

# Information and Policies for Graduate Students



## Wildlife and Fisheries Sciences

**South Dakota State University**

Revised 01/09

## FOREWORD

Information in this handbook is assembled to assist graduate students in answering some of the more frequently asked questions concerning the operation of the Department of Wildlife and Fisheries Sciences and to state some of the policies of the Department. Although the Department functions on as informal a basis as possible, and regulations are held to a minimum, certain standards are essential to maintaining the Department's operation. Policies are subject to change and this handbook is intended only as a guide. Details on any subject can be obtained from the student's major advisor or Department Head. The major advisor has the discretion to mandate (within state and federal law and regulations) other requirements from a student.

Students holding research or teaching assistantships are considered employees of the University, and accordingly, are subject to current regulations governing the operation of South Dakota State University (SDSU) and the State of South Dakota.

For other regulations pertaining to graduate study at SDSU, students should consult the Graduate School Bulletin and other appropriate materials. **It is the student's responsibility to know the rules that apply to their program.**

The most recent copy of this booklet can be found on the Department Home Page (<http://wfs.sdstate.edu>).

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## 1. ACCIDENT/INCIDENT REPORTING

If you are involved in an accident:

- a. If there is a fatality, serious bodily injury or serious property damage, call the local law enforcement agency where the accident occurred, immediately contact Claims Associates, Inc., in Sioux Falls at their 24-hour emergency number 1-888-430-2249. Then report the accident to SDSU Security and Safety, 688-5117.
- b. For ALL other accidents, those not involving a fatality or serious bodily injury or serious property damage, report the accident directly to SDSU Security and Safety, 688-5117.
- c. Make no statement to anyone that you were at fault or liable for the accident. Make no statement concerning physical facts surrounding the accident except to law enforcement officials, an authorized State representative or an agent of Claims Associates, Inc., the State's adjustment service. Do not speculate or guess, state only the facts as you know and remember them.
- d. If a person involved in the accident states that they would like to make a claim for damages resulting from the accident, contact Vicki Soren, Purchasing Agent, at 688-4989, and request they be provided with the Claimant form that is to be filled out by the claimant and forwarded by the claimant to Claims Associates, Inc., at the address listed on the bottom of the form.
- e. Obtain the name and address of all persons involved in the accident as well as all witnesses.

If the accident involves a vehicle, in addition to the above:

- a. Contact local law enforcement officials. (State law requires damages exceeding \$500 be reported; but, since each municipality can establish its own requirements, it is recommended that all accidents be reported.)
- b. Do not move the vehicle until viewed by a police officer, unless it is necessary for traffic control or safety measures.

If you are involved in an "incident" (an event which could have resulted in harm to people or damage to property), or if you become aware of an unsafe condition, immediately report the pertinent information to SDSU Security and Safety, 688-5117.

If you are served with a lawsuit, contact Vicki Soren, Purchasing Agent, 688-4989, immediately.

Also see "Injury Report" section of this booklet.

## **2. ANIMAL CARE AND HANDLING**

There are approved procedures that pertain to best possible practices for animal care and welfare, both in the lab and in the field. The SDSU Institutional Animal Care and Use Committee (IACUC) reviews all proposals that deal with University-related animal experimentation to ensure that proper protocols are in place. Your major professor and/or you must have the proposed work evaluated and approved before your project commences. Resources that deal with proper practices are contained in the Animal Care red book in SNP 163. In addition, when graduate students start our program they are provided with information on care and handling. Students are responsible for knowing this material. Alternatively, information can be obtained from the SDSU IACUC.

<http://vetsci.sdstate.edu/uvet/index.html>

We are in this field because of our beliefs and feelings for the resource. Consequently, we should do everything possible to ensure that the organisms are treated properly.

## **3. ANIMAL COLLECTION PERMITS**

If a research project requires collecting or live trapping of animals for study, the major advisor will make arrangements for proper collecting permits. Under no circumstances will the Department condone collecting of animals not for use on research projects or for approved reference collections of the Department.

You should be aware of what you can and cannot do with regards to road-kill animals, also. We have a South Dakota Game, Fish and Parks Wildlife Conservation Officer in the building who can answer such questions. [jeff.grendler@state.sd.us](mailto:jeff.grendler@state.sd.us) – 688-6120.

## **4. ANIMAL DISPOSAL**

Animal and animal parts must be properly disposed of. None can go into the trash or in building dumpsters (large units behind the building). Large carcasses must be either incinerated or buried at the Wildlife Farm (see Farm custodian). This includes mammals, birds, fishes, or other animals of any size. Some small amounts can be put down the disposal in SNP 178D, but these must be entered on log sheets in that room.

## **5. ARCHIVING**

Prior to leaving the Department and its facilities, graduate students and faculty should adhere to the non-savable research materials such as stomachs, scales, hides, chemicals, carcasses, etc.. These must be removed from the facilities and destroyed by Good Laboratory Practices (GLP) Guidelines located in back of MSDS notebook. (See “MSDS” section of this booklet.) Savable research materials such as data, etc., must be retained for:

- a. five years when publication is sought;

- b. two years if no publication is sought;
- c. indefinitely if data are likely to be sought by EPA, FDA, or other regulatory agencies;
- d. usable field samples should be given to the appropriate faculty member; and
- e. data should be stored with faculty advisor.

If research material is archived it must be in a sealed box, clearly labeled with the graduate student's and major advisor's names, date of completion, contents, and discard date. This policy will be enforced by the graduate student's major advisor and completion will be certified at thesis or dissertation defense.

## 6. ASSISTANTSHIPS

### a. Definitions

Graduate Teaching Assistantship. Payment made through the University for teaching, laboratory supervision, or routine research services. No credit toward the M.S. or Ph.D. degrees is allowed for such services.

Graduate Research Assistantship. Payment made by, or through, the University is in return for research services rendered. All, part, or none of the results obtained may be submitted in partial fulfillment of the thesis or dissertation requirements for the M.S. or Ph.D. degrees. This varies by major advisor. Graduate Research Assistants may be called upon to assist in laboratories or perform other functions ancillary to the Department's program. A student on assistantship (a full assistantship is 0.49 FTEs) can be assigned up to 20 to 22 hours per week on research, aside from the time spent on his or her thesis or dissertation research.

### b. Length of Assistantship

M.S. assistantships are generally provided for 2.0 years and Ph.D. assistantships for 3.0 to 4.0 years. However, this can be extended if the major professor feels additional time is warranted. The student can be terminated before two years if insufficient progress is made by the student; this is determined by the major professor. (Also see "Termination of Graduate Assistantships" section of this booklet.)

### c. Status and Tuition

Graduate Research or Teaching Assistants are considered members of the staff of SDSU and accordingly are considered residents for fee and tuition purposes. Tuition rates per credit hour for Graduate Assistants are one-third the resident tuition rate.

d. Residency Status

For non-residents, at the time your assistantship is terminated, your status automatically reverts back to out-of-state tuition unless you have been granted South Dakota residency. See the Registrar's Office for requirements and procedures for obtaining residency status.

**7. BOAT OPERATION**

The following regulations concerning boat operation and boat towing on the highway are mandatory. Failure to comply with these regulations will result first in warning, then in loss of stipend, and finally in severance from the Department.

- a. All personnel will wear life jackets when in a boat.
- b. Boats will not be loaded beyond capacity.
- c. Boats will not be operated at night without running lights.
- d. All personnel using the boom shocker will wear rubber waders or hip boots, rubber gloves, and a life jacket.
- e. No trailer or vehicle will be operated without legal complement of running lights in operable condition.
- f. All gear in boats being towed on the highway will be securely fastened within the boat.
- g. All students using boats will be familiar with the state of South Dakota's boating regulations. These regulations must be observed in addition to those listed above. <http://www.sdgifp.info/Wildlife/Boating/Regulations.htm>

**8. BUILDING (SNP), WETLAB, AND FARM SECURITY**

It is the responsibility of all students to help maintain building security. Valuable items are present in the building. Students should take care to lock doors, close windows, and watch for unauthorized personnel. No keys are to be loaned to anyone other than authorized personnel.

