UH Mānoa Zoology Graduate Program
Zoology Graduate Program

• hosted by the Department of Biology
  (there is *no* Department of Zoology and there is *no* Biology Graduate Program)
• chaired by a marine biologist (Mark Hixon)
  (who does *not* chair the Marine Biology Program)
Zoology Graduate Program

- ~55 graduate students
- ~50 faculty, ~50:50 Regular:Cooperating:

<table>
<thead>
<tr>
<th>Faculty Type and Level</th>
<th>Can chair PhD committees?</th>
<th>Can chair MS committees?</th>
<th>Can serve on graduate committees?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Level 3:</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Regular Level 2:</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Regular Level 1 *:</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Cooperating Level 3:</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Cooperating Level 2:</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Cooperating Level 1 *:</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

* Emeritus faculty may continue to advise their graduate students who have reached degree candidacy by the date of retirement.

manoa/hawaii/edu/biology/graduatefaculty
Zoology Graduate Program

2016 Cohort

Luke Campillo (Bob Thomson)
Maria Constantini (Floyd Reed)
Tara Hetz (Cindy Hunter)
Thomas Iwanicki (Megan Porter)
Ryan Jones (Mark Hixon)
Stevie Kennedy-Gold (Amber Wright)
Jessica Schaefer (Peter Marko)
Rachel Sommer (Rob Cowie)
“New and Improved” Vision

• “create a culture of kick-ass science”
• keywords: accessibility, accountability, clarity, community, consistency, fairness, support
• enhance our reputation and stature
• model after successful programs elsewhere
• be inclusive and community-building
• include informative web page & handouts
“New and Improved” Vision

- requires active & engaged participation by both faculty & graduate students

- requires healthy mentor-apprentice relationships between advisors & students
University of Hawai‘i at Mānoa  
Zoology Graduate Program

QUICK GUIDE TO STARTING GRADUATE SCHOOL

E komo mai (Welcome) to the Zoology Graduate Program at UH Mānoa! This quick guide is designed to help you get started. If you have any questions, you should first check on-line, then ask your advisor, then ask the Zoology Graduate Chair (currently Dr. Mark Hixon, hixonm@hawaii.edu), including your advisor in your e-mail message.

1) MyUH: Go on-line to myuh.hawaii.edu and set-up your UH e-mail and UH username accounts. This can be done as soon as you have accepted your offer to enter our program, even before you move to Hawai‘i. You will need either your UH Number (from the acceptance letter you received) or your Social Security Number. Please be sure to send your new e-mail address to the Manager of the Department of Biology Pia Dizon (pdizon@hawaii.edu) and to Dr. Hixon (see above). Biology administers this program.

2) Registration and Tuition: Check your MyUH account regularly for information regarding registration for courses and payment of any fees. You should also register for ZOOL 691C “Seminar: Zoology Literature,” which is a required one-credit orientation for new graduate students. (If you are in the Marine Biology Graduate Program, then the analogous course is MBIO 6911.)

3) UH Identification Card: Once you have registered and have any printed proof of registration as well as your personal ID, go to the window at the Campus Center (above the bookstore) to obtain your UH ID card. Be sure to ask for a free bus pass sticker for your card.

4) Teaching Assistants and Fellows: If you applied for and were granted a TA-ship, see Pia Dizon in the Biology office (Edmondson 216) for employment paperwork, which includes insurance. You will be contacted regarding a required 3-day TA training course. If you are an NSF Fellow or other fellow, contact and introduce yourself to Tasha Kawamata Ryan (tkawamat@hawaii.edu), who is the fellowship coordinator at the Office of Graduate Education.

5) Keys and Mailbox: All Zoology (not necessarily Marine Biology) graduate students are entitled to a card key that opens the second floor door to Edmondson Hall and the mailroom (Edm 214), where you will have a mailbox. Which additional keys you are authorized to have will be determined and arranged by your advisor and your TA supervisor. Before you are authorized to have additional keys, you must have completed or be registered to take the Lab Safety Training course (contact Hans Nielsen at hansn@hawaii.edu). You will be notified when your keys can be picked-up at the Biology Office (Edm 216).

6) Interim Committee Meeting: Your Interim committee is intended to help you address any course deficiencies and plan your graduate curriculum until you have formed your specific graduate committee. You will be notified which faculty will be serving on your interim committee, and you will be responsible to schedule that meeting during your first semester.

Finally, a handy guide for moving to Hawai‘i is provided here: http://shidler.hawaii.edu/moving-guide

We seek to improve this quick guide, so please send any suggestions for improvements to Dr. Hixon.

7/22/16
**2016 QUICK REFERENCE GUIDE**  
Zoology Graduate Program at UH Mānoa

An ad hoc committee of regular and cooperating graduate faculty is currently revising and updating the program, so please be patient as we develop and distribute updates. In the meantime, this guide is intended to help both graduate students and faculty bridge the gap.

