Zoology Graduate Program Meeting Outline

• introduce the program & key people
• review news & updates
• celebrate our past year accomplishments
• introduce 2018 cohort
• pau hana to welcome new cohort
Zoology Graduate Program

• 11 MS students & 27 PhD students
• 24 Regular Faculty (Department of Biology):
  17 Level 3 (active)
  0 Level 2
  7 Level 1 (emeritus)
• 26 Cooperating Faculty:
  14 Level 3 (other UHM units)
  4 Level 2 (other UHM units)
  8 Level 1 (emeritus & non-UH)
Zoology Graduate Program

Key People

Samantha Giridhar
Graduate Academic Support
zoolgrad@hawaii.edu

Amber Wright
Chair, Graduate Instruction Committee
anwright@hawaii.edu

Mark Hixon
Chair, Zoology Graduate Program
hixonm@hawaii.edu
Zoology Graduate Program

Key People

Tom Iwanicki
Zoology Grad Rep
iwanicki@hawaii.edu

Marisa McDonald
Marine Biology Grad Rep

Van Wishingrad
Zoology GSO Rep
vanw@hawaii.edu
Zoology Graduate Program

News

• OGE is now the “Graduate Division” (GD).
• Graduate students and advisors must submit an Annual Committee Meeting Report form to the Chair of the Graduate Instruction Committee (GIC).
Zoology Graduate Program

Important Reminders

• University Representative must be “at arms length” from other grad committee members.

• Graduate Assessment Form must be submitted to Grad Chair with Forms II & III.

• Academic Probation is automatic after 7 years.
Zoology Graduate Program

Important Reminders

• Depending on degree, ZOOL 700F, or 800 must be taken during your final semester.

• Graduating PhD students must complete the Survey of Earned Doctorates on-line.

• PhD graduates must publish their dissertation by submitting a ProQuest form & payment to the Graduate Division.
2018-2019
Zoology Graduate Student and Faculty Handbook

ESSENTIAL READING & REFERENCE

new and improved

UNIVERSITY OF HAWAIʻI
MĀNOA

* Supersedes all previous editions (especially those undated).
Zoology Graduate Student & Faculty Handbook

- Quick Guide to Starting Graduate School
- Quick Reference Guide
- Graduate Faculty Policies
- Graduate Admissions Policies
- Graduate Student Support Policies & Sources
- Graduate Student ‘Ohana
- IMPORTANT: Graduate Curriculum
- Graduate Student Review & Assessment Policies
- NEW: Index
Zoology Graduate Student & Faculty Handbook

• Appendix: Helpful Resources:
  
  NEW: Frequently Asked Questions
  Arrival in Hawai‘i Checklist
  Regions of Honolulu near UH Mānoa (map)
  Helpful Links
  Hawaiian Language Guide

