

ANSC Graduate Program Office:

- Director of Graduate Studies:
   Sandra Rodriguez Zas
- Graduate Contacts:
  - Alicia Schneider
  - Jamie Evans



# Contact Graduate Programs Office (Grad Prog Office) in Animal Sciences

- In <a href="https://ansc.illinois.edu/academics/graduate-degrees">https://ansc.illinois.edu/academics/graduate-degrees</a>; select the "Ask questions" icon, or
- Use: <a href="https://forms.illinois.edu/sec/7598908">https://forms.illinois.edu/sec/7598908</a>, or
- Email: ansci-gradprog@illinois.edu
- Graduate Contacts: Alicia Schneider & Jamie Evans
- Director of Graduate Studies: Sandra Rodriguez Zas





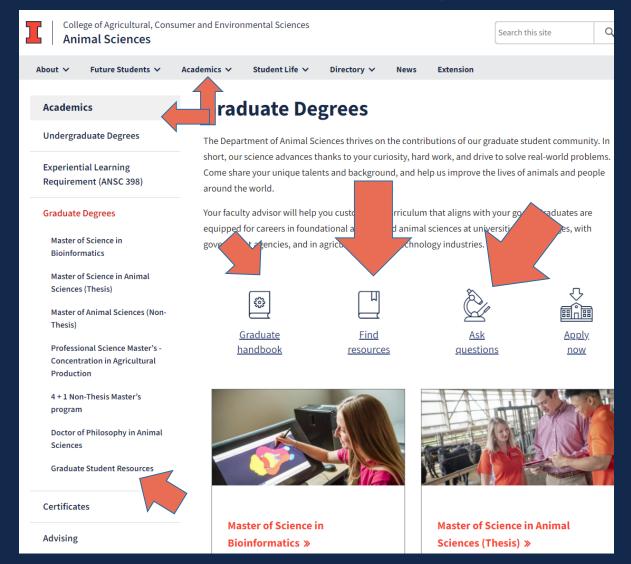


# Academic topics of Animal Sciences graduate programs

- Resources
- Degree requirements
- Registration requirements
- Mandatory annual student evaluation
- Examinations
- Petitions
- Graduating



# Resources: https://ansc.illinois.edu/academics/graduate-degrees





#### Resources:

# https://ansc.illinois.edu/academics/graduate-degrees/graduate-student-resources

#### Academics

**Undergraduate Degrees** 

Experiential Learning Requirement (ANSC 398)

#### **Graduate Degrees**

Master of Science in Bioinformatics

Master of Science in Animal Sciences (Thesis)

Master of Animal Sciences (Non-

Professional Science Master's -Concentration in Agricultural Production

4 + 1 Non-Thesis Master's program

Doctor of Philosophy in Animal Sciences

**Graduate Student Resources** 

To-Do List for Students

#### **Graduate Student Resources**

Animal Sciences Graduate Handbook



**Current Student Questions and Assistance** 

#### Policies and procedures

- Animal Sciences Graduate Student Handbook
- Annual Review of Graduate Students in Animal Sciences
- <u>To-do list for Graduate Students at the Termination of Studies</u>
- Departmental Format Approval for Thesis
- Thesis Seminar Announcement Requirements

#### Campus Policies and Guidelines

- Graduate College Thesis and Dissertation Office
- · Graduate College Handbook for Students, Faculty and Staff



#### Mentoring Graduate Students

· Resources for mentoring graduate students

#### **Graduate Student Orientation Materials**

#### **Graduate Student Orientation Materials**

#### 2021 Animal Sciences Graduate Student Orientation

Department of Animal Sciences Welcome: <a href="https://mediaspace.illinois.edu/media/t/1">https://mediaspace.illinois.edu/media/t/1</a> bw4yzj1q
 Presented by Dr. Rodney Johnson, Department Head and Professor

