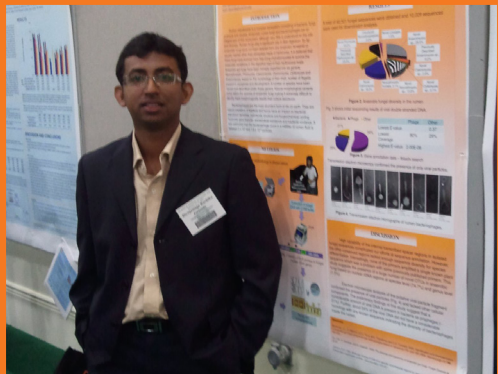
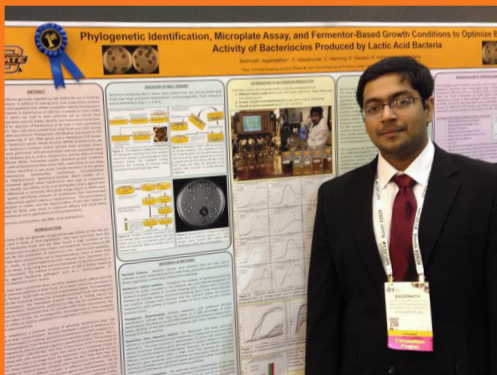
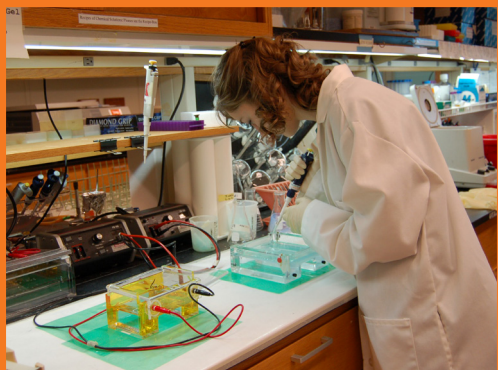




Department of Animal Science Graduate Program Manual





Department of Animal Science Graduate Program

Scott Carter
Animal Science Graduate Program Coordinator

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Welcome!



**Clint Rusk, Head
Department of Animal Science**

Dear Graduate Students,

Congratulations for being accepted into the graduate program in the Department of Animal Science at Oklahoma State University! We are glad you have decided to join our program. You have chosen to further your education in a vibrant department that prides itself on conducting cutting edge research, as well as applied research that will benefit livestock producers and feeders in the state of Oklahoma and the country.

Most of you have accepted a half-time position where you are expected to work a minimum of 20 hours per week for your major professor and the department. You will do well to treat this position as a job. The better you perform in

this “job”, the easier it will be to ask your major professor and others for a letter of recommendation when you complete your graduate program and seek your next position.

If you are on a Masters assistantship, we will pay you for two years. If it takes longer than two years to complete your M.S. degree, you will need to make arrangements with your major professor to extend your assistantship. If you are on a Ph.D. assistantship, we will pay you for three years.

I have watched numerous graduate students over the years. The ones who finish on time, or even a little early, spend about 12 hours/day, six days/week in class, in the lab or in their office. These dedicated individuals take the normal university holidays to spend with their families, but they are usually on the job for 3 weeks during the Christmas break. These students spend “Spring Break” and the summer months collecting data, working in the lab, preparing for prelims or writing their thesis/dissertation.

The faculty and staff in the Department of Animal Science are here to help you, but ultimately, it is up to you to go to class, collect and analyze your data, and write your thesis/dissertation. We want you to enjoy the graduate experience, make new friends with your fellow graduate students and “enjoy the ride”! Please let us know if there is anything we can do to help you along the way.

Go Pokes!

Sincerely,

Clint Rusk, Head
Department of Animal Science





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Program Information

The Department of Animal Science conducts research related to the improvement of animal performance and efficiency, health, and animal products. This research will ensure the economic sustainability of a safe and affordable supply of animal products for the consumer. Research projects focus on important livestock species including beef and dairy cattle, equine, poultry, sheep, and swine, and disciplines including animal well-being, behavioral genetics, food science, genetics and molecular genetics, immunology, meat science, nutrition, physiology, and reproduction. Basic research is conducted to enhance our fundamental knowledge of molecular and biological functions of animals, and applied research to evaluate fundamental knowledge in real-world production settings. One of the unique aspects of our research program is the wide breadth of facilities available near campus, ranging from core molecular facilities and labs to facilities for large herds of beef cows and stocker cattle along with feedlot facilities. These facilities allow better application of basic and applied research results to solve producer problems. In addition, faculty within the Department of Animal Science conduct collaborative research with faculty from other departments to solve the complex problems facing animal agriculture.

