

**GRADUATE PROGRAM OF
ECOLOGY, EVOLUTION, AND BEHAVIOR
THE UNIVERSITY OF TEXAS AT AUSTIN**



"Honeybee Foraging on Firewheel" by Nick Ivers

**2020-2021
Graduate Student Handbook**

Table of Contents

Welcome and Overview	2
Your Responsibilities	2
Graduate Program Administrative Structure	2
Student Advising	3
Course Advisory and Mentoring Plans	4
EEB Annual Assessment	5
PhD Curriculum Requirements	5
Qualifying Exam	11
Advance to Candidacy	15
Dissertation Defense	15
Master of Arts Program	16
Registration	18
Academic Appointments and University Fellowships	19
Prestigious Outside Fellowships	21
Department Fellowship Competition	22
Health Insurance Benefits	23
Required Student Training	23
Crisis Procedures	24

Welcome and Overview

We the faculty and staff of the Ecology, Evolution and Behavior Graduate Studies Committee wish to welcome you to the EEB Graduate Program. We look forwards to working with you and supporting your progress towards a graduate degree in EEB. We encourage you to actively use this handbook throughout your studies as it is a summary of the university, department and graduate program policies and procedures. For more complete information, please refer to our website <https://integrativebio.utexas.edu/eeb-graduate-program>.

Your Responsibilities

You are responsible for understanding the rules and policies that govern your academic degree. Use all resources available to you and plan well in advance to meet necessary deadlines. Please feel free to ask our Graduate Coordinator about any deadlines, or issues you may have questions about.

The Graduate School website <https://gradschool.utexas.edu/> is an excellent resource for information on degree requirements, as well as policies for applying to graduate and deadlines for defenses, thesis and dissertation submissions.

The College of Natural Sciences website for Graduate Education <https://cns.utexas.edu/graduate-education/> is another great resource for graduate students. It covers college policies, graduate courses offered throughout all CNS graduate programs, as well as, professional development and career support options.

Graduate Program and IB Administrative Structure

The Graduate Studies Committee (GSC)

The Graduate Studies Committee consists of all faculty in the Department of Integrative Biology, as well as faculty from other departments whose interests overlap substantially with the EEB GSC. The GSC sets the policies concerning the graduate program curriculum and academic requirements within the guidelines of the Graduate School and the College of Natural Sciences.

Associate Chair for IB Graduate Programs (Dr. Mike Ryan, mryan@utexas.edu)

The Associate Chair for IB Graduate Programs includes EEB, PB and IB affiliated students (students in IB labs, but not in EEB or PB).

GSC Chair (Dr. David Hillis, dhillis@austin.utexas.edu)

The GSC Chair is a faculty member who oversees the EEB GSC and oversees all GSC meetings. The chair also implements GSC policy regarding curriculum, and serves as a liaison to the Graduate School and the College of Natural Sciences.

EEB Graduate Advisor (Dr. Mike Ryan, mryan@utexas.edu)

The Graduate Advisor is a faculty member of the EEB GSC who advises graduate students and monitors their progress towards their degree. The advisor also serves as a liaison to the Graduate School and the College of Natural Sciences.

Graduate Coordinator (Tamra Rogers, tamra@austin.utexas.edu)

The Graduate Coordinator keeps track of and processes funding sources, student records, and ensures forms and procedures are processed in a correct and timely manner. Questions concerning procedures should be addressed to the Graduate Coordinator, who will consult with the Graduate Advisor, College of Natural Sciences, or the Graduate School, as necessary.

Admissions Chair (Dr. Mark Kirkpatrick, kirkp@austin.utexas.edu)

The Admissions Chair oversees the process of recruiting, evaluating, and admitting applicants to the EEB graduate program.

GSC Faculty Members

Faculty members on the EEB Graduate Studies Committee can mentor EEB graduate students, advise and vote on EEB GSC policies, serve on the EEB GSC sub-committees and dissertation committees. Our current list of EEB GSC members can be found on our website at <https://cns.utexas.edu/component/cobalt/items/1-directory?Itemid=1745>.

Assistant Director for IB (Theresa Kelly, theresa.kelly@austin.utexas.edu)

Assists the Department Chair and is the office manager for Integrative Biology. If you need a signature from the IB Department Chair, you should contact the Assistant Director.

Student Advising

Each student in EEB receives a personalized education, under the supervision of a team of faculty.

Major Professor(s)

All students have a faculty member appointed as their major professor (PI) before arriving at UT. The major professor, or professors if co-advised, is responsible for providing the student with academic guidance regarding coursework, research and the access needed to the facilities and resources to conduct their research. All major PI's must be on the EEB GSC, however, co-advisors do not have to be GSC members, or even affiliated with the university.

It is possible to change major professor(s) or add a co-advisor if you feel you would be better served in another lab. This is not uncommon, but is often a stressful decision for students. We advise you to consult with the Graduate Advisor in these situations. If any changes are made regarding your major professor(s), you should notify the Graduate Coordinator about the change as soon as possible.

First year students may opt to intern in two or three labs during their first year with approval of the relevant faculty. These internships are not required, but are available on an opt-in basis. Internships allow the student to learn a variety of research perspectives and methods, and to ensure that they settle in a lab that best suits their academic interests. Internships may be as simple as attending lab meetings, doing a directed reading project with a professor, or may entail field or lab work. If you and a professor(s) decide on this option, you must notify the Graduate Advisor and Coordinator immediately.

