

FORESTRY MS HANDBOOK – FALL 2015

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MS PROGRAM LEARNING GOALS

The Forest & Wildlife Ecology department has set the following goals for student who complete the Forestry MS program:

1. Articulates, critiques, and elaborates the theories, research methods, and approaches to inquiry in the field of forest science.
2. Identifies sources and assembles evidence pertaining to questions or challenges in the field of forest science.
3. Demonstrates understanding of the field of forest science in a historical, social, and global context.
4. Selects and utilizes the most appropriate methodologies and practices.
5. Evaluates and synthesizes information pertaining to questions or challenges in the field of forest science.
6. Communicates clearly in ways appropriate to the field of forest science.

These goals are to be reviewed periodically to make certain that the program does indeed meet these goals.

ENROLLMENT

FALL AND SPRING SEMESTER ENROLLMENT REQUIREMENTS

Enrollment Types	MS
Domestic unfunded	2 credits minimum*
International students regardless of funding	8 credits minimum (unless you have an exception from ISS)
RA or fellowship through Forest & Wildlife Ecology	8 credits minimum
33.33% TA or PA through Forest & Wildlife Ecology	6 credits minimum
50% TA or PA through Forest & Wildlife Ecology	4 credits minimum
funded through another department/program	Check with that department
Other or uncertain	Check with the Student Services Coordinator

**this does not qualify as "full time enrollment," full time enrollment for a MS student when unfunded is 8 credits minimum*

SUMMER ENROLLMENT REQUIREMENTS: Students must be enrolled at UW-Madison if they are using university facilities, including faculty and staff time%.

Enrollment Types	MS
Unfunded – not graduating	Not required ^{##}
Unfunded – graduating	2 credits minimum [#] in the 8 week (DHH) session
International student unfunded and in their first semester	4 credits
RA or 12 month fellowship through Forest & Wildlife Ecology	2 credits minimum in the 8 week (DHH) session
33.33% TA or PA through Forest & Wildlife Ecology	Not required ^{##}
50% TA or PA through Forest & Wildlife Ecology	Not required ^{##}
funded through another department/program	Check with that department
Other or uncertain	Check with the Student Services Coordinator

#this does not qualify as "full time enrollment," full time enrollment for a MS student when unfunded is 4 credits minimum, for Dissertators full time enrollment is always 3 credits

For all MS students the maximum enrollment is 15 credits, however in the summer session the credit total cannot exceed the number of weeks in the session, for example you cannot enroll for 9 credits in an 8-week session.

A valid enrollment minimum does **not** count the following types of courses

- courses numbered below 300
- courses taken pass/fail
- audited courses

If a student must take over 15 credits, including the types of courses above that do not count towards the enrollment minimum, they must submit a credit overload request: <https://grad.wisc.edu/acadpolicy/wp-content/uploads/sites/15/2014/04/Overload.pdf>.

The above information was taken from the Graduate School's Academic Policies and Procedures website which can be found online at: <http://grad.wisc.edu/acadpolicy/>.

MS ADVISOR AND COMMITTEE REQUIREMENTS

All MS students are admitted directly into a specific faculty member's lab. This faculty member will serve as the student's major advisor.

Students are required to have at least two tenured or tenure-tracked faculty members on their committee from UW-Madison. Students who wish to have a non-UW-Madison faculty member or a non-faculty member on their committee may make a request through the external committee member request form (http://www.fwe.wisc.edu/sites/default/files/external_committee_member.doc). All external committee requests must be approved by the Graduate Programs Committee.

GRADUATE SCHOOL COMMITTEE REQUIREMENTS

To see the Graduate School's rules on research/advisory committees go to <http://grad.wisc.edu/acadpolicy/#committees>.