The Department of Animal Science offers graduate programs leading to the following degrees:

Master of Science (M.S. Degree)

Animal Science
Food Science

The master's degree may be earned by one of three plans:

Plan I—with thesis, 30 credit hours, consisting of 24 hours of course work and six hours of research with a grade of “SR”

Plan II—with report, 32 credit hours, consisting of 30 hours of course work and two hours of research with a grade of “SR”

Plan III—with no thesis or report, 32 credit hours of course work, including the creative component. The creative component may be a special report, an annotated bibliography, a project in research or design, or other creative activity, as designated by the advisory committee. Courses numbered 5000 or 6000 may not be used on a plan of study involving a creative component.

Doctor of Philosophy (Ph.D. Degree)

Animal Science

Food Science

The Doctor of Philosophy degree requires a minimum of 90 credit hours beyond the bachelor’s degree, or a minimum of 60 credit hours beyond the master’s degree in a related discipline.

Graduate Faculty

You can read more about our graduate faculty and their research at:

<http://www.ansi.okstate.edu/the-department/directory>

Blake Gloomberg, Ph.D - Animal Management

Scott Carter, Ph.D. - Swine Nutrition

Steven Cooper, Ph.D. - Equine Nutrition

Udaya DeSilva, Ph.D. - Molecular Genetics

Gerald Q. Fitch, Ph.D. - Sheep Science

Darren Hagen, Ph.D. - Molecular Genetics

Ravi Jadeja, Ph.D. - Food Safety

Divya Jaroni, Ph.D. - Food Microbiology

David L. Lalman, Ph.D. - Cow/Calf and Stocker Cattle Applied Nutrition and Management

Gretchen Mafi, Ph.D. - Meat Science

Peter Muriana, Ph.D. - Food Microbiology

Adel Pezeshki, Ph.D. - Monogastric Nutrition

Ranjith Ramanathan, Ph.D. - Meat Biochemistry and Meat Quality

Ryan Reuter, Ph.D. - Range Beef Cattle Nutrition

Janeen Salak-Johnson, Ph.D. - Stress Physiology, Immunology, Animal Well Being

Leon J. Spicer, Ph.D. - Reproductive Physiology (Dairy Cattle)

Dan Stein, Ph.D. - Livestock Production

Deborah VanOverbeke, Ph.D. - Meat Science

Blake Wilson, Ph.D. - Ruminant Nutrition

Guolong (Glenn) Zhang, Ph.D. - Molecular Biology



What to do when you get to campus...

For New Graduate Students

Domestic Students

What to Do When You Get to Campus

- 1) Check in with your **academic advisor** in Animal Science.
- 2) **You must be signed up for employment before the first day of class.**
 - **See Kathy Ratzlaff in ANSI 101 to fill out employment paperwork.** Be sure to bring your driver's license, Social Security Card, a voided check and the name and Social Security number of the person that you would like to name as your beneficiary.
- 3) Enroll in classes.
- 4) To receive the tuition waiver benefit and for a definition of "eligible courses," you must complete the "Tuition Waiver Contract" online: <http://gradcollege.okstate.edu/FormsPage>. Do this before the first day of classes.
- 5) Get a Student ID card at 113 Math Sciences Bldg. You must have a copy of your current class schedule in order to obtain your Student ID.
- 6) If you have a motor vehicle, get a parking permit from: <http://www.parking.okstate.edu/>
Click "Online Permit Sales".

International Students

The Graduate College would like international students to get to campus 10 days before classes start to attend orientation, process paperwork and get a Social Security Card.

What to Do When You Get to Campus

- 1) Check in with your **academic advisor** in Animal Science.
- 2) **Visit the ISS office at 250 Student Union.** At the ISS office you will:
 - Receive forms to take to the OSU Health Center
 - Submit immunization records
 - Take a TB test. This is a mandatory health screening.
 - You will take the Health Center forms back to ISS.
- 3) Register with the ISS office at 250 Student Union for orientation and to complete immigration processing. Bring your I-20 or DS-2019, passport, I-94 and ALL other immigration documents. If you are a student sponsored by an embassy, agency or company, bring the letter of sponsorship complete with billing address and contact person to the Coordinator of Sponsored Students at ISS.
- 4) Contact your advisor to enroll. After ISS provides you with your department academic information and enrollment permit, take your enrollment permit to meet with your academic advisor and get enrolled.
- 5) Attend **Mandatory International Student Orientation** - see the ISS website for complete information: <http://iss.okstate.edu/>
 - Learn about immigration regulations for international students
 - Talk with current students about the OSU Experience
 - Learn about university services
 - **ISS will help you get a Social Security Card and a Work Permit.**
- 6) **You must be signed up for employment before the first day of class.**
 - **See Kathy Ratzlaff in ANSI 101 to fill out employment paperwork.** Be sure to bring the paperwork you completed with ISS (passport, visa, I-94, I-20, work permit, a Social Security Card or number. **You must have a Social Security Card (or number) and a Work Permit to complete your employment paperwork.**
- 7) To receive the tuition waiver benefit and for a definition of “eligible courses,” you must complete the “Tuition Waiver Contract” online: <http://gradcollege.okstate.edu/FormsPage>. Do this before the first day of classes.
- 8) Get a Student ID card at 113 Math Sciences Bldg. You must have a copy of your current class schedule in order to obtain your Student ID.
- 9) If you have a motor vehicle, get a parking permit from: <http://www.parking.okstate.edu/> Click “Online Permit Sales”.



