

2017-2018*
Zoology Graduate Student and Faculty Handbook

ESSENTIAL READING & REFERENCE



UNIVERSITY
of HAWAII®
MĀNOA

* Supersedes all previous editions (especially those undated).

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PREFACE

E komo mai (Welcome) to the Zoology Graduate Program at the University of Hawai'i at Mānoa! This new graduate student and faculty handbook is the result of a concerted effort to revise, update, and streamline the program. The success of these efforts depends on Zoology graduate students and faculty diligently making use of this handbook, and continuing our collective work to improve our program. We especially seek constructive feedback on what is and is not working. We intend to revise this handbook annually, so please send suggestions for additions and improvements over the course of the academic year. Our primary goal is to facilitate graduate education and research in zoology.

ACKNOWLEDGMENTS

Many faculty and graduate students have been involved in revising the Zoology Graduate Program, yet I especially thank the all-volunteer Ad Hoc Committee for the Revision of the Biology/Zoology Graduate Program (AH-CR-BZ-GP, pronounced "Ah Crap, Busy Goop"): Chair of the Department of Biology (ex officio) Dr. Andy Taylor, Drs. Peter Marko, Amy Moran, Bob Thomson, and Amber Wright from Biology, Dr. Rob Cowie from the Pacific Biosciences Research Center (PBRC), and Dr. Rob Toonen from the Hawai'i Institute of Marine Biology (HIMB). Also very helpful have been Graduate Student Representative Tom Iwanicki, Biology departmental staff, especially Pia Dizon and Samantha Giridhar, and the staff of the Office of Graduate Education. ***Mahalo to all!***

Aloha,
Mark Hixon
Zoology Graduate Chair

QUICK GUIDE TO STARTING GRADUATE SCHOOL

E komo mai (Welcome) to the Zoology Graduate Program (ZGP) at UH Mānoa! The Department of Biology administers this program. This quick guide is designed to help you get started. **If you have any questions, you should first check this handbook thoroughly**, then ask (in sequence) your graduate advisor, Samantha Giridhar (ZGP Academic Support: zoolgrad@hawaii.edu), and Dr. Mark Hixon (ZGP Chair: hixonm@hawaii.edu), including your advisor in your e-mail message. Here are your first steps:

(1) **Statement of Intent to Register (SIR)**: Submit your SIR to the Office of Graduate Education (OGE). This statement was attached to the letter of admission. To submit your SIR, you may either e-mail OGE at gradsir@hawaii.edu and let them know you are planning to enroll, or postal mail the SIR form (attached to your letter of admission from OGE). Please include your full name, UH ID#, and graduate program (Zoology).

(2) **MyUH**: Go on-line to myuh.hawaii.edu to set-up your UH e-mail and UH username accounts. This can be done as soon as you have accepted the offer to enter our program from OGE, even before you move to Hawai'i. You will need either your UH Number (from the acceptance letter you received) or your Social Security Number. Please be sure to send your new UH e-mail address to the Manager of the Department of Biology Pia Dizon (pdizon@hawaii.edu), Samantha Giridhar (zoolgrad@hawaii.edu), Dr. Hixon (hixonm@hawaii.edu), and your graduate advisor. Also, be sure to submit your [Health Clearance](#) form as you cannot complete registration without it.

(3) **Registration and Tuition**: Please check your MyUH account regularly for information regarding [registration](#) for courses and payment of any fees, and the [Academic Calendar](#) for deadlines. Fall 2017 registration is **August 1-20** (late registration with \$30 fee **August 21-30**). You should also register for **ZOOL 691C** "Seminar: Zoology Literature," which is a required one-credit orientation for new graduate students. (The analogous course in the Marine Biology Graduate Program is MBIO 6911.) Fall 2017 classes start Monday, **August 21**. The Office of Graduate Education [New Student Orientation](#) is **Aug 14**.

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

(5) **Teaching Assistants and Fellows**: If you applied for and were granted a TA-ship, please see Pia Dizon in the Biology office (Edmondson 216) for employment paperwork, which includes insurance. You will be contacted regarding a required 3-day TA training course. If you are an NSF Fellow or other fellow, please contact and introduce yourself to Tasha Kawamata Ryan (tkawamat@hawaii.edu), who is the Scholarships and Fellowships Coordinator at the Office of Graduate Education. Foreign students cannot be paid until they have Social Security Numbers.

(6) **Keys and Mailbox**: All Zoology graduate students are entitled to a card key that opens the second floor door to Edmondson Hall and the mailroom (Edmondson 214), where you will have a mailbox. Any additional keys you are authorized to have will be determined and arranged by your graduate advisor and your TA supervisor. Before you are authorized to have additional keys, you must have completed or be registered to take the [Lab Safety Training](#) course. You will be notified when your keys can be picked-up at the Department of Biology office (Edmondson 216).

(7) **Interim Committee Meeting:** Your interim committee is intended to help you address any course deficiencies and plan your graduate curriculum until you have formed your specific graduate committee. You will be notified which faculty will be serving on your interim committee, and you will be responsible to schedule that meeting during your first semester. At that meeting, you and your interim committee will fill-out the relevant [Form I](#), then submit it to Zoology Graduate Chair Dr. Hixon.

(8) **Program Assistance:** For issues regarding employment, keys, travel reimbursements, and other administrative matters, please contact [Pia Dizon](#) (Biology Program Manager) and [Audrey Shintani](#) (Biology Administration Officer).

And, finally,...

On-line are **useful guides** for moving to Hawai'i (<http://shidler.hawaii.edu/moving-guide>) and living in Honolulu (<http://manoa.hawaii.edu/about/honolulu.html>). Additional helpful resources are in the **Appendix** of this handbook, including specific help for **international students**. And, of course, do make use of the **Zoology Graduate Program Quick Reference Guide**, starting on the next page.

ZOOLOGY GRADUATE PROGRAM QUICK REFERENCE GUIDE

This guide does not replace the handbook, but rather provides quick reference for using the handbook. DO NOT RELY ON OLD VERSIONS OF THE HANDBOOK!

There are 2 sets of rules and procedures: (1) university-level (administered by the [Office of Graduate Education \[OGE\]](#)) and (2) program-level (administered by the Department of Biology):

(1) University Rules & Guidance: <https://manoa.hawaii.edu/graduate/content/current-students> and [Style and Policy Manual for Theses and Dissertations](#), as summarized in this handbook.

(2) Program Rules & Guidance: this handbook.

Graduate Committee Composition: Please refer to the chapter on [Graduate Faculty Policies](#).

Nominally, Level 3 faculty may advise PhD and MS students, Level 2 faculty may advise only MS students, and Level 1 may serve on graduate committees but not be advisors. Note that only Level 3 non-Zoology graduate faculty may serve as University Representatives. You are expected to work with your advisor to form your committee by the end of your first year in graduate school. Doctoral students will submit [Form IIA](#) once the committee is selected. For further information:

<https://manoa.hawaii.edu/graduate/content/select-committee-member>

Coursework and Degree Requirements: Please refer to the chapter on **Graduate Curriculum Policies**.

The Zoology Graduate Program requires that new students take **ZOOL 691C** (an orientation seminar) during their first Fall Semester, and all students take at least one credit of biology-relevant graduate seminars or other coursework each year. [OGE](#) has more specific requirements that are MANDATORY regarding [course loads](#), [academic progress](#), and the following:

Master's Plan A (thesis): <https://manoa.hawaii.edu/graduate/content/masters-plan>

Master's Plan B (non-thesis): <https://manoa.hawaii.edu/graduate/content/masters-plan-b>

PhD: <https://manoa.hawaii.edu/graduate/content/doctorate>

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

Form I: For **PhD and Master's Plan A (thesis) and Plan B (non-thesis)**, this **Pre-Candidacy** form is used for the first-year interim committee meeting for identifying and remediating any course deficiencies. The program will contact you regarding your interim committee meeting. For a list of undergraduate courses that all graduate students should have taken or remediated:

<https://manoa.hawaii.edu/biology/graduate/admissions>

Form IIA: For **PhD** only, this **Dissertation Committee Approval** form is used for pre-approval of the PhD committee.

Form II:

- For **PhD**, this **Advance to Candidacy** form is used to appoint the dissertation committee and report the outcome of the comprehensive exam and dissertation proposal meeting.
- For **Master's Plan A**, this **Advance to Candidacy** form is used to appoint the thesis committee and approve the research topic.
- For **Master's Plan B**, this **Degree Completion** form is used following the research paper and/or presentation date.

Graduate Application for Degree: This form must be submitted to OGE “no later than 3 weeks after instruction begins during the semester of graduation and no later than June 1 for the Summer Session.”

Form III: PhD Dissertation Evaluation or Master’s Plan A Thesis Evaluation form is used to report the outcome of the dissertation or thesis defense.