SATISFACTORY PROGRESS

The Department of Forest & Wildlife Ecology follows the Graduate School's guidelines regarding satisfactory progress in terms of grades and GPA. Graduate students are expected to maintain a GPA of 3.0 or higher every term for courses in the 300-level and above. If a student does not meet the minimum GPA the Graduate School will put them on probation and the student may ultimately be suspended if they are not able to raise their GPA to the minimum level. The same holds true if a graduate student carries two or more incomplete grades over multiple semesters.

- Graduate School's information on satisfactory progress: <http://grad.wisc.edu/acadpolicy/#satisfactoryprogress>
- Graduate School's information on GPA: <http://grad.wisc.edu/acadpolicy/#gparequirement>
- Graduate School's information on probation: <http://grad.wisc.edu/acadpolicy/#probation>
- Graduate School's information on incomplete grades: <http://grad.wisc.edu/acadpolicy/#incompletes>

MS COURSE REQUIREMENTS AND CERTIFICATION

DEPARTMENTAL COURSE REQUIREMENTS

Even though the Forestry MS prescribes no specific graduate coursework due to the diversity of research areas available and students select appropriate graduate-level coursework in consultation with their advisor and a graduate advisory committee, there are still some minimum requirements that need to be met by all Forestry MS students. These requirements include

- Completion of **30 GRADUATE-LEVEL CREDITS** which
 - must be numbered 300 and above
 - are graded (no pass/fail or audited courses count)
 - can include seminar credits and any Forest and Wildlife Ecology 990 Research and Thesis credits
- At least **1 CREDIT FROM A PROFESSIONAL DEVELOPMENT SEMINAR**, in consultation with their committee, students should select at least one course that would develop skills applicable to life after graduate school (examples include teaching, communication, proposal development, presentation skills, mentoring)
- At least **1 CREDIT FROM A GRADUATE-LEVEL SEMINAR**, in consultation with their committee, students should select at least one course in which participants discuss, critique or apply topics in the literature
- Maintenance of a **3.0 GPA** (minimum)
- Preparation, defense and public presentation of a **THESIS**

All Forestry MS students are required to submit their MS course certification form (http://www.fwe.wisc.edu/sites/default/files/for_ms_certification.doc) to the Student Services Coordinator (Sara Rodock). It is recommended that students complete the form by the end of their second semester and it is required that the form be completed before a student can request their graduation warrant. The form can and should be completed before the student has finished your course work. Students are allowed to make changes to their proposed course work.

GRADUATE SCHOOL CREDIT REQUIREMENTS

The Graduate School has three requirements for total coursework completed post-baccalaureate

- **MINIMUM GRADUATE DEGREE CREDIT REQUIREMENT** – MS students must complete at least 30 credits: <http://grad.wisc.edu/acadpolicy/#minimumgraduatedegreecreditrequirement>
- **MINIMUM GRADUATE COURSEWORK (50%) REQUIREMENT** – MS students must complete at least 15 graduate credits (courses numbered 700-level or above or courses noted as such numbered 300-699 in the course guide): <http://grad.wisc.edu/acadpolicy/#minimumgradcourseworkrequirement>
- **MINIMUM GRADUATE RESIDENCE CREDIT REQUIREMENT** – MS students must complete at least 16 credits for their degree at UW-Madison:
<http://grad.wisc.edu/acadpolicy/#minimumgraduateresidencecreditrequirement>

Students who wish to use prior coursework towards their MS degree must follow all of the rules outlined by the graduate school: <http://grad.wisc.edu/acadpolicy/#priorcoursework>

YEARLY PROGRESS REPORT

Students are required to complete the yearly progress report form each year by May 1 (http://forestandwildlifeecology.wisc.edu/sites/default/files/for_yearly_progress.doc). This form gives the faculty advisor and committee members the opportunity to evaluate the student progress and keep every informed of any changes. Students who do not submit the form may have an enrollment hold placed on their record.