Getting Started

Student ID's

For all students and employees, their first ID's are issued free of charge. If the ID is lost, stolen, or mutilated, you will be charged \$20.00 for the replacement cost of a new card. A photo ID must be shown before a card is issued to you. If your card is damaged during normal use, you will be issued another one free of charge. Report your lost or stolen card immediately. Your ID card can be used to charge for various goods and services around campus, as well as for access to buildings and other services. If you find a lost ID card, return it to 113 Math Sciences. To contact ID services by phone call (405)-744-8434. Office hours are 8 am-5 pm Monday-Friday. You can also e-mail them at id.services@okstate.edu. For more information, visit the ID services web page at www.it.okstate.edu/policies/pol_osuid.php.

Keys

You will need keys for the building, your office, and the laboratory. For your office key, please visit with the graduate coordinator, Dr. Scott Carter. He will tell you what office you will be in. From there see Kathy Ratzlaff in Animal Science 101. She will issue the keys to you. Remember to double check each key to make sure they work.

At the end of your graduate program, you will be required to return all of your keys. If your key is lost or stolen, notify your supervisor and the front office immediately.

E-mail Set-Up

Before setting up your e-mail, you have to set up an O-Key Account. Go to www.okstate.edu. Under the student life tab,

click “O-Key Account”. If you are new to Oklahoma State, click on the O-Key Activation and follow the instructions; if not just log in under current users. Just remember your password, because that will get you into “everything digital” at Oklahoma State. Your password will expire every 120 days for security reasons, so be sure to write down new passwords. To use the e-mail services, from the okstate website under the student life tab, click on E-mail services and click the link under Attention New Students, to read about E-mail set-up and forwarding. Two types of e-mail are offered by Oklahoma State. You can use cowboy mail or orange mail, depending on your preference. Forward them to each other to be sure that you receive everything, even though you will only be using one e-mail. Check your OSU e-mail account frequently.

Orange Mail is at://orangemail.okstate.edu

Cowboy Mail is at://cowboymail.okstate.edu

Computer Labs

There are two computer labs available in the Animal Science building. The ANSI 126 computer lab is open 24 hours/day, 7 days a week. Monday through Friday, students have access from 8 am to 5 pm. Anytime before or after that, you must use your ID to enter. The graduate computer lab is in ANSI 204 A. It is accessible to you at anytime but you will need your key to get in.

Financial Aid

To make the most of funding opportunities for graduate students, you should:

- Learn about and how to apply for scholarships
- Learn about aid and how to apply for financial aid
- Activate your account
- Check your financial aid status frequently by logging onto Web
- Make sure we have an accurate and up-to-date Student Resources Form

See website: <https://financialaid.okstate.edu/future-students/graduate>



Health Insurance

To those in the OSU Student Health Insurance Plan:

Graduate Teaching Assistant/Graduate Research Assistant

A Graduate student who meets the requirements listed below is eligible and automatically enrolled in the Student Health Insurance Plan.

Graduate Teaching Assistant (GTA) and Graduate Research Assistant (GRA); and

Working .25 FTE (Full Time Equivalent) or more throughout the semester and meeting all other eligibility criteria to hold the assistantship; and taking nine (9) or more graduate credit hours, spring and fall.

Working .5 FTE (Full Time Equivalent) or more throughout the semester and meeting all other eligibility criteria to hold the assistantship; and taking six (6) or more graduate credit hours, spring and fall, (two (2) hours summer).

Eligible students who enroll may also insure their dependent. Dependent enrollment must take place at the time of student enrollment or within 30 days of assistantship with the exception of newborn or adopted children or any Qualifying Event.

International Students

All International students taking one (1) or more credit hours are required to have health insurance. All International students will be required to purchase the OSU Student Health Insurance Plan and the plan costs will be billed to the student's bursar account.