Diversity & Inclusivity Committee

This committee's two main efforts are (1) to address concerns or complaints about isolation, bias, harassment, mentor-student conflict, or any other inclusivity-related challenge, and (2) to assist in the support of prospective, incoming, and current graduate students through mentorship and community-building. All graduate students are encouraged to speak with one or more committee members, the GSC Chair, Graduate Advisor, or the Graduate Coordinator about any concerns they may have. We will coordinate with students on how to proceed, and will hold all their concerns in confidence. Further information, as well as a list of all current faculty and graduate student representatives serving on this committee are listed on our website at <https://cns.utexas.edu/eeb-graduate-program/diversity>.

Course Advisory and Mentoring Plan

Course Advisory Form

During the fall semester, all first-year students are required to develop an academic plan of work including coursework expectations. This is developed in consultation with the PI, and approved by the Graduate Advisor. The Graduate Coordinator will provide you with the Course Advisory form.

Mentoring Plan Part 1

During the fall semester, all first-year students are required to complete part one of their Mentoring Plan. This is developed in consultation with the PI, and approved by the Graduate Advisor. The Graduate Coordinator will provide you with the Mentoring Plan part 1 form.

Mentoring Plan Part 2

At the end of the spring semester, all first-year students are required to complete part two of their Mentoring Plan. This is developed in consultation with the PI, and approved by the Graduate Advisor. The Graduate Coordinator will provide you with the Mentoring Plan part 2 form.

EEB Annual Assessment

All students are expected to make reasonable progress toward their degree. Beginning the student's second year, the student must meet with their PI and complete the annual assessment. Once in candidacy, the student will continue to meet annually with their PI, along with any committee member's that are available. It is the student's responsibility to set up this yearly meeting and complete the Annual Assessment by November 1st each year. Once complete, the assessment must be forwarded to the Graduate Coordinator who will then send copies of the annual assessment to the PI and the current committee members.

The reports are used by the EEB Graduate Student Evaluation Committee in its annual review of graduate student progress and is important evidence when the Committee awards merit fellowships, research and travel funds. Flagrant or repeated violation of this expectation may affect students' eligibility for TA or GRA appointments or fellowships. A formal meeting of the Dissertation Committee can be requested at any time by the student, or any member of the Dissertation Committee, but this annual meeting is required every fall by the EEB Graduate Program.

PhD Curriculum Requirements

The Graduate School requires 30 credit-hours of graduate-level coursework to complete a Ph.D. This includes classes, seminar courses, research and dissertation hours. The Graduate School policy is students must receive a minimum grade of B- or higher to receive credit towards fulfilling degree requirements. EEB's policy is students are required to fulfill the following coursework and training requirements.

BIO 389D – Subjects & Skills in Biological Sciences

This core course is required for all EEB graduate students during the fall semester of the student's first year. It is taken with the PB Cohort.

BIO 384L – Issues in Population Biology

Students must register for this seminar course for one semester.

Four Additional Lecture Courses

In addition to the BIO 389D and BIO 384L each EEB student must take a minimum of four additional graduate-level lecture courses. Lecture courses are defined as courses that meet a minimum of two hours per week, including some instructor-led content (e.g., not just student-led reading discussion), and involve both reading and graded assignments leading to a letter grade.

At least three of these courses must be graduate level EEB courses, taught by an EEB GSC member. EEB students are required to take at least two of the Fundamentals courses listed below.

BIO 390C – Fundamentals in Evolution

BIO 390D – Fundamentals in Integrative Animal Behavior

BIO 390E – Fundamentals in Ecology

In addition, students must meet the quantitative requirement, see quantitative description below.

Quantitative Skills Course - Courses that satisfy this requirement may include non-EEB courses in areas such as mathematics, statistics, computer programming, bioinformatics, GIS, or EEB courses with heavy computational or mathematical training. The operational definition of a quantitative course, for the purpose of this requirement, is that the course should include multiple graded assignments in which students must apply learned quantitative skills to a task, including but not limited to mathematical operations and/or programming. Also, a majority (>50%) of class time should be devoted to teaching or exercising the quantitative skills. In order to count as part of your Program of Work, the course must be taken for a letter grade.

Three Additional Seminar or Lecture Courses

This requirement can be fulfilled by registering for seminar, reading and lecture courses. This is in addition to the BIO 384L and lecture course requirements listed above.

Department and Other Seminar Series

EEB expects that graduate students will regularly attend lectures given in departmental seminar series. EEB students should, at a minimum, regularly attend the:

- Population Biology (**BIO 384L**). Thursday's 2-3 PM. Lectures given by local faculty, students, postdocs, and visitors. All EEB student must register for Issues in Population Biology for one semester.
- Integrative Biology and Plant Biology Seminar Series. Monday's 3-4 PM. Weekly departmental seminars.

