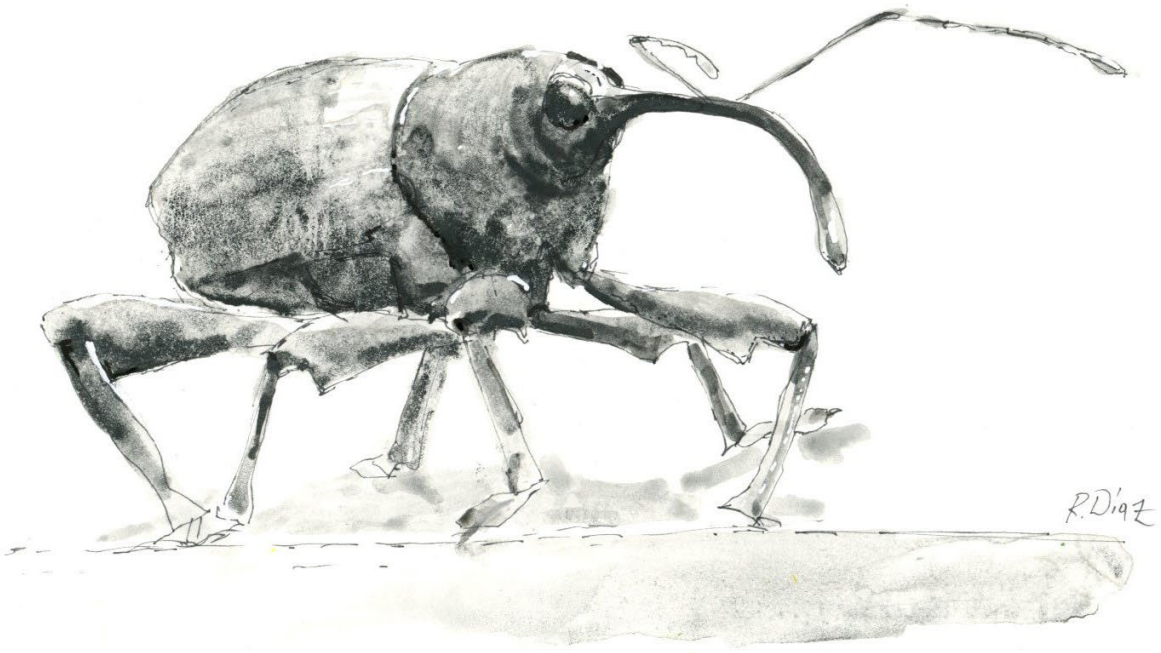

Graduate Handbook

Department of Entomology
Louisiana State University

Revised Fall 2023

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Introduction

The purpose of this handbook is to provide current and prospective graduate students with Departmental and University policies regarding master's and doctoral degrees in Entomology at LSU. Each student is responsible for familiarizing themselves with these guidelines and Graduate School regulations to facilitate an orderly and successful progression through the graduate program in Entomology.

Admission Requirements

Admission to the graduate program in Entomology is a three-step process beginning with the application to the Graduate School. The application packet must include:

- One set of official transcripts for all collegiate course work.
- CV or resume.
- Test of English as a Foreign Language (TOEFL) scores (if degree is from a non-English curriculum, see LSU Graduate School website for more information).
- Three letters of recommendation (official letterhead strongly preferred).
- Statement of purpose.
- Writing sample (for example, scientific or extension publication, class report, research paper).

It is strongly recommended, but not required, that the applicant:

- Provide official verbal and quantitative Graduate Record Examinations (GRE) scores.
- Arrange a remote interview with their potential research advisor within the Department.

After the completed application is received and processed by the Graduate School, it is forwarded to the Entomology Department for review by the Admissions Committee (Step 2). The Department (and Graduate School) requires students to have a minimum GPA of 3.0 (on a 4.0 scale) for their undergraduate coursework. Students with a GPA below 3.0 may be admitted, but they will enter their program under probation. Students are advised to contact their prospective Major Advisor early in the admission process because they will not be accepted into the Department without verification of financial support.

If the student is accepted by the Department for admission, the approved application is forwarded to the Graduate School for final acceptance and processing (Step 3). While the Admissions Committee provides recommendations on acceptance, final approval will be determined by the Graduate School. The student will be formally notified of their final application outcome by the Graduate School. The entire process may take several months, although it is usually completed in less time.

Assistantships and Fellowships

Admission to the LSU Graduate School and Department of Entomology does not constitute a guarantee of an offer of financial support; offers of financial support are made separately from offers of admission. Funding for most of our graduate students comes from three sources: fellowships/scholarships, departmental assistantships and grant-supported assistantships.

Incoming graduate students are encouraged to apply for fellowships and scholarships funded by private foundations and organizations (e.g., Fulbright Scholarships), governmental funding agencies (e.g., NSF Pre-Doctoral Fellowships) or other sources. LSU offers highly competitive research fellowships and assistantships for outstanding M.S. and Ph.D. students. These are administered through the Department, Graduate School and the College of Agriculture, and most require applications be submitted by mid-February for the following fall semester.