Important Links

<https://hr.okstate.edu/student-health-plan>

<https://hr.okstate.edu/benefits-education-student-health-insurance>

Contacts

United Health Care: 800-767-0700

OSU Benefits: (405) 744-5449

Student Health Insurance and Medical Claim Information: (405) 744-7023

The Plan is Underwritten by: UNITEDHEALTHCARE INSURANCE COMPANY

Administrative Office:

UnitedHealthcare StudentResources

P.O. Box 809025

Dallas, Texas 75380-9025

800-767-0700

Plan is arranged by:

Academic HealthPlan, Inc.

P.O. Box 1605

Colleyville, TX 76034-1605

1-817-479-2100

1- 855-357-0243

OSU University Health Services

OSU University Health Services (UHS) is a comprehensive medical outpatient clinic. UHS offers a complete Laboratory and X-ray Department and a Pharmacy within the facility. Students who are currently enrolled at OSU-Stillwater campus are eligible for treatment at University Health Services. This service is covered by a portion of the student health fee paid by each student upon enrollment. Although this insurance coverage can be used for hospital care worldwide, you are encouraged to seek medical care at OSU Health Services whenever possible.

Address: 1202 West Farm Road

Telephone: (405) 744-7665



UNIVERSITY HEALTH SERVICES

Open 8:00 AM - 5:00 PM, Monday - Friday

1202 West Farm Road
Stillwater, OK 74078-2036

Tel: 405-744-7665

Fax: 405-744-6556

Emergency: 911



Graduate School Considerations

OSU Animal Science continues to be one of the best Animal Science Graduate programs in the country. You will have a fantastic support network to help you through your program.

However, keep in mind that you are a college graduate and are entering a professional setting. You are responsible for your progress through Graduate School. If you don't understand something, ask questions.

Graduate school is vastly different from undergraduate. You are employed and have a responsibility outside of the classroom. In order to fulfill your assistantship obligations, teaching assistant responsibilities, coursework requirements, and research, you will likely be spending much more than 8 hours a day. To be successful, take advantage of every opportunity and stay on top of your program.

Time Lines

Your time in Graduate School will go much faster than you anticipate. It is not unusual for some programs to start a little slow, but most every program will become fast paced relatively quickly.

You need to keep careful tabs on your progress and deadlines. Also, keep in mind your anticipated graduation date and set benchmarks for yourself.

Do not forget to make sure you clearly understand what is expected of you in terms of research so you can set your goals and pace accordingly.

Remember, it is not unusual for writing your thesis or dissertation to take nearly a semester. You might consider working on your literature review as soon as you can and update it throughout your program.

Above all, try to completely finish before leaving. Students who finish research and classes, and then plan to return for the defense often experience much longer times to graduation. Not only that, some students end up not graduating at all.

Get involved right away with other people's projects, talk to your mentor about your project, read constantly, and stay on track with writing. This is your program and your responsibility to keep it moving forward.

Work Load

The work load in Graduate School can seem daunting at times, but, in the end, will help you accomplish your career goals.

Technically, for students on assistantship, you are required to work 20 hours/week teaching or doing research for your mentor. **This is in addition to your course work and research for your thesis or dissertation.**

Thus, it is easy to see how things can quickly build. If you attend class for 2 hours and work 4-5 hours on assistantship duties each day, that only leaves 1-2 hours in an 8 hour workday. It is impossible to fulfill your thesis research and homework requirements in that timeline. A Graduate Student's work week is rarely 40 hours.

Most mentors will permit the 20 hour research assistantship to be applied to thesis or dissertation research. That is entirely up to your mentor.

Keep in mind that not all career paths are the same, and Mentors try to help programs meet the needs of the Grad Student. Thus, some programs will require more time in different areas. Don't fall into the "I have to work x hours for the same degree as Joe and he only works y hours". A degree is only part of it; the recommendations and networking are perhaps even more important than the degree. Stay focused on your program and goals.

Course Consideration

There is a wide range of courses that can be selected. Each discipline will have required or expected courses. You, your mentor, and your committee will help establish the courses for your program and your goals.

Keep in mind that some courses are ONLY offered every other semester or sometimes every other year. Thus, if you only have 2 years in your program, you will need to take a rotational course when it is offered.

Track these very carefully because if your committee requires you to take a course and you miss the course offering, you might find yourself waiting around an extra semester to fit it in.

Committee

Your Committee will help guide you through your program. Your Mentor will suggest committee members and your members will most likely complement your research program. Often, they will be collaborators on your projects .

For Masters students, your committee will administer your defense. For Ph.D. students, your committee will not only administer your defense, but also conduct your preliminary exams in order for you to advance to a Doctoral Candidate.

Especially for Ph.D. students, though your mentor will suggest committee members, it is acceptable to identify potential members that you feel will strengthen your program and discuss these with your Mentor.

Remember, you are not finished until your thesis or dissertation is complete with corrections.

Mentor Styles

You have probably heard that you choose a mentor not a University. Likely, you have chosen a program in an area like Physiology, Nutrition, or Behavior, because of your interests and career goals.