Additional lecture seminar series that may be of interest to EEB students include:

- Seminar Brain, Behavior, and Evolution (**BIO 384K.45**) Fridays 12-1. Lectures mostly given by local researchers, focusing on animal behavior, neurobiology, physiology, and related topics.
- Molecular Biological Sciences. Wednesdays 4-5. Seminar series for the MBS Department.
- Institute Cell & Molecular Biology Thursdays 4-5. Seminar series for ICMB

Course Offerings

The 'Fundamentals' graduate lecture courses in Evolution and in Integrative Animal Behavior will be offered each year and the Fundamentals in Ecology course will be offered every other year. These classes provide graduate-level coverage of current knowledge in Evolution, Ecology, and Behavior. Each class is lecture-based, and covers a diverse range of topics with heavy reliance on reading the primary literature to give students grounding in both classic papers and current research areas.

BIO 390C – Fundamentals in Evolution
BIO 390D – Fundamentals in Integrative Animal Behavior
BIO 390E – Fundamentals in Ecology

The following graduate lecture courses will be offered at least every few years, as faculty are available. Asterisks indicate courses that may satisfy the quantitative course requirement. Students should feel free to contact the faculty listed with a course to inquire about scheduling.

General Courses		
BIO 384K	Broader Impacts in STEM	Kemp
BIO 384L	Issues in Population Biology / Topics & Skills in Biological Sciences (spring only)	Wolf, Farrior
BIO 389D	Subjects & Skills in Biological Sciences	Mueller, Jha

Ecology Courses		
Bio 380C	Advanced Conservation Biology	Fowler
BIO 384K	Theoretical Ecology	Farrior
BIO 384K	Chemical Ecology	Sedio
BIO 384K	Ecology Seminar	Wolf
BIO 389D	Fundamentals of Ecology	Jha, Keitt

Evolution Courses		
BIO 380G *	Methods in Ecological Genomics	Matz
Bio 380P *	Population Genetics	Kirkpatrick, Matz
BIO 384	Fundamentals of Molecular Evolution	Moran, Ochman
BIO 384K	Insights into Ancient DNA	Kemp
BIO 384K-39	Phylogenetic Perspectives in EEB	Hillis
BIO 384K-40	Recent Advances in Phylogeography and Biogeography	Cannatella
BIO 386K-3	Advances in Plant Systematics	Jansen
Bio 390C	Fundamentals of Evolution	Juenger, Matz, Linder, Kirkpatrick
BIO380L *	Advanced Systematics	Cannatella
BIO384	Molecular ecology	Havird
BIO384K	Mitonuclear ecology	Havird

Behavior Courses		
BIO 380T	Evolutionary Neurobiology	Zakon
Bio 384K	Biological Foundations of Decision Making	Hofmann
BIO 384K	Cognitive Ecology	Muth
BIO 390D	Fundamentals in Integrative Animal Behavior	Cummings, Hofmann, Ryan
BIO384K	Seminar in Brain, Behavior & Evolution	Phelps
BIO384K	Biology of Bonding	Phelps

Computational/Quantitative Courses		
BIO 382K *	Introduction to Biology for Data Science	Hofmann
BIO 382K *	Python Programming for Biologists	Linder
BIO 384K *	Meta-analysis	Havird
SDS 384 *	Data Visualization	Wilke
ANT 388 *	Applied Data Analysis	Di Fore

Advanced Study and Research / Dissertation Hours

Students who have not yet advanced to candidacy should take BIO 182, 282, 382, 682 or 982 (Advanced Study and Research) as part of their course load. This provides credit in recognition of ongoing preparation to do research, but does not fulfill the lecture or seminar course requirements listed above. After admission to candidacy, students should register for BIO 399W, 699W, or 999W each semester. In all cases, the first digit 3, 6, or 9 is the number of credit hours. Nine credit hours in the long semesters and 3 credits in the summer are required for full time status. If this becomes an issue for you please contact the Graduate Coordinator.

Teaching Assistant Experience

Students are required to hold a Teaching Assistant position for a minimum of two semesters during the fall or spring. Exceptions can be made for students who have been a TA in a previous graduate program.

Oral Presentations

Beginning with their second year, all EEB graduate student are required to present a talk on their research at least once a year. Qualifying events include lectures in public venues such as the Population Biology Seminar Series, the Physiology & Behavior series, the annual Graduate Student Symposium, seminar series at other universities,

departments or institutes, or lectures at conferences. Lab meeting presentations do not satisfy this requirement. Lectures should be a minimum of 15 minutes to qualify. Consequently, students may split a one-hour seminar time-slot into two or three presentations by several EEB students.

Summary of Curriculum Requirements BE SURE YOU SEE THE ADDITION OF FUNDAMENTALS IN THE TABLE BELOW.

Required Courses	Number of Semesters	When to Take
Subjects & Skills in Biology	1	Fall of first year
Issues in Population Biology Seminar	1	Register for BIO 384L once in first year
Teaching Assistant Experience	2	Any semester before graduation
Oral Presentation		At least one every year
Graduate lecture course	3	
Of these, at least 2 must be EEB Fundamentals courses		Preferred before candidacy
At least 1 must fulfill the quantitative requirement		Preferred before candidacy
Research credit (BIO 382, 682,982)	At least 1	Every semester until admission to candidacy.
Dissertation credit (BIO 399W, 699W, 999W)	At least 2	Every semester after admission to candidacy.
Seminar courses (or additional lecture courses)	At least 3	Any semester before graduation

Those with a Master's Degrees

Students who already have a master's degree may appeal to the Graduate Advisor to waive a particular course requirement. The operating principle is that we do not want our coursework to duplicate courses the student has already taken in a master's program. The maximum number of courses that could be waived is two. One, and only one, of the Fundamentals courses could be waived. Another lecture course or a seminar course in our program could also be waived if it were redundant with the student's master's program. The final decision will be made by the Graduate Advisor in consultation with faculty who are experts in the field for which course waivers are being considered. To justify the waiver request, the student must supply the Graduate Advisor with a copy of the syllabus of the relevant course/courses from their master's program. Having a course waived does not reduce the number of courses that are required. For example, having one of the Fundamental courses waived does not change the requirement of four lecture courses. But it does allow the student more flexibility in choosing their coursework.