Assessment Form: for **PhD and Master’s Plan A (thesis)** students have two assessments: The **initial** assessment is to be conducted at advancement to candidacy meeting (with Form II), and the **final** assessment is to be conducted at the dissertation or thesis defense (with Form III). **Master’s Plan B (non-thesis)** students have only a **final** assessment at the degree completion meeting (with Form II).

Form IV: For **PhD or Master’s Plan A**, this **Dissertation or Thesis Submission** form replaces the dissertation or thesis signature page.

Other Actions Requiring Forms (<https://manoa.hawaii.edu/biology/graduate/forms>): Fill-out, sign, and submit digitally to Graduate Chair (hixonm@hawaii.edu) or OGE (graduate.education@hawaii.edu) as instructed below:

Master’s Plan A Forms:

[Master's Petition to Enroll in GRAD 700F](#): submit to OGE

[Master's Petition to Revise Thesis Committee](#): submit to Graduate Chair

[Master's Petition for Remote Committee Participation](#): submit to OGE

PhD Forms:

[Final Oral Examination for Doctoral Dissertation Defense](#): submit to at least OGE 2 weeks before dissertation defense

[Doctoral Petition to Revise Dissertation Committee](#): submit to Graduate Chair

[Doctoral Petition for Remote Committee Participation](#): submit to OGE

Actions Requiring Memos from the Graduate Chair: the graduate advisor should send an e-mail of explanation to the Graduate Chair (hixonm@hawaii.edu) to request any of the following actions:

- to extend a thesis or dissertation submission date (see [Academic Calendar](#) for deadlines)
- to add a non-UH graduate committee member (*permanently*) – include the person’s current CV
- to replace a graduate committee member with an ad-hoc committee member (*temporarily*) – include the person’s current CV
- to be awarded an MS degree (Plan B non-thesis) en route to a PhD (for PhD students only)
- to transfer between degree programs (MS A to MS B, MS B to MS A, PhD to MS A or B, MS A or B to PhD). Note that transferring from an MS to a PhD program requires one to apply to the Graduate Admissions Committee.

The Graduate Chair will then write a memo to OGE to seek approval for any of the above requests.

Petition Forms (<https://manoa.hawaii.edu/graduate/content/forms>):

[Petition for Leave of Absence](#) (see [OGE on-line information](#))

[Petition to Transfer Credits](#) (see [OGE on-line information](#))

[Petition to Substitute or Waive Courses](#)

[Petition for Submission of Undergraduate Excess Credits Toward a Master's Degree](#)

Limits of Support and Time in Graduate School: The Zoology Graduate Program guarantees to the extent possible a minimum of 5 yr of support (6 yr max TA support) for PhD students and 2 yr of support (3 yr max TA support) for MS students who are making adequate progress based on annual reviews. (OGE places graduate students on [academic probation](#) after 7 yr, yet you are expected to graduate well before then, and the program may put you on probation before 7 yr if necessary.)

Review and Assessment: Please refer to the chapter on **Graduate Review and Assessment Policies**. By **January 31** of each year (e.g., 31 Jan 2018), each graduate student (except first-year students) will submit to the Chair of the Graduate Instruction Committee a checklist and curriculum vitae for the previous calendar year (e.g., Jan-Dec 2017), using a special form to be distributed. Following your annual review, you and your advisor must sign and return your annual review report by **April 30**. Preliminary and final assessments will use forms provided during graduate committee meetings associated with [Forms II and III](#).

Timetable for Master’s Plan A (thesis)*:

First Fall Semester	<ul style="list-style-type: none"> • ZOOL 691C orientation seminar (see Section IA) • Interim Committee meeting (MS plan A Form I)
By end of year 1	<ul style="list-style-type: none"> • choose & meet with thesis committee to approve thesis proposal (MS plan A Form II) and have initial assessment (see Chapter 7 for Assessment Form).
By end of year 2	<ul style="list-style-type: none"> • complete coursework requested by Interim Committee and thesis committee
Year 2 and every year until graduation	<ul style="list-style-type: none"> • submit annual progress report to GIC (see Chapter 7) • meet with thesis committee (see Section 1A) • give public presentation (see Section IA) • enroll for at least 1 credit of biology-relevant graduate seminars or other coursework (see Section IA)
By end of year 3 (5 years maximum)	<ul style="list-style-type: none"> • apply to OGE for degree at least 3 weeks before instruction ends during the semester of graduation and no later than June 1 for the summer session (Graduate Application for Degree Form) • submit thesis to committee for review at least 2 weeks before defense, or earlier if requested by the committee • defend thesis (MS plan A Form III) and have final assessment (see Chapter 7 for Assessment Form) • submit thesis to Zoology Graduate Program and OGE (MS plan A Form IV)

* All relevant forms and instructions are available on the Zoology Graduate Program [web page](#) and on the Office of Graduate Education [web page](#).

Timetable for Master’s Plan B (non-thesis)*:

First Fall Semester	<ul style="list-style-type: none"> • ZOOL 691C orientation seminar • Interim Committee meeting (MS plan B Form I)
By end of year 1	<ul style="list-style-type: none"> • choose & meet with advisory committee to approve research proposal
By end of year 2	<ul style="list-style-type: none"> • complete coursework requested by Interim Committee and advisory committee

Year 2 and every year until graduation	<ul style="list-style-type: none"> • submit annual progress report to GIC (see Chapter 7) • meet with advisory committee (see Section IA) • give public presentation (see Section IA) • enroll for at least 1 credit of biology-relevant graduate seminars or other coursework (see Section IA)
By end of year 3 (5 years maximum)	<ul style="list-style-type: none"> • apply to OGE for degree at least 3 weeks before instruction ends during the semester of graduation and no later than June 1 for the summer session (Graduate Application for Degree Form) • present research report to advisory committee (MS plan B Form II) and have final assessment (see Chapter 7 for Assessment Form)

* All relevant forms and instructions are available on the Zoology Graduate Program [web page](#) and on the Office of Graduate Education [web page](#).

Timetable for PhD*:

First Fall Semester	<ul style="list-style-type: none"> • ZOOL 691C orientation seminar (see Section IA) • Interim Committee meeting (PhD Form I)
By end of year 2	<ul style="list-style-type: none"> • choose & meet with dissertation committee to approve dissertation proposal (PhD Form IIA) and have initial assessment (see Chapter 7 for Assessment Form) • complete coursework requested by Interim Committee and dissertation committee
Within 1 year of submitting Form IIA	<ul style="list-style-type: none"> • oral comprehensive exam and advance to candidacy (PhD Form II)
Year 2 and every year until graduation	<ul style="list-style-type: none"> • submit annual progress report to GIC (see Chapter 7) • meet with dissertation committee (see Section IA) • give public presentation (see Section IA) • enroll for at least 1 credit of biology-relevant graduate seminars or other coursework (see Section IA)
By end of year 5 (7 years maximum)	<ul style="list-style-type: none"> • submit dissertation to committee at least 4 weeks before defense • apply to OGE for degree at least 3 weeks before instruction ends during the semester of graduation and no later than June 1 for the summer session (Graduate Application for Degree Form) • notify OGE of defense time & place at least 2 weeks before defense (Dissertation Defense Form) • defend dissertation (PhD Form III) and have final assessment (see Chapter 7 for Assessment Form) • submit dissertation to Zoology Graduate Program and OGE (PhD Form IV)

* All relevant forms and instructions are available on the Zoology Graduate Program [web page](#) and on the Office of Graduate Education [web page](#).

Chapter 1 INTRODUCTION

I. Overview

E komo mai (Welcome) to the Zoology Graduate Program (ZGP) at the University of Hawai'i at Mānoa (UHM)!

The ZGP is an interdisciplinary program administered by the Department of Biology (please see the **organizational chart** at the end of this chapter). The program offers PhD, MS Plan A (thesis), and MS Plan B (non-thesis) degrees, and includes faculty and graduate students from the Department of Biology and various other units on campus. Teaching assistantships for graduate students in the program are provided and administered by the Department of Biology.

This handbook is intended to provide essential and concise information for both faculty and graduate students to succeed in the program with minimal difficulty, so **please read this handbook outright then refer to it as needed. It is the shared and equal responsibility of both the major professor and the graduate student to follow the rules and procedures of the Office of Graduate Education and the Zoology Graduate Program.** Please be sure to use only the latest edition of the handbook, which will always be available on-line:

manoa.hawaii.edu/biology/graduate/guides.

The handbook is digital to take advantage of many relevant web links. Constructive suggestions for improvement of the handbook are always welcome – please send your ideas to the key contacts listed on the organizational chart.

II. Office of Graduate Education (OGE)

It is essential to keep in mind that all graduate programs on campus must follow the rules and procedures of the UHM Office of Graduate Education (OGE). These rules and procedures are revised on occasion, so the ultimate word on university-level policies will always be the OGE web page:

<https://manoa.hawaii.edu/graduate/>.