It is important to remember that just as the disciplines vary greatly, so do mentors. Not all mentors run their program the same way, so your experiences will be different from that of your fellow graduate students. Some mentors take a very “hands-on” approach, while others give more flexibility and independence to the student. Some mentors may have an open door policy and some may require appointments.

There is no “on size fits all” to Graduate programs and no right or wrong way to run one. If you have concerns, talk to your mentor first and foremost. Always remember that you are working with your mentor in your discipline because that is where you want to go career-wise. Other disciplines or mentors might have different approaches to their graduate students, but that should be of no concern to you. Stay focused on your program and your goals.



Research & Laboratory Considerations

Different programs will have different laboratory requirements. Some programs will be heavily focused towards on-farm research and some will be more focused on bench-top research.

Some laboratories are more “core” in nature and some laboratories are high use by individual researchers. For example, laboratory 122 houses the autoclave and several pieces of common use equipment.

If at any time during your program, you need help identifying equipment, new procedures, etc. please feel contact your major advisor for assistance.

Every laboratory will have their own set of guidelines, but there are some general rules set by the University or Federal Government that must be followed in every lab. It is important that you follow these regulations because fines to the Department can be thousands of dollars for failure to comply.

Rules & Recommendations

Please remember that this list of rules is not all inclusive. These are some common rules that must be followed, but your safety training courses may outline other requirements. Additionally, individual labs may have their own set of rules. For any questions, please speak with the Faculty member in charge of that particular lab.

Success of your research is a priority. Above all, if you need anything, or if anything is inhibiting your progress or jeopardizing your safety, please see your PI or Dr. Adel Pezeshki.

1) No problem is too small.

2) Proper attire must be worn in ALL labs at ALL times. This is an OSHA requirement. Legs and feet must be fully

covered with non-woven material = no shorts, sandals, etc. For more information, please see <http://ehs.okstate.edu/modules/ppe/Clothing.htm>.

3) Lab coats are up to individual laboratories and often depend on the task being performed. Speak with your PI or lab supervisor with any questions.

4) Do not leave laboratories with protective gloves on. This is a violation that OSU Animal Science has been written up for already.

5) Do your part to help maintain Chemical Inventory (detailed later). If you dispose of or order new chemicals, you must make sure to keep the inventory up to date.

6) Keep clear written records of your work as you go (laboratory notebook). If you have any questions, see your PI.

7) ALWAYS obtain training before using equipment. NEVER jump right into using equipment, even if you have used similar equipment at previous employment.

8) Use sign out sheets at all times for logging your use of equipment. This is not to place blame when equipment breaks, but to provide a history for troubleshooting that equipment if something goes wrong. Your equipment privileges can be revoked for abuse or neglect.

9) Clean before and after use if necessary. If equipment is left in poor shape by the previous user, log it, clean it, and notify the lab manager. Do not let the problem build.

10) If there are any problems with equipment, notify the PI as soon as possible. Please remember to write down any error codes or details that will help with trouble shooting.

11) In common use laboratories, be sure to keep your workspace clean but also recognize that there are projects that will generate clutter. It is unavoidable at times, so don't worry if that is the case. Be patient with others who might be cluttering up an area.

12) If you break it, don't hide it!

13) All containers you use must be clearly labeled with your initials, date, and contents at a minimum. For sample storage, follow your laboratory guidelines. Include the aforementioned items on the label along with study identification, clear sample identification, sampling time, etc. The goal of a good storage sample label is that someone 10 years from now with no knowledge of your work, can clearly identify the contents of your storage.

Research Support Available

There are several on campus support services available to aid in your research including:

- Grant writing support
- Statistics support
- Scientific writing support
- Chemical and biological reagent supply centers

Journals & Library Services

You should become very familiar with searching and reading primary literature. The OSU Library has paid access to thousands of journals.

A couple of common search engines for journal articles are <http://www.ncbi.nlm.nih.gov/pubmed/> and <http://highwire.stanford.edu>

If an article requires paid access, you can always do an interlibrary loan request (ILL) and receive virtually any article or book for free. See your librarian for questions.



Best Practices in Graduate Education

Graduate education at Oklahoma State University (OSU) is aligned with national best practices articulated by the Council of Graduate Schools (CGS). Similar ideas and themes are shared by CGS member institutions across the country. Through the Graduate College, OSU is committed to promoting excellence in graduate education and providing opportunities for graduate students and graduate faculty to excel in teaching, research and outreach in a manner consistent with its land-grant mission.

Endorsed by Graduate Council on April 19, 2013.

The Graduate Education Environment

Graduate education on the OSU campuses is focused on preparing the next generation of leaders, professionals and scholars, who will contribute to our educational, cultural, economic, and social environments. In this setting, graduate students are viewed and treated as professionals in the early stages of their career.