Campus Security does check the building after hours, but we should take major responsibility in this area.

The Wildlife Farm and Wetlab also require security attention. These stations are more isolated and therefore have added security problems. Keep things locked, do not leave valuable equipment exposed, and be aware of any suspicious people or activities in those areas.

Captive animals housed at the Wildlife Farm, Wetlab, and SNP labs are involved in specific research projects. Only personnel involved with these animals are authorized in these facilities or labs.

Following are security policies for the Northern Plains Biostress Laboratory (SNP).

To ensure security and safety of SDSU personnel and the physical and intellectual properties of SDSU in SNP, and to comply with the regulations of the U.S. Department of Homeland Security (<http://www.dhs.gov/dhspublic/index.jsp>), the following are the operational security policies of the building. We appreciate the diligent efforts by project leaders, graduate students, technicians, and all other personnel in SNP in adhering to these policies.

- a. Exterior building doors must never be propped open. The locking mechanisms of exterior doors must never be defeated.
- b. On the first floor of SNP, doors can be propped open, but the following rules must be adhered to.
  - (1) The door can be propped open only if an authorized person is in that room. If no one is in the room, even to just go across the hall for a minute, the door must be closed and locked – no exceptions.
  - (2) Anytime a fume hood is in use the laboratory door must be completely closed and locked.
- c. No keys are to be lent to anyone under any circumstances. In addition, the following key auditing and assignment policies must be adhered to:
  - (1) The departments will do an annual audit of all SNP keys assigned from their departments. Any missing keys will be reported to the South Dakota Agricultural Experiment Station (SDAES) office <http://sdaes.sdstate.edu/>. Missing key information should include the key number, room(s) the key provides access to, and who the key was assigned to. The annual audit will take place near the end of spring semester. The annual audit must include a visual confirmation of possession of the keys. The individual departments will work out the details on the audit process.
  - (2) The departments vary slightly in needs regarding sub-masters. Sub-master keys may be assigned only to faculty, certain central secretarial staff, and department heads. Undergraduate students, graduate students, and career service staff are not to be assigned sub-master keys and should have individual room keys only. Assignment of keys to undergraduate students should be minimized.

- (3) The Functional Genomic Core Facility (<http://genomics.sdstate.edu/>) in SNP is utilized by faculty from multiple departments; therefore, the coordinator needs to be notified (<http://genomics.sdstate.edu/form.cfm>) and approve issuing of the keys to those rooms. The home department of the individual faculty member who is requesting and possesses the keys has the responsibility of issuing and auditing these keys.
- d. The security of the building is everyone's responsibility. Project leaders are ultimately responsible for their respective laboratories and offices.
- e. The department heads and the SDAES director reserve the right to monitor compliance of these policies, including, but not limited to, using services provided by the SDSU Physical Plant.
- f. Repeated violations of these policies can lead to inclusion of such records in an evaluation document, such as PSE, PPAR, or graduate student evaluation.

## 9. CHEMICAL SAFETY

It is the responsibility of each student using chemicals on his or her research project to be knowledgeable about their proper use, storage, disposal, and any hazard their use may pose. This information may be obtained from the Material Safety Data Sheet (also see "MSDS" section of this booklet) provided with each chemical purchased. Students should read (and copy if the material is especially dangerous) the MSDS for any chemical being used in their research or other activity before it is initially used. Students are also responsible for the proper disposal of any unused chemicals at the completion of their project. Failure to comply with Department chemical safety regulations will be grounds for reprimand or disciplinary actions.

<http://www3.sdstate.edu/Administration/EnvironmentalHealthandSafety/ChemicalSafety/Index.cfm>

## 10. COMPUTER ROOM (SNP 143) RULES AND INFORMATION

The networked computers (eight), non-network computers (two), and printers (two) available in SNP 143 are for the benefit of all graduate students. Each user is responsible for their computing activities. Be considerate of others and clean up any mess you make! Computer room policies and priorities are posted in that room. Do not take food or drinks into the computer area.

The following policy was implemented to ensure that our computer lab is maintained with maximum functionality for you and future graduate students. Please take the information as a positive note, not negative.

### Policy on Use of Computers:

- a. Computers are not to be used by undergraduates for course work or personal business, which includes letter writing, job applications, resume writing, etc. Computers are available to undergraduates in numerous computer labs around campus. Computers may be used by undergraduates for the Wildlife Club or Fisheries Student Subunit activities only as a last priority of use.
- b. If you detect a problem with a computer please notify a Department graduate student representative or the Department secretary.
- c. Computers are for graduate students, staff, and faculty use only. This includes undergraduates who are working for graduate students or faculty on funded research.
- d. Priority of uses for computers is research > graduate student class work > professional business for graduate students (including resumes, letters, and applications) > club or subunit activities.
- e. Using his or her discretion, any user of a higher priority may “bump” a user of a lower priority.
- f. Illegal copying of copyrighted software is explicitly prohibited.

### Printer Policy\*

- a. Use the draft mode for all non-final copies.
- b. Allowable uses include:
  - Thesis/Dissertation
  - Progress Reports
  - Manuscripts (for publication)
  - Work-related letters
  - Resume/vitae
  - Statistical output -- minimize printing statistical output from your research. Save your output electronically for future reference.
- c. Use a copier for additional copies.
- d. Non-Uses: Personal items (e.g., class notes, statistical output from class work, printing web pages, pictures, and emails). Also, minimize printing statistical output from your research – save your output electronically for future reference.

\*These laser printer policies are necessary due to the cost of paper, toner cartridges, and servicing.

## General Information

- a. Last person to leave at 5:00 p.m. or later please lock the doors.
- b. Computers should be turned off at 5:00 p.m., or at last use, on Friday. Weekend use is allowed but the computer should be turned off when you leave.
- c. Please help keep the computer room clean by picking up books, excess paper, etc.
- d. If you detect a problem with a computer please contact the Department graduate student representative or the Department secretary.
- e. Microsoft Office (i.e., Word, Excel, Access, FrontPage, and PowerPoint), SYSTAT, and SAS are supported by the Department.
- f. Downloading unauthorized programs (Hotbars, webtools, etc.) onto any computer is prohibited. Any unauthorized program will be removed from the computers.
- g. All personal material (research data, files, etc.) should be saved on users personal storage devices (CD, flash drive, floppy disk, etc.). Computers in the lab will periodically undergo system restores and all files not backed up will be lost.

## **11. COPIER POLICY**

The copier in the main office (SNP 138B) is for small needs only. It is to be used when one or two copies of an original are needed; if three or more copies are needed, they should be taken to one of the Copy Centers on campus (SNP 105, 688-4417; SAG 125, 688-4921; and SYE 102, 688-5111). The Copy Center copies are less expensive. For further copier policies see the Department secretary.

Under no circumstances are students to use copier facilities for class work and charge this to a research project. Use for personal copying is also inappropriate and could lead to reprimand or disciplinary action.

## **12. DATA OWNERSHIP**

Almost all of our research in the Department is done on grants, contracts, or through the Agricultural Experiment Station. Although we commonly refer to data as being “mine” or “ours,” data ownership rests with the contracting agency. It is our responsibility to collect, analyze, and publish their data.

Major advisors are principal investigators (PI) on projects and are responsible for delegating authority for data collection, etc.

Because data collected does not belong to the student its transmission to the faculty or contracting agency can be required at any time. Noncompliance will result in legal action. This data does not belong to you.

**13. DAVE HARRIS MEMORIAL LOAN FUND**

A student loan fund has been established within the Department as a memorial to Dave Harris, a former game warden at Spearfish, South Dakota. This fund is available to graduate students for up to \$200 for periods not to exceed six months. Interest of 1% per month is charged on the unpaid balance. Applications can be secured from the Department bookkeeper.