resources

- Graduate College Welcome: <a href="https://mediaspace.illinois.edu/media/t/1">https://mediaspace.illinois.edu/media/t/1</a> 89c24jkq
   Presented by Dr. Emily Wuchner, Associate Director for Student Experience
- 3. Animal Sciences Orientation <a href="https://mediaspace.illinois.edu/media/t/1\_g8i75zm4">https://mediaspace.illinois.edu/media/t/1\_g8i75zm4</a>
  Presented by Dr. Sandra Rodriguez-Zas, Director of Graduate Studies and Professor <a href="https://example.com/Powerpoint">Powerpoint</a>
  Presentation
- Ethics and Compliance: <a href="https://mediaspace.illinois.edu/media/t/1">https://mediaspace.illinois.edu/media/t/1</a> bgg32uxi
   Presented by Dr. Jan Novakofski, Associate Vice Chancellor for Research
- Technology Services: <a href="https://mediaspace.illinois.edu/media/t/1\_nxy4pvf4">https://mediaspace.illinois.edu/media/t/1\_nxy4pvf4</a>
   Presented by Kevin Dejewski, Technology Specialist
- 6. **Graduate Student Association**: <a href="https://mediaspace.illinois.edu/media/t/1\_tj45ald6">https://mediaspace.illinois.edu/media/t/1\_tj45ald6</a>
  Presented by Maci Oelschlager, Graduate Student Association President

#### **Annual Surveys**



Please complete one of the following anonymous annual surveys by September 1, 2021:

- 1. Entry Survey: https://forms.illinois.edu/sec/5976496 (For new students and students in the program
- Midpoint Survey: <a href="https://forms.illinois.edu/sec/9505837">https://forms.illinois.edu/sec/9505837</a> (For continuing students that are at least a year into their program)
- End Survey: <a href="https://forms.illinois.edu/sec/6291379">https://forms.illinois.edu/sec/6291379</a> (For students within 6 months of expected graduation)

#### **Annual Graduate Student Evaluation**



- Annual Review of Graduate Students in Animal Sciences
- Animal Sciences Graduate Midpoint Inquiry



# Graduation requirements graduate degrees

Departmental and Graduate College requirements:

https://ansc.illinois.edu/academics/graduate-degrees (by degree)

https://ansc.illinois.edu/academics/graduate-degrees/graduate-

student-resources (Animal Sciences Handbook)

http://www.grad.illinois.edu/ (Graduate College Handbook)

 Students are responsible for reviewing and ensuring the completion of all graduation requirements. The Graduate College will not grant a degree if requirements are incomplete.

 Students must regularly check progress towards requirements at <a href="https://registrar.illinois.edu/academic-records/dars-audit/">https://registrar.illinois.edu/academic-records/dars-audit/</a>





Graduate Degrees

Master of Science in

Master of Science in Animal

 Academic records should be checked regularly at: <a href="https://apps.uillinois.edu/selfservice/">https://apps.uillinois.edu/selfservice/</a>



# Graduation requirements graduate degrees

• Degree audit: a) check campus, b) check department

<u>a)</u>
<a href="https://registrar.illinois.edu/a">https://registrar.illinois.edu/a</a>
<a href="mailto:cademic-records/dars-audit">cademic-records/dars-audit</a>

Review before last semester



https://ansc.illinois.edu/academ ics/graduate-degrees/graduatestudent-resources

Complete before last semester



$\square$	Α	В	С	D	E	F	G			
1	Degree	Course	Course Name	Semester	Hours	Grade	Requirement	[duplicate row		
_										
3	** if applicable please include English EPI test results from entry semester and confirmation of fulfillment									
4	M.S.						22 hours of courses (2 hr	s 500-level)		
5	M.S.						ANSC 590 Seminar (2 hrs	)		
6	M.S.						ANSC 599 Thesis (8 hrs)			
7	M.S.				Total: 32	credit hour	s			





## **Evolving resources and degree requirements**

- Your feedback is very important
- Please complete by <u>September 15</u>
   either one of the 3 anonymous surveys. Links available in

https://ansc.illinois.edu/academics/gr aduate-degrees/graduate-studentresources

Thanks to those who participated!