Training occurs in the context of disciplinary and interdisciplinary graduate programs that promote academic rigor, creativity, scholarship, and professional and ethical conduct.

Graduate faculty and students share responsibility in maintaining this environment. It requires the concerted efforts of both parties to cultivate a relationship that is based on professional and personal integrity, freedom of inquiry, and mutual respect.

Together, graduate programs, graduate faculty and graduate students work in conjunction with the Graduate College to achieve an academic and research environment that promotes diversity and excellence in graduate education.



Seminar



Department of Animal Science graduate students are encouraged to attend as many Animal Science seminars as possible. Animal Science seminars feature invited speakers presenting various topics related to animal agriculture, as well as graduate students and faculty presenting their research.

Seminars are held on Fridays at 12:30 PM in ANSI 124.



Opportunities for Presenting Your Research

Scientific Meetings & Societies

You should immediately seek to join the professional organization most closely aligned with your discipline. An example is the American Society of Animal Science, but ask your PI which society(ies) you should investigate.

You should strive to present your work via poster or oral presentation at a national or regional meeting. It is a great opportunity to network with future employers.

Remember, the meetings are like being at a job interview, so conduct yourself accordingly.

There are several opportunities on campus to present your data in order to polish your speaking and presentation skills. You should take full advantage of these opportunities.

Annual Whiteman Competition for Outstanding Oral Presentation of a Scientific Paper

Joe V. Whiteman was born in Illinois in 1919, graduated from New Mexico A&M College in 1943, and served as an infantry officer in Europe during World War II. Joe worked in livestock Extension in Colorado and New Mexico before completing a PhD degree in Animal Breeding in 1952 at Oklahoma A&M.

Dr. Whiteman joined the faculty in Animal Husbandry in 1953, enjoying a highly distinguished career in teaching and conducting sheep genetics research at Ft. Reno until his retirement in 1983. He also served as Graduate Programs Coordinator for 15 years. His former students serve on many Animal Science faculties and in industry leadership positions throughout the nation. Dr. Whiteman taught numerous courses in the department. Each included a lot of "Whiteman Philosophy". He also assisted many students and fellow faculty in experimental design

and statistical analyses for their research. Dr. Whiteman used many of the same teaching techniques he learned teaching soldiers going into battle. It was loud, direct, stern, tough, high standards and, at times, brutally honest. Hence, Dr. Whiteman became one of our best known and most unique teachers, subsequently, also one of the most highly remembered, respected, and appreciated by alumni. Through it all, Dr. Whiteman loved students and had an extreme desire to help each student achieve their true potential.

At retirement, the Joe V. Whiteman Award annual competition for effective graduate student research presentations was established by Dr. Whiteman. This award provides significant cash awards annually to the top three graduate students.

Dr. Whiteman died March 3, 2005.

Food and Agricultural Products Center (FAPC) Food Science Research Symposium

The FAPC Food Science Research Symposium includes oral and poster presentations of research conducted at the FAPC and OSU and a keynote address featuring topics pertinent to the food and agricultural industries.

OSU 3 Minute Thesis Competition - The 3MT®

The 3MT® first held at The University of Queensland in 2008 is a research communication skills development activity to help prepare students to present their research and its relevance to a non-specialist but educated audience in a cogent but concise manner. Students have only 3 minutes and one static slide to convey to their audience what they do and its importance in a manner that makes their hearers want to know more! Since its inception, enthusiasm for the 3MT® concept has grown with the 3MT® adoption by numerous universities. OSU held its first 3MT® competition in 2013. Animal Science MS student, Amanda Curtis, was the 1st place winner of the OSU 3MT® in 2014.

Three Minute Presentation - 3MP

Competition for Non-thesis Master's, Specialist and Graduate Certificate Students

The importance of graduate degree holders being able to explain what they do and its relevance to society in an engaging and concise manner has been identified by business leader as a crucial skill they seek in prospective employees. The Three Minutes Thesis (3MT®) has been used with great success to train OSU research master's and doctoral students in this skill, and for the first time last year, non-thesis master's, specialist and graduate certificate students developed the same communication skills in the Three Minute Presentation (3MP) competition.

Eligibility

Students are eligible to compete in the 3MP provided that they are currently enrolled in a non-thesis master's degree, specialist, or graduate certificate program. The 1st place winners of the 2015 3MP and 2016 MC Competitions are not eligible to participate.

Annual Graduate Research in the Biological Sciences Symposium

Symposium themes:

- Genomics, transcriptomics and proteomics
- Bioinformatics
- Structural biology
- Virology
- Microbiology and molecular genetics
- Plant, animal and human diseases



Safety Training

Training Requirements

State law requires that all OSU employees, including student employees, receive safety training at least four times a year.