Rules and procedures specific to the Zoology Graduate Program are included in this handbook, which will be revised annually. Please be sure that you refer to the most recent version of this handbook.

III. Professional Conflict

Conflict is inevitable in most human endeavors, and our goal is to prevent simmering conflicts from festering into major grievances. Regardless of what combination of students, faculty, or staff are involved, unresolved conflict is anathema to a successful graduate program. Thus, we address this issue up-front.

It is imperative to keep in mind that the graduate advisor-advisee relationship is a mutually voluntary mentor-apprentice arrangement. If either the major professor or the graduate student face difficult challenges with the other, it is important to seek help for resolution.

Regardless of who is involved in the conflict, the Chair of the Zoology Graduate Instruction Committee (Dr. Amy Moran, morana@hawaii.edu, Edmondson 311), the Chair of the Zoology Graduate Program (Dr. Mark Hixon, hixonm@hawaii.edu, Edmondson 417), and the Chair of the Department of Biology (Dr. Andy Taylor, biochair@hawaii.edu, Edmondson 409) are all available for joint or private meetings, which may be open or confidential at your request, except in the case of [Title IX](#) issues.

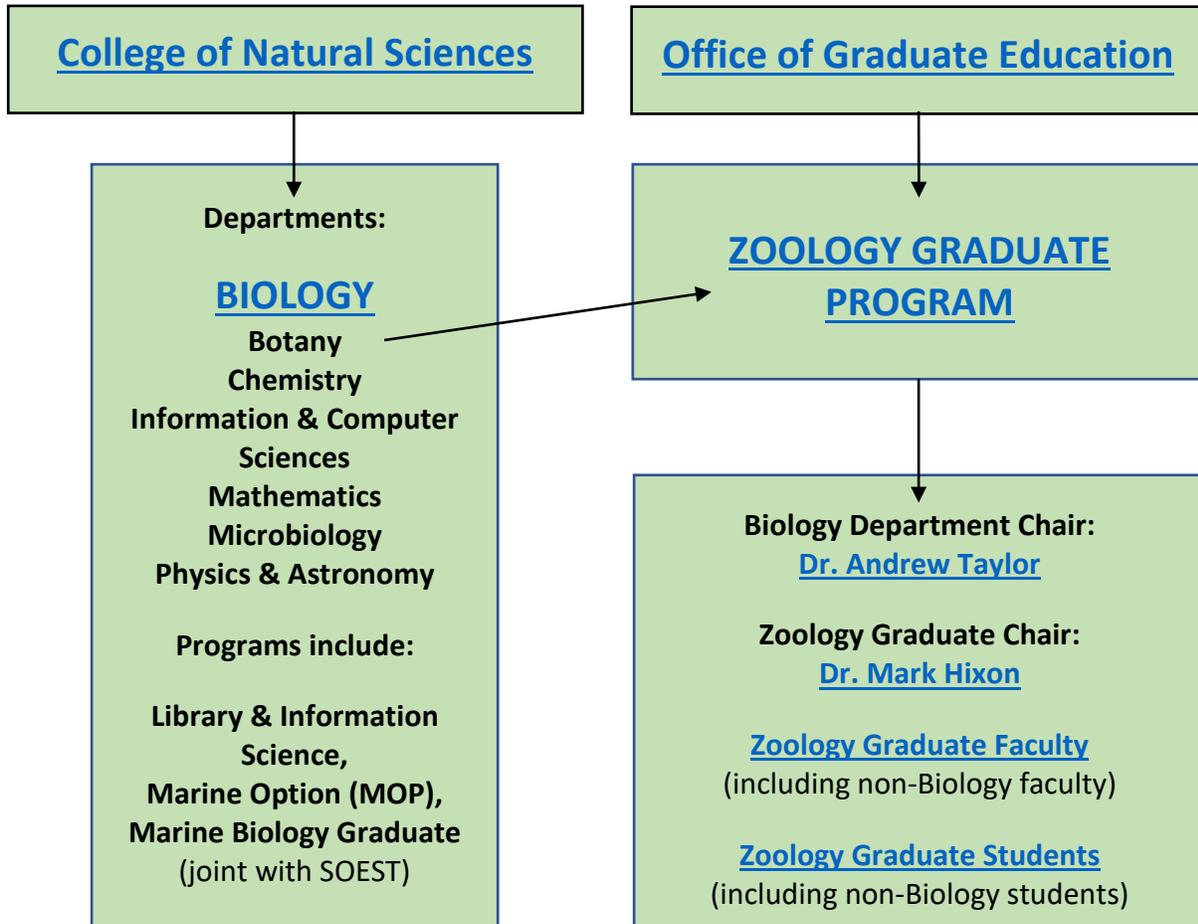
If grievances persist, then formal, campus-level action may be required.

- Procedures for academic grievances:
<http://manoa.hawaii.edu/graduate/content/academic-grievance>.
- Procedures for discrimination or sexual harassment:
<https://manoa.hawaii.edu/titleix/>.

It is important for anyone who witnesses or experiences harassment of any form to contact the [Title IX](#) office immediately.

Organizational Chart & Important Contacts (with links)

NOTE: The Zoology Graduate Program is administered by the Department of Biology.



Important Contact Information

Dr. Mark Hixon (Zoology Graduate Chair):

hixonm@hawaii.edu, 808-956-6427, Edmondson 417

Dr. Amy Moran (Graduate Instruction Committee Chair):

morana@hawaii.edu, 808-956-6147, Edmondson 311

Samantha Giridhar (Academic Support):

zoolgrad@hawaii.edu, 808-956-4743, Edmondson 216

Pia Dizon (Program Manager):

pdizon@hawaii.edu, 808-956-7315, Edmondson 216

Audrey Shintani (Administration Officer):

ashintan@hawaii.edu, 808-956-4711, Edmondson 216

Tom Iwanicki (Graduate Student Representative):

iwanicki@hawaii.edu

Biology Department Main Office (general inquiries):

biology@hawaii.edu, 808-956-8303, Edmondson 216

Chapter 2

ZOOLOGY GRADUATE FACULTY POLICIES¹

I. Categories of Graduate Faculty as defined by the UH Office of Graduate Education (OGE) <https://manoa.hawaii.edu/graduate/content/types-levels>, with additional explanation provided by the Associate Dean of OGE, and with details added by the Zoology Graduate Program:

Levels:	3 (formerly Full) can chair PhD and MS committees (& can be the University Representative on graduate student committees in non-Zoology programs):	2+ (formerly Associate) can chair MS but not PhD committees (& cannot be a University Representative):	1* (includes Affiliate & Emeritus) can serve on MS and PhD committees, but not chair committees (& cannot be a University Representative):
Types:			
Regular UHM faculty whose locus of employment is an academic department (i.e., Biology):	all Department of Biology (tenure-track) faculty (subject to periodic review; see section III).	Not currently used , but may be implemented in the future.	Emeritus Department of Biology faculty (OGE requires only a copy of the emeritus appointment letter to change former regular faculty to emeritus faculty & allow continued service on committees).
Cooperating UHM faculty whose locus of tenure is in a non-host unit (e.g., PBRC, HIMB, Department of Botany) or another UH campus (i.e., UHH):	non-Biology, tenure-track UH faculty by petition from Department of Biology graduate faculty to OGE (subject to periodic review; see section III); these are level 3 graduate faculty in their home graduate program (e.g., MBIO, NREM, OCN).	non-Biology, non-tenure-track (e.g., soft-money) UH faculty by petition from Department of Biology graduate faculty to OGE (subject to periodic review; see section III), and who are level 2 graduate faculty in their home graduate program (if applicable).	Affiliate individuals not employed by UH but qualified to serve on Zoology graduate committees. Faculty who have resigned or retired from UH (including non-Biology emeritus faculty) may be reappointed as affiliate graduate faculty.

* Note from OGE: Faculty who retire and are awarded emeritus status may continue to chair the committees of their graduate students who advanced to degree candidacy before the faculty member retired. Because consideration and awarding of emeritus status occurs well after retirement, any graduate students of newly retired faculty who have not yet advanced to degree candidacy should find new graduate advisors, and the former advisor may continue to serve on the committee.

¹ Approved by Biology Faculty 11 March 2016, with revisions by OGE on 14 July 2017.

II. Appointment to Zoology Graduate Faculty:

OGE policy: *The regular faculty members of each graduate program ... determine the rights (including voting rights) and responsibilities of cooperating, affiliate, and other members of their graduate faculty, as they pertain to the governance of their graduate program.*

(<https://manoa.hawaii.edu/graduate/content/types-levels>)

OGE policy: *To nominate graduate faculty, the graduate chair, with the support of the majority of the graduate faculty [with voting rights as defined by the above OGE policy] shall send via their department chair and college/school Dean, the Graduate Faculty Nomination Form together with a current CV.*

(<https://manoa.hawaii.edu/graduate/content/nomination-appointment-faculty>)

Zoology Graduate Program Policy: Prospective cooperating and affiliate graduate faculty will submit a current CV and memo to the Zoology Graduate Chair explaining the reason for applying, what the candidate will add to the program, and agreeing to abide by the responsibilities of Zoology Graduate Faculty (see section III). The candidate will present a research seminar, and the Zoology Graduate Faculty will then vote on the candidate. If a favorable recommendation from the entire Zoology Graduate Faculty is approved by the Regular Graduate Faculty, then the nomination will be forwarded to OGE for appointment.