Many of the Department's graduate students are supported by grants awarded to individual faculty. In addition, a limited number of graduate research assistantships are awarded by the department to qualified students on a competitive basis.

All graduate assistantships are 12-month, half-time (i.e., 20 hours per week) research and/or teaching appointments. Students must maintain satisfactory performance to remain on an assistantship. This requires maintaining a cumulative GPA of at least a 3.0 (on a 4.0 scale) and satisfactory progress on research. The expected periods of time for students to complete the M.S. and Ph.D. degrees are two and a half and four to five, respectively, and departmental assistantships are not extended beyond these time periods. Stipends for graduate students vary depending on the source of funds, the degree program and supplements (i.e., from the Graduate School or grants). Currently, the standard stipends for students are $26,500 and $30,667 for M.S. and Ph.D. students, respectively. Tuition (but not other fees) is waived for students receiving graduate assistantships.

Course Loads and Continuous Registration

The minimum course load to maintain a full-time graduate assistantship is nine hours during the fall and spring, and six hours during the summer. Students not receiving an assistantship must be registered for a minimum of one credit hour during the semester of the master's final exam or the doctoral general exam. Doctoral candidates must maintain continuous registration for at least 3 hours each semester (excluding summer) from the general examination to the end of the semester in which they graduate. Students with graduate assistantships are expected to devote most of their time to their graduate studies and are discouraged from seeking outside employment.

Requirements for the Master's Degree

Graduate Advisory Committee

The Graduate Advisory Committee consists of at least three members of the graduate faculty, at least one of whom is a full member of the graduate faculty. The Major Professor is the chair of the committee with other members chosen by the student in consultation with the Major Professor. If there is an external minor, one committee member must represent the minor department. The committee must be established within the first six months of the student's tenure in the Department.

Credit Hours and Course Work

The minimum requirement for a master's degree is 30 hours of graduate work, including 24 hours of course work and six hours of thesis research. At least 15 hours of course work must be graduate (7000) level, which includes required courses and the six hours of research (ENTM 8000). Available courses are shown in Appendix A. The master's degree must be completed within five years from entrance into the degree program. Specific departmental course requirements include:

Required Courses	Credits
ENTM 7001: General Entomology	4
Additional 4000 and 7000 courses in Entomology	8
Additional courses (Entomology or other)	12*
ENTM 8000: Thesis Research	6
Total	**30**

* Only upper-level undergraduate (4000) or graduate (7000) courses can be taken to satisfy this requirement. Special topics (ENTM 7008) may be taken multiple times when topics vary for a maximum of 6 credit hours.

Master's students may request transfer credits for previously completed coursework, but the Advisory Committee must be consulted first.

Thesis Research Proposal

A master's student is required to have a research proposal and a plan of study accepted by his or her Graduate Advisory Committee by the end of the first six months of study. Guidelines for this proposal are given in Appendix B. A list of completed courses and those proposed to meet departmental requirements should also be prepared. A meeting of the Graduate Advisory Committee should be convened by the student within six months to discuss his/her proposal and course work. (Appendix C)

The Thesis

The thesis must follow the guidelines for Thesis and Dissertation Preparation. It should be delivered to the Graduate Advisory Committee members no later than two weeks before the defense examination.

Master's Examination/Thesis Defense

Master's students are required to present an exit seminar and pass a comprehensive oral examination (thesis defense). The exit seminar is public, and the student is expected to publicize the event. The student is not required to enroll in ENTM 7007 (Seminar in Entomology) during the semester in which the exit seminar is given. The scope of the thesis defense includes, but is not confined to, the student's thesis research. Members of the student's committee will use a standardized rubric (Appendix D) to evaluate his/her performance on the defense in three areas: 1) understanding of fundamental principles of entomology; 2) proficiencies in oral and written communication; and 3) the master's research, which includes development of a research plan, knowledge of relevant scientific literature and statistical techniques, and conduct of the research. Performance in each area is judged using the following scale:

1= below average, 2= average, 3= good, 4 = very good, or 5= superior (top 5%).

Rankings from each committee member will be averaged, and the student must receive a passing score (i.e., > 2.0) from the majority of committee members. A student not passing may be reexamined upon a majority vote of the committee. Failure upon reexamination will result in termination of the student's enrollment as a graduate student in Entomology.

A series of forms with deadlines are required and a schedule of important dates is published each semester by the Graduate School. If a student fails the defense and is to be reexamined, forms recording the failure are to be turned in to the Graduate School. The graduate student is responsible for making sure the Graduate School receives these forms on time. See the Schedule of Academic Events/Master's Degree (page 9), for a list of required forms. Turn in voucher specimens (see page 14) to the Louisiana State Arthropod Museum by the time the thesis is submitted to the Graduate School.

