in Research**

The UW-Madison has a Code of Ethics and Procedures for Dealing with Misconduct in Scholarly Research. The University has established a Committee on Graduate Research Ethics to develop ways to foster a greater understanding of research ethics among all scientists at UW-Madison.

Students who have concerns regarding unethical behavior in the lab should contact their mentor, member of their committee, the graduate program coordinator, the graduate program director, or the chair of the department.

## 24.5 **Grievance Procedures**

If you have a grievance with another student or with your major professor such as unfair treatment, discrimination, harassment, or unprofessional conduct, it is best if you first address your concerns to the person directly responsible. If you feel uncomfortable with this approach, you should contact your major professor (if he/she is not the party involved), members of your certification/research committee, the graduate program coordinator, the graduate program director, or the chair of the department. Every effort will be made to resolve your concerns. The Graduate School has formal appeal procedures for grievances not resolved at the department/program level. https://grad.wisc.edu/documents/grievances-and-appeals/

# UW Recommended Ethics Courses

School/College: **SCHOOL OF VETERINARY MEDICINE**
Department/Course: **SURG SCI 812 Research Ethics & Career Development**
Credits **2 credits**
Typically offered: **Fall. (Grad 50%)**
Description: This course provides instruction in principles and concepts of research ethics through presentations and discussion of case studies. Topics pertinent to development of a successful career in research are also included.

School/College: **COLLEGE OF AG & LIFE SCIENCES**
Department/Course: **AGRONOMY 565: Ethics of Modern Biotechnology**
Credits: **3-4 (Grad 50%)**
Typically offered: **Spring**
Description: Study of ethical issues arising from the application of modern biotechnology to microorganisms, crops, and non-human animals. Readings cover moral theory, technology studies, political philosophy, the science used in biotechnology, and current regulations governing its use.

School/College: **PHARMACY**
Department/Course: **PHARMACY 800 Research Ethics: Scientific Integrity and the Responsible Conduct of Research**
Credits: **2 credits (Grad 50%)**
Typically offered: **Fall**
Description: Familiarizes graduate students with basic ethical issues associated with biomedical science research, taught via a case study approach. Content structured to meet NIH and NSF requirements for Responsible Conduct of Research (RCR) training.

School/College: **SCHOOL OF NURSING**
Department/Course: **NURSING 802 Ethics and the Responsible Conduct of Research**
Credits: **1 credit (Grad 50%)**
Typically offered: **Spring**
Description: Ethical issues in the design, conduct and reporting of research are examined in the context of the nature of the scientific endeavor, the structure of the research community, and professional and federal guidelines for supporting scientific integrity and controlling misconduct.

School/College: **SCHOOL OF MEDICINE AND PUBLIC HEALTH**
Department/Course: **OBSTETRICS AND GYNECOLOGY 955 Responsible Conduct of Research for Biomedical Graduate Students**
Credits: **2 credits (Grad 50%)**
Typically offered: **Fall**
Description: Meets the NIH Institutional Training Grant requirements of instruction in the nine recommended areas of conflict of interest - personal, professional, and financial; policies regarding human subjects, live vertebrate animal subjects in research, and safe laboratory practices; mentor/mentee responsibilities and relationships; collaborative research including collaborations with industry; peer review; data acquisition and laboratory tools; management, sharing and ownership; research misconduct and policies for handling misconduct; responsible authorship and publication; the scientist as a responsible member of society, contemporary ethical issues in biomedical research, and the environmental and societal impacts of scientific research for MS and PHD graduate students in the

Biomedical Sciences. The importance of and practices to enhance rigor and reproducibility are addressed in several of the lectures. Weekly lectures will be followed by small group discussion of reading assignments of case studies. Invited guest speakers and faculty will be the primary source of instruction for the first hour of the course.

School/College: **SCHOOL OF MEDICINE AND PUBLIC HEALTH**
Department/Course: **OBSTETRICS AND GYNECOLOGY 956 Advanced Responsible Conduct of Research for Biomedical Graduate Students**
Credits: **1 credit**
Typically offered: **Spring**
Description: Follows course OBGYN 955 to meet the NIH Institutional Training Grant requirements of repeat/further instruction* in the nine recommended areas of conflict of interest - personal, professional, and financial; policies regarding human subjects, live vertebrate animal subjects in research, and safe laboratory practices; mentor/mentee responsibilities and relationships; collaborative research including collaborations with industry; peer review; data acquisition and laboratory tools; management, sharing and ownership; research misconduct and policies for handling misconduct; responsible authorship and publication; the scientist as a responsible member of society, contemporary ethical issues in biomedical research, and the environmental and societal impacts of scientific research for MS and PHD graduate students in the Biomedical Sciences. The importance of and practices to enhance rigor and reproducibility are addressed in several of the lectures. OBGYN 955 provides first year biomedical graduate students with an introductory overview of these topics. OBGYN 956 is designed to provide advanced consideration of these topics to our more experienced students, and to show how these responsible conduct and ethical considerations underlie corresponding grant- and career-related documentation. The course format typically includes lectures by invited guest speakers and faculty, followed by small group discussion of reading assignments and case studies.

# MENTAL HEALTH RESOURCES ON CAMPUS

*Everyone encounters difficulties with thoughts, feelings, or emotions at any time and for any reason. To best prepare you to be an advocate for the mental health of yourself and fellow students, here is a list of people and services on campus that are here to help.* ***You are not alone.***

University Health Services (UHS) — 333 East Campus Mall, 7th floor
www.uhs.wisc.edu/mental-health — (608) 265-5600

UHS Mental Health Services offer a variety of services including individual and group therapy and wellness programs. Individual therapy may be single session or on-going. For an initial "access" consultation, schedule an appointment over the phone at (608) 265-5600 (option 2) or through MyUHS (myuhs.uhs.wisc.edu). During the access consultation, you'll have a discussion with one of the Access Specialists who will ask several questions about your symptoms and experiences, and connect you with the services you need.

An on-call counselor can be reached any time, day or night, at 608-265-5600 (option 9).
If it is an emergency, dial 911.

Dean of Students Office — 70 Bascom Hall
doso.students.wisc.edu/student-assistance — (608) 263-5700

The Dean of Students Office provides resources to students struggling with a variety of issues and seeks to be the "go to" spot for student assistance on campus. Reach them by phone, in-person, or online (Live Chat).

Let's Talk
www.uhs.wisc.edu/mental-health/lets-talk

Let's Talk is a program that provides drop-in consultations at locations around campus for UW-Madison students. It's free, no appointment is necessary, and students are seen on a first-come, first-served basis. Just drop in for an informal, friendly, and confidential consultation. Speaking with a counselor consultant can help provide insight, solutions, and information about other resources.

National Alliance on Mental Illness (NAMI) - UW
nami.wisco@gmail.com
www.namiuw.org
facebook.com/wisconsinnamioncampus

NAMI-UW is a student organization dedicated to promoting mental health and fighting the stigma against mental illness through education, advocacy, and support.

Bandana Project
www.namiuw.org/the-bandana-project
facebook.com/TheBandanaProject

A lime green bandana on a backpack is a sign of stigma-free, quiet solidarity. This indicates the individual is safe to approach with mental health-related issues, that they know where resources are, and that they hold resource cards (provided by the UWPD) with outlets to get help and support in times of crisis such as UHS, NAMI-UW, and National Crisis Lines.

UWell
https://uwell.wisc.edu/

UWell is a campus initiative promoting the overall wellness of the UW-Madison campus community. Although wellness is a broad term that can have a different meaning to each individual, UWell has defined it as an active process of becoming aware and making active choices toward a successful way of being.