III. Responsibilities of Graduate Faculty:

A. **OGE Policy on Graduate Faculty Standards:** <http://manoa.hawaii.edu/graduate/content/standards-responsibilities>:

The following is **official OGE policy** (see below for additional Zoology Graduate Program responsibilities):

For level 3 (formerly full) graduate faculty status, #s 1, 2 & 3 must be maintained...and for level 2 (formerly associate) graduate faculty status, #1 & #2 OR #1 & #3 must be maintained:

- 1. To remain current in her or his field as demonstrated by active participation in department, college, university and national or international professional activities;*
- 2. To be active in scholarship as evidenced over a five-year span by two or more refereed publications...as appropriate to the field;*
- 3. To participate in teaching and guiding graduate students as demonstrated by participating in two or more of the following activities: teaching graduate level courses, serving on graduate student committees; providing financial support for graduate students; and serving on policy, examination, or program committees of a graduate program.*

B. **General Expectations of Graduate Faculty:** All Zoology Graduate Faculty are expected to (1) maintain active research programs by applying for research grants and publishing in peer-reviewed outlets, and (2) engage actively in mentoring graduate students in the program, which includes being aware of and abiding by the program policies as well as the policies of the Office of Graduate Education, and ensuring that their graduate students do so.

C. **Periodic Graduate Faculty Review:** All Zoology Graduate Faculty will be reviewed by the program every 5 years, and are expected to participate in the review process. These reviews are in addition to and independent of departmental/college five-year program reviews, periodic OGE reviews of graduate faculty, and periodic reviews of tenured Biology faculty by the Chair of the Department of Biology. A **Faculty Review Committee** consisting of 3 Regular and 3 Cooperating faculty members will be elected by the Zoology Graduate Faculty (see section IIID for voting). The review process will consist of the faculty member submitting a summary of his/her accomplishments in graduate education, research, and service (both within the Zoology Graduate Program, including attendance and participation at graduate faculty meetings, as well as within the broader scientific community) over the past 5 years, as follows:

Graduate Teaching and Mentoring: Please list (1) all graduate courses, including seminars, taught or co-taught (including course number, title, semester, and year); (2) all graduate students advised, including their degrees and any graduation dates; (3) all service on graduate student committees, both at UH and at other universities; (4) other activities and awards relevant to graduate education.

Research: Please list (1) all publications and their status (published, in press, accepted) – do *not* include papers in preparation, submitted, or under review; (2) grants applied for and funding status, including sources and amounts; (3) research presentations both on and off-campus, including invited seminars at other institutions as well as presentations (talks or posters) at scientific conferences; (4) other activities and awards relevant to research.

Graduate Service: Please list all service on (1) Zoology Graduate Program committees (including semesters and years); (2) university, state, national, and/or international committees relevant to research; (3) scientific society committees relevant to research; (4) other activities and awards relevant to graduate service.

If deficiencies are identified, then dismissal from the program may be warranted. Alternatively, the Faculty Review Committee may work with the deficient faculty member to develop mutually acceptable remedial action. The Faculty Review Committee will submit recommendations to the Zoology Graduate Faculty, who will vote and pass recommendations to the Department of Biology for subsequent petition to the OGE.

D. **Graduate Faculty Meetings:** Every Regular and Cooperating faculty member of the Zoology Graduate Program must attend and participate in graduate faculty meetings, or provide a reasonable excuse to the Zoology Graduate Chair. Emeritus and Affiliate graduate faculty are encouraged to attend faculty meetings, yet are not required to do so. The Zoology Graduate Chair or designee will schedule and lead faculty meetings, taking roll call. A quorum will be one-half of the current total number of Regular and Cooperating Zoology Graduate Faculty. If a Regular or Cooperating graduate faculty member misses 3 consecutive meetings without good reason, then that member is subject to dismissal from the program.

E. **Graduate Faculty Voting:** Every Regular and Cooperating faculty member of the Zoology Graduate Program is expected to vote on program policy and actions when requested. Emeritus and Affiliate faculty are encouraged to participate in policy and action discussions, yet do not vote.

F. **Graduate Faculty Seminar:** If invited, every Regular and Cooperating faculty member of the Zoology Graduate Program must participate in the annual graduate seminar (ZOOL 691C) for new students in the program (organized by Zoology Graduate Faculty).

G. **Graduate Faculty Teaching and Service:** Every Regular and Cooperating member of the Zoology Graduate Program is expected to chair and/or serve on graduate student committees. Additionally, every **Level 3 (formerly Full) Regular and Cooperating Graduate Faculty** member of the Zoology Graduate Program must serve on Zoology Graduate Program committees and/or teach or co-teach graduate courses. **Level 2 (formerly Associate) and Level 1 (e.g., Emeritus and Affiliate) Graduate Faculty** members of the Zoology Graduate Program are encouraged to participate, yet are not required to do so. Specifically:

(1) **Service:** serve on any Zoology Graduate Program committee (e.g., Graduate Admissions, Graduate Instruction, Graduate Curriculum, Graduate Faculty Review, Graduate Program Steering) for at least 2 semesters every 5 years (i.e., each faculty review period).

or

(2) **Teaching:** teach or co-teach graduate courses for at least 2 semesters every 5 years (i.e., each faculty review period).

or

(3) **Combination:** serve on 1 Zoology Graduate Program committee and teach or co-teach 1 graduate course, as detailed above.

H. **Zoology Graduate Program Steering Committee:** This committee of 2 Regular and 2 Cooperating graduate faculty in the program, chaired by the Zoology Graduate Chair, will work proactively with the Zoology Graduate Faculty to implement these requirements.

IV. Rights of Graduate Faculty:

A. **Mentoring Graduate Students:** As defined by OGE in the table above (section I), **Level 3 (formerly Full) Regular and Cooperating Graduate Faculty** can chair PhD and MS committees and be the University Representative on graduate student committees in non-Zoology graduate programs, whereas **Level 2 (formerly Associate) Graduate Faculty** can chair MS but not PhD committees and cannot be the University Representative. All graduate faculty can otherwise serve on graduate student committees, and are expected to do so.

B. **Teaching Assistantships for Graduate Students:** The Department of Biology allocates graduate teaching assistantships in a way that balances instructional needs (of BIOL, ZOOL, and some BOT courses) with support needs of graduate students in the Zoology and other graduate programs. Department of Biology policy is as follows:

- **Priority Allocation of TA Slots:** In the event that graduate teaching assistantships become limiting, priority allocation will be provided to assistant professor (pre-tenure, tenure-track) faculty in the Department of Biology.

- **Regular Graduate Faculty:** There is a *limit of two TA slots* to be associated with any Regular faculty member at any one time. Faculty can petition the Department of Biology via the Zoology Graduate Chair for an additional TA slot under special circumstances.
- **Cooperating Graduate Faculty:** There is a *limit of one TA slot* to be associated with any Cooperating faculty member at any one time. Faculty can petition the Department of Biology via the Zoology Graduate Chair for an additional TA slot under special circumstances.

Chapter 3

ZOOLOGY GRADUATE ADMISSIONS POLICIES²

I. Graduate Admissions Committee (GAC)

The Graduate Admissions Committee (GAC) will consist of 4 faculty members (2 regular and 2 cooperating) of the Zoology Graduate Program who commit to a 2-year term. Each year, 2 individuals (1 regular and 1 cooperating) will be replaced such that there is continuity across years in the admissions process. At the start of each academic year, the Zoology Graduate Chair, in consultation with the Chair of the Department of Biology, will solicit volunteers and nominations from the Zoology Graduate Faculty, and select among them to represent the breadth of expertise of the Zoology Graduate Program. GAC membership should cover the major fields of study in the Zoology Graduate Program as well as possible, and will represent the program in evaluating all graduate applications. The first responsibility of the GAC each year is to elect a chair to convene upcoming meetings and be a point of contact for GAC communications. The GAC and Chair of Biology will work with graduate admission committees in programs affiliated with the Department of Biology, including the Marine Biology Graduate Program, to ensure cooperative processing of graduate applicants across programs.