Requirements for the Ph.D. Degree

The Doctor of Philosophy (Ph.D.) is the highest degree offered by universities. It is conferred only for work of distinction in which the student displays decided powers of original scholarship and only in recognition of marked ability and achievement. The basic requirements are: 1) a student must exhibit unmistakable evidence of mastery of a broad major field (evidenced by passing the general exam); and 2) a student must prove ability to complete a significant program of original research by preparing a dissertation embodying creative scholarship and by passing a rigorous final examination. The dissertation must add to the sum of existing knowledge and give evidence of considerable literary skill.

Graduate Advisory Committee

The Graduate Advisory Committee has at least four members: Three are chosen by the student, plus a representative appointed by the Graduate School (i.e., the dean's representative). The committee consists of at least three members of the LSU graduate faculty, including the Major Advisor, who acts as the chair. At least two members must be from the Entomology Department, with at least one of these being a full member of the graduate faculty. The remaining members may be from Entomology or another department, with one being a full member of the graduate faculty. If the student declares a minor, one committee member must be from the minor department. The committee should be established by the end of the first six months of the student's graduate career. (Appendix C)

Credit Hours and Course Work

A doctoral program involves at least three years of full-time study (54 credit hours) beyond the baccalaureate degree. The Advisory Committee is responsible for determining the total number and types of courses to be taken to suit each student's needs; however, at least 18 hours of coursework must be graduate (7000) level. For incoming students without a master's degree in Entomology, a minimum of 30 hours of coursework plus 24 hours of dissertation research is required. Students with a master's degree in Entomology who transfer courses to satisfy required course requirements must take at least 18 additional hours of coursework (including three hours of special topics, two hours of seminar and one hour of teaching practicum) plus 36 hours of dissertation research. The doctorate must be completed within seven years from the time a student is classified as a doctoral student (Grad 7).

Ph.D. students with previous coursework in Entomology or other relevant disciplines may transfer up to 12 credit hours at the discretion of the Advisory Committee. The credit hours must be listed on the audit form completed when students take the general exam.

Introductory Seminar, Dissertation Research Proposal and Program of Study

By the end of the first year, students must have presented an introductory seminar detailing their research plan and to have had their research proposal accepted by their Graduate Advisory Committee. Guidelines for the proposal are given in Appendix B. A list of completed courses and those proposed to meet departmental requirements (the Program of Study; Appendix C) should also be prepared and presented to the committee for approval. Upon approval, it is the student's responsibility to confirm with the LSU Graduate School that courses proposed for transfer credit meet LSU requirements.

Minimum requirements for the Ph.D. degree include:

Required Courses	Credits
ENTM 7001 General Entomology (or equivalent) *	4
Additional 4000 and 7000-level courses in Entomology*	8
ENTM 7007 Seminar in Entomology (Introductory Seminar + Qualifying Seminar)	2
ENTM 7008 Special Topics	3
ENTM 7010 Teaching Practicum	1**
	18
Additional Coursework	12***
	30
ENTM 9000: Dissertation Research	24
Total	54

* Transfer credits may be used to meet this requirement partially or fully.

**ENTM 7010 may be taken multiple times for up to three hours credit.

*** Only upper-level undergraduate (4000) or graduate (7000) level courses can be taken to satisfy this requirement. In addition to the three hours that are required, special topics (ENTM 7008) may be taken multiple times when topics vary for an additional six credit hours. Additional courses may not include transfer credits, independent study or ENTM 9000.

Teaching Requirements

Each Ph.D. candidate is required to assist in teaching a course for a minimum of one semester. They are required to register for ENTM 7010: Teaching Practicum (one to three credit hours). Scheduling student teaching is the responsibility of the student and his/her advisor. The teaching can be associated with any course that the student is deemed qualified to teach by their Major Advisor and the instructor of the course, but students must assist with teaching in either AGRI 1005 or ENTM 2001 prior to receiving credit for other courses. Credit for ENTM 7010 will be assigned using a defined rubric (see Appendix F) following an evaluation by the Graduate Advisor (or department head) and the instructor.

Seminar Requirements

Each Ph.D. student is required to present two seminars to the department while enrolled in ENTM 7007. The first seminar is an introductory seminar in which the student presents his/her plan of work for the dissertation. The second seminar is a qualifying seminar which is expected to be given in the same semester in which the student takes his/her general

exam, and which presents an update on the student's progress toward completion of their dissertation research. Successful completion of the qualifying seminar and the general exam will be recognized as "advancement to candidacy" by the Department. A third (exit) seminar is not associated with ENTM 7007 and is required prior to the dissertation defense (see below).