Qualifying Exam

In consultation with the Major Professor and approval by the Graduate Advisor, the student will choose a committee that will administer the Qualifying Exam. The committee must be chosen during the second-long semester (spring of the first year). The student and Major Professor(s) propose a list of four or five faculty to serve on the committee, which will be approved by the Graduate Advisor. The student's PI is one of the 4-5 members of the committee. At least three committee members must be EEB GSC faculty members. For a committee of 4, at least one member of the Dissertation Committee must be from outside the EEB GSC. This means the outside committee member cannot have any affiliation with the EEB GSC. For the committee of 5, the outside committee member can serve on the EEB GSC, but the person considered "outside" must be affiliated with another GSC. If the outside committee member is from another university or is not an official GSC member with the Graduate School, they will be required to submit a CV. One Senior Lecturer can serve on the Qualifying committee with the approval of the Graduate Advisor.

A student who wishes to schedule a Qualifying Exam must complete the Qualifying Exam application and prepare the Program of Work for Doctoral Degree. Contact the Graduate Coordinator for both of these forms. The Program of Work is a list of the courses completed, ongoing, or proposed that are to be counted toward the Ph.D. Both forms are available from the Graduate Coordinator. The Program of Work includes an approximate thesis title (in order to give the GSC an indication of the student's interests), but a research abstract is not required at this time. A draft of the program of work should be approved by the Graduate Advisor at least two weeks before the Qualifying Exam is scheduled to occur. The draft will then be distributed by the Graduate Coordinator to the entire GSC for comments and recommendations.

The Qualifying Exam Committee described above will administer the exam. The Graduate Advisor will choose the chairman of the Qualifying Exam Committee from one of the four or five members who is not the student's PI(s).

Purpose

The purpose of the Qualifying Exam is to assess whether students have the intellectual capacity, maturity, and background knowledge to conduct research. Specifically, the exam is supposed to:

- evaluate student ability to identify and justify interesting research questions, including formulating appropriate hypotheses,
- assess student ability to place research questions into context of current literature,
- assess student ability to plan strategies to answer research questions,

- evaluate the student's ability to communicate their questions and knowledge in written and oral form,
- identify gaps in student knowledge and to recommend rectification, and
- provide an incentive for the student to hone skills and knowledge necessary to proceed with research in their discipline. Assessment of more general subject-matter knowledge is achieved by grades from courses.

Prerequisites

Prior to taking the Qualifying Exam, students should have completed any courses required based on consultation with the PI and the newly selected Qualifying Exam Committee.

Scheduling

It is the student's responsibility to set up a date, place and time for the exam when all the committee members can meet. You should schedule a three-hour time slot, however, if you would like extra time to set up, be sure to allow additional time when reserving the room.

The oral exam should take place by the end of the student's second year (fourth long semester or the subsequent summer). Students seeking to take their exam in their third year must petition the Graduate Advisor to approve the delay. Students who have not completed the Qualifying Exam before the end of their fifth long semester risk being re-routed by their committee or the GSC to the Master's degree track.

Qualifying Exam procedure

- 1) Students identify a committee of four or five faculty in the spring of their first year. Committee membership may change up until the exam, at which point the committee becomes the dissertation committee.
- 2) To clarify expectations for the exam, in May of their first year each student will meet with their committee (individually) to discuss research interests, plans, and relevant training. Based on the conversation, the faculty should suggest coursework, workshops, and independent reading assignments, to help train the student on agreed-upon topics broadly relevant to their interests. This represents a plan for the student's studies during their second year, and defines the topics that may be covered during the general knowledge portion of the exam. To formalize this plan, each student should establish a cloud document (e.g., a Google Doc) where each faculty lists their expectations, and can see other faculty's assignments for the student. These recommendations are written down, and serve to define the scope of what is expected of the student in the general knowledge part of their exam.
- 3) Students take a single oral exam by the end of their second year (4th semester), but may appeal to take it as late as the fall of their third year (5th semester).

- 4) At least 4 weeks before the exam, students submit a 10-page research proposal to their committee. The proposal will typically discuss:
 - a. A clear description of the existing literature on a topic.
 - b. An open question, and a clear explanation of why this is worth answering.
 - c. Any preliminary data to motivate the question, or demonstrate that the planned work is feasible.
 - d. A description of the research methods, and subsequent data analysis and interpretation.
 - e. An explanation of how the research will be partitioned into chapters and eventual publications. Three chapters, corresponding to journal articles, is an expectation.
 - f. A time-line for completion.
 - g. A description of the resources required to do the work, and how those resources will (hopefully) be acquired.

The proposal should be in 11- or 12-point font with 1-inch margins. References do not count against the page limit.