II. Evaluation of Graduate Applicants

- A. **Initial Screening:** Application files are due **15 December** each year, at which time they will be collated by Biology staff into an initial spreadsheet that includes key data (GPA, GRE scores, potential advisor(s), etc.). The GAC will then evaluate all applications and members will add their own rankings to the initial spreadsheet, as outlined in Section II.B. below.
- B. **Evaluation Criteria:** Each application file will be reviewed by a minimum of 2 GAC members, including at least one member from the applicant's field of study, yet excluding any identified sponsors of the applicant. Applicants will be evaluated in terms 5 criteria:
 - (1) academic background (courses, grades, etc.);
 - (2) letters of recommendation;
 - (3) vision and writing (personal statement, etc.);
 - (4) previous research experience; and
 - (5) overall potential for success in the program.

The GAC will then meet to discuss and categorize the applications into 4 tiers: *Outstanding, Acceptable, Marginal, or Unacceptable*. **IMPORTANT: All Level 2 and 3 Zoology Graduate Faculty will be notified that the applications are in the process of being tiered, and are responsible to confirm that files are complete for any applicants with whom they have specific interest.**

- C. **Ranking of Applicants:** In consultation with the chairs of the Zoology Graduate Program and the Department of Biology, the GAC will consider the number of students graduating the previous year, expected availability of TA resources for the coming year, and other resources (grants, office space, etc.) to estimate the maximum number of students likely to be accepted. GAC will

² Approved by Zoology Graduate Faculty 24 October 2016, with revisions by OGE on 14 July 2017.

then rank the top applicant files down to roughly triple the maximum number of incoming students that could be accepted in the coming year, unless that number exceeds the applications in the *Outstanding* and *Acceptable* categories, in which case only applicants in those upper two categories will be considered.

- D. **Notification of the Graduate Faculty:** By **15 January**, the GAC will circulate the categorically tiered *Outstanding* and *Acceptable* applicants on a summary spreadsheet to all Level 2 and 3 Zoology Graduate Faculty in good standing. Faculty who wish to accept a student from the circulated list will have until **1 February** to submit a non-binding *internal* “sponsorship” plan to the chairs of the Zoology Graduate Program and the Department of Biology outlining a plan for support of new and continuing students for their graduate training (current or pending grants, TA requests, etc.) for 5 years for a PhD applicant or 2 years for an MS applicant. No applicant without a faculty sponsorship letter will be acceptable for admission.
- E. **Ranking and Selection of Sponsored Applicants:** The GAC will reconvene to rank the pool of sponsored applicants, incorporating the sponsorship plan, guaranteed non-TA support, the minimum number of TA slots available (determined by the Chair of the Department of Biology), and other factors (e.g., preference for new assistant professors, see Chapters 3 IV B and 4 II C). The GAC will then determine which applicants will be offered priority admission and provide a recommendation to the Chair of the Department of Biology for allocation of available TA and other resources (within the guideline set forth in Chapter 3 IV B and 4 II C) to recruit outstanding candidates.
- a. Early offers of acceptance: The GAC will decide which students will be made early offers of acceptance based on applicant rankings. Faculty will be notified of decisions regarding early offers by the **end of February** to notify excellent candidates as early as possible in this process (see Section III below).
 - b. Later offers of acceptance: As students decline early offers or additional resources become available (e.g., additional TA slots, awarded grants), the GAC will proceed down the ranking list to make offers up to the maximum number of students who can be guaranteed support within the program for any given year.
 - c. Competitive fellowships: Students who are awarded a substantial competitive fellowship that provides a stipend (e.g., NSF GRF, NOAA Nancy Foster, EPA STAR) will be evaluated by the GAC at any time during the admissions process.

III. Offers to Acceptable Candidates

University policy states:

The Office of Graduate Education officially admits students based on support and confirmation from graduate programs if requirements for admission have been met. Programs should not provide any form of official notice to applicants of their admission until the official letter from Graduate Education has already been sent. A copy of the admission or denial letter is sent to the department for each applicant.

However, faculty sponsors of applicants recommended for admissions shall be contacted as soon as possible so that they can communicate the decision immediately with the applicant. A letter from the Zoology Graduate Program will provide informal communication to students that they have been recommended for acceptance to the OGE, including the Zoology Graduate Program intention to offer support, and the nature of that support.

IV. Funding Limits for Graduate Students

The Zoology Graduate Program policy is to accept only students who will be supported throughout their graduate training. As such, selected applicants will be guaranteed 2 years of support (regardless of source) if entering as an MS student, and 5 years of support (regardless of source) if entering as a PhD student, based loosely on the sponsorship plan at the time of acceptance. Guaranteed support is also intended to set target normative time to graduation; to ensure timely completion of degrees, MS students are eligible for a maximum of 3 years of support (regardless of source) whereas PhD students are eligible for a maximum of 7 years of support from any sources. Exceptions may be considered by petition to the Graduate Instruction Committee (GIC).

V. Graduate Applicant Proficiency

Incoming graduate students are expected to have demonstrated proficiency in the biological sciences, typically by having completed a bachelor's degree in biology or other life sciences field similar to a Bachelor's of Science degree in Biology at the University of Hawai'i at Mānoa. Typical *minimum* preparatory undergraduate coursework includes:

- 18 semester hours or 27 quarter hours of biology [note that 2 semesters = 3 quarters]
- 3 semesters or 5 quarters of chemistry (general and organic)
- 2 semesters or 3 quarters of physics
- 1 semester or 2 quarters of biochemistry or molecular biology
- 1 semester or 2 quarters of calculus (note that calculus is a required prerequisite for the graduate course in Biometry ZOO 631)

Prior research experience is especially desirable. The Graduate Admissions Committee will examine each applicant's transcripts carefully for evidence of sufficient proficiency for graduate studies. Applicants should also discuss with their potential advisors any possible deficiencies that would require remedial coursework. Any additional deficiencies and remediation will be determined during the first-semester interim committee meeting, culminating in the completion of Form I.

APPENDIX: GRE, TOEFL, and IELTS Scores

While there is no official minimum GRE score required for admission, low scores are typically regarded as an applicant not being adequately prepared for graduate school. In any case, Teaching Assistantships will **not** be offered to students with GRE Verbal scores below 460/151. For university policies and help:

- English Proficiency requirements: <https://manoa.hawaii.edu/graduate/content/english-proficiency>
- English Language Institute: <https://manoa.hawaii.edu/graduate/content/english-language-institute>

Chapter 4

ZOOLOGY GRADUATE STUDENT SUPPORT POLICIES and SOURCES³

I. Commitment

The Zoology Graduate Program is committed to supporting graduate students, contingent on the availability of sufficient funds and, beyond the first year, satisfactory performance in both teaching and advancement in the degree program. Normally, MS students will be provided 2 years of support (regardless of source), and PhD students will be provided 5 years of support (regardless of source), based at least initially on the sponsorship plan at the time of acceptance. To ensure timely completion of degrees, MS students are eligible for a maximum of 3 years of support whereas PhD students are eligible for a maximum of 7 years of support, except by petition to the Graduate Instruction Committee (GIC). Support can take the form of teaching assistantships (TA), research assistantships (RA), fellowships, or a combination thereof. Upon admission each student will receive a sponsorship plan from their major advisor outlining the plan for support. Regardless of support, current Office of Graduate Education (OGE) policy is that graduate students must complete their degrees within 7 years to avoid academic probation.

II. Graduate Teaching Assistantships (TAs)

Teaching Assistantships (TA-ships) are professional positions that support the teaching mission of the university, as well as provide teaching experience for graduate students while pursuing their degrees.

- A. **Eligibility and Work Load:** Zoology graduate students have priority access to teaching assistantships in the Department of Biology if they maintain a minimum 3.0 GPA. Teaching Assistants (TAs) are expected to work half time (i.e., not more than 20 hours per week) in their instructional duties, so that the remainder of the week is available for coursework, research, and other scholarly work toward degree completion. TAs must enroll for 6 to 9 graduate-level (or equivalent) credits toward the degree each semester. Audit hours do not count toward the minimum. TAs taking only one credit Thesis 700F (for MS students) or Dissertation 800 (for PhD students) are defined by the Office of Graduate Education (OGE) as carrying a full load. If receiving financial aid, the student should check with [Financial Aid Services](#) regarding TA funding and course requirements.
- B. **TA Application and Placement:** The purpose of the TA application is to place qualified graduate students in an appropriate course matching their scientific expertise and level of teaching skill. The TA application is also used to rank applicants for any remaining positions once all support commitments are satisfied. Each semester, TA application announcements are by e-mail, and applications are due to the Department of Biology for placement during the following semester (e.g., apply during Fall Semester for a position during Spring Semester). Once a student has accepted a TA position, they are expected to honor that commitment for the entire duty period. Recommendations for TA placement are made by the Biology instructional faculty and staff, and approved by the departmental chair. The Department of Biology currently prioritizes TA

³ Adopted by Biology Faculty prior to 2016.

placements as follows: (1) Zoology graduate students (regardless of the unit in which their advisor resides) and non-Zoology graduate students whose advisors are in the Department of Biology; (2) Marine Biology graduate students with advisors outside of Biology; and (3) students from other graduate programs. Other considerations include special priority for incoming graduate students and students of non-tenured Biology faculty, merit and need-based student petitions, and preferences based on past TA performance.