General Examination

The general exam consists of oral and written questions from individual committee members. The exam is taken after most of the student's coursework is completed, normally after two full years of graduate study. Entomology requires that the general exam be taken by the end of the third calendar year of classification as a doctoral student. Students must be registered for at least one hour of credit during the semester of the exam, which may be scheduled on any day that the University is open for business and committee members are available. A request for the exam must be submitted to the Graduate School at least three weeks prior to the proposed date. **It is the student's responsibility to complete this form, obtain the Major Professor's signature and submit the form to the academic assistant in the Entomology office.**

Members of the student's committee will use a standardized rubric (Appendix E) to evaluate his/her performance in three areas: 1) understanding of fundamental principles of Entomology; 2) proficiencies in oral and written communication; and 3) the doctoral research, which includes conception of research and knowledge of relevant scientific literature, application of statistical techniques, and the originality and conduct of the research. Performance in each area is judged using the following scale: 1= below average, 2= average, 3= good, 4= very good, and 5= superior (top 5%). Rankings from each committee member will be averaged, and the student must receive a passing score (i.e., > 2.0) from the majority of committee members. There are three possible outcomes if the general examination is failed: 1) the exam is repeated at a date agreed upon by the committee; 2) the student is directed toward completion of a master's degree if applicable; or 3) the student is dropped from the program. If a student fails and is to be reexamined, forms recording the failure are submitted to the Graduate School.

The general exam is usually regarded as the culmination of a student's coursework, and remaining time should be devoted to concentrated work on the dissertation. At least three months must elapse between the general and final examinations. Doctoral candidates must maintain continuous registration for at least three hours each semester (excluding summer) from the general examination until graduation.

The Dissertation

The dissertation must demonstrate a mastery of research techniques, ability to perform original and independent research, and skill in formulating conclusions that expand upon or modify accepted ideas. The style of the dissertation must follow the guidelines for Thesis and Dissertation Preparation. The dissertation should be delivered to members of the student's Graduate Advisory Committee a minimum of two weeks prior to the date of the final examination/dissertation defense.

Final Examination and Dissertation Defense

The final examination consists of an exit seminar and an oral defense and is concerned primarily with dissertation research and related problems. Upon completing the dissertation and early in his/her final semester, the student will schedule the final examination. Exams may be scheduled on any day that the University is open for business and committee members are available; however, the exam is normally not scheduled until at least one manuscript has been submitted for publication in a peer-reviewed journal. The defense is public, and the student is expected to publicize the exit seminar. The student is not required to enroll in ENTM 7007 (Seminar in Entomology) during the semester in which the exit seminar is given.

The Graduate School must be notified of the student's intention to complete degree requirements. A schedule of important dates and deadlines is issued by the Graduate School each semester and should be consulted. A must be submitted to the Graduate School at least three weeks prior to the scheduled date and by current semester deadlines for degree candidates. It is the student's responsibility to complete and submit this form to the academic assistant in the Entomology office.

To pass, there cannot be more than one dissenting vote. Upon a majority vote, a student not passing may be reexamined. Failure upon reexamination will result in termination of the student's enrollment as a graduate student in entomology. A series of forms with deadlines are required and a schedule of important dates is published each semester by the Graduate School. The graduate student is responsible for making sure the Graduate School receives these forms on time. See Schedule of Academic Events/Doctoral Degree (page 10) for a list of required forms. Turn in voucher specimens (see page 14) to the Louisiana State Arthropod Museum by the time the dissertation is turned in.

Requirements for a Minor in Entomology

Departmental requirements for a graduate minor in Entomology consist of 10 hours of Entomology course work at or above 4000 level taken at LSU, including at least one hour at or above 7000 level (such as a seminar or special topics class).

Schedule of Academic Events
Master's Degree

See the Entomology Department academic assistant to obtain forms and cards listed below in bold to be submitted to the Graduate School. Alternatively, the student may download most Graduate School forms from the LSU Graduate School.

1. Appointment of Major Professor.
   - **When:** Before or during the first semester.
   - **Initiate through:** Department head.

2. Nomination of Advisory Committee (at least three members).
   - **When:** By the end of six months.
   - **Initiate through:** Major Professor.

3. Formulation of Program of Study and Thesis Research (see Appendix B). Meet with Advisory Committee to discuss proposal and course work. Put a copy in your file in the academic assistant's office.
   - **When:** By the end of six months.
   - **Initiate through:** Major Professor.
   - **Approval by:** Advisory Committee.

4. Submit Application for Degree: Master's Degree form and diploma page to Graduate School.
   - **When:** Semester of graduation. Consult graduate calendar for deadlines.
   - **Initiate through:** Major Professor.
   - **Approval by:** Major Professor, Department Head/Grad Advisor, Dean of Graduate School.

5. Schedule master's defense.
   - **When:** At least three weeks before examination date. Consult graduate calendar for deadline.
   - **Initiate through:** Major Professor using Graduate School Form . Give each committee member and academic assistant a copy.
   - **Approval by:** Advisory Committee, Department Head/Grad Advisor, and Dean, Grad School.

6. Submit thesis to Advisory Committee.
   - **When:** At least two weeks before the master's defense.

7. Exit seminar (public) and master's defense.
   - **When:** By deadline published by Graduate School each semester.
   - **Initiate through:** Major Professor and Advisory Committee.