If the student does not submit the proposal on time, the exam must be rescheduled to allow the committee sufficient time to give helpful feedback before the exam takes place.

- 5) At least 2 weeks before the exam, faculty must provide written feedback and a letter grade on the proposal. Faculty may provide comments as a written review, or as track-changes on a document. Students are encouraged to set up a system where faculty can see everyone's comments.
 - a. This step provides time for the student to think about comments and adjust their research design before the exam itself. The student should provide a written description of any substantive changes to the research plan to the faculty in advance of the exam.
 - b. The written comments might also include additional details about subjects that the student should be prepared to answer in the general knowledge portion of the oral exam.
 - c. If any faculty provides a grade of C- or below, the faculty must decide whether to proceed with the oral exam, or to delay until an improved proposal is available.

- d. Students invest considerably in their proposals, and faculty should feel obligated to provide written feedback within the proscribed time frame.
- 6) A committee member, other than the advisor, is assigned responsibility as Chair for the exam. The Chair is responsible for strictly enforcing the exam rules, such as format and timing.
- a. The proceedings are initiated with a brief discussion among the faculty (the student steps out of the room) about the student's progress and prospects for further work. At this stage the faculty mentor(s) should provide input regarding student performance. The Chair should briefly summarize the format and goals to remind committee members of the rules.
 - b. The first portion of the exam (minimum 1-hour duration) is general knowledge questions about topics settled upon as described in (2) above. The faculty mentor(s) do not ask questions or comment during this portion of the exam.
 - c. In the second portion (minimum 1-hour duration), faculty ask questions that address the specific research plan, and provide feedback on research feasibility. They should also determine if the student has sufficient knowledge and critical thinking skills to pursue the work effectively. The student should prepare a brief talk (~15 minutes) given at the start of this portion of the exam to help guide the discussion. The mentor(s) should take a back-seat to this discussion, but may contribute.
 - d. The entire exam should not exceed 3 hours, with a break between the two portions.
 - e. At the end of the exam, the student leaves the room and the faculty consult about their decisions. Each committee member provides a separate score for the student's written proposal, general knowledge, and research plan. By weighting these considerations, with feedback from the PI, the committee may opt to:

General Knowledge

- 1) Pass without conditions. Continue to dissertation proposal.
- 2) Pass with condition(s) listed below. Continue to dissertation proposal.
- 3) Pass with condition(s) below. Reschedule dissertation proposal.
- 4) Re-examination at a later date.
- 5) Termination of the PhD program.

Dissertation Proposal

- 1) Admit to candidacy.
- 2) Pass with condition(s) listed below. Continue on to candidacy

3) Pass with condition(s) below. Rewrite Proposal. Do not admit to candidacy.

In their deliberations, following the exam, the Qualifying Exam Committee may consider not only responses to questions during the exam, but also the successful completion of formal coursework, prior research experience, and other evidence of academic achievement. When the committee has completed its deliberations on the student's performance and has decided on a recommendation, the student will be invited back before the committee to discuss the results of the examination. Approval of the dissertation proposal should occur no later than the end of fifth long semester in residence, with admission to Candidacy no later than the sixth long semester.

All committee members must sign the Examination Results form. If a committee member is attending virtually, then an email may be sent to the Graduate Coordinator in place of a formal signature. If any additional coursework is required, it should be added to the student's Program of Work for the Doctoral Degree. All signed forms must be returned to the Graduate Coordinator.

Advance to Candidacy

When the dissertation proposal has been accepted by the committee and the results form has been signed by the student's committee, the student must return the form to the Graduate Coordinator. The GC will send the student the online form to apply for candidacy with the Graduate School. You are not officially in candidacy until the online form has been final approved by the Graduate School.

Students should also check with the Graduate Coordinator during this time to be sure all your degree requirements have been met. Students do not want to get to their defense to realize something was missed.

Dissertation Defense

The semester the student intends to graduate a Graduate Application must be submitted online with the Graduate School. This application is due fairly early in the semester, so if you think you may defend, go ahead and submit the application. If by chance you don't defend, or you are still making corrections when the deadline passes, you will just need to apply to graduate again the following semester. It is free to apply to graduate; you can apply multiple times, if necessary.

The students meet with their Dissertation Committee on an annual basis once admitted to candidacy. Critically, they meet within one year prior to the Dissertation Defense to

review progress towards completion and get approval of an approximate date for the exam.

When the dissertation is essentially in its final form, it is circulated to the Dissertation Committee. When all members of the committee agree, the final oral exam should be scheduled with the Graduate School by completing the Request for Final Oral form. At this point, all deadlines and paperwork are with the Graduate School, not the EEB Graduate Program.

Following procedures specified by the Graduate School, the student should give copies of the dissertation to all committee members at least four weeks prior to the defense. The Request for Final Oral Examination must be signed by all members of the committee and the Graduate Advisor, then submitted to the Graduate School at least two weeks prior to the exam. No committee member is expected to sign the Request for Final Oral Examination until they have had sufficient time to examine the dissertation.

The oral defense consists of two parts. The first is a public seminar that is open to members of the University and the public at large. Immediately following the seminar, the student meets privately with the Dissertation Committee to answer any questions that the committee members may have. Once all corrections have been made to the dissertation and at least four members of the committee approve, the GSC Chair or PI (GSC Chair representative), may sign the Report of Dissertation Committee form to notify the Graduate School Dean of successful completion of the defense and all degree requirements.