- C. **Caps on TA Positions per Faculty Member:** The number of TA positions available is determined by the needs of the Biology undergraduate program. In order to equitably distribute TA positions across the program, faculty have a cap on the number of graduate students that they can support at the same time (i.e., per semester) as Biology TAs. Regular Zoology graduate faculty may have a maximum of 2 students on TA-ships at any time, and Cooperating graduate faculty may have a maximum of 1 student on a TA-ship at any time. The difference in cap size is due to the fact that Regular Zoology graduate faculty contribute to the undergraduate program by teaching courses that generate TA positions. All faculty are expected to consider the cap when developing sponsorship plans for graduate student support. Exceptions to the cap will be considered by petition to the Chair of the Department of Biology under special circumstances.
- D. **Levels of Support for Teaching Assistants:** Full academic year teaching assistantships carry a stipend that is paid over a 12-month period for 9 months of service. *Importantly, students who TA only one semester during the academic year lose one month of salary and health insurance over the summer, so it is strongly recommended to TA for a full academic year.* Incoming PhD students who already have a master's degree are supported at Step 8; other students are supported at Step 6 (pay scales: manoa.hawaii.edu/graduate/content/compensation-tax-withholding). In addition, all teaching assistantships include a tuition waiver, yet this waiver does not cover student fees. Teaching assistants may enroll in the State Health Fund medical insurance program if appointed at 0.50 FTE for a period of at least three months (i.e., a typical TA). While on TA-ship, a student may also work as an RA for additional hours of overload per week, subject to approval (use form "Graduate Assistant Petition to Work More Than 20 Hours" downloaded at <https://manoa.hawaii.edu/graduate/content/forms>).

III. Graduate Research Assistantships (RAs)

Research Assistantships (RA-ships) are professional positions that support the research mission of the university, as well as provide research experience for graduate students while pursuing their degrees. RA-ships are typically supported by external grants to faculty. The exact nature of these positions will therefore vary by project and advisor. The Department of Biology does not provide research assistantships directly. Research Assistants (RAs) working at least 12 weeks of the 16-week semester are eligible for tuition waivers. While on TA-ship, a student may also work as an RA for additional hours of overload per week, subject to approval (use form "Graduate Assistant Petition to Work More Than 20 Hours" downloaded at <https://manoa.hawaii.edu/graduate/content/forms>).

IV. Fellowships and Grants for Graduate Students

Note that many external fellowships granted directly to graduate students, such as national competitive fellowships (e.g., EPA STAR, etc.), are not eligible for tuition waivers. National Science Foundation fellowships are an exception in that they are eligible for tuition waivers.

- A. **UH Mānoa Department of Biology:** The Department of Biology offers several research and travel awards for graduate students made possible through donations and endowments from alumni and former faculty. Requests for proposals are circulated in early Fall Semester. Awards are made once per year by a selection committee appointed by the departmental chair. For details, see manoa.hawaii.edu/biology/grantsscholarshipsawards
- B. **UH Mānoa Campus:**
 - a. The **Ecology, Evolution, and Conservation Biology** graduate specialization offers several fellowships to its graduate students. For details, see www.hawaii.edu/eecb/current.html
 - b. The **Graduate Student Organization** offers grants in support of research and travel. For details, see gso.hawaii.edu/gso2/funding.html
 - c. The **East-West Center** offers a variety of scholarships and fellowships supporting cross-cultural exchange. For details, see www.eastwestcenter.org/scholarships-fellowships
 - d. The **Office of Graduate Education** working with the Zoology Graduate Program offers Achievement Scholarships and the STAR Giving Tree for graduate students. For details, see manoa.hawaii.edu/graduate/content/achievement-scholarships
- C. **Extramural:**
 - a. **Major National Competitive Fellowships:**
 - NSF Graduate Research Fellowship:
www.nsf.gov/funding/pgm_summ.jsp?pims_id=6201&org=NSF
 - NSF Doctoral Dissertation Improvement Grant in Biological Sciences
www.nsf.gov/funding/pgm_summ.jsp?pims_id=5234&org=NSF
 - EPA Science to Achieve Results (STAR) Fellowship:
www.epa.gov/research-fellowships/star-graduate-fellowships
 - National Defense Science & Engineering Graduate Fellowship:
ndseg.asee.org
 - b. **Web Lists of Fellowships and Grants:**
 - UH Mānoa Office of Graduate Education:
manoa.hawaii.edu/graduate/content/fellowships-scholarships
 - Federal Government Grants:
federalgovernmentgrants.net
 - The Foundation Center:
foundationcenter.org
 - College Scholarships and Grants:
www.collegescholarships.org/grants/graduate.htm
 - Graduate Fellowships and Scholarships:
www.gradschools.com/financial-aid/graduate-fellowships-scholarships/fellowships-for-graduate-students
 - Prof. Marissa Baskett's Links to Graduate Resources:
www.des.ucdavis.edu/faculty/baskett/links/academia.html#Grad

Chapter 5

ZOOLOGY GRADUATE STUDENT 'OHANA

I. Weekly Departmental Seminars and *Pau Hana*

Each Friday during the school year, the Department of Biology and the Marine Biology Graduate Program host a seminar from 3:30 to 4:30 PM in Biomed B103. Seminars are research presentations by invited speakers, and may include graduate students (doctoral dissertation defenses), UH faculty members and other researchers, and guests from outside the university. Graduate students and faculty are strongly encouraged to attend these weekly seminars, which are open to the general public.

'Ohana (extended family) is important in Hawai'i. Following each weekly Friday seminar, the graduate student representatives of the Department of Biology host a *pau hana* ("finished work") just outside the seminar venue, complete with beverages for purchase and munchies, providing opportunities for graduate students to meet informally with the seminar speaker, as well as with faculty and other UH researchers.

II. Other Graduate Student Events

On Fridays starting at 10:00 AM, the Department of Biology hosts the life science coffee social on the Edmondson second-floor *lanai* (patio). These events are a great way to socialize with others in the department.

Zoology graduate students also gather for many other informal events and activities. Examples in the past have included hiking groups, water sports (snorkeling, surfing, etc.), potlucks, barbecues, and camping. Please feel free to contact graduate representative Tom Iwanicki (iwanicki@hawaii.edu) for more information on events organized by the graduate representatives.

III. Tester Symposium

During each spring semester, the Department of Biology sponsors the two-day [Albert L. Tester Memorial Symposium](#). Graduate students across the natural sciences are invited to present their research. A distinguished scientist is invited to participate in the symposium by presenting research seminars and serving as a judge for the student presentations. An awards banquet concludes the symposium, where prizes are awarded for the best student work.

IV. Graduate Life Balance

Graduate school can be stressful at times, and it is important to pay attention to your health and general well-being. Keep in mind that you are not alone in your graduate school experience, even though it might feel that way sometimes. Hawai'i is a beautiful place to pursue graduate studies, but life here also offers unique challenges. If you are a new arrival to Hawai'i, you will find many of your colleagues have

shared experiences associated with the island life (e.g., long-distance relationships, being home sick, and coping with the cost of living). You will likely find that your new Hawai'i 'ohana is an amazing support system. Also, taking the time to do the things that you enjoy, to get away from your computer, and to make sure that you eat and sleep well are very important to your health and your graduate life experience. While it may take some time to establish this balance, keep your goals in sight. After all, graduate school is challenging, yet that challenge will make your accomplishment all the more worthwhile!

Here are some helpful on-line resources:

- [UHM Counseling and Student Development Center](#)
- Chronicle of Higher Education: [Me and My Shadow CV](#)
- Dynamic Ecology blog: [Life as an Anxious Scientist](#)
- Eco-Evolutionary Dynamics blog: [Rejection and How to Deal with It](#)
- [UC Berkeley Graduate Student Happiness and Well-Being Report](#)

V. Helpful Resources

Please see the **Appendix** of this handbook, which includes specific information for **international students**.

Chapter 6
ZOOLOGY GRADUATE CURRICULUM POLICIES⁴

I. Graduate Curriculum and Timetables

The intention of the Zoology Graduate Program is to provide a flexible and customizable education for our graduate students, while simultaneously adhering to the rules and regulations of the UHM Office of Graduate Education.

A. All Graduate Students: The Zoology Graduate Program minimally requires the following four actions by *all* students:

(1) All new graduate students will take **ZOOL 691C** (an orientation and scientific skills seminar) during their **first Fall Semester** in the program. Thereafter, all graduate students must **every year take at least 1 credit of biology-relevant graduate coursework**, including graduate seminars (e.g., ZOOL 691) and topics courses (e.g., ZOOL 7XX), excluding ZOOL 699, 700, 700F, and 800.