#### **Graduate Student Orientation Materials**

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   Presented by Dr. Sandra Rodriguez-Zas, Director of Graduate Studies and Professor <a href="Powerpoint Presentation">Powerpoint Presentation</a>
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#### **Annual Surveys**

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- Midpoint Survey: <a href="https://forms.illinois.edu/sec/9505837">https://forms.illinois.edu/sec/9505837</a> (For continuing students that are at least a year into their program)
- End Survey: <a href="https://forms.illinois.edu/sec/6291379">https://forms.illinois.edu/sec/6291379</a> (For students within 6 months of expected graduation)

#### **Annual Graduate Student Evaluation**

- Annual Review of Graduate Students in Animal Sciences
- Animal Sciences Graduate Midpoint Inquiry



## Degree requirements



Master of Science in Animal Sciences, with thesis (≥ 32 credit hrs): 5 years max.

- ≥ 22 credit hrs of lecture/lab/discussion course (400-, 500-level)
  - ≥ 2 hrs 500-level course
- ≥ 2 credit hrs of ANSC 590 or ANSC 591 seminar
  - registration every Fall and Spring semester for discipline seminar
- ≥ 8 credit hrs of ANSC 599 thesis research
- if applicable, English proficiency (ESL) courses or EPI assessment required
- ≥ 3.0 GPA
- Pass thesis defense and deposit thesis



# Degree requirements



Master of Science in Bioinformatics, Animal Sciences option (≥ 36 hrs): 5 years max.

- Same as M. S. in Animal Sciences + 4 hrs of course work
- Course work must include:
  - ≥ 4hrs in biology core course(s)
  - ≥ 4hrs in computer sciences/informatics core course(s)
  - ≥ 4hrs in bioinformatics core course(s)
- List of core courses available at <u>https://www.informatics.illinois.edu/bioinformatics-masters/</u>





Non-thesis Master of Animal Sciences (≥ 32 hrs): 5 years max.

- ≥ 22 hrs of course work including:
  - ≥ 2 hrs statistics course (ANSC 440, 445, or approved: e.g. NRES 421)
  - ≥ 2 credit hrs of 500-level lecture or lab courses
- ≥ 2 hrs of ANSC 590 or ANSC 591 discipline seminar
- ≥ 8 hrs of independent study (ANSC 593)
  - project & report (MOA approved; graded by faculty advisor)
- if applicable, English proficiency (ESL) courses required
- ≥ 3.0 GPA
- Recommendation: register for Stats course, seminar, some 500-level hrs, some project hrs in Fall

Orientation for MANSC students Monday August 23, 12PM (Zoom invitation was sent)



## **Pre-Fall 2021 MANSC Degree Requirements**



Non-thesis Master of Animal Sciences (≥ 32 hrs): 5 years max.

- ≥ 24 hrs of course work including:
  - ANSC 440, 445, or approved statistics (≥ 4 credit hrs)
  - ≥ 6 credit hrs of 500-level lecture or lab courses
  - ≥ 6 credit hrs of 400 or 500-level ANSC courses
  - ≥ 8 credit hrs of 400 or 500-level lecture or lab courses.
- ≥ 2 hrs of ANSC 590 or ANSC 591 discipline seminar
- ≥ 6 hrs of independent study (ANSC 593)
  - project & report (MOA approved; graded by faculty advisor)
- if applicable, English proficiency (ESL) courses required
- ≥ 3.0 GPA
- Recommendation: register for Stats course, seminar, some 500-level hrs, some project hrs in Fall

Orientation for MANSC students Monday August 23, 12PM ILLINOIS
Animal Sciences (Zoom invitation was sent)

## Degree requirements

Ph.D. in Animal Sciences with M.Sc. degree (≥ 64 hrs): 6 years max.