**14. DEPARTMENT PHILOSOPHIES FOR ADVANCED DEGREES**

a. M.S. Degree in Wildlife and Fisheries Sciences

This degree is intended to educate students for management-level positions with state and federal agencies, private companies, and for the pursuit of higher academic degrees. It is our goal to build on the foundation that students obtained during their undergraduate education, primarily directing them into a more specific area of wildlife or fisheries. By using specifically identified coursework areas and mentoring we will strive to assist students in developing their intellectual capabilities in working with natural resources and people. In addition, each student must propose and conduct an original scientific investigation. An M.S. degree involves a full-time commitment normally requiring two to three years to complete.

Educational Goals and Student Outcomes

- (1) Be knowledgeable regarding biological systems at a level appropriate to an M.S. degree holder.
- (2) Be able to effectively express themselves orally and in written form.
- (3) Understand the scientific method of solving problems.
- (4) Be computer and statistically capable.
- (5) Be specialized in some area of wildlife or fisheries, but still be broadly based in knowledge.
- (6) Be able to conduct scholarly research.
- (7) Understand the relationships between biological information and socioeconomic factors.

- (8) Demonstrate professional development, especially in regard to the need for continued learning after their degree program.
- (9) Develop a concern and feeling for the natural resources of the world.

b. Ph.D. Degree in Wildlife and Fisheries Sciences

This degree is intended to educate students for upper-level management and administrative positions with state and federal agencies and private companies. It is also intended to prepare students in the teaching, responsibilities needed for faculty positions research, and service component with Universities and Colleges. By building on the educational foundation that these students obtained from bachelors and masters degree work, we will endeavor to raise them to a higher intellectual plateau. While coursework is involved, this is primarily a research and mentoring educational experience. This degree requires original thought and research contributions, synthesis and development of information, and contributions to the world and its resources. Through mentoring and other educational experiences we desire to bring spirit, enthusiasm, imagination, and optimism to these students. They must develop independence, mature judgment, and a tolerance of differences among people, but an intolerance to inferior products and nonprofessional attitudes. We strive to help these students become both operationally and conceptually creative. A Ph.D. degree involves a full-time commitment normally requiring three to five years of effort beyond the M.S. degree.

Ph.D. - Educational Goals and Student Outcomes

- (1) Be knowledgeable regarding biological systems at a level appropriate to a Ph.D. degree holder.
- (2) Be able to effectively express themselves orally and in written form.
- (3) Understand the scientific method of solving problems.
- (4) Be statistically and computer capable.
- (5) Be specialized in some area of wildlife or fisheries, but still be broadly based in knowledge.
- (6) Be able to conduct scholarly research.
- (7) Understand the relationships between biological information and socioeconomic factors.
- (8) Demonstrate professional development, especially in regard to the need of continued learning after their degree program.

- (9) Develop a concern and feeling for the natural resources of the world.

## 15. DISHONESTY POLICY (ACADEMIC)

The Department and the University have taken a strong and clear stand regarding academic dishonesty. We believe that it is unethical and unprofessional to present work done by others in a manner indicating that the student/s is/are presenting material as his/her original ideas or work; such activity is academic dishonesty. Plagiarizing or knowingly assisting others in plagiarizing on tests, quizzes, problems, assignments, research papers, theses, dissertations, or other academic activities is unacceptable behavior. All academic work completed by students is expected to be the original work of that individual student, unless permission is specifically granted beforehand by the faculty member for some form of team effort or other format. If students are unsure if a particular activity may be regarded as a form of academic dishonesty they should consult the faculty member before undertaking such an activity.

The University has a policy on academic honesty, procedures for academic grade and dishonesty appeals, and sanctions for such activities. The Student Code has **different** procedures for undergraduate and graduate students.

<http://www3.sdstate.edu/StudentLife/JudicialAffairs/StudentCode/Index.cfm>

The Department policy described in this handout is intended to attempt to address perceived academic dishonesty violations between the faculty member/s and student/s **before** Student Code procedures are implemented. This is done because under Student Code procedures the **minimum** penalty for academic dishonesty is Disciplinary Probation. These added Department steps (Steps 1, 2, and 3 of the Undergraduate Student and Graduate Student Procedures) should not be construed as an attempt to circumvent the Student Code system; both students and/or the faculty member have the option to go directly into that system. The Department procedures portion of this policy is only available to a student one time; any second perceived offense will immediately follow the Student Code procedures.

### Graduate Student Procedures

- a. When a student/s is/are determined to have broken the Academic Dishonesty Policy, he/she will be notified **verbally** by the faculty member involved as to the problem and sanction selected. This is similar to procedures 02:02:01:03 and 02:02:01:04 in the Student Code. The faculty member will do this immediately after the perceived violation occurs. Sanction options available to the faculty member are as follows:
  - (1) provide the student/s a grade of zero or some other score on the test, quiz, problem, assignment, or other academic endeavor involved;
  - (2) provide the student/s a grade of "F" in the course;

- (3) request that the student/s withdraw from the course;
- (4) request that the student/s change the grading for the course to an “audit;”  
or
- (5) immediately refer the case to the Student Code procedures.

The sanction selected is at the discretion of the faculty member, based on the seriousness of the situation. The student’s advisor and/or Advisory Committee **may** be involved (see Student Code 02:05:01:02, 02:05:01:03, and 02:05:01:04).<sup>1</sup>

<sup>1</sup>The student’s advisor and/or Advisory Committee **may** be included because items other than class work could be involved.

- b. If the student/s agrees to the sanction proposed by the faculty member the process is completed. The student’s advisor and /or Advisory Committee **may** be involved (see Student Code 02:05:01:02, 02:05:01:03, and 02:05:01:04).
- c. If the student/s does not agree to the sanction proposed by the faculty member, he/she has the right to appeal the faculty member’s decision. This **Informal Phase Appeal** should be made directly (**both verbally and in writing**) to the faculty member involved within five class days of notification or within seven calendar days of notification, if the incident is at the end of the semester.

The faculty member may then modify or leave unchanged the sanction proposed in step 1. A copy of the student’s **written appeal** and the faculty member’s **written response** will be sent to the Department Head so that a confidential record to protect the student/s and the faculty member is established. The student’s written appeal and faculty member written response will be secured in the student’s file until graduation or he/she leaves the program; if no further perceived violations have occurred these materials will be purged from the student’s file. The student’s advisor and/or Advisory Committee **may** be involved (see Student Code 02:05:01:02, 02:05:01:03, and 02:05:01:04).

- d. If the student/s is/are still dissatisfied with the decision he/she can **verbally** appeal to the Graduate Dean. (These are steps 02:05:01:05, 02:05:01:06, and 02:05:01:07 in the **Informal Phase Appeal** process described in the Student Code.)
- e. If all agree on the proposed sanction at this point, the process is completed. Up to this point, no one other than the student/s, faculty member, Graduate Dean, and possibly the student’s advisor and Advisory Committee has been made aware of the situation.
- f. If the student/s, faculty member, advisor, or Advisory Committee are dissatisfied with the Graduate Dean’s decision they can enter the **Formal Phase** (Student Code 02:05:02) of the Student Code process. It is the responsibility of the

student/s, faculty member, and student's advisor and Advisory Committee to be aware of the procedures and penalties involved.