FINISHING THE MS

Early in the semester in which a student intends to graduate they need to submit the online warrant request form (https://uwmadison.qualtrics.com/SE/?SID=SV_6QoG5VSskvM2bIN). By filling out this form students will be giving the Student Services Coordinator, Sara Rodock, the information necessary for their warrant to be requested from the Graduate School. By requesting the warrant the student will trigger a check of their record by both the department and the Graduate School. The online warrant request form should be filled out four weeks in advance of the defense.

The Forest and Wildlife Ecology department follows the Graduate School's guidelines for thesis formatting.

HELPFUL LINKS FOR WRITING AN MS THESIS

- UW Writing Center's Writing Handbook: <http://writing.wisc.edu/Handbook/index.html>
- Writing Center's Rules on writing ethics and plagiarism: http://writing.wisc.edu/Handbook/QPA_plagiarism.html
- Graduate School's Completing Your Degree information: <http://grad.wisc.edu/currentstudents/degree/>
- Forest & Wildlife Ecology MS Thesis Advisor Approval Page template: http://www.fwe.wisc.edu/sites/default/files/ms_advisor_approval_page.doc

MISCONDUCT AND GRIEVANCE PROCEDURES

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the Department Chair (Dr. Mark Rickenbach, mark.rickenbach@wisc.edu, 608-263-6710), the Student Services Coordinator (Sara Rodock, rodock@wisc.edu) or the Academic Department Manager (Lance Potter, lpotter@wisc.edu). For more information, see the Graduate School Academic Policies & Procedures: Grievances & Appeals: <https://grad.wisc.edu/acadpolicy/#grievancesandappeals>.

PROCEDURES FOR PROPER ACCOUNTING OF STUDENT GRIEVANCES:

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the Department Chair (Dr. Mark Rickenbach, mark.rickenbach@wisc.edu, 608-263-6710), the Student Services Coordinator (Sara Rodock, rodock@wisc.edu) or the Academic Department Manager (Lance Potter, lpotter@wisc.edu) to discuss the grievance. Any of the above people will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual

harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Equity and Diversity website: <http://www.oed.wisc.edu/index.html>.

3. Other campus resources include
 - o The Graduate School - <http://grad.wisc.edu/>
 - o McBurney Disability Resource Center - <http://mcburney.wisc.edu/>
 - o Employee Assistance Office - <http://eao.wisc.edu/>
 - o Ombuds Office - <http://ombuds.wisc.edu/>
 - o University Health Services – <http://uhs.wisc.edu/>
 - o UW Office of Equity and Diversity - <http://www.oed.wisc.edu/index.html>
4. If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Student Services Coordinator in writing, within 60 calendar days of the alleged unfair treatment.
5. On receipt of a written complaint, a faculty committee will be convened by the Student Services Coordinator to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
6. The faculty committee will determine a decision regarding the grievance. The Student Services Coordinator will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
7. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the College of Agricultural and Life Sciences Academic Affairs Office.
8. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: <https://grad.wisc.edu/acadpolicy/#grievancesandappeals>.

REPORTING MISCONDUCT AND CRIME

The campus has established policies governing student conduct, academic dishonesty, discrimination, and harassment/abuse as well as specific reporting requirements in certain cases. If a student has a grievance regarding unfair treatment towards him or herself, they should reference the procedures and resources identified above. If a student learns about, observes, or witnesses misconduct or other wrongdoing they may be required to report that misconduct or abuse. Depending on the situation, it may be appropriate to consult with their advisor, Student Services Coordinator, or other campus resources (such as the UW Office of Equity and Diversity, Graduate School, Mc Burney Disability Resource Center, Employee Assistance Office, Ombuds Office, and University Health Services).

RESEARCH MISCONDUCT REPORTING

Much of graduate education is carried out not in classrooms, but in laboratories and other research venues, often supported by federal or other external funding sources. Indeed, it is often difficult to distinguish between academic misconduct and cases of research misconduct. Graduate students are held to the same standards of responsible conduct of research as faculty and staff. The Graduate School is responsible for investigating

allegations of research misconduct. This is often done in consultation with the Division of Student Life as well as with federal and state agencies to monitor, investigate, determine sanctions, and train about the responsible conduct of research. For more information, contact the Associate Vice Chancellor for Research Policy, 333 Bascom Hall, (608) 262-1044.