(2) All graduate students must **every year meet with their graduate committee** at least once to discuss progress and future plans regarding their graduate education and research.

(3) All graduate students must **every year give a public presentation** relevant to zoology, preferably regarding their research. This requirement is typically met by participating in the Tester Symposium (<http://manoa.hawaii.edu/biology/testersymposium>), presenting a seminar for the Ecology, Evolution, and Conservation Biology interdisciplinary program (<https://www.hawaii.edu/eecb>) or any public departmental seminar, or giving a talk at a scientific conference.

(4) All graduate students are expected to maintain a **full-time course load** during Fall and Spring Semester (not Summer Session), unless approved by petition to the Graduate Instruction Committee (e.g., official leave of absence). According to the Office of Graduate Education (OGE), a full load can vary from 1 to 8 credits, depending on specific circumstances, with a maximum possible load of 16 credits:

TERM	FULL-TIME LOAD	MAXIMUM LOAD
Fall or Spring Semester	- 8 credits <i>OR</i> - 6 credits (for graduate assistants not receiving financial aid) <i>OR</i> - 1 credit of ZOOL 700 or 700F (MS Plan A) or 800 (PhD)	- 16 credits <i>OR</i> - 9 credits (for graduate assistants)
Summer Session	- 4 credits per session <i>OR</i> - a total of 8 credits for two sessions <i>OR</i> - 1 credit of ZOOL 700 or 700F (MS Plan A) or 800 (PhD)	8 credits per session

⁴ Approved by Zoology Graduate Faculty 10 April 2017, with revisions by OGE on 14 July 2017.

Students must be enrolled the semester they graduate. For further details:
<https://manoa.hawaii.edu/graduate/content/course-loads-full-time-definition>

The following is from OGE: Students may enroll in **ZOOL 700 Thesis Research (MS Plan A only)** and **ZOOL 800 Dissertation Research (PhD only) only** after OGE has approved Form II Advance to Candidacy, and **ZOOL 700F Thesis Research (MS Plan A only) only** if all other requirements for a Plan A MS Thesis have been met and no other courses are taken. OGE accepts 1 credit of ZOOL 700F or ZOOL 800 as a full course load for any semester (i.e., no other courses are taken), which reduces enrollment costs. *At least one credit of ZOOL 700, 700F, or 800 must be taken during the semester of graduation, including summer sessions.* There is a minimum degree requirement of 6 credits of ZOOL 700 required by OGE. If a student is unable to submit Form II prior to registration, the student should register for ZOOL 699 or another course first and submit Form II at the earliest opportunity. Provided that the form is submitted during the same semester, OGE may count ZOOL 699 toward ZOOL 700 for degree fulfillment purposes upon request via a memo from the Zoology Graduate Chair. For ZOOL 800, the minimum OGE requirement is 1 credit, and credits of ZOOL 699 may not be used toward ZOOL 800 credit.

To enroll in ZOOL 700, 700F, or 800, send an e-mail request to biology@hawaii.edu to obtain the appropriate CRN, which can also be provided by the graduate advisor.

For further details: <https://manoa.hawaii.edu/graduate/content/registration>. For questions regarding course loads and ZOOL 700/800, please call OGE: 808-956-8544.

- B. Master's Plan A (thesis):** In addition to the requirements in Section IA (All Graduate Students) above, MS Plan A students are required to complete **at least 30 credit hours** with a grade of B or better (B- or worse does not count) and maintain a grade point average of at least 3.0. Plan A Master's degree students must be enrolled during the semester or summer session in which they intend to graduate.

Specific course credit requirements (30 credits total of biology-relevant courses):

ZOOL 691C (1 credit, required during the student's first fall semester)

ZOOL or BIOL 400-level courses (6 credits maximum count toward degree)

ZOOL, BIOL, or other 6XX and 7XX-level courses (12 credits minimum, excluding 699 and 700)

ZOOL 699 and 700 (12 credits maximum count toward degree, including 1 credit of ZOOL 700F for the final semester)

Timetable for Master's Plan A (thesis)*:

First Fall Semester	<ul style="list-style-type: none"> • ZOOL 691C orientation seminar (see Section IA) • Interim Committee meeting (MS plan A Form I)
By end of year 1	<ul style="list-style-type: none"> • choose & meet with thesis committee to approve thesis proposal (MS plan A Form II) and have initial assessment (see Chapter 7 for Assessment Form).
By end of year 2	<ul style="list-style-type: none"> • complete coursework requested by Interim Committee and thesis committee
Year 2 and every year until graduation	<ul style="list-style-type: none"> • submit annual progress report to GIC (see Chapter 7) • meet with thesis committee (see Section 1A) • give public presentation (see Section IA) • enroll for at least 1 credit of biology-relevant graduate seminars or other coursework (see Section IA)
By end of year 3 (5 years maximum)	<ul style="list-style-type: none"> • apply to OGE for degree at least 3 weeks before instruction ends during the semester of graduation and no later than June 1 for the summer session (Graduate Application for Degree Form) • submit thesis to committee for review at least 2 weeks before defense, or earlier if requested by the committee • defend thesis (MS plan A Form III) and have final assessment (see Chapter 7 for Assessment Form) • submit thesis to Zoology Graduate Program and OGE (MS plan A Form IV)

* All relevant forms and instructions are available on the Zoology Graduate Program [web page](#) and on the Office of Graduate Education [web page](#).

Students should work closely with their advisors and graduate committees regarding the content and length of their **thesis proposal**.

C. Master's Plan B (non-thesis): In addition to the requirements in Section IA (All Graduate Students) above, MS Plan B students are required to complete **at least 30 credit hours** with a grade of B or better (B- or worse does not count) and maintain a grade point average of at least 3.0. Plan B Master's degree students must be enrolled during the semester or summer session in which they intend to graduate. OGE requires a "culminating experience" for this degree option, which the Zoology Graduate Program requires to be a written research report (e.g., an original research paper or a synthetic review paper) presented orally to at least the student's committee.

Specific course credit requirements (30 credits total of biology-relevant courses):

- ZOOL 691C (1 credit, required during the student's first fall semester)
- ZOOL or BIOL 400-level courses (12 credits maximum count toward degree)
- ZOOL, BIOL, or other 6XX and 7XX-level courses (18 credits minimum, excluding 699 and 700)
- ZOOL 699 (1 credit minimum and 9 credits maximum count toward degree)

Timetable for Master's Plan B (non-thesis)*:

First Fall Semester	<ul style="list-style-type: none"> • ZOO 691C orientation seminar • Interim Committee meeting (MS plan B Form I)
By end of year 1	<ul style="list-style-type: none"> • choose & meet with advisory committee to approve research proposal
By end of year 2	<ul style="list-style-type: none"> • complete coursework requested by Interim Committee and advisory committee
Year 2 and every year until graduation	<ul style="list-style-type: none"> • submit annual progress report to GIC (see Chapter 7) • meet with advisory committee (see Section IA) • give public presentation (see Section IA) • enroll for at least 1 credit of biology-relevant graduate seminars or other coursework (see Section IA)
By end of year 3 (5 years maximum)	<ul style="list-style-type: none"> • apply to OGE for degree at least 3 weeks before instruction ends during the semester of graduation and no later than June 1 for the summer session (Graduate Application for Degree Form) • present research report to advisory committee (MS plan B Form II) and have final assessment (see Chapter 7 for Assessment Form)

* All relevant forms and instructions are available on the Zoology Graduate Program [web page](#) and on the Office of Graduate Education [web page](#).

Students should work closely with their advisors and advisory committees regarding the content and length of their **research proposal**.

D. (a) PhD Students Entering Without MS: In addition to the requirements in Section IA (All Graduate Students) above, the Zoology Graduate Program requires students who enter the PhD program without a Master's degree to complete the same coursework requirements as in Master's Plan A -- **at least 30 credit hours** with a grade of B or better (B- or worse does not count) and a grade point average of at least 3.0 -- with the exception that ZOO 700 (Thesis Research) is replaced with ZOO 800 (Dissertation Research).

Specific course credit requirements (30 credits total of biology-relevant coursework):

ZOO 691C (1 credit, required during the student's first fall semester)

ZOO or BIOL 400-level courses (6 credits maximum count toward degree)

ZOO, BIOL, or other 6XX and 7XX-level courses (12 credits minimum, excluding 699 and 700)

ZOO 699 and 800 (12 credits maximum count toward degree, including at least 1 credit of ZOO 800 for the final semester)

(b) PhD Students Entering With MS: Students who enter the PhD program with a Master's degree must meet the requirements in Section IA (All Graduate Students) above, and enroll in at least 1 credit of ZOO 800 (upon approval of Form II Advance to Candidacy) each semester in order to maintain full-time enrollment. The Interim Committee or Dissertation Committee may require the student to take additional courses in order to build expertise in new research areas or remediate deficiencies in the student's background.