8. Submit approved Master's Examination and Thesis Report (prepared and sent over by the Graduate School after you filed your) and Thesis Release Form permitting Graduate School to photocopy your thesis on request.
   - **Approval by:** Advisory Committee, Dean of the Graduate School.

9. Submission of electronic thesis to Graduate School.
   - **When:** See Graduate School calendar for deadline.

Schedule of Academic Events
Doctoral Degree

1. Appointment of Major Professor.
   - **When:** Before or during the first semester.
   - **Initiate through:** Department Head.

2. Nomination of Advisory Committee (at least four members).
   - **When:** By the end of the second semester.
   - **Initiate through:** Major Professor.

3. Formulation of Program of Study and Dissertation Research (see Appendix B). Meet with Advisory Committee to discuss proposal and course work. Prepare your Program of Study using pages 2 and 3 of the Grad School's form and, after approval by your committee, present it to the Graduate School for an informal audit. Note that you only need to complete pages 2 and 3 of this form.
   - **When:** By the end of the first year.
   - **Approved by:** Advisory Committee and Graduate School (informal).

4. Presentation of introductory seminar (enrollment in ENTM 7007 required).
   - **When:** By the end of the first year.
   - **Initiate through:** Major Professor and Instructor for ENTM 7007.

5. Submit form to the Graduate School. If there is a change in the Program of Study, submit Request for Change of Program of Study for Doctoral Degree at the same time.
   - **When:** A full academic year before the expected date of final examination (normally toward close of second year of full-time graduate study). Most course work must be completed. form should be submitted at least three weeks before examination date or by Graduate Calendar deadline, whichever is earlier.
   - **Initiate through:** Major Professor.
   - **Approval by:** Advisory Committee, Department Head/Grad Advisor, Dean, Graduate School.

6. Presentation of qualifying seminar (enrollment in ENTM 7007 required).
   - **When:** Generally, in the same semester as the general examination.
   - **Initiate through:** Major Professor and Instructor for ENTM 7007.

7. Admission to candidacy. Submit Committee Examination Report (sent to the Department by Graduate School after receiving form) to the Graduate School.
   - **When:** After passing general examination and presenting qualifying seminar.

8. Approved by: Advisory Committee, Dean of Graduate School.
9. Submit Application for Doctoral Degree form to the Graduate School.
   - **When:** Semester of graduation. Consult graduate calendar for deadlines.
   - **Approval by:** Major Professor.

10. Submit to the Graduate School.
    - **When:** At least three weeks prior to final examination date. The last date of final examination for a given semester is indicated in the graduate calendar. If changes in the program of study have been made, a should be submitted to the Graduate School prior to graduation.

11. Initiate through: Major Professor.
    - **Approval by:** Advisory Committee, Dept. Head/Grad Advisor, Dean, Graduate School.

12. Submission of dissertation to Advisory Committee.
    - **When:** At least two weeks before Final Examination.
    - **Initiated through:** Major Professor.

13. Final Examination/Dissertation Defense (including public exit seminar).
    - **When:** Final date for taking the final examination in each semester is indicated in the graduate calendar. After the final examination, submit the approved Doctoral Examination and Dissertation Report (prepared and sent over by the Graduate School along with degree cards after submitting your) to the Graduate School.
    - **Approved by:** Advisory Committee, Dept. Head/Grad Advisor, and Dean of Graduate School.

14. Electronic submission of dissertation and signed Publishing Agreement Form (obtained from Graduate School) to Graduate School.
    - **When:** See graduate school calendar for details.

Awards

LSU Department of Entomology Awards

L.D. Newsom, Boethel, and Roussel Graduate Student Awards - These awards, of $1,000 each, are given to individuals who exhibit excellence in academic achievement and graduate research. Awards are available for nominees in both the M.S. and Ph.D. programs. Notifications of nomination deadlines will be circulated in the department by the Student Awards Committee with guidelines for nomination packets.

LSU Campuswide Award

Distinguished Dissertation Award in Science and Engineering - A nominee is selected from within the Entomology Department by the Student Awards Committee and forwarded to the College of Agriculture (COA). Nominations are due at the COA in early December. The COA selects one nominee which is submitted for competition at the university level.

Entomological Society of America Awards

John Henry Comstock Award
This award, given by the national office of the ESA to promote interest in the science of entomology at the graduate level and to stimulate interest in attending the national conference, consists of an all-expenses-paid trip to the ESA national conference, plus $100 cash and a certificate. It is given to one graduate student from each branch. Each Entomology Department in the Southeastern Branch nominates one Ph.D. student. Each nomination should contain a detailed resume prepared according to ESA requirements submitted by departments to the SEB-ESA Awards Committee. Nomination packets should be given to the departmental Student Awards Committee chair and this committee selects the department nominee. The departmental nominee's packet is due at the SEB on July 1.