The law is designed to help employees by providing them with the information necessary to do their jobs safely, as well as by reducing the amount of money being spent by the state on Workers' Compensation claims.

The Department of Labor (DOL) states that quarterly safety training **must be "Appropriate to the nature and severity of the hazards faced by the employee."** In other words, somebody in a high-hazard work environment such as a laboratory would need more training than somebody who works in an office. This means that an employee who is not at high risk for injury could count an information flyer or wellness newsletter as quarterly training. This might apply to office workers, for example. However, somebody who works in a laboratory would need additional training, because laboratories involve greater hazards.

The Department of Animal Science has **REQUIRED** Hazardous Communication Training every Spring. A seminar is presented by the office of Environmental Health and Safety (EHS). This seminar will count as two of your quarterly safety training sessions.

You can account for the other two sessions by doing training modules on the EHS website. Make sure that the modules you pick are appropriate for your line of work. Also, be sure to print off the training module and document it by writing the date, your name and CWID on it. The printed and signed document should be given to Lesleigh Dexter in ANSI 101. If you work in a lab, there will be other safety training specific to that lab.

Other Training

All students working with animals are REQUIRED to complete Institutional Animal Care and Use training (IACUC). This can be done through classes or on-line CITI training. For more information see the IACUC website: <http://compliance.okstate.edu/iacuc/iacuc-index>

Students who work in Biosafety Level 2 or greater also need IRB training and may also require blood borne pathogen training. <http://compliance.okstate.edu/ibc/ibc-index>

Students who work with human subjects or with radiation will also need additional training and documentation: <http://compliance.okstate.edu/>

Finally, all students who work with animals and/or are working under an IRB protocol must enroll in the occupational health and safety program: <http://ehs.okstate.edu/occsafety/index.htm>

Please turn in copies of ALL TRAININGS to Lesleigh Dexter in ANSI 101 and Dr. Adel Pezeshki.



Responsible Conduct of Research (RCR) Training

Education and training in the responsible conduct of research (RCR) is essential for all students, faculty, and research staff to have a thorough working knowledge of matters related to responsible and ethical research behaviors. At Oklahoma State University, all students, faculty, and research staff are required to complete RCR training if they will be engaged in any field of research.

Graduate students and postdoctoral fellows/associates must complete their appropriate RCR training module by either the second semester of their enrollment or within 2 calendar months following enrollment in any course in which research is an integral part of the course (i.e. Master's thesis (5000), Doctoral dissertation (6000)) or conducting activities identified by his/her advisor that involves research. Graduate students and postdoctoral fellows/associates will, in many cases, be required to complete additional and more discipline-specific, RCR training.

Online access to all RCR training modules can be found at the Collaborative Institutional Training Initiative (CITI) website: <https://www.citiprogram.org/>. New users will be prompted to create a free account in order to access all training modules and keep records of their training.

In the Animal Science Department, there is a graduate course entitled: "Ethics and Professionalism in Animal and Food Science" offered each Fall semester (ANSI/FDSC 5102). This course is approved as a substitute for the on-line RCR CITI training course; therefore incoming graduate students and postdoctoral fellows/associates that choose to take the course will meet the RCR training requirement at the conclusion of the course.



Conflict of Interest

If you will have a purchasing card (P-Card), you will need to file a conflict of interest form.

A conflict of interest exists when a Significant Financial Interest could substantially compromise an employee's judgment in the performance of University duties. A conflict of interest depends on the situation and not on the character or actions of an individual. Employees are responsible for disclosing Significant Financial Interests that would reasonably appear to be affected by, or to affect their University duties. You must file your conflict of interest statement in ANSI 101.



Animal Science Graduate Student Association (ASGSA)

Parent Organization: *Graduate & Professional Student Government Association*

The Animal Science Graduate Student Association currently consists of approximately 50 graduate students (consisting of M.S., and Ph.D. students). Food Science, Meat Science, Physiology, Nutrition, and Breeding and Genetics are the specific disciplines represented within the department. The mission of the Animal Science Graduate Student Association is to provide a positive professional and social environment for the graduate students in the Animal Science Department at OSU and serve as a liaison between faculty, alumni, and undergraduates in the Animal Science discipline. Our objective is to promote professional and social interactions among graduate students in the Department of Animal Science and with university faculty while successfully conducting research and extra-curricular activities.