Master of Arts Program

The Graduate School has two programs leading to a Master of Arts (MA) Degree that are applicable to Ecology, Evolution and Behavior and is expected to be completed within two to three years.

- MA with Thesis. This is the usual degree taken in this program. Six hours of “Thesis” are taken as part of the 30 hours of coursework. A written thesis is presented and read by two members of the faculty, your advisor and one other member.
- MA with Report. Three hours of “Report” are taken as part of the 30 hours of coursework. A report instead of a thesis is written. This report is based on work done in one of the courses. The report is read and signed by two members of the faculty, your advisor and one other member.

Course Requirements

- For the Thesis option, 24 hours of coursework, plus BIO 698A & 698B Thesis (taken sequentially) which counts for 6 hours for a total of 30 hours. For a MA with Report option, BIO 398R must be taken and counts for 3 hours, in addition to 27 hours of coursework, for a total of 30 hours.
- A minimum of 15 hours of coursework in Ecology, Evolution and Behavior is required. EEB courses are defined as courses taught or co-taught by a member of the EEB GSC. In rare cases, a course taught by a faculty member who is not a member of the EEB GSC may be acceptable but must be approved by the Graduate Advisor. Research courses (BIO 182, 282, 382, etc.) cannot be used to fill this requirement. The student can use no more than one conference course to fulfill the 15-hour requirement.
- As part of the 15 hours of coursework, the student must take three hours of BIO 389D Subjects & Skills in Biological Sciences. This is a core course for first-semester students in the EEB graduate program and is co-taught with the PB first year students.
- An additional six hours of work acceptable for graduate credit must be outside the major area of EEB.
- No more than 9 hours of senior level college courses may be counted toward the MA degree, and no more than 6 of these can be in EEB or the minor area. Courses with a middle digit of 8 or 9 should be chosen where possible.
- No more than six hours of Credit/No Credit courses can be counted. Approval of the Graduate Advisor is required prior to registration for a Credit/No Credit course.

Program of Work

The semester the student intends to graduate, an online graduate application and Program of Work must be submitted. You should contact the Graduate Coordinator to submit the Program of Work online. Once complete, you may then submit the graduation application.

Thesis Defense

Your thesis must be read by your Supervising Professor and one other faculty member. The Reader does not have to be on the EEB GSC, nor do they have to be a faculty member, but they must have the PhD credentials to evaluate your Thesis properly.

Registration

In general, students must be enrolled for classes whenever they are receiving services from The University, such as course instruction, faculty interaction, employment, fellowship or training grant stipends. Please read the following section carefully and check with the Graduate Coordinator if you have any questions regarding course load requirements.

Full-Time Registration

In most cases, all EEB students must be enrolled full-time during the fall and spring semesters. Since we guarantee support for the first five years, you must be registered full-time, which is 9-hours in the long semester and 3-hours in the summer. In some cases, students do not have to be registered in summer. For these few exceptions, the Graduate Coordinator will inform students if this is an option. If it isn't clear at the time of summer registration, then do register. Registration will zap later if tuition isn't paid, but what we don't want is the student to have to late register and incur a late fee.

Regardless of which semester it is, the university will not pay more than the full-time cost for registration. If you have more than 9 hours in the long semester, or 3 hours in the summer, contact your Graduate Coordinator for advice in meeting the desired 9/3 credit hours goal.

Tuition Waiver's

Employment as a TA or GRA qualifies non-Texas residents to receive resident tuition. The waiver is requested on line and is applied directly to your fee bill. You will need to do this every semester you are appointed as a TA or GRA.

For those who are on fellowship, please DO NOT fill out the online tuition waiver. The Graduate Coordinator will take care of submitting the forms for your waiver, as those are processed differently. Please contact the Graduate Coordinator if you are not sure which type of tuition waiver you need.

Tuition Bill

Between the University, CNS and the Department, tuition is covered in full for the first 5-years. The payments usually happen in stages, as different accounts and departments cover different parts of the tuition bill. If you owe additional fees that are not covered under the regular tuition and required fees, then you will need to pay the remaining balance once the University has applied all other payments. These fees include the \$10.00 General Deposit for first year students. Since students can request reimbursement for this fee after graduation, the university cannot cover it. Other examples of additional fees are sports packages and late fees.

Confirming Registration

All students must confirm their tuition bill after all payments are applied or it will be cancelled. To confirm your registration, go to the tuition payment website and click the “CONFIRM” button. The Graduate Coordinator will send you a notice when it is time to confirm, but if you happen to log on and notice, please go ahead and confirm. If your tuition bill is NOT confirmed by the 5:00 pm deadline, then your registration will zap, and you will be charged a late fee when you reregister. In this case, the student is responsible for covering any late fees accrued.

Continuous Registration

The Graduate School requires all students to be continuously enrolled for at least three hours for all long semesters (Spring and Fall) until completion of the degree. Students who need to take a medical leave of absence during a long semester, must petition the Graduate School. The Graduate Coordinator will be able to help you with the petition.

Add/Drop or Credit/No Credit

Students may add and/or drop courses without penalty during the add/drop period, which is the 12th class day during long semesters and the 4th class day in summer. After that date students must petition the Graduate School, but petitions of this nature are rarely approved. If a student must drop a course after the deadline and the petition letter is approved, the student will have to pay to add a course to keep full-time status due to having a TA/GRA or fellowship. The cost to add a course is about the same cost as summer registration.