## **16. EMERGENCY NUMBERS**

- a. Gas Leaks: **5117**
- b. Electrical Problems: **4136**
- c. Hazardous Chemicals: **4264/5117** (*after hours*)
- d. Radioactive Materials: **4264/5117** (*after hours*)
- e. Flood, Water Main Break: **4136/5117** (*after hours*)
- f. Telephone Disruption: **5128/5117** (*after hours*)
- g. Bomb Threat: **111/5117**
- h. Fire: **111/5117**
- i. Tornado: **Seek Shelter**
- j. Medical Emergency: **111/5117**

## **17. EMPLOYMENT (OUTSIDE)**

The Department faculty believes that pursuit of an advanced degree requires a full-time commitment by students who are employed as graduate research assistants. While we cannot mandate a policy on outside employment, we highly recommend that graduate students not obtain outside employment, except for opportunities that specifically enhance professional development in the wildlife and/or fisheries fields. If any form of outside employment is taken, please inform your advisor.

## **18. EQUAL EMPLOYMENT OPPORTUNITY, NON-DISCRIMINATION, AFFIRMATIVE ACTION**

SDSU is committed to promoting diversity and eliminating discrimination at SDSU. The responsibilities for meeting these goals are shared between two offices. The Office for Diversity Enhancement (<http://www3.sdstate.edu/Administration/OfficeforDiversityEnhancement/Index.cfm>) focuses predominantly on identifying ways to increase and encourage diversity on campus. The Human Resources Department houses the Equal Opportunity Officer (<http://www3.sdstate.edu/Administration/OfficeforDiversityEnhancement/EqualOpportunity/Index.cfm>), who ensures a fair and equitable employment process and provides a venue for resolving discrimination and harassment concerns. Together, these departments

are committed to creating an affirming environment for individuals of all backgrounds by providing training, as well as investigating and resolving discrimination and harassment complaints. Students, staff, and other individuals are encouraged to contact the appropriate offices with questions and concerns relating to diversity issues on campus, discrimination/harassment prevention information, reporting discrimination, and complaint procedures.

**SDSU Policy on Sexual Harassment and Other Forms of Harassment:** Harassment is a particularly harmful and illegal form of discrimination that breaks down trust within the SDSU community and impedes the ability of students, employees, and others to participate in an environment that allows them to achieve their fullest potential. Furthermore, harassment is a violation of the expectation that every individual at SDSU deserves to be treated fairly, with respect for his or her dignity as a person.

For these reasons, it is this institution's policy that no form of harassment of employees, students, and others associated with SDSU is permitted under any circumstances. All reported incidents will be investigated promptly and acts of prohibited behavior will result in corrective action, including disciplinary action pursuant to the South Dakota Board of Regents' Human Rights Complaint Procedures. Sanctions for employees include formal reprimands, suspensions without pay, reductions in responsibilities and termination.

**SDSU Non-Discrimination Policy:** It is the policy of SDSU not to discriminate on the basis of race, color, creed, religion, national origin, citizenship, ancestry, gender, marital status, pregnancy, sexual orientation, age, disability, veteran's status, or any other protected class in the offering of all benefits, services, and educational and employment opportunities.

Discrimination complaints, including complaints of harassment, should be directed to the Equal Opportunity Officer in Human Resources, Administration Building, Room 324, 688-4128.

**SDSU follows all of the Board of Regents' policies related to Discrimination, Equal Opportunity, Affirmative Action, and Sexual Harassment:** Board of Regents policy 1:19 (**Equal Employment Opportunity, Non-Discrimination, and Affirmative Action**) can be found at the Board of Regents website under Section 1 (Governance) at: <http://www.sdbor.edu/policy/policymanual.htm>

The Board of Regents **Sexual Harassment** policy (1:17) can be found at the Board of Regents website under Section 1 (Governance) at: <http://www.sdbor.edu/policy/policymanual.htm>

**Employee-Employee and Faculty – Student Consensual Relationships:** Board of Regents policy 1:23 provides information on consensual relationships between supervisors and employees including faculty and student relationships. This entire policy

can be found at the Board of Regents website under Section 1 (Governance) at:  
<http://www.sdbor.edu/policy/policymanual.htm>

**Human Rights Complaint Procedures:** These procedures provide information on the investigation, appeals, and disciplinary processes involved with harassment or discrimination complaints. This entire procedure (1:18) can be found at the Board of Regents website under Section 1 (Governance) at:  
<http://www.sdbor.edu/policy/policymanual.htm>

**Americans with Disabilities Act:** The Americans with Disabilities Act of 1990 (ADA) is the civil rights guarantee for persons with disabilities in the United States. It provides protection from discrimination for individuals on the basis of disability. The ADA extends civil rights protection for people with disabilities to employment in the public and private sectors, transportation, public accommodation, services provided by state and local government and telecommunication relay services.

The ADA upholds and extends the standards for compliance set forth in Section 504 of the Rehabilitation Act of 1973 to employment practices, communication, and all policies, procedures, and practices that impact the treatment of students with disabilities. Employment issues for all institutions are covered under Title I of the ADA. For all activities, public institutions are covered under Title II; private institutions are covered under Title III.  
<http://www3.sdstate.edu/StudentLife/DisabilityServices/StudentSection/Index.cfm>

**Purpose of the Office of Disability Services:** The Office of Disability Services (ODS) works in partnership to coordinate services with students and employees of SDSU with disabilities. The goal of ODS is to ensure equal access to educational opportunities, programs, activities, and employment by promoting a physically and programmatically accessible environment. The ODS Coordinator works with students and employees with disabilities to coordinate reasonable accommodations based on their individual needs.  
<http://www3.sdstate.edu/StudentLife/DisabilityServices/Index.cfm>

**Confidentiality:** The Americans with Disabilities Act and Section 504 of the Rehabilitation Act are very clear in stating that disability related information is to be treated with strict confidentiality. This is extremely important to individuals who may wish to access their right to accommodation while minimizing the risk of stigma sometimes associated with disability.

To be eligible for an accommodation, the student or employee must present verification of disability and arrange an appointment with the Coordinator of Disability Services.

## 19. EQUIPMENT (FIELD)

Students will be required to check out all accountable equipment for use on projects from your major advisor. This equipment might be checked out for short periods, for duration of the project, or for a season of field investigation. When the equipment is returned it

must be clean and in proper working condition. If loss or damage occurs, it must be reported to the major advisor immediately. This is a continual problem for faculty, but restrictive rules will be withheld as long as students are conscientious about equipment care.

## **20. ETHICS**

Ethical behavior and actions are expected. Ethical behavior in regard to class exams, writing assignments, etc., is important to a student's academic and professional development. There are also ethical questions that graduate students must be aware of in relation to research data collection, interpretation, and reporting. The scientific method assumes ethical behavior.

Strict compliance with game and fish laws and regulations is also obviously important. However, you should go beyond this. Because of your interest in the welfare of the resource, you should set positive examples. Ethics are something that should be innate, not something that is written as a rule or regulation. In general, if you question the ethics of some action, it is probably not ethical. Seek guidance from your major professor.

## **21. EXIT INTERVIEW FOR GRADUATE STUDENTS**

All graduate students must see the Department Head and complete a brief Exit Interview during the semester in which they graduate. This interview is part of the graduate assessment program that is required by the University (and its accrediting authority).

## **22. FILM AND PHOTOGRAPHS**

Each student will be responsible for submitting to their major professor both slides and photographs for his or her project. These visuals will graphically demonstrate work accomplished. Project funds will provide for film and processing. Cameras can be checked out to students by the major professor for a limited period of time.

In SNP 143 there is a slidemaker. It is available for student research purposes only. If you are unsure of how to use this contact the graduate student computer administrator.

## **23. GAME, FISH AND PARKS (GFP) CONTACT <http://www.sdgifp.info/Index.htm>**

One would not expect to work on private land without permission or staying in contact with landowners. The same respect and professional courtesy should be extended to state and federal agency personnel. They are responsible for the management of wildlife and fisheries resources and should at all times know what we are doing on their land or in their area. They also have law enforcement responsibilities in many situations.

Before any activity is started, all potentially affected agency personnel should be contacted and briefed on the proposed activity. All should also be informed when and where you plan on doing something in their area. All SDSU equipment (much of which is

illegal without special permit) should be clearly identifiable as belonging to SDSU (or USGS Unit). This is especially true for traps, nets, cages, etc.