Specific course credit requirements:

ZOOL 691C (1 credit, required during the student's first fall semester)

ZOOL 800 (at least 1 credit each semester)

any additional courses required by the Interim or Dissertation Committees

Timetable for PhD*:

First Fall Semester	<ul style="list-style-type: none"> • ZOOL 691C orientation seminar (see Section IA) • Interim Committee meeting (PhD Form I)
By end of year 2	<ul style="list-style-type: none"> • choose & meet with dissertation committee to approve dissertation proposal (PhD Form IIA) and have initial assessment (see Chapter 7 for Assessment Form) • complete coursework requested by Interim Committee and dissertation committee
Within 1 year of submitting Form IIA	<ul style="list-style-type: none"> • oral comprehensive exam and advance to candidacy (PhD Form II)
Year 2 and every year until graduation	<ul style="list-style-type: none"> • submit annual progress report to GIC (see Chapter 7) • meet with dissertation committee (see Section IA) • give public presentation (see Section IA) • enroll for at least 1 credit of biology-relevant graduate seminars or other coursework (see Section IA)
By end of year 5 (7 years maximum)	<ul style="list-style-type: none"> • submit dissertation to committee at least 4 weeks before defense • apply to OGE for degree at least 3 weeks before instruction ends during the semester of graduation and no later than June 1 for the summer session (Graduate Application for Degree Form) • notify OGE of defense time & place at least 2 weeks before defense (Dissertation Defense Form) • defend dissertation (PhD Form III) and have final assessment (see Chapter 7 for Assessment Form) • submit dissertation to Zoology Graduate Program and OGE (PhD Form IV)

* All relevant forms and instructions are available on the Zoology Graduate Program [web page](#) and on the Office of Graduate Education [web page](#).

Students should work closely with their advisors and dissertation committees regarding the content and length of their **dissertation proposal**.

Students should also work closely with their advisors and dissertation committees regarding the **oral comprehensive exam**. The advisor chairs the exam and the university representative chairs the deliberations following the exam. Typically, there are multiple rounds of questions, ranging from the topic of the dissertation to science in general. The exam typically takes several hours.

Teaching experience, typically but not necessarily as a teaching assistant, is required of all doctoral students. Teaching experience after entering the program that is not a teaching assistantship must be approved *in advance* by the Graduate Instruction Committee (GIC). In

such circumstances, the student and advisor should submit a proposal memo to the chair of the GIC.

II. Transition from MS to PhD Program

- A. ***MS to PhD without completing MS:*** According to the Office of Graduate Education (OGE), if you enter the Zoology Graduate Program as an MS student and wish to switch instead to a PhD program without first completing your MS, then you must re-apply formally to the Zoology Graduate Program, including the application to OGE (<https://manoa.hawaii.edu/graduate/content/how-apply>).
- B. ***MS to PhD after completing MS:*** If you have already completed your MS and are no longer enrolled at UH, then you also must re-apply formally to the Zoology Graduate Program, including the application to OGE (<https://manoa.hawaii.edu/graduate/content/how-apply>).
- B. ***MS en route to PhD:*** Current PhD students who do not already have an MS in Zoology from any institution may request an “MS Plan B en route to PhD” after meeting the requirements to advance to candidacy, i.e., approval of Form II by the Office of Graduate Education (see <https://manoa.hawaii.edu/graduate/content/doctorate>: Master’s Degree En-route to Doctorate). Some research experience will be expected before the MS degree is granted. The student and advisor should submit a request to the Chair of the Graduate Instruction Committee (GIC) explaining how these conditions have been met. Following approval, the GIC will notify the Zoology Graduate Chair, who will forward a memo of request to the Office of Graduate Education (OGE). According to OGE, the degree may not be awarded retroactively after completing the PhD, and the candidate must file a Graduate Application for Degree by the appropriate deadline (see <https://manoa.hawaii.edu/graduate/content/double-counting-credits>: Master’s Degree En Route to Doctorate in Same Discipline).

Chapter 7

ZOOLOGY GRADUATE REVIEW and ASSESSMENT POLICIES⁵

In addition to coursework, the PhD oral comprehensive exam and dissertation defense (for PhD students), and the final MS Plan A thesis defense or the MS Plan B research report presentation (for MS students), all students in the Zoology Graduate Program must be reviewed annually regarding progress toward their degrees, and must undergo formal assessments regarding their fulfillment of graduate student learning outcomes.

I. Graduate Student Learning Outcomes

On 14 November 2014, the Biology Faculty approved the following **Graduate Student Learning Outcomes** (a requirement of the University):

Student will:

1. demonstrate advanced knowledge in a specialized area of the biological sciences and general knowledge of related areas, as defined by the student's committee;
2. • PhD track: conduct original and independent scientific research, including critical analysis, synthesis and use of information and data that contributes to one's field of study; or
• MS A (thesis) track: conduct scientific research, including critical analysis, synthesis and use of information and data specific to one's field of study; or
• MS B (non-thesis) track: critically analyze, synthesize and interpret information specific to one's field of study;
3. proficiently communicate and disseminate scientific information in oral and in written form;
4. conduct research responsibly and ethically; and
5. engage professionally and collegially with the larger scientific community and with society.

II. Annual Graduate Review

The annual graduate student review is conducted by the Graduate Instruction Committee (GIC) independent of each student's advisor and graduate committee. The intention of the annual review is to (1) document progress students are making toward their graduate degrees, (2) identify and help solve any challenges students are facing in graduate school, and (3) document and recognize each student's accomplishments. **By January 31** of each year (e.g., 31 Jan 2018), each graduate student (excluding first-year students) will submit to the GIC Chair a checklist and curriculum vitae for the previous calendar year (e.g., Jan-Dec 2017). (Specific instructions will be provided by the Zoology Graduate Chair working with the GIC.) A member of the GIC will then interview each graduate student (except for first-year students) during Spring Semester, reviewing progress during the previous calendar year, especially in relation to the Graduate Student Learning Outcomes (see Section I). The GIC member will work with the

⁵ Approved by Zoology Graduate Faculty 5 May 2017.

student to write a short report of the interview for the student's file, to be signed by the GIC member, the student, and the student's advisor. The fully signed reports must be returned to the GIC Chair **before April 1**, and will be used by the GIC to select the annual **Graduate Student of the Year**.

III. Graduate Assessment

The intention of formal graduate assessments, which are required by the University, is to gauge the extent to which each student has fulfilled the Graduate Student Learning Outcomes (see Section I). Assessments will be conducted by each student's graduate committee, so it is the responsibility of both the student and the entire committee to ensure that the assessments are completed. **Preliminary assessments** will be completed for PhD and MS Plan A students at the time of advancement to candidacy (Form II). **Final assessments** will be completed at the time of the PhD dissertation evaluation (Form III), the MS Plan A thesis evaluation (Form III), or MS Plan B degree completion (Form II). For both assessments, the student's graduate committee will fill-out the following Zoology Graduate Assessment Form, including the rubrics page (following pages), and forward the completed form to the Zoology Graduate Chair:

ZOOLOGY GRADUATE ASSESSMENT FORM

Student Name: _____

Student ID: _____

Degree: PhD MS Plan A MS Plan B

Assessment:

preliminary (at completion of Form II advance to candidacy for PhD and MS Plan A)

final (at completion of Form III dissertation evaluation for PhD, Form III thesis evaluation for MS Plan A, or degree completion Form II for MS Plan B)

Zoology Graduate Student Learning Outcomes: Student will:

1. demonstrate advanced knowledge in a specialized area of the biological sciences and general knowledge of related areas, as defined by the student's committee;
2.
 - PhD track: conduct original and independent scientific research, including critical analysis, synthesis and use of information and data that contributes to one's field of study; or
 - MS A (thesis) track: conduct scientific research, including critical analysis, synthesis and use of information and data specific to one's field of study; or
 - MS B (non-thesis) track: critically analyze, synthesize and interpret information specific to one's field of study;
3. proficiently communicate and disseminate scientific information in oral and in written form;
4. conduct research responsibly and ethically; and
5. engage professionally and collegially with the larger scientific community and with society.

OVERALL JUDGMENT (based on average of rubrics on following page):

DOES NOT MEET MEETS EXCEEDS Zoology Graduate Student Learning Outcomes.

Signatures: *(If the Overall Judgment does not meet expectations, then please attach a remediation plan.):*

Graduate Committee Chair: _____

Committee Member 1: _____

Committee Member 2: _____

Committee Member 3: _____

Committee Member 4: _____

Committee Member 5: _____

University Representative (PhD only): _____

Approval: Zoology Graduate Chair: _____

Graduate Assessment Rubrics: Please check the most appropriate box across each row of choices:

Criterion	DOES NOT MEET Expectations	MEETS Expectations	EXCEEDS Expectations
1a: Demonstrates advanced knowledge in a specialized area of the biological sciences.	specialized research-focused knowledge of: <input type="checkbox"/> scientific literature is poor <