The University of Wisconsin-Madison strives to foster the highest scholarly and ethical standards among its students, faculty, and staff. Graduate students and research associates are among the most vulnerable groups when reporting misconduct because their source of financial support and the progress in their careers may be at risk by raising questions of wrongdoing. They are also often the closest witnesses to wrongdoing when it occurs and therefore must be appropriately protected from the consequences of reporting wrongdoing and be informed of their rights. Please find full details at <http://www.grad.wisc.edu/research/policyrp/ReportingMisconduct.html>.

RESPONSIBLE CONDUCT

- Graduate School Policies & Procedures: Responsible Conduct of Research: <http://grad.wisc.edu/acadpolicy/#responsibleconductofresearch>
- Office of the Vice Chancellor for Research and Graduate Education's - Office of Research Policy: Introduction & Guide to Resources on Research Ethics: <https://research.wisc.edu/respolcomp/resethics/>
- Graduate School Office of Research Policy: Policies, Responsibilities, and Procedures: Reporting Misconduct: <http://kb.wisc.edu/gsadminkb/page.php?id=34486>
- Graduate School Office of Research Policy: Policies, Responsibilities, and Procedures: Responsible Conduct of Research Resources: <https://kb.wisc.edu/gsadminkb/search.php?cat=2907>

ACADEMIC/NON-ACADEMIC MISCONDUCT REPORTING

If a student knows a classmate is cheating on an exam or other academic exercise, they should notify the professor, teaching assistant or proctor of the exam. As a part of the university community, students are expected to uphold the standards of the university.

ACADEMIC MISCONDUCT

Academic misconduct is an act in which a student (UWS 14.03(1)):

- seeks to claim credit for the work or efforts of another without authorization or citation;
- uses unauthorized materials or fabricated data in any academic exercise;
- forges or falsifies academic documents or records;
- intentionally impedes or damages the academic work of others;
- engages in conduct aimed at making false representation of a student's academic performance; or
- assists other students in any of these acts.

Examples of academic misconduct include but are not limited to:

- cutting and pasting text from the Web without quotation marks or proper citation;
- paraphrasing from the Web without crediting the source;
- using notes or a programmable calculator in an exam when such use is not allowed;
- using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator;
- stealing examinations or course materials;

- changing or creating data in a lab experiment;
- altering a transcript;
- signing another person's name to an attendance sheet;
- hiding a book knowing that another student needs it to prepare for an assignment;
- collaboration that is contrary to the stated rules of the course; or
- tampering with a lab experiment or computer program of another student.

Additional information regarding Academic Misconduct:

- Graduate School Policy & Procedure: Misconduct, Academic:
<http://grad.wisc.edu/acadpolicy/#misconductacademic>
- Dean of Students Office: Information for Students: How to Avoid Academic Misconduct? What Happens If I engage in Academic Misconduct? What Should I do If I know a Classmate is Cheating?:
<http://www.students.wisc.edu/doso/students.html>
- Dean of Students Office: Academic Misconduct Flowchart:
<http://students.wisc.edu/doso/misconductflowchart.html>
- University of Wisconsin System: Chapter UWS 14: Student Academic Disciplinary Procedures:
http://students.wisc.edu/doso/docs/uws_chapter_14.pdf

NON-ACADEMIC MISCONDUCT

The university may discipline a student in non-academic matters in the following situations:

- for conduct which constitutes a serious danger to the personal safety of a member of the university community or guest;
- for stalking or harassment;
- for conduct that seriously damages or destroys university property or attempts to damage or destroy university property, or the property of a member of the university community or guest;
- for conduct that obstructs or seriously impairs university-run or university-authorized activities, or that interferes with or impedes the ability of a member of the university community, or guest, to participate in university-run or university-authorized activities;
- for unauthorized possession of university property or property of another member of the university community or guest;
- for acts which violate the provisions of UWS 18, Conduct on University Lands;
- for knowingly making a false statement to any university employee or agent on a university-related matter, or for refusing to identify oneself to such employee or agent;
- for violating a standard of conduct, or other requirement or restriction imposed in connection with disciplinary action.