When GFP is involved contact the appropriate Regional Program Managers, Wildlife Conservation Officers, biologists, etc., at the start of the project. Also make sure they are always aware of when and where you will be sampling. A few calls before going in the field can save someone a lot of wasted time.

## **24. GRADUATE STUDENT AWARDS**

Awards currently available to graduate students through the Department are:

- a. Wildlife M.S. Graduate Student of the Year--provided by the Department.
- b. Fisheries M.S. Graduate Student of the Year--provided by the Great Plains Fishery Workers Association.
- c. Ph.D. Wildlife Graduate Student of the Year--provided by an endowment in the name of Lloyd Fredrickson.
- d. Ph.D. Fisheries Graduate Student of the Year--provided by an endowment from the Norgren Estate.
- e. Gay Simpson Memorial Award to the outstanding waterfowl/wetland graduate student--provided by the Central Flyway Technical Committee.

All award recipients are selected by the faculty based upon criteria determined by the donors.

## **25. GRADUATION APPLICATION FORM POLICY**

All graduating students must have their graduation application form signed and turned in by the appropriate due date. This is a University requirement. Failure to comply will result in not graduating.

## **26. HAZARDOUS MATERIALS MANAGEMENT AND DISPOSAL**

These issues are handled by the Environmental Health and Safety Office on campus. <http://www3.sdstate.edu/Administration/EnvironmentalHealthandSafety/Index.cfm>

Most chemicals routinely used in University laboratories are classified as hazardous materials. Many other products that you may not think of as hazardous are also classified as hazardous materials. For example, gasoline, oils, and sharp objects such as syringes or broken glass are considered hazardous materials.

SDSU follows all federal and state regulations concerning the management of hazardous materials and disposal of hazardous wastes. As an employee of the University, it is your responsibility to know and follow these regulations.

The Environmental Health and Safety Office's telephone is number 688-4264. You can learn about the disposal procedures from the Material Safety Data Sheet, which is discussed in the "MSDS" section of this booklet. Below is how our Department disposes of four commonly used liquids.

**Oil:** We have several used oil barrels at the pole barn. When they are full, we have a recycling company take the used oil. Absorbent material for cleaning up spills is on hand at the pole barn. Keep this area neat by cleaning up spills.

**Gasoline:** If the gas is very old, or of unknown age, call SDSU Environmental Health and Safety Office at 688-4264. They will pick it up, take it to a collection location, and return the can to you.

**Pesticide Containers:** The Brookings Landfill (<http://www.state.sd.us/denr/des/wastemgn/landfillmaps/lf-brookings.htm>) has a contaminated soils area for small soil amounts. They will also take pesticide cans and bottles. Call and check current regulations (693-3667). Our Department has a charge account at the landfill. The best way to control having extra pesticides is to purchase only what is needed and apply all of it according to the label.

**Formalin:** Small amounts of formalin can be disposed of in specific rooms, but must be monitored. Instructions are on fume hoods in approved rooms.

## **27. HUNTING AND FISHING LICENSES**

New graduate students from out of state are not eligible for resident hunting and fishing licenses until they have resided in South Dakota for a specific amount of time. Make sure all appropriate licenses and special stamps are legally obtained. A current student at SDSU can get a hunting and/or fishing license or other tags as a resident. However, if you purchase a license and apply for and receive a tag while you are a resident and then move out of state, you are no longer a resident. Therefore, if you move out of state, then use the resident license or tag, you can be prosecuted as a nonresident using a resident license or tag. It makes no difference that you were a resident when you got the tag or license.

## **28. HUNTING AND FISHING ON RESEARCH SITES**

Because of the potential for conflict of interest, hunting or fishing by a student on his or her study site is restricted. See the major advisor for direction on this issue.

## 29. INJURY REPORT

Whenever an employee is injured on the job, it is necessary to complete a State of South Dakota, Bureau of Personnel, 1<sup>st</sup> Report of Injury form at <https://www.state.sd.us/applications/eb05froi/secure/froi.asp>. Instructions for completing this form are at <https://www.bopweb.com/SiteNavTemplateA.asp?id=1070>.

If the form is not completed, it could result in a Class II misdemeanor for the supervisor. If you have any questions, please contact Louise Loban (688-4128, [louise.loban@sdstate.edu](mailto:louise.loban@sdstate.edu)) or Doris Ust (688-4128, [doris.ust@sdstate.edu](mailto:doris.ust@sdstate.edu)).

## 30. KEYS

Each graduate student will only be issued necessary keys. Other keys will be based on the recommendation of the major advisor. Students are not to lend keys to unauthorized personnel. Keys must be turned in to the secretaries when the student has completed his or her program. There are NO EXCEPTIONS. There is a \$25.00 deposit for keys – this is a returnable deposit. Keys are inventoried annually. Lost keys will result in forfeiture of the deposit and other possible penalties.

## 31. LABORATORY AIR HANDLING PROCEDURES

Each laboratory and research support room that has special air handling needs has posted printed instructions on how the system in that room works. Follow those instructions closely, they impact the whole building.

## 32. LABORATORY PROTOCOL

There are various teaching, research, and support laboratories and areas under our control. This includes the Wildlife Farm and Wetlab area. There are specific faculty members responsible for these areas and there are specific things that occur in each. No one has the authority or right to remove or use any material, equipment, etc., from these areas without permission. Do not move glassware, scopes, supplies, etc. without permission.

Polite Laboratory Protocol, or PLP, refers to behavior that increases the safety, efficiency, and comfort of colleagues working together in laboratory conditions. This behavior includes (1) clearly labeling rooms, work areas, and containers; (2) cleaning thoroughly (because it is unsafe for others to clean after your experiment); (3) communicating the need for space and equipment in shared labs; and (4) transporting samples in double containers. PLP also includes wearing laboratory apparel only in the laboratory to avoid spreading contaminants, odors, or waste.

Each student, upon entering the program, is provided with a handout on correct laboratory protocols - you are expected to read and know this material. Additional information can be obtained at

<http://www3.sdstate.edu/administration/environmentalhealthandsafety/laboratorysafety/index.cfm>.

### **33. LEAVE TIME**

Graduate Research Assistants are 49% time employees (less than half time), thus, by state law, do not accrue sick or annual leave. Absence from assigned duties should be cleared with the major advisor.

### **34. MAIL**

Personal mail (excluding professional mail such as position information, professional society correspondence, etc.) should not be received at your Department address. Students should use their local residence address for personal mail. Check mailboxes at the Department of Wildlife and Fisheries Sciences daily. Be certain to notify secretaries of any local address changes, as well as providing a forwarding address when you complete the program or take a position. See Section 10 for e-mail.

### **35. MATERIAL SAFETY DATA SHEET (MSDS) POLICY**

All materials (chemicals) that pose any potential problem to human health are required to be sold with a Material Safety Data Sheet (MSDS). These sheets contain information such as physical data, fire hazard, toxicity, health effects, first aid, etc.

These sheets are included in our MSDS reference book. This red three-ring binder will always be located on the shelf above the sink in SNP 163. That site is selected because of its access to everyone. Refer to it in an emergency and also to familiarize yourself with these substances.

In addition, MSDSs for chemicals used in particular labs are also supposed to be in those labs.

If your project purchases chemicals that have an MSDS, provide that material to your major advisor or Department Head for inclusion in the notebook.

Read the MSDSs for chemicals that you use before you use them.

### **36. M.S. PLAN OF STUDY AND OTHER M.S. REQUIREMENTS**

#### Plan of Study

Early in the M.S. student's first semester, a Plan of Study should be formulated in consultation with the major advisor and/or committee for approval by the Department Head. It is then submitted to the Graduate School. Plans of Study may be amended or modified with approval of the major advisor, Department Head, and Graduate Dean.