http://manoa.hawaii.edu/biology/graduate/guides
### Timetable for PhD*

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Action(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Fall Semester</strong></td>
<td>• ZOOL 691C orientation seminar (see Section IA)</td>
</tr>
<tr>
<td></td>
<td>• Interim Committee meeting (PhD Form I)</td>
</tr>
<tr>
<td><strong>By end of year 2</strong></td>
<td>• choose &amp; meet with dissertation committee to approve dissertation proposal (PhD Form IIA) and have initial assessment (see Chapter 7 for Assessment Form)</td>
</tr>
<tr>
<td></td>
<td>• complete coursework requested by Interim Committee and dissertation committee</td>
</tr>
<tr>
<td><strong>Within 1 year of submitting Form IIA</strong></td>
<td>• oral comprehensive exam and advance to candidacy (PhD Form II)</td>
</tr>
<tr>
<td><strong>Year 2 and every year until graduation</strong></td>
<td>• submit annual progress report to GIC (see Chapter 7)</td>
</tr>
<tr>
<td></td>
<td>• meet with dissertation committee &amp; submit <strong>Annual Graduate Committee Meeting Report Form</strong> (see Section IA)</td>
</tr>
<tr>
<td></td>
<td>• give public presentation (see Section IA)</td>
</tr>
<tr>
<td></td>
<td>• enroll for at least 1 credit of biology-relevant graduate seminars or other coursework (see Section IA)</td>
</tr>
<tr>
<td><strong>By end of year 5 (7 years maximum)</strong></td>
<td>• in final semester, enroll in at least 1 credit of ZOOL 800</td>
</tr>
<tr>
<td></td>
<td>• submit dissertation to committee at least 4 weeks before defense</td>
</tr>
<tr>
<td></td>
<td>• apply to GD for degree no later than 3 weeks after instruction begins during the semester of graduation and no later than June 1 for the summer session (<strong>Graduate Application for Degree Form</strong>)</td>
</tr>
<tr>
<td></td>
<td>• notify GD of defense time &amp; place at least 2 weeks before defense (<strong>Dissertation Defense Form</strong>)</td>
</tr>
<tr>
<td></td>
<td>• defend dissertation (PhD Form III) and have final assessment (see Chapter 7 for Assessment Form)</td>
</tr>
<tr>
<td></td>
<td>• submit dissertation to Zoology Graduate Program and GD (PhD Form IV)</td>
</tr>
<tr>
<td></td>
<td>• complete GD graduation requirements (Ch 6-III)</td>
</tr>
</tbody>
</table>

* All relevant forms and instructions are available on the Zoology Graduate Program [web page](#) and on the Graduate Division [web page](#).
## Timetable for PhD*

<table>
<thead>
<tr>
<th>First Fall Semester</th>
<th>By end of year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>• ZOOL 691C orientation seminar (see Section IA)</td>
<td>• choose &amp; meet with dissertation committee to approve dissertation proposal (PhD Form IIA) and have initial assessment (see Chapter 7 for Assessment Form)</td>
</tr>
<tr>
<td>• Interim Committee meeting (PhD Form I)</td>
<td>• complete coursework requested by Interim Committee and dissertation committee</td>
</tr>
<tr>
<td><strong>Within 1 year of submitting Form IIA</strong></td>
<td><strong>Year 2 and every year until graduation</strong></td>
</tr>
<tr>
<td>• oral comprehensive exam and advance to candidacy (PhD Form II)</td>
<td>• submit annual progress report to GIC (see Chapter 7)</td>
</tr>
<tr>
<td></td>
<td>• meet with dissertation committee &amp; submit Annual Graduate Committee Meeting Report Form (see Section IA)</td>
</tr>
<tr>
<td></td>
<td>• give public presentation (see Section IA)</td>
</tr>
<tr>
<td></td>
<td>• enroll for at least 1 credit of biology-relevant graduate seminars or other coursework (see Section IA)</td>
</tr>
<tr>
<td><strong>By end of year 5 (7 years maximum)</strong></td>
<td><strong>By end of year 5 (7 years maximum)</strong></td>
</tr>
<tr>
<td>• in final semester, enroll in at least 1 credit of ZOOL 800</td>
<td>• submit dissertation to committee at least 4 weeks before defense</td>
</tr>
<tr>
<td>• submit dissertation to committee at least 4 weeks before defense</td>
<td>• apply to GD for degree no later than 3 weeks after instruction begins during the semester of graduation and no later than June 1 for the summer session (Graduate Application for Degree Form)</td>
</tr>
<tr>
<td>• defend dissertation (PhD Form III) and have final assessment (see Chapter 7 for Assessment Form)</td>
<td>• notify GD of defense time &amp; place at least 2 weeks before defense (Dissertation Defense Form)</td>
</tr>
<tr>
<td>• submit dissertation to Zoology Graduate Program and GD (PhD Form IV)</td>
<td>• defend dissertation (PhD Form III) and have final assessment (see Chapter 7 for Assessment Form)</td>
</tr>
<tr>
<td>• complete GD graduation requirements (Ch 6-III)</td>
<td><strong>By end of year 5 (7 years maximum)</strong></td>
</tr>
</tbody>
</table>

*All relevant forms and instructions are available on the Zoology Graduate Program [web page](http://zoology-gradpage.com) and on the Graduate Division [web page](http://graduate-division.com).
# Most Important Handbook Page