Kirby L. Hays Award
This award is sponsored by the Southeastern Branch and is given each year to an outstanding master's student. The recipient is given $250 and a plaque at the Annual Branch Meeting. Each Department nominates one student. Each nomination should contain a detailed resume prepared according to ESA requirements. The Student Awards Committee selects the departmental nominee after a call for nominations around July 1 and submits the nominee to the SEB by Sept. 1.

Robert T. Gast Award and Southeastern Branch Student Award
These two awards are given annually to a Ph.D. and M.S. student, respectively, presenting the best research paper as judged by both oral presentation and written work. The Gast Award recipient is given $500, and the Southeastern Branch Student Award recipient is given $250. Plaques are presented to both winners at the Annual Branch Meeting. Runners-up for these awards each receive $100 and a plaque. The deadline for nominations coincides with the deadline for receipt of titles and abstracts for student paper competitions at the SEB Annual Meeting, usually September or October. The paper submitted for consideration cannot have been submitted for publication prior to this deadline.

Southeastern Branch Outstanding Student Display Presentation Award
This award is given annually to the student presenting the best research paper in a display

format based on the presentation and a written summary. The recipient is given $100 and a plaque at the Annual Branch Meeting. The deadline is announced annually, and materials are sent to the SEB.

Other Awards

Students are encouraged to compete for travel and research awards from various sources on campus such as the LSU chapter of Sigma Xi and the Graduate School and nationally from federal agencies (e.g. National Science Foundation's Dissertation Improvement Grants, EPA Star Fellowships), professional societies (e.g. Sigma Xi, American Women in Science), private foundations (e.g., The Nature Conservancy) and industry.

Entomology Club

The Entomology Club is composed of graduate students, associates, faculty and others interested in entomological activities. Meetings are held on an as-needed basis. The club functions to give support to new students in the Department, to promote departmental activities and to generate an overall interest in Entomology by making the public aware of research conducted at LSU. The club supports an outreach program to schools in the area by having members make classroom presentations on various aspects of Entomology and encouraging science projects of an entomological nature. Social activities sponsored by the club include a fall cookout and spring crawfish boil. The club also provides input on various departmental issues through student assignments to committees. Income is generated through sales of shirts, hats, masks, and honey. Officers (president, vice president, secretary and treasurer) are elected each year at the start of the fall semester.

Voucher Specimens

All students must submit voucher specimens to the curator of the Louisiana State Arthropod Museum (LSAM) documenting species studied in their theses or dissertation research. A voucher specimen is any specimen that is the subject of study and is retained as a reference. For optimal utility, voucher specimens should be housed in a museum that can properly preserve, curate and make them available for further study. They should be part of a publicly accessible scientific reference collection.

Guidelines for voucher specimens:

- A statement indicating where the voucher specimens are deposited is required in the thesis or dissertation (e.g., voucher specimens are deposited in the LSAM);
- A series of 10 specimens of each species is suggested, but a single pair, male and female, is adequate if the species is a common economic pest;
- Specimens from different localities should be included if site-to-site variation is an important aspect of the research;
- Specimens must be properly preserved and labeled (direct questions to LSAM personnel);
- Label paper should be 100% rag, 36 lb. ledger (this paper and instructions for computer generated labels are available in the LSAM);
- Each specimen requires three labels placed on the pin in the following order: data label, determination label and voucher label (see below);
- Maximum size of all labels is 10 x 20 mm;
- If specimens are preserved in alcohol or on slides the same information must be placed with them.

Data labels should read as follows (if all the information will not fit on one label, use two):

Country: State: Parish or County	Ex. USA: LA: W. Feliciana Par.
Specific locality and latitude/longitude	Feliciana Preserve 30o47'N, 91o15'W
Date (Day-Month-Year) with the month in roman numerals and collector's name (both initials)	30-xii-2003 C.E. Carlton
Ecological data and/or collecting method	Mesophytic Forest/Berlese

Determination labels should read:

Genus species author	Ex. *Reaganis huangi* Ottea
Det. "name of identifier and year"	Det. J.A. Ottea 2011

Voucher labels should read:

VOUCHER SPECIMEN	Ex. VOUCHER SPECIMEN
Student's name and year of graduation	J. D. Smith 2004
LSU thesis or dissertation	LSU M.S. Thesis

Appendix A

Schedule of Courses

Fall - Even	Spring - Odd	Fall - Odd	Spring - Even
ENTM 2001 - TBD	AGRI 1005 - Ottea	ENTM 2001 - TBD	AGRI 1005 - Ottea
ENTM 7001 - Lord	ENTM 4005 - Lord	ENTM 4002 - Feng	ENTM 3020 - Ashbrook
ENTM 7020 - Feng	ENTM 4006 - Davis	ENTM 4040 - Johnson	ENTM 4005 - Lord
ENTM 7018 – Healy (Scientific Communication)	ENTM 7006 - Huang	ENTM 4100 - Sun	ENTM 4007 – Healy (Forensic)
ENTM 7008 – Sun (Chemical Ecology)	ENTM 7008 – Carlton (Extension Writing)	ENTM 7001 - Lord	ENTM 4020 - Diaz
ENTM 7002 - Stout		ENTM 7003 – Healy/Foil	ENTM 4130/7030 - Kaller
		ENTM 7016 - Diaz	
		ENTM 7017 - Ottea	