- ≥ 20 hrs of lecture/lab courses (400-, 500-level)
- ≥ 4 hrs of ANSC 590 or ANSC 591 seminar
  - registration every Fall and Spring semester for discipline seminar
- ≥ 32 hrs of ANSC 599 thesis research
- ≥ 3.0 GPA
- if applicable, English proficiency (ESL) courses or EPI assessment required
- Pass prelim and thesis defense, and deposit thesis



# Degree requirements

Ph.D. in Animal Sciences with B. Sc. Degree (≥ 96 hrs): 7 years max.



- ≥ 96 credit hrs including:
  - ≥ 42 hrs of lecture or lab course work
- ≥ 6 credit hrs of ANSC 590 or ANSC 591 seminar
  - registration every Fall and Spring semester discipline seminar
- ≥ 40 credit hrs of ANSC 599 thesis research
- ≥ 3.0 GPA
- if applicable, English proficiency (ESL) courses or ESI assessment required
- Pass qualifying exam, prelim, and thesis defense, and deposit thesis

# Other registration topics for with-thesis M.Sc. and Ph.D. students

- All M.Sc. and Ph.D. students must hold full-time status
   12 hrs Fall & Spring; 6 hrs Summer (course, seminar, thesis)
- Registration is required the semester(s) of exam(s)
- Registration is not required at thesis deposit

### Other registration topics relevant to all students

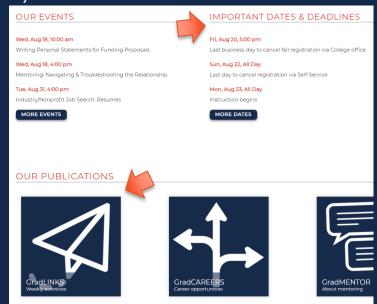
- 2 6 hrs of ANSC 590/591 seminar requirements:
  - If time conflict, substitution of ANSC with non-ANSC seminar must be communicated by the student's faculty advisor in advance to
    - ansci-gradprog@Illinois.edu or https://forms.illinois.edu/sec/7598908





## Other registration topics relevant to all students

- Students that have more than the minimum number of credit hours for one type of requirement cannot use the extra to fulfill another type of requirement
  - Seminar requirements are distinct from course ones
- 600-level courses do not count
- Students are expected to review frequently:
  - degree and registration requirements,
  - degree audits,
  - the Graduate College deadlines,
  - the weekly GradLINKS email





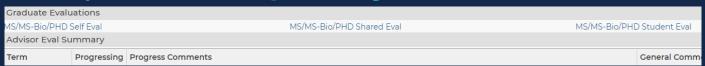
# Know your deadlines and regularly check your academic records

- Dates and deadlines are listed at: <a href="http://www.grad.illinois.edu/current-students">http://www.grad.illinois.edu/current-students</a>
- Deadline for Registration/Course add/drop without instructor approval: ≤ 10 days from the start of the semester
- Late Registration/Late Course Changes require instructor and departmental approval:
  - http://www.grad.illinois.edu/gsas/late-registration
- Frequently check your records, registration, financial aid and accounts services through UI Integrate Self -Service
  - https://apps.uillinois.edu/



## Mandatory annual graduate student evaluation

Completed in <a href="https://my.aces.illinois.edu/">https://my.aces.illinois.edu/</a>





- The graduate student annual evaluation includes:
  - 1. Student self-evaluation (courses, etc.; completed by Fall)
  - 2. 2 faculty evaluations (advisor + 2nd ANSCI faculty) completed one by end of Fall and other by Spring semesters
  - 3. If needed, opportunity for student and faculty to meet
  - 4. All 3 parts must be completed by May 15 including students starting in January 15
  - 5. Thesis defense or graduation exempts annual evaluation. Note: One general web-form across graduate programs, some items may not correspond to your particular program. Just enter accomplishments.

## Mandatory graduate student annual evaluation

 Students must secure 2nd faculty evaluator agreement and ensure evaluators names are listed in my.aces.Illinois.edu

Advising Agreements										
Submit Date	Program	Advisor Type	Advisor	Department						
10/31/20		Banner	Rodriguez-Zas, Sandra L.	Animal Sciences						
4/17/201				Animal Sciences						

- Please email 2<sup>nd</sup> evaluator's name by end of 1st semester
  - ansci-gradprog@Illinois.edu
  - https://forms.illinois.edu/sec/7598908
- Students must check that both evaluators can see the student assignment in my.aces.lllinois.edu
- Student are responsible for ensuring that all evaluation components are completed by May 15.
- Missing or incomplete evaluations by May 15: registration hold
- Please plan the annual evaluation components to be completed in advance of the May deadline.