## Timetable for PhD*

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Fall Semester</strong></td>
<td>• ZOOL 691C orientation seminar (see Section IA)</td>
</tr>
<tr>
<td></td>
<td>• Interim Committee meeting (PhD Form I)</td>
</tr>
<tr>
<td><strong>By end of year 2</strong></td>
<td>• choose &amp; meet with dissertation committee to approve dissertation proposal (PhD Form IIA) and have initial assessment (see Chapter 7 for Assessment Form)</td>
</tr>
<tr>
<td></td>
<td>• complete coursework requested by Interim Committee and dissertation committee</td>
</tr>
<tr>
<td><strong>Within 1 year of submitting Form IIA</strong></td>
<td>• oral comprehensive exam and advance to candidacy (PhD Form II)</td>
</tr>
<tr>
<td><strong>Year 2 and every year until graduation</strong></td>
<td>• submit annual progress report to GIC (see Chapter 7)</td>
</tr>
<tr>
<td></td>
<td>• meet with dissertation committee &amp; submit Annual Graduate Committee Meeting Report Form (see Section IA)</td>
</tr>
<tr>
<td></td>
<td>• give public presentation (see Section IA)</td>
</tr>
<tr>
<td></td>
<td>• enroll for at least 1 credit of biology-relevant graduate seminars or other coursework (see Section IA)</td>
</tr>
<tr>
<td><strong>By end of year 5 (7 years maximum)</strong></td>
<td>• in final semester, enroll in at least 1 credit of ZOOL 800</td>
</tr>
<tr>
<td></td>
<td>• submit dissertation to committee at least 4 weeks before defense</td>
</tr>
<tr>
<td></td>
<td>• apply to GD for degree no later than 3 weeks after instruction begins during the semester of graduation and no later than June 1 for the summer session (Graduate Application for Degree Form)</td>
</tr>
<tr>
<td></td>
<td>• notify GD of defense time &amp; place at least 2 weeks before defense (Dissertation Defense Form)</td>
</tr>
<tr>
<td></td>
<td>• defend dissertation (PhD Form III) and have final assessment (see Chapter 7 for Assessment Form)</td>
</tr>
<tr>
<td></td>
<td>• submit dissertation to Zoology Graduate Program and GD (PhD Form IV)</td>
</tr>
<tr>
<td></td>
<td>• complete GD graduation requirements (Ch 6-III)</td>
</tr>
</tbody>
</table>

*All relevant forms and instructions are available on the Zoology Graduate Program [web page](#) and on the Graduate Division [web page](#).
## Timetable for PhD*

| First Fall Semester | • ZOOL 691C orientation seminar (see Section IA)  
• Interim Committee meeting (PhD Form I) |
|---------------------|--------------------------------------------------------------------------------------------------|
| By end of year 2    | • choose & meet with dissertation committee to approve dissertation proposal (PhD Form IIA) and have initial assessment (see Chapter 7 for Assessment Form)  
• complete coursework requested by Interim Committee and dissertation committee |
| Within 1 year of submitting Form IIA | • oral comprehensive exam and advance to candidacy (PhD Form II) |
| Year 2 and every year until graduation | • submit annual progress report to GIC (see Chapter 7)  
• meet with dissertation committee & submit Annual Graduate Committee Meeting Report Form (see Section IA)  
• give public presentation (see Section IA)  
• enroll for at least 1 credit of biology-relevant graduate seminars or other coursework (see Section IA) |
| By end of year 5 (7 years maximum) | • in final semester, enroll in at least 1 credit of ZOOL 800  
• submit dissertation to committee at least 4 weeks before defense  
• apply to GD for degree no later than 3 weeks after instruction begins during the semester of graduation and no later than June 1 for the summer session (Graduate Application for Degree Form)  
• notify GD of defense time & place at least 2 weeks before defense (Dissertation Defense Form)  
• defend dissertation (PhD Form III) and have final assessment (see Chapter 7 for Assessment Form)  
• submit dissertation to Zoology Graduate Program and GD (PhD Form IV)  
• complete GD graduation requirements (Ch 6-III) |