A student may change the grade status to CR/NC until about half-way through the semester. Courses required in the Program of Work cannot be taken CR/NC.

Academic Appointments and University Fellowships

The primary means of support from the University is through an academic appointment, which are covered by Teaching Assistantships, Graduate Research Assistantships or University fellowship. A student appointed as a 20-hour TA or GRA, or on a fellowship of at least a \$1000, qualifies for resident tuition rates.

Teaching Assistantships

Prior to holding a Teaching Assistant position, the student must take a short training workshop offered prior to the start of their first semester to TA. The workshop is typically held the Friday before the week classes start, so please keep this date in mind as you make travel plans.

Students are considered for these positions by request. Students who hold a TA must reapply each long semester. Once you have accepted a TA position from The Biology Instructional Office, you are responsible for that position. You are not allowed to pull out of the TA without having someone else to replace you. It has been a number of years since we have had a waitlist, so students should never anticipate they can cancel their TA appointment.

Graduate Research Assistantships

Many faculty members have research grants that allow them to appoint students as GRA's. Students should check with their supervising professors concerning the availability of such appointments before submitting a TA request.

Pay Period for Teaching Assistants and Graduate Research Assistants

TA's and GRA's are paid in arrears, so September's paycheck will pay out on October 1. Appointments are processed by the semesters, which are broken down as:

- September 1 – January 15
- January 16 – May 31
- June 1 – August 31

Graders

Each semester we have a few grader appointments available through the Biology Instructional Office. Notice of these appointments are made at the beginning of each semester, and all students have an opportunity to request a grader appointment in addition to their TA or GRA, as long as the student does not exceed the appointment limit. The maximum number of hours allowed for all TA/GRA appointments is 30 hours. The two exceptions to this rule are:

- 1) First year students can only be assigned up to 20 hours.
- 2) International students are only allowed to be assigned for 20 hours.

University Fellowships

Each year the Graduate School accepts nominations from each Graduate Program for Continuing Fellowships, which provide a year-long stipend. To qualify, you must be in candidacy, or have passed your qualifying exam and in the process of applying to candidacy. The EEB Graduate Student Evaluation and Fellowship Committee determines whose name(s) will be submitted to the Graduate School. Nominees for these awards are selected by the Committee based on the strength of their application and on their records of performance.

Pay Period for Fellowships

Fellowships paid by the Graduate School are paid in advance, meaning you are paid September 1 for the month of September. These fellowships include some Recruitment Fellowships, Continuing Fellowships, NSF and any other type fellowship paid by Graduate School funds. Be sure to budget for the last month you are on fellowship. When your fellowship ends in August, you will receive your August check August 1, but you will not receive your TA/GRA, or fellowship from other sources for September until October 1, so please budget for this extra month accordingly.

- Grad School fellowship paid for August on August 1
- September's stipend is paid on October 1, leaving a two-month gap

There is a similar situation for those who were a TA or GRA in the spring and then go on a fellowship for only the summer. You will receive two stipends on June 1, so hold one of those checks till September 1.

- June 1 – Receive Grad School fellowship for June
- June 1 – Receive TA/GRA and some fellowships for May
- August 1 – receive Grad School fellowship for August
- October 1 – receive stipend for the month of September, leaving a two-month gap

Prestigious Outside Fellowships

Students with strong GRE scores and grade point averages should apply for federally funded fellowships, such as the NSF GRFP, NRSA fellowships from NIH, Howard Hughes Medical Institute International Student Pre-doctoral Fellowship.

For those with prestigious fellowships, or looking to apply for a fellowship outside UT where the stipend isn't as high as our stipend, or the health insurance and/or tuition isn't fully covered, please let the Graduate Coordinator know as soon as possible. We encourage all prestigious fellowships, but we also have to ensure your stipend, tuition and insurance are covered. If one of the above isn't fully covered, payment will be determined on a case-by-case basis with the PI.

Graduate School Prestigious Outside Fellowship Supplement

Each spring semester the Graduate School holds a fellowship competition for those who hold a prestigious outside fellowship, typically \$15,000 or more. The supplement is a one-time stipend distributed on or around September 1st for a \$1000. With this supplement the student may qualify for in-state tuition rates for fall, spring and summer of that academic year. The student may apply for this fellowship each year they hold a qualifying fellowship.

Department Fellowship Competition

Every spring Integrative Biology has funds that are allocated competitively to graduate students to help them achieve their career goals. Two types of fellowships are awarded, allowing about 11 months for the funds to be claimed, otherwise, the funds are forfeited and the student has to reapply for additional during another competition. The deadline to claim awarded funds, is March 1 of the following year.

Please note, all funds for research and travel awards are taxed, as the funds are paid from endowments to you directly, which is considered income.

Research Awards

At this time, the total amount allowed for Research Awards during your graduate time here is \$10,000. You may apply for up to \$4,000 each spring to be used anytime through March 1 of the following year. Research funds will be paid in two separate payments. After completing any required paperwork, such as thank you letters to donors, the Graduate Coordinator will process the first half of your research grant award. You will need to keep your receipts and submit them to the GC to receive the second half. Once you have spent the second half, submit those receipts to the GC. Students will not be allowed to receive additional funds in another competition until all outstanding receipts have been received, or outstanding funds have been reimbursed to the GC.