## **Academic petitions**



- A petition to the Graduate College is defined as a student request that departs from policies or deadlines:
  - Examples: defense/graduation past deadline, course transfer
- If student needs to process a petition:
  - 1. contact ANSC Grad Prog Office to discuss the case <a href="mailto:ansci-gradprog@lllinois.edu">ansci-gradprog@lllinois.edu</a> or <a href="https://forms.illinois.edu/sec/7598908">https://forms.illinois.edu/sec/7598908</a>
  - 2. initiate petition at least <u>2 weeks prior</u> to expected resolution <a href="https://grad.illinois.edu/gsas/graduate-student-request-form">https://grad.illinois.edu/gsas/graduate-student-request-form</a>
- Petitions are initiated by the student, approved by advisor, and by the Animal Sciences Graduate Programs Office, and submitted by the office
  - Require at least 2 levels of approvals/comments, signatures



# Exam/Defense requests: Qualifying, Prelim & Final defense



- To request exam, use the e-form available at:
  - https://ansc.illinois.edu/academics/graduate-degrees (ask questions)
  - https://forms.illinois.edu/sec/7598908
  - Request must be submitted at least <u>2 weeks prior</u> to the examination for approval preparation
  - Committee information:
    - M.Sc.: at least 3 graduate faculty exam voting members
    - Ph. D.: at least 4 exam voting members (including 3 graduate faculty, 2 tenured faculty)
  - Submit full CV and justification letter written by the advisor if one non-U of Illinois exam voting member is invited

## Qualifier, prelim, & final exam request



- Registration is required during the semester of the qualifying, prelim or final examinations
- Examination approval will be sent to student and advisor
- Committee chair/advisor receives via email from Jamie
   Evans the examination forms to be signed by the committee
- Written/oral qualifier requirements are in the ANSC handbook
- Prelim and final thesis examination materials must be provided to the committee ≥1 week prior to the exam
- Public thesis seminar is required for all students
  - Thesis seminar time, place, title, advisor, abstract must be notified via email for promotion ≥ 5 working days in advance
  - Provide the seminar event information to the advisor's support staff or <a href="mailto:ansci-gradprog@Illinois.edu">ansci-gradprog@Illinois.edu</a> for distribution



## Thesis deposit steps

- Two signed forms are required after the thesis defense:
  - examination approval (signed by committee members)
  - thesis/dissertation approval (TDA)
- Thesis format requirements and electronic thesis deposit steps: <a href="https://grad.illinois.edu/thesis">https://grad.illinois.edu/thesis</a>
- Students must request a departmental thesis check by Jamie Evans (jrevans@illinois.edu) at <u>least 2 weeks</u> <u>prior</u> to the Graduate College deadline and provide a printed thesis
- Students must place themselves on the Degree List through UI Self-Service (check Grad College deadlines): <a href="https://apps.uillinois.edu/selfservice">https://apps.uillinois.edu/selfservice</a>



## **Financial support (Part 1)**

- Graduate research or teaching assistantships
  - Discuss with assistantship supervisor expectations (time commitment, tasks) early in the semester
- Fellowships
  - Departmental, colleges, federal agencies, etc.
  - Departmental fellowships: faculty nomination
  - Graduate College resources:
     <a href="http://www.grad.illinois.edu/fellowships/about">http://www.grad.illinois.edu/fellowships/about</a>
  - Students applying for fellowships that limit the number of applicants per department or require ranking
    - The Graduate College asks Grad Offices to select/rank applications and upload nominations
    - Students must submit application materials and fellowship link to the ANSC
       Grad Program office at least 7 business days before application deadline:

https://forms.illinois.edu/sec/7598908 or ansci-gradprog@illinois.edu

If multiple applications, a departmental committee will rank the applications



#### **Administrative**

- Financial Support
- Payroll & Insurance
- Sick Leave
- Travel for University Business
- Terminating the affiliation with a lab
- Resources for detailed information