The largest annual event the Animal Science Graduate Student Association will organize and host is the Totusek Lectureship. The lectureship was established by Dr. Don Wagner (former Department Head) in lieu of Dr. Totusek's contributions to the Animal Science program at OSU and his influence on the livestock industry in Oklahoma and across the country. Each year there is an invited speaker from academia or industry that will present seminars based upon their professional career. The distinguished speaker is nominated and selected by members of ASGSA. The program consists of two presentations, the first presentation will proceed a formal prime rib dinner that is prepared and served by the graduate students in the Animal Science building. This dinner and seminar is open to the general public and will consist of the speakers' individual and educational perspective of today's livestock industry. The second presentation is during the Animal Science departmental

seminar and the topic is focused around the speaker's story of success in the livestock industry. This lectureship series has been an annual event for several years and has hosted many outstanding individuals that have made their mark in animal agriculture. It allows graduate students to make contacts with industry leaders and gives the students a chance to hear about research conducted across the country.

The Animal Science Graduate Student Association also prepares and serves other dinners throughout the year. In the fall of the year, the graduate students will plan and set up Smokarama. This is a department BBQ which allows professors, graduate students, and families to get together for dinner and a few fun activities afterwards. The graduate students will cook the meal and serve the meal to faculty members and family in a low-key environment to foster fellowship between faculty and graduate students. There will be games after the meal.

The Animal Science Graduate Student Association assists with a few different community service projects throughout the year and participates in events like Relay for Life and Angel Tree. The ASGSA also hosts multiple social events throughout the year. Examples of these include, tailgating prior to home football games, bowling nights, playing intramural sports, and other activities. We have extreme fun and are excited about conducting research within the department and planning these events outside of the department.

GPSGA

Mission Statement

The Graduate and Professional Student Government Association serves as the sole voice for all graduate and professional students in the Oklahoma State University system. Our mission is to enhance your graduate experience through a unilateral representative body which provides student input on the policies that impact your health, finances, and professional development. GPSGA also provides aid for scholarship, fellowship, and leadership opportunities.



Leave of Absence Policy

Oklahoma State University (OSU) graduate students are expected to maintain active status through continuous enrollment from the time they matriculate until they graduate. Students who are not able to maintain active status are strongly encouraged to consult with their program, advisor, and Graduate College to determine whether requesting a leave of absence (LOA) is the most appropriate course of action. International students must consult with the International Students and Scholars (ISS) office to ensure compliance with Federal immigration policy. Example situations that may lead a student to explore a leave of absence request are medical, personal, employment and military service. Students who do not have an approved leave of absence and are not continuously enrolled may experience negative consequences related to academic, visa, financial aid, and other student issues - see University policies and guidelines for additional information. A student status of "good standing" (academic and conduct) is generally required for a leave of absence.

Students who experience circumstances that prevent them from maintaining active student status may be granted approval from the Graduate College for a leave of absence upon request. Students must complete a Leave of Absence form that specifies the length of the leave requested.

An approved leave of absence may not exceed one academic year, unless there are exceptional circumstances.

Students who do not obtain an approved leave of absence prior to interrupting their enrollment (excluding summer) may be terminated from their graduate program and/or held to new requirements if they are subsequently readmitted.

Students granted a leave of absence may not use University facilities or services available only to enrolled students.

The approved leave of absence time will not be counted toward time-to-degree limits.

Students who obtain an approved leave of absence in accordance with this policy are eligible for reinstatement provided they re-enroll no later than the term immediately following the expiration of the leave (excluding summer). Programs may specify reasonable conditions for reinstatement to active status, whether the student returns early or at the expiration of the leave. Programs may deny reinstatement to active status based on crimes or other serious misconduct occurring during the leave that would have been grounds for suspension or expulsion had the student engaged in the conduct while enrolled. Students are obligated and agree to disclose such material information. See OSU Student Code of Conduct.

Students whose leave of absence has expired and who have not yet registered for the following term (excluding summer) will be placed on inactive status. Students who are placed on inactive status must reapply for readmission.

Given the diverse disciplinary and interdisciplinary nature of graduate degree programs, programs may develop additional rules governing leaves of absence, as long as they are consistent with Graduate College and University policies.



Graduation Check Lists



Please follow the links below to make sure you are ready for graduation. The requirements on the checklists represent the general requirements of all graduating students in the Graduate College. Students should also contact their academic program for further program requirements, if applicable. In addition, students should be sure that any outstanding bursar balances are paid to avoid delays in issuing diplomas upon graduation.

<http://gradcollege.okstate.edu/masters-checklist>

<http://gradcollege.okstate.edu/doctoral-checklist>

You may also want to check the Graduate College Academic Calendar:

<https://gradcollege.okstate.edu/graduate-college-academic-calendar>



Graduate College Catalog

The university catalog should have the answers to any questions that are not addressed in this manual. You can view the online graduate college portion of the university catalog by following the link below. If you are unsure about the information you read in the catalog, seek help from your advisor, your graduate coordinator's office or the Graduate College.

<https://registrar.okstate.edu/University-Catalog-Graduate-College>