Funds for the Research Grants are to be used for research expenditures such as equipment, supplies and travel to research field sites. You may also use these funds to attend a workshop or training. The funds should not be used for travel to meetings, your stipend, or costs for undergraduate assistants.

Travel Awards

The total amount allowed for Travel Awards during your graduate time here is \$2,000. These grants are used to defray the cost for students to attend professional meetings. The funds are normally reserved for students who (a) will present a paper or poster, and (b) are approaching the end of their graduate career and thus need the opportunity to line up postdoctoral fellowships or other job opportunities. Cost matching by the Major Professor is encouraged. Travel awards are divided up into two categories:

- 1) Travel to present at meetings, which are capped at \$2,000 for his/her graduate career.
- 2) Travel to attend a workshop or training. These funds may be covered by research funds if the student has funds available, otherwise, travel award funds can be used, but those funds are still capped at the \$2,000 total.

Fellowship Payments are Taxed

All fellowships are taxed. UT policy prohibits us from establishing a UT account with endowment funds, so awards are paid directly to the student and therefore considered taxable income. Payment for services within the University, such as sequencing and imaging, must be paid from a UT account. In these cases, the student will have to write a check to reimburse the PI's Department. In most cases, this will be Integrative Biology (IB) or Molecular Biosciences (MBS).

As a matter of best practices, we suggest that awardees create a separate personal account for fellowship money to avoid co-mingling personal and University funds and to facilitate auditing if that were to become necessary.

Health Insurance Benefits

All GRA, TA and full Fellowship recipients will be covered by either student health insurance, or faculty/staff health insurance. The type of health insurance depends on what the source of your funds. A quick breakdown of most scenarios:

- TA and GRA appointments – faculty/staff health insurance
- Fellowships – typically student health insurance
- Spring TA, with a TA/GRA the following fall – faculty/staff health insurance
- Spring GRA with a summer GRA – faculty/staff
- Spring GRA with a summer fellowship – student health insurance

Both the student health and faculty/staff health insurance are considered gold plans under the Affordable Care Act. The plans are distributed by different departments, so every time a student has to switch, a new online health insurance enrollment form has to be completed. Human Resources processes the faculty/staff insurance, while Student Health Services processes the student health insurance. Both of these links are on the graduate program website.

Required Student Training

UT requires all graduate students to take several trainings. Most are only once, but some are required every two to three years. For those that require a refresher, you will receive a notification shortly before it is due.

The Graduate Program requires the following on-line training to be taken by all graduate students (see below). This is not a complete list. Depending on your research, you may be required to take additional short courses. You can find the link on our program website at <https://cns.utexas.edu/eeb-graduate-program/current-students/safety-training>.

Ethics and Compliance Training

Ethical conduct and compliance are personal responsibilities, and each student will be held accountable for his or her conduct and decision making. Our Graduate Program has a **zero-tolerance policy regarding academic dishonesty** and students found to be participating in any form of academic dishonesty will face immediate dismissal from the program. Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, and falsification of data or records.

If you hold a position as a TA, GRA, or another position on any University campus or property, the State of Texas wants you to uphold certain ethical behaviors. Graduate students must be aware of and in compliance with State law and University policies related to sexual harassment, equal opportunity, human research, integrity, IT security, and so forth.

Teaching Assistant Workshop

The Biology Instructional Office requires completion of a teaching assistant (TA) workshop prior to serving as a TA. The workshop is typically on Friday, the week before classes start each fall and spring semester. Further details will be provided by the Biology Instructional Office prior to the first semester a student is to TA.

Lab Safety Training

- OH 101 Hazard Communication – general
- OH 201 Laboratory Safety
- OH 202 Hazardous Waste Management
- FF 205 Fire Extinguisher Use
- OH 238 Laboratory Safety Refresher (required every 3 years after Lab Safety)

Crisis Procedures

EEB strives to provide a highly supportive environment to aid students through difficulties in the event of crises such as health problems (including mental health problems), assault, or professional conflict (e.g., with the Major Professor, or other students or postdocs). Students in need of advice or help may contact any member of the faculty or staff with whom they feel comfortable, but may also contact the Diversity & Inclusivity Committee (as mentioned above), the Graduate Advisor, the GSC Chair, PI, or the Graduate Coordinator. Such discussions will be held in complete confidence and nothing will be disclosed unless the student specifically requests disclosure.

In the event of an urgent issue, students in need of assistance (especially those at risk to themselves) can use the contact list below to call for help immediately.

- Call 9-1-1 if you are hurt or in danger
- 24/7 UT Counseling and Mental Health Center Crisis Hot Line - 512-471-2255
- UT Counseling and Mental Health Center, Monday – Friday 8am – 5pm - 512-471-3515
- Student Emergency Services, Monday – Friday 8 am – 4 pm - 512-471-5017
- University Ombuds Office – Student Ombuds – 512-471-3825

For further information, you can visit the EEB website under the current student tab.

Mental Health Resources

<https://cns.utexas.edu/eeb-graduate-program/current-students/mental-health-resources>.

Campus Safety

<https://cns.utexas.edu/eeb-graduate-program/current-students/campus-safety>