## Financial support (part 2) and responsibilities

- Graduate research or teaching assistantships
  - 25% (work ~10 hours/week)
  - 50% (work ~20 hours/week)
  - Discuss responsibilities/expectations with supervisor
  - Remaining %: courses and/or seminar and/or thesis hrs
- MANSC students
  - Signed MOA describes student's responsibilities
- Fellowships
  - Vary in support
  - Discuss responsibilities with advisor

## **Payroll Information**

- University of Illinois System Human Resources Services:
  - https://www.hr.uillinois.edu/myinfo
- Tax, Deductions or pay questions:
  - Animal Sciences Business Office, 110 Animal Sciences Lab
  - Payroll Office: 265-6363 payinq@uillinois.edu

#### Sick Leave & Student Insurance

- Students on assistantships receive 13 noncompensable sick days per year (08/16 – 05/15)
- Students on 100% fellowships do not require formal sick leave accounting
- ACES HR can confirm eligibility. Please contact Jamie Evans (jrevans@Illinois.edu).
- Please advise your faculty supervisor if you are sick or must be out of the office
- Student insurance information: https://grad.illinois.edu/current/health
- Please abide by the campus guidelines about the COVID-19 pandemic <a href="https://covid19.illinois.edu/">https://covid19.illinois.edu/</a>

## **Travel for University business**

### Steps prior to travel for University business:

- Check ACES Research and COVID-19 travel updates
  - https://aces.illinois.edu/aces-and-covid-19/aces-research
- Discuss travel plans with faculty advisor
- Prior to registration or booking any travel:
- Complete the Request for Authority to Travel (RAT) form through Homestead.
  - https://homestead.ansc.illinois.edu/

## **Terminating appointment**

### Steps

- A letter of resignation must be send to Jamie Evans
  - Ask for model letter or expected content
- Departmental Exit Form must be completed
- Graduate Exit Form must be completed
- Keys and equipment must be returned to the department
- Discuss with your advisor additional separation steps

## **Terminating appointment**

### Tuition Waiver Policy (with thesis M.Sc. And Ph.D.):

- https://grad.illinois.edu/handbook/program-tuition-waiverdesignations
- Will not lose tuition waiver if resignation is one of the following:
  - within 7 days of depositing your thesis
  - after 3/4ths of the academic term
    - 91 class days during a spring or fall semester
    - 41 class days in summer term

#### **Animal Sciences Contact Information**

All questions should be submitted to:

https://forms.illinois.edu/sec/7598908 ansci-gradprog@lllinois.edu

**Director of Graduate Studies:** 

Sandra Rodriguez Zas (rodrgzzs@illinois.edu)

**Graduate Contact:** 

Alicia Schneider (schneid6@Illinois.edu)

Jamie Evans (jrevans@Illinois.edu)

Thesis Review:

Jamie Evans (jrevans@illinois.edu)

**Business Office:** 

Myra Sully (early@illinois.edu)



## **Helpful Links**

- Academic Human Resources
  - http://humanresources.illinois.edu/index.html
- Department of Animal Sciences
  - http://ansc.illinois.edu
- Graduate College
  - http://www.grad.illinois.edu/
- Office of the Registrar
  - Fee Assessment Information
  - https://registrar.illinois.edu/tuition-fees/tuition-feerates/g-tuition-cr-2122/

## **Helpful Links**

- Student Insurance Office
  - https://si.illinois.edu/graduates
- Delta Dental graduate student plan
  - https://grad.illinois.edu/current/dental
- EyeMed graduate student plan
  - https://grad.illinois.edu/current/vision

# Thank you



Have a great year!



Questions?

ansci-gradprog@Illinois.edu

https://forms.illinois.edu/sec/7598908