Undergraduate Courses

Course number	Course title	Credit hours
AGRI 1005	Science and Society	3
ENTM 2001	Insects in the Environment	3
ENTM 3000	Pest Management Internship	3
ENTM 3002	Pest Management Seminar	1
ENTM 3020	Management of Pests in Urban & Per-Urban Environments	4
ENTM 4002	Insect Biology	3
ENTM 4005	Insect Taxonomy	4
ENTM 4006	Fundamentals of Applied Entomology	3
ENTM 4007	Forensic Entomology	3
ENTM 4011	Biology and Management of the Honeybee	3
ENTM 4012	Fundamentals of Horticultural Entomology	3
ENTM 4018	Forest Insects and Diseases	4
ENTM 4020	Invasive Species Ecology	3
ENTM 4040	Insect Ecology	3
ENTM 4099	Undergraduate Entomological Research	1-3
ENTM 4100	Insect Behavior	3

Course number	Course title	Credit hours
ENTM 4130	Introduction to Aquatic Entomology	4
ENTM 4199	Special Topics in Entomology	1-3
ENTM 4199	Special Topics in Entomology	1-3

Graduate Courses

Course number	Course title	Credit hours	Time offered
ENTM 7001	General Entomology	4	Fall
ENTM 7002	Plant Resistance to Arthropods	4	Spring-odd years
ENTM 7005	Classification of Immature Forms of Insects	3	TBD
ENTM 7006	Advanced Insect Pest Management	3	Spring-odd years
ENTM 7007	Seminar in Entomology	1	every semester
ENTM 7008	Special Topics in Entomology	1-3	every semester
ENTM 7010	Teaching Practicum	1-3	every semester
ENTM 7016	Biological Control	3	Fall-odd years
ENTM 7017	Introduction to Insecticide Toxicology	3	Fall-odd years
ENTM 7020	Insect Physiology	4	Fall-even years
ENTM 7030	Aquatic Entomology	4	Spring-even years
ENTM 7600	Entomology Extension Practicum	1-2	TBD
ENTM 8000	Thesis Research	1-12	every semester
ENTM 8900	Research Problems	1-4	every semester
ENTM 9000	Dissertation Research	1-12	every semester

Appendix B

Guide for Thesis and Dissertation Research Proposal and Program of Study

Department of Entomology, Louisiana State University
Baton Rouge, Louisiana
_____ (Date)

Title: A brief, clear, specific designation of the subject of the research. The title, used by itself, should give a good indication of the project.

Objectives: A clear, complete and logically arranged statement of specific objectives of the project. If several objectives are proposed, they must be closely related. List them as 1, 2, 3, etc.

Justification: Should present the importance of the problem.

Previous work and present outlook: A summary covering pertinent previous research on the problem, citing important and recent publications from other research institutions, as well as your own institution, the status of current research, and additional information needed, to which the project is expected to contribute. This review will help to determine work already accomplished.

Procedure: A statement of essential work plans and methods to be used to attain each of the stated objectives. The procedure should correspond with objectives and follow the same order. Phases of the work to be undertaken should be designated. The location of work and facilities and equipment needed and available should be indicated. Wherever appropriate, procedures should provide data suitable for statistical analysis and design of the experiments should be indicated.

Probable duration: An estimate of the maximum time likely to be required to complete research and publish results.

Institutional units involved: List each unit of the institutions contributing essential services or facilities. Responsibilities of each should be indicated.

Literature cited: List important and recent publications involving this field of work.

Program of study: Use the LSU Graduate School's "Doctoral General Defense and Degree Audit" form (https://www.lsu.edu/graduateschool/students/grad_student_forms.php) as a template to list courses you have already taken, courses you plan to take and courses you wish to transfer. Your advisory committee will use this list to help you decide what additional coursework you will need for your degree.

Appendix C
Timelines for Acceptable Progress Toward Graduate Degrees

Master of Science

Year 1	2	3	4	5									
	Semester	1	2	3	4	5	6	7	8	9	10		
Assessment Eexam (Entering)			X										
Research Proposal/Committee Mtg	X-------X												
Thesis Defense						X							
Thesis/Graduation						X							
Assessment Exam (Exiting)						X							

Doctor of Philosophy

Year 1	2	3	4	5									
	Semester	1	2	3	4	5	6	7	8	9	10		
Assessment Exam (Entering)		X											
Intro Seminar (ENTM 7011		X											
Research Proposal/Committee Mtg	X------X												
General Examination						X-------X							
Final Exam/Dissertation Defense									X-------X				
Dissertation/Graduation										X--------X			
Assessment Exam (Exiting)										X--------X			

Appendix D

Department of Entomology
M.S. Graduate Assessment Survey

Student Name: _____

Exam Date: _____

Faculty Name: _____

This rubric is designed to assess the learning goals (objectives of our matrix) adopted by the Entomology faculty. For each of the following questions, rank the student on the following scale:

1 = below average
2 = average
3 = good
4 = very good
5 = superior (upper 5%)
N/A = not able to judge

Objective 1.