The current Zoology Graduate Chair is Mark Hixon (hixonm@hawaii.edu, 808-956-6427). Please consult the following information before asking him for help (and please do not go to the Chair of the Department of Biology, as he will go crazy on you.)

There are 2 sets of rules and guidance: university-level (administered by the Office of Graduate Education [OGE]) and program-level (administered by the Department of Biology):

- **University Rules & Guidance**: [https://manoa.hawaii.edu/graduate/content/current-students](https://manoa.hawaii.edu/graduate/content/current-students) and [Style and Policy Manual for Theses and Dissertations](https://manoa.hawaii.edu/graduate/content/current-students)

- **Program Rules & Guidance**: [https://manoa.hawaii.edu/biology/graduate/requirements](https://manoa.hawaii.edu/biology/graduate/requirements) and [https://manoa.hawaii.edu/biology/graduate/degrees](https://manoa.hawaii.edu/biology/graduate/degrees). (The current Zoology Graduate Student Handbook is out-of-date – please don’t use it.)

**Graduate Committee Composition**: Please use the Zoology Graduate Faculty section of the Department of Biology web page as other web pages are often out-of-date. Nominally, Level 3 faculty may advise PhD and MS students, Level 2 faculty may advise only MS students, and Level 1 may serve on graduate committees but not be advisors. Note that only Level 3 non-Zoology graduate faculty may serve as University Representatives. You are expected to work with your advisor to form your committee by the end of your first year in graduate school.

**Coursework and Degree Requirements**: The Zoology Graduate Program requires only that new students take ZOOL 691C (an orientation seminar) and all students take at least one credit of graduate seminar (691) or special topics (7XX) every year. OGE has more specific requirements that are MANDATORY regarding course loads, academic progress, and the following:

- **Master’s Plan A**: [https://manoa.hawaii.edu/graduate/content/masters-plan](https://manoa.hawaii.edu/graduate/content/masters-plan)
- **Master’s Plan B**: [https://manoa.hawaii.edu/graduate/content/masters-plan](https://manoa.hawaii.edu/graduate/content/masters-plan)
- **PhD**: [https://manoa.hawaii.edu/graduate/content/doctorate](https://manoa.hawaii.edu/graduate/content/doctorate)

Note that during your final semester in graduate school, one credit of ZOOL 700F (for Master’s Plan A) or ZOOL 800 (for PhD) is considered a full load by OGE.

**Key Graduate Forms**: [https://manoa.hawaii.edu/graduate/content/forms](https://manoa.hawaii.edu/graduate/content/forms) and [https://manoa.hawaii.edu/biology/graduate/forms](https://manoa.hawaii.edu/biology/graduate/forms); fill-out, sign, and submit (preferably digitally) in *numerical sequence* to the Graduate Chair (not OGE):

- **Form I**: For PhD and Master’s Plans A (thesis) and Plan B (non-thesis), this Pre-Candidacy form is used for the first-year interim committee meeting for identifying and remediating any course deficiencies. The program will contact you about this meeting. For a list of undergraduate courses that all graduate students should have taken or remediated: [https://manoa.hawaii.edu/biology/graduate/admissions](https://manoa.hawaii.edu/biology/graduate/admissions)

- **Form IIA**: For PhD only, this Dissertation Committee Approval form is used for pre-approval of the PhD committee.
Ad Hoc Committee for Revising the Biology/Zoology Graduate Program

aka “AH-CR-BZ-GP” or “Ah crap, busy goop!”

Rob Cowie, PBRC
Mark Hixon, Biology (chair)
Peter Marko, Biology
Amy Moran, Biology
Andy Taylor, Biology (ex officio)
Bob Thomson, Biology
Rob Toonen, HIMB
Amber Wright, Biology
Ad Hoc Committee for Revising the Biology/Zoology Graduate Program

aka “AH-CR-BZ-GP” or “Ah crap, busy goop!”

Graduate Faculty Policies ✓
Graduate Admission Policies ~✓
Graduate Curriculum
Graduate Assessment
eventually: outreach & development, post-graduation tracking, etc.
New Policies

• cooperating graduate faculty can vote
• all graduate faculty must participate
• 5-year graduate faculty reviews
• annual graduate student reviews
• ZOOL 691C revised
Graduate Faculty Committees

- Graduate Admissions Committee
- Graduate Instruction Committee
- Graduate Faculty Review Committee
- AH-CR-BZ-GP
Graduate Student Representatives

• organize graduate student events
• represent graduate students, including at faculty meetings & on committees
• host Friday *pau hana*...NOW...following any...

QUESTIONS?