The Plan of Study will contain a minimum of 34 semester hours. At least 50% of the Plan of Study will be at the 700 level. Seven hours of Thesis (WL) are required of all students. Two hours of Graduate Seminar (WL 790) are required of all students. Two hours of Independent Study (WL 791) are also required. A student must complete the hours with a 3.0 grade point average or better to be eligible for the degree. See the Graduate Bulletin and Graduate School regulations for in-depth information.

<http://www3.sdstate.edu/Academics/GraduateSchool/index.cfm>

### M.S. Oral Examination

Graduate students must take a final oral examination for the M.S. degree. Failure to satisfy the Committee may require that all or a portion of the examination must be repeated at a later date. It is recommended that students meet with the major advisor well in advance of their examination date to be certain they know what is expected of them on the final exam.

### M.S. Reading List Requirement

A list of four or more readings (approximately one/semester) will be selected by the advisor and student. The mode of evaluation will be determined by the advisor and will include communication and critical thinking components.

### M.S. Committee

The Committee consists of at least four members. Three of the four must have SDSU Graduate Faculty status. The fourth person can be an SDSU faculty member or someone on adjunct appointment.

### Graduate Seminar Presentation Performance Policy (WL 790)

A graduate seminar presentation should represent a substantial effort by the student to effectively research the chosen subject and present the material in a scholarly, professional talk to an audience of professionals.

#### a. Requirements

In addition to giving the seminar presentation, graduate students will be required to provide an abstract and list of references (typed; one page maximum) to the seminar instructor one week prior to the presentation. This should be sent to the seminar instructor electronically. The instructor for a given semester's seminar may stipulate other rules and guidelines for that semester.

#### b. Grading of Seminar Presentations

A graduate student who is giving a seminar presentation will receive a grade (0-100%) from all faculty members present at the seminar. Grades received from

faculty members will be averaged. If the average of faculty grades is >69%, the graduate student will have completed that presentation requirement; if not, the graduate student will be required to repeat the presentation.

c. Seminar Presentations

Each M.S. student is required to give three (3) presentations. One will be a pre-project seminar presentation, one will be a post-project seminar presentation, and one will be a general seminar presentation or a paper/poster presentation at a professional meeting. Presentations are generally given during the scheduled seminars. If a student cannot give the presentation during a regular seminar period, they should work with their major advisor on planning a special seminar outside normal seminar time.

d. Graduate student presentations will be graded based on the following criteria:

<u>Criterion</u>	<u>Percentage of Total Grade</u>
Abstract and References	10%
Delivery	20%
Appropriateness of Visual Aids <sup>1</sup>	20%
Organization	20%
Content	20%
Time	10%

<sup>1</sup>Costs for visual aids for students giving preproposal and completion seminar presentations are paid from project accounts. The general seminar presentation materials are a student responsibility.

Thesis Hours

If a student has completed their Plan of Study, including their seven hours of thesis (WL 798), and have not graduated, they must take one hour of WL 798 each semester until they graduate. There are no exceptions.

Students should save one hour of thesis for their last semester. If a student completes the seven thesis hours on their Plan of Study before their coursework is complete they will need to take an hour of thesis each semester until graduation.

Enrollment

Graduate students must take a minimum of one credit hour each semester in order to be recognized by the University as being an active graduate student. Ramifications of not doing this are particularly negative for students on graduate research assistantships. Even those at an off-campus site during a semester must do this.

### **37. OFFICE SPACE AND EQUIPMENT**

Students on assistantship are provided with office space. Computers and telephone service are made available. These are not to be used for personal matters. Approved long-distance calls are to be logged onto the call sheets. Students are responsible for keeping office and laboratory facilities in clean and neat order. Failure to comply will result in loss of office space. Students are not permitted to use equipment in the main office (exceptions are the copier, within copier regulations). Students are not allowed in the main office after working hours unless accompanied by a faculty member.

Non-assistantship students will be provided space as available.

### **38. PERSONAL PROPERTY LOSS OR DAMAGE**

The state does not assume responsibility for loss of personal effects such as cameras, books, clothing, etc., which are housed in an office on the campus. Personal property should be kept to a minimum. It is recommended that expensive items be covered by personal property insurance. In addition, each graduate student space is provided with a lockable storage area - use it.

### **39. PETS AND BIKES**

University policy states that no dogs, cats, or other pets can enter campus buildings. Bikes are to be parked at locations outside the building provided for that purpose.

### **40. PH.D. REQUIREMENTS**

#### **a. Teaching Requirement**

The student is expected to demonstrate proficiency in college level teaching and this experience will be evaluated by Department representatives on his/her committee. This experience would preferably include both lecture and laboratory components. The faculty need to ensure that written evaluation (usually a combination of student and faculty) results be provided to both the student and his/her file. AHED 751 Principles of College Teaching is required, but substitutions can be made or the requirement dropped by Graduate Advisory Committee approval. This requirement can also be waived for students with sufficient teaching experience. WL 592 Special Topics: Teaching Strategies is offered approximately once per two years, provides credit for Ph.D. students for classroom teaching experience, is optional (not required), and its use on a Plan of Study depends on the Ph.D. Graduate Advisory Committee.

#### **b. Seminar and Presentation Requirements**

All Ph.D. students are required to attend WL 790 Graduate Seminar every semester, enroll twice, and deliver a proposal seminar and a completion seminar.

In addition, all Ph.D. students will deliver at least two other presentations, most often paper/poster presentations at a professional meeting. Finally, all Ph.D. students will complete the GSR 601 Research Regulations Compliance seminar.

- c. Graduate student presentations will be graded based on the following criteria:

<u>Criterion</u>	<u>Percentage of Total Grade</u>
Abstract and References	10%
Delivery	20%
Appropriateness of Visual Aids	20%
Organization	20%
Content	20%
Time	10%

- d. Ph.D. Committee

The Ph.D. Committee consists of at least five members, one of whom shall be a Graduate Faculty Representative selected by the Graduate School Dean. Committee members must be SDSU Graduate Faculty members except for adjunct faculty members.

- e. Plan of Study

Each Ph.D. student in the Department is required to have a Plan of Study with a minimum of 60 semester hours. More may be required at the discretion of the Ph.D. Committee. It is assumed that students already have a Master's degree. The credit hour requirement for a Ph.D. student with no Master's degree is 90 semester hours. Both the Graduate School and the Department require a minimum of a 3.0 grade point average in graded coursework on the Plan of Study.

- f. Research Proposal

Each Ph.D. student will prepare a dissertation research proposal, preferably in the first semester, but always by the second semester. Included in the Plan of Study are two semester hours of WL 791 Independent Study, which provides credit for the development of the proposal. After this mentoring process by the major advisor has been completed, the proposal must then be approved by the Graduate Advisory Committee for that student.

- g. Dissertation Hours

A minimum of 30 and a maximum of 40 semester hours of WL 898D Dissertation is required. After all credits on the student's Plan of Study are completed, one hour of dissertation (WL 898D) is required per semester until graduation. In addition, students should save at least one dissertation hour for their last semester. This last credit of dissertation is required because once the dissertation hours on

the Plan of Study are completed the student is required to take one dissertation hour each semester regardless of whether they still have coursework to take.

h. Reading List

The Wildlife and Fisheries faculty wishes to provide guidance to Ph.D. committees regarding reading assignments. A Ph.D. student should be aware of books in their field and be aware of related literature. Examples of related literature might include zoogeography, public relations, sociobiology, systems ecology, biodiversity, extinction, and historical literature. A list of six or more readings will be selected by the advisor and student, with input from committee members at the Initial Committee Meeting. The reading list examination will be included in the comprehensive examination. The major advisor and the student shall be jointly responsible for providing a copy of these guidelines to each committee member.

i. Ph.D. Committee Meetings and Examinations

(1) Student Attire at Examinations and Committee Meetings

Dress should be relatively formal for committee meetings and oral examinations, although a dress or coat and tie will not always be necessary. Appropriate attire reflects a professional attitude.

(2) Initial Committee Meeting

The Initial Committee Meeting will be convened during the first or second semester of enrollment for a Ph.D. student. Students will provide the committee with overview materials, including a resume or curriculum vitae that summarizes accomplishments to date in teaching, research, and service. Transcripts from previous degrees should be provided to help develop the Plan of Study. Copies of previous publications may be included. The intent of this meeting is to gather and introduce all committee members, approve a Plan of Study, and approve the research proposal. Students should be prepared to express their interests and career plans.

(3) Interim Evaluation

The interim evaluation is typically scheduled when approximately half of the coursework on a Ph.D. Plan of Study has been completed. There are three possible outcomes from this meeting: 1) if a student has not progressed sufficiently and does not appear likely to succeed, termination of the degree program will be recommended; 2) if progress is satisfactory, but one or more weaknesses or deficiencies are identified, then remedial

actions will be suggested by the committee; 3) if progress is satisfactory, continuation of the program with no modifications will be recommended.

Students should prepare and distribute overview materials to the committee in advance of the meeting. Overview materials should address progress to date in research, teaching, and service. Research may include primary dissertation research, continuation or publication of Master's degree research, or supplemental research. Both publications and professional presentations to date should be summarized.

Teaching overview materials might include formal class evaluations in situations where the student has had the opportunity to teach all or part of a course or has had primary responsibility for a laboratory section. Other, more informal indicators of teaching progress might include a listing of "guest" or "substitute" lectures given, presentations outside the University setting (e.g., lay groups or elementary class presentations), or completion of visual educational materials such as an extension pamphlet or videotape that seeks to inform viewers on a particular subject. Service overview materials may be broad in nature. Common examples might include professional presentations, service (or Chair) on professional committees, editing professional society newsletters, or election and service as a graduate student representative for the Department. The extent of appropriate activities in these three topic areas will be the decision of the Graduate Advisory Committee.

The Department of Wildlife and Fisheries Sciences faculty believe that students should not study for the interim evaluation as they would for the written comprehensive examination and other oral examinations. However, questioning to determine strengths and weaknesses is appropriate. Committee members may be interested in student knowledge of current topics, philosophies, books, programs, or other workers in the profession. Interim evaluation results will be reported to the Graduate School on the Certification and Notification of Action form.

(4) Written Comprehensive Examinations

The written comprehensive examination should be scheduled when the coursework on a Ph.D. Plan of Study is essentially complete. Either open or closed book questions are appropriate, but closed book examinations are suggested. If open book questions are used, the student should be informed ahead of time. We do not want students to go to a quiet room in the library, open an envelope of questions, and then have to use time by returning to the office for resource materials.

Students should contact each committee member in advance of the written comprehensive examination. While it is not appropriate to ask specifically

what will be included on a committee member's questions, it is appropriate to ask whether any special subject areas or reading materials might be worth reviewing prior to the examination. All questions will be coordinated through the major advisor. We encourage committee members to write each question in such a manner that the student will understand the depth wanted in that answer. For example, some questions might require an "in-depth" answer, while others may require a "brief" answer. Typed answers or electronic files are preferable, but not required.

Questions per committee member should not exceed eight hours of writing time and the written comprehensive examination should not require more than five total days. Examination questions will not be limited to coursework on the Plan of Study because such restrictions would limit questions about current topics in journals, public issues, or other areas.

Each committee member should receive a full set of all questions asked, but each member is only responsible for grading his or her own set of questions/answers. The only time that a committee member should be involved in grading another's questions is in the case of perceived failure. Grading will be on a pass/fail basis for each question and for the set of questions as a whole, but the student should be informed of the evaluation of each answer within 14 days of the last exam day. Borderline or marginal answers to individual questions should be addressed during the oral comprehensive examination.

Failure to pass one committee member's questions will result in another set of questions from that member. Failure on the second set of questions will result in a resolution or remedial plan based on agreement among all committee members. Failure to pass two committee members' questions on the original written examination will constitute failure of the entire examination. Following remediation, the student will have a second opportunity to pass a second set of questions from all committee members. No third chance will be offered. Written comprehensive examination results will be reported to the Graduate School on the Certification and Notification of Action form.

#### (5) Oral Comprehensive Examinations

The oral portion of the comprehensive examination will follow the successful completion of the written comprehensive examination. This examination is typically given on a single day, often within a two to three hour timeframe.

If a student does very poorly, or fails part or all of the oral comprehensive examination, a second opportunity will be provided. No third opportunity will be possible. A second examination needs to be completed within three

months of the original oral comprehensive examination. Oral comprehensive examination results will be reported to the Graduate School on the Certification and Notification of Action form.

(6) Final Oral Examination

The final examination cannot be taken earlier than two months following successful completion of the comprehensive examinations and must be completed at least 10 working days prior to commencement. The Graduate Advisory Committee determines the character and length of this examination, which should be held on a single day and usually has a two to three hour time frame. Much of this examination will be devoted to the dissertation and associated journal articles to test the ability of a student to defend the research. In addition, questions to test the student's general knowledge, judgment, and critical capabilities are usually asked. Final examination results will be reported to the Graduate School on the Certification and Notification of Action form.

(7) Ph.D. Exit Interview

An exit interview is conducted with each graduating Ph.D. student. They are asked to indicate positive aspects of the program as well as areas for improvement.

#### **41. PUBLICATION OF RESEARCH**

Students are expected to publish research results as soon as practical after completing the thesis or dissertation. Publications are ordinarily co-authored by the student and major advisor. After undue delay, the major advisor can proceed with publication. The current policy is that the student will be the senior author if the publication is submitted within a year of thesis or dissertation completion. After one year and up to two the major professor may take senior authorship. After two years the student may be listed in the acknowledgments. This policy is flexible and should be discussed with the major advisor. All research data are the property of the project and must be permanently filed with the major advisor. At the discretion of the advisor, and at student expense, all or part of the research data may be duplicated and retained by the student. Page charges for journal publications will ordinarily be covered by project or departmental funds.

#### **42. PUBLIC RELATIONS**

Because we are University (state) employees, we are highly visible; thus, we must practice good public relations. You represent the Department, the state, and in some cases a federal agency. Recognize that you are often a convenient target for those who like to complain. Also, recognize that from a legal aspect you are viewed as representing an entity with "deep pockets" with regards to legal action. Be careful to do everything

possible to foster positive public relations with the general citizenry. This includes “defensive driving.”

#### **43. REFERENCE ROOM (SNP 164)**

A valuable collection of books, journals, and reprints has been accumulated in the Department reference room for use by students and staff. Because library materials disappeared with unregulated use, regulations have become necessary to protect the Department’s reference room materials. Reference room facilities will remain open to graduate students outside normal classroom hours only so long as reference room rules are observed. Under no conditions are undergraduate students, or students from other departments, allowed in the reference room without a pass (obtainable from the Department secretary), nor are they allowed in the room outside normal classroom hours or on weekends or holidays. Assistance of graduate students in the Department of Wildlife and Fisheries Sciences in enforcing this regulation is expected.

No materials of any kind are to be removed from the reference room unless checked out by the student’s major advisor. All theses, books, and journals removed from the shelves for use at the tables are to be returned to the shelves when use has been completed. All reprints removed from filing boxes are to be placed on the librarian’s desk, who in turn will re-file the reprints in the proper place. (A reprint filed out of place is a reprint lost and the librarian, not the student, will be responsible for returning it to its proper box.)

Insofar as possible, the reference room should not be regarded as a study hall. Failure to observe rules, particularly the removal of materials, will be considered grounds for severe reprimand or disciplinary action.

Students are invited to recommend book purchases which they believe would be valuable additions to the reference room.