* All relevant forms and instructions are available on the Zoology Graduate Program [web page](https://www.zoologyprogram.com) and on the Graduate Division [web page](https://www.graduatedivision.com).
<table>
<thead>
<tr>
<th>Timetable for PhD*</th>
<th></th>
</tr>
</thead>
</table>
| First Fall Semester | • ZOOL 691C orientation seminar (see Section IA)  
• Interim Committee meeting (PhD Form I)  |
| By end of year 2 | • choose & meet with dissertation committee to approve dissertation proposal (PhD Form IIA) and have initial assessment (see Chapter 7 for Assessment Form)  
• complete coursework requested by Interim Committee and dissertation committee  |
| Within 1 year of submitting Form IIA | • oral comprehensive exam and advance to candidacy (PhD Form II)  |
| Year 2 and every year until graduation | • submit annual progress report to GIC (see Chapter 7)  
• meet with dissertation committee & submit Annual Graduate Committee Meeting Report Form (see Section IA)  
• give public presentation (see Section IA)  
• enroll for at least 1 credit of biology-relevant graduate seminars or other coursework (see Section IA)  |
| By end of year 5 (7 years maximum) | • in final semester, enroll in at least 1 credit of ZOOL 800  
• submit dissertation to committee at least 4 weeks before defense  
• apply to GD for degree no later than 3 weeks after instruction begins during the semester of graduation and no later than June 1 for the summer session (Graduate Application for Degree Form)  
• notify GD of defense time & place at least 2 weeks before defense (Dissertation Defense Form)  
• defend dissertation (PhD Form III) and have final assessment (see Chapter 7 for Assessment Form)  
• submit dissertation to Zoology Graduate Program and GD (PhD Form IV)  
• complete GD graduation requirements (Ch 6-III) |

* All relevant forms and instructions are available on the Zoology Graduate Program [web page](https://zoologygradpage.com) and on the Graduate Division [web page](https://graduatedivision.com).
Web Page Updates

http://manoa.hawaii.edu/biology/graduate
Zoology Graduate Program
Celebrating Our Past Year

2 new MS degrees:
Helena de Souza Brasil Barreto, Elizabeth Henry

7 new PhD degrees:
James Anderson (pending), Rachel Dacks, Mary Donovan, Aki Laruson, Sean Macduff (pending), Michael Richlen, Lindsay Veazey
Zoology Graduate Program
Celebrating Our Past Year

Valentina Alvarez: NSF Graduate Research Fellowship

James Anderson: National Geographic Grant

Erik Brush: E. Alison Kay Award

Luke Campillo: EECB Carson Fellowship

Sean Canfield: UHM GSO Grant, Sigma Xi Grant-in-Aid

Emily Conklin: NSF Graduate Research Fellowship

Tom Iwanicki: NSERC Fellowship, Edmondson Fund Award, UHM Outstanding International Student Award, UHM June Chun Naughton International Student Award
Zoology Graduate Program
Celebrating Our Past Year

Jessica Schaefer: Sigma Xi Grant-in-Aid
Robyn Screen: E. Alison Kay Award
Rachel Sommer: Constance Boone Student Paper Award
Narrissa Spies: Mellon-Hawai‘i Doctoral Fellowship
Helen Sung: Guest Van Riper Grant
Molly Timmers: NMFS-Sea Grant Joint Fellowship
Lindsay Veazey: Guest Van Riper Grant
Van Wishingrad: ARCS Foundation Roth Fellowship, Systematics Research Fund Grant

see Biology Graduate web page for other awardees!
Zoology Graduate Program
Celebrating Our 2018 Cohort

Welcome

Valentina Alvarez (Bob Thomson)
Melissa Atkins (Megan Porter)
Shandell Brunson (Cindy Hunter)
Emily Conklin (Rob Toonen)
Ashley McGowan (Rob Toonen)
Hannah Moon (Megan Porter)
Leon Tran (Marguerite Butler)
Thank You

Questions?