Examples of non-academic misconduct include but are not limited to:

- engaging in conduct that is a crime involving danger to property or persons, as defined in UWS 18.06(22)(d);
- attacking or otherwise physically abusing, threatening to physically injure, or physically intimidating a member of the university community or a guest;
- attacking or throwing rocks or other dangerous objects at law enforcement personnel, or inciting others to do so;

- selling or delivering a controlled substance, as defined in 161 Wis. Stats., or possessing a controlled substance with intent to sell or deliver;
- removing, tampering with, or otherwise rendering useless university equipment or property intended for use in preserving or protecting the safety of members of the university community, such as fire alarms, fire extinguisher, fire exit signs, first aid equipment, or emergency telephones; or obstructing fire escape routes;
- preventing or blocking physical entry to or exit from a university building, corridor, or room;
- engaging in shouted interruptions, whistling, or similar means of interfering with a classroom presentation or a university-sponsored speech or program;
- obstructing a university officer or employee engaged in the lawful performance of duties;
- obstructing or interfering with a student engaged in attending classes or participating in university-run or university-authorized activities;
- knowingly disrupting access to university computing resources or misusing university computing resources.

Additional information regarding Non-Academic Misconduct

- Graduate School Academic Policies & Procedures: Misconduct, Non-Academic: <http://grad.wisc.edu/acadpolicy/#misconductnonacademic>
- Dean of Students Office: Non-Academic Misconduct Standards Statement: <http://students.wisc.edu/doso/nonacadmisconduct-statement.html>
- Dean of Students Office: Non-Academic Misconduct Process: <http://students.wisc.edu/doso/nonacadmisconduct.html>
- University of Wisconsin System: Chapter UWS 17: Student Non-Academic Disciplinary Procedures: <http://students.wisc.edu/doso/docs/NewUWS%2017.pdf>
- University of Wisconsin System: Chapter UWS 18: Conduct on University Lands: <http://students.wisc.edu/doso/docs/NewUWS%2018.pdf>

SEXUAL ASSAULT REPORTING

Faculty, staff, teaching assistants, and others who work direct with students at UW-Madison are required by law to report first-hand knowledge or disclosures of sexual assault to university officials, specifically the Office for Equity & Diversity or the Division of Student Life. This effort is not the same as filing a criminal report. Disclosing the victim's name is not required as part of this report. Please find full details at

<http://www.oed.wisc.edu/sexualharassment/assault.html> and <http://www.students.wisc.edu/doso/studassist.html#sexassault>.

CHILD ABUSE REPORTING

As a UW-Madison employee (under Wisconsin Executive Order #54), students are required to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment, the employee observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur. Volunteers working for UW-Madison sponsored programs or activities are also expected to report suspected abuse or neglect. Please find full details at <http://www.oed.wisc.edu/childabuse/>.

REPORTING AND RESPONSE TO INCIDENTS OF BIAS/HATE

The University of Wisconsin-Madison values a diverse community where all members are able to participate fully in the Wisconsin Experience. Incidents of Bias/Hate affecting a person or group create a hostile climate and negatively impact the quality of the Wisconsin Experience for community members. UW-Madison takes such incidents seriously and will investigate and respond to reported or observed incidents of bias/hate. Please find full details at <http://students.wisc.edu/doso/biasreporting.html> and <http://www.students.wisc.edu/rights/what-if-i-witness-or-experience-a-bias-related-incident/>.

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