If you plan to use the reference room for any length of time please come to the office and reserve the room.

#### **44. REFRIGERATOR-FREEZER (WALK-IN) (SNP 178B)**

- a. If some kind of mess or spill is made in the freezer/refrigerator units or adjoining rooms, the person making the mess or spill is responsible for cleaning the area. This is only common courtesy to other users.
- b. The freezer and refrigerator shelving and floor space has been divided into a grid (letters and numbers) (see sign up book). Faculty and graduate students should denote in the provided notebook (just outside the refrigerator door) what gridded area/areas they are using.
- c. No one should disturb materials in other people’s gridded areas.

- d. Personal items such as frozen meats, etc., will not be stored in the area.
- e. **When someone is done with a gridded area they will remove the material in that area, dispose of it properly, and remove their name from the notebook for that area. They will also clean the vacated area. Your material should not be there after you are gone.**

#### **45. RESEARCH FUND EXPENDITURE**

The state, University, and federal government have very specific procedures for the expenditure of funds from a variety of accounts, use of credit cards, travel reimbursements, etc. See the Department bookkeeper before any expenditure to ensure that it is legal. This is your responsibility. Incorrectly expended funds cannot be reimbursed.

#### **46. SCIENTIFIC SOCIETIES**

It is assumed that professional development requires a student be a member of and active in the appropriate scientific society/ies. Organizations such as The Wildlife Society (<http://www.wildlife.org/index.cfm?CFID=5317927&CFTOKEN=96336189>) and the American Fisheries Society (<http://www.fisheries.org/afs/index.html>) have special membership categories and activities specifically for students. See your major advisor for application materials. Professional society membership costs are the responsibility of the student – they cannot be paid from projects.

#### **47. SMOKING POLICY**

Smoking is not permitted in any campus building or within 20 feet of any doorway.

#### **48. SPECIAL STUDENT STATUS CHANGE**

Special students requesting change to graduate-student status must make formal application through the Graduate School. A maximum of 10 credit hours of course work completed as a Special Student may be applied toward graduate credit. Individuals requesting such change may be required to take the Graduate Record Examination and/or a departmental examination to secure approval of the Department of Wildlife and Fisheries Sciences.

#### **49. SUPPLIES**

Graduate students needing Department letterhead to write an official letter must procure it from one of the regular full-time faculty members. The secretaries may type such letters, funding proposals, or publications as approved by a regular faculty member. Other office supply use is dependent on circumstances. Permission from your major advisor is required to purchase supplies and materials on research project funds. All approved research item purchases must be obtained through Stores (on campus) when

possible. If Stores does not have what you need, you may then go elsewhere (Bookstore on campus, downtown, etc.) to purchase any supplies. Rules of purchase can be obtained from the Department bookkeeper.

## **50. TERMINATION OF GRADUATE ASSISTANTSHIPS**

- a. Contracts (Memoranda of Appointment) are issued on fiscal-year basis (July 1 to June 30), or fraction thereof, depending on the date of appointment to an assistantship. Termination dates will be determined by the student's major advisor and will not always extend to the end of the fiscal year.
- b. Upon termination, student must turn in keys to the secretary in the main office and leave a forwarding address. The secretary will contact Briggs Library and Security to verify any outstanding charges a student may have. Student must pay these before leaving campus. All data collected must also be turned in to the major advisor.
- c. If a student is not performing at the desired level, his or her assistantship can be terminated. This is at the discretion of the major advisor within the regulations of the University.
- d. The following are some examples of actions that could result in termination: sexual harassment, failure to complete reports, not collecting required data, and general lack of progress.

## **51. THESIS AND DISSERTATION COMPLETION AND COSTS**

Costs of thesis or dissertation typing are the sole responsibility of the student regardless of project finance. Students are obligated at their own expense to provide required copies to the Graduate School; follow their requirements. Students are responsible for personally paying for any thesis or dissertation copies above and beyond their single personal copy, the advisor copy, the Department copy, the funding agency copy, and the University library copy. Non-assistantship students will be handled on an individual basis. The Ph.D. microfiche fee is the student's responsibility. They can see Graduate Bulletin for this policy.

## **52. TRAVEL**

If out-of-state travel is necessary for research or attendance at a meeting, a request for approval must be submitted through the major advisor at least 15 days prior to date of travel. Approval for out-of-state travel must be received before airline tickets can be purchased. Out-of-state travel must be submitted and approved even if no funding is provided. This is for your protection in regard to Workers' Compensation.

The philosophy of the Department is to support professional travel by graduate students as much as possible and to provide that support as evenly as possible to all students.

- a. When feasible, graduate students will be provided transportation to and from scientific meetings. This is usually represented by some form of mass ground transportation and is usually dependent on a faculty member also planning to attend that meeting.
- b. In most cases, per diem (room and meal expenses) will not be paid unless the student is presenting a paper. Even the presentation of a paper does not ensure that such expenses can or will be paid.
- c. Under certain circumstances, such as a specific request from a grantor or specific needs which result in a student being required to attend a meeting, per diem will be paid even though the student is not presenting a paper.
- d. Cooperation and coordination between students on per diem and those not on per diem is encouraged.
- e. It is the student's responsibility when applying for reimbursement to have the correct receipts. See the Department secretary as to what is required.

### **53. VEHICLE INSURANCE**

Even though students are covered by University insurance while in state vehicles, it behooves a student to have personal vehicle and medical insurance. In addition, you should be sure that vehicle insurance covers you in all vehicles, not just your own.

### **54. VEHICLE OPERATION**

All students operating state or federal vehicles must have a valid driver's license. In addition, federal permits are required for operation of federally owned vehicles. Vehicles must be operated according to all state laws, including speed limits. It is mandatory that seat belts be used by all occupants when a vehicle is in operation. We do have some variance on this requirement for certain field activities, see your advisor. Infraction of laws will lead to disciplinary action if the student is judged negligent. If you are involved in an accident follow the instructions in Section 1.

Vehicles should be parked in the designated areas, locked, and must not be taken to private homes unless specifically approved by the major advisor. Only the state motor pool area is the legal overnight parking location for state vehicles. Vehicles can only be used for authorized activities.

Members of the family of the student (employee) or faculty are not allowed to drive state vehicles under any circumstances, nor are the vehicles to be used for shopping trips or other personal advantage. No non-employee can ride in a vehicle unless specific authorization has been provided.

Vehicles are identifiable as being in state or federal ownership. This is often a beacon for some citizens to complain. Be extra courteous and recognize that driving such vehicles is a privilege not a right.

#### **55. VEHICLE PARKING (PERSONAL, STATE, AND FEDERAL)**

Personal vehicles driven on the campus must be registered with the Campus Police Department and campus traffic regulations must be followed.

<http://www3.sdstate.edu/Administration/UniversityPoliceDepartment/TrafficParkingRegulations/Index.cfm>

Parking in SNP parking lots are for people with parking permits. State and federal vehicles should not be parked in marked parking stalls in these lots at any time. In addition, all of the SNP lots are not approved for overnight parking, regardless of whether the vehicle is personal, state, or federal.

Loading and unloading of vehicles can be done in areas unmarked as parking stalls in the south SNP lot, but this is only for short-term parking while loading or unloading. Vehicles that break this rule are subject to ticketing and towing at your expense; fines cannot be paid from project funds. This is a safety issue.

#### **56. WORKERS' COMPENSATION**

If you are injured or contract an occupational disease on the job, you must report it as soon as possible. Report the circumstance of the injury or disease following the instructions located at [https://misintranet.sdstate.edu/policy/WCPROCED\\_06.doc](https://misintranet.sdstate.edu/policy/WCPROCED_06.doc)

If you fail to report your claim on time, it may be denied. Keep in touch with the Personnel Office to assure the claim is properly filed and monitored. All claims will be thoroughly investigated by the Bureau of Personnel.