_____understanding of fundamental principles of Entomology

Objective 2.

_____proficiency in oral communication
_____proficiency in written communication

Objective 3.

_____development of a research plan
_____knowledge of literature
_____understanding of statistical techniques
_____conduct of research

Comments

_____
_____
_____
_____
_____

Appendix E

Department of Entomology
Ph.D. Graduate Assessment Survey
For use in General Exam

Student Name: _____

Exam Date: _____

Faculty Name: _____

This rubric is designed to assess the learning goals (objectives of our matrix) adopted by the Entomology faculty. For each of the following questions, rank the student on the following scale:

1 = below average

2 = average

3 = good

4 = very good

5 = superior (upper 5%)

N/A = not able to judge

Objective 1. Fundamental understanding of principles of Entomology

_____understanding of fundamental principles of Entomology

Objective 2. Proficiency in oral and written communication skills

_____advanced oral communication skills

_____written communication skills

Objective 3. Development of plan for original research

_____originality of research

_____conception of a research project and review of literature

Comments

_____
_____
_____
_____
_____

Department of Entomology
Ph.D. Graduate Assessment Survey
For use in Dissertation Defense Exam

Student Name: _____

Exam Date: _____

Faculty Name: _____

This rubric is designed to assess the learning goals (objectives of our matrix) adopted by the Entomology faculty. For each of the following questions, rank the student on the following scale:

1 = below average
2 = average
3 = good
4 = very good
5 = superior (upper 5%)
N/A = not able to judge

Objective 1. Fundamental understanding of principles of Entomology

_____mastery of an area of specialization

Objective 2. Proficiency in oral and written communication skills

_____advanced oral communication skills

_____written communication skills

Objective 3. Conduct of original research

_____originality of research

_____conduct of research

_____knowledge and application of appropriate statistical techniques

Comments

_____
_____
_____
_____
_____

Appendix F

Guidelines for Assigning Credit for Students in ENTM 7010: Teaching Practicum

Students enrolled in ENTM 7010 can receive credit (one to three hours) for assisting in any course taught by Entomology faculty, at the discretion of and by permission of the course Instructor but must first assist in teaching of AGRI 1005 or ENTM 2001.

Teaching assistants can receive credit for the following types of activities:

-- teaching-related contact involving groups of students; examples include preparing and presenting lectures during scheduled lecture periods and leading study/review sessions.

--grading.

--teaching-related contact involving individual students (tutoring, office hours); assumes that teaching assistant possesses mastery of material covered.

As a guideline, students enrolled in ENTM 7010 in past semesters have received one hour of credit for every four class periods for which the assistant had primary responsibility (e.g., one hour of credit for every four lectures given or for every four lab periods coordinated).

Material presented by the teaching assistant must be the product of their own efforts.

Teaching assistants should not receive academic credit for activities that do not involve substantial intellectual engagement, for example, making copies or arranging specimens for a lab period.

If a student is to receive more than one hour of credit for teaching during a semester, the Courses and Curriculum Committee should be consulted to ensure appropriateness and uniformity in assigning credit for ENTM 7010.

Students are encouraged to attend at least one CELT-sponsored workshop on teaching.

Written feedback from the instructor must be provided to the teaching assistant at appropriate times during the semester.

Before receiving credit for ENTM 7010, the student's performance must be evaluated by the instructor and the Department Head or Graduate Advisor using this rubric.

ENTM 7010: Teaching Practicum

Date: _____
Evaluation of Teaching Assistant: _____
Evaluated by: _____
Name of Student: _____
Course Taught: _____

Provide a concise description of the duties performed by the teaching assistant:
_____
_____
_____
_____
_____

Use the following scale to describe the performance of the teaching assistant:
(5= Strongly Agree; 4= Agree; 3= Undecided; 2= Disagree; 1= Strongly Disagree; NA= Not Applicable)

_____ A. The teaching assistant was prepared for class.

_____ B. The teaching assistant was well organized.

_____ C. The teaching assistant communicated clearly.

_____ D. The teaching assistant made efforts to improve his/her teaching.

_____ E. The teaching assistant was effective in one-on-one interactions with students.

_____ F. The teaching assistant was familiar with the subject matter of this course.

_____ G. The teaching assistant was an effective teacher.

_____ H. The performance of the teaching assistant met my expectations.

Provide specific suggestions for improving the performance of this teaching assistant:
_____
_____
_____
_____
_____

Comments:_____
_____
_____
_____
_____
_____

This evaluation has been reviewed by the teaching assistant and faculty mentor:

Teaching Assistant: _____ **Date: _____**
Faculty Mentor: _____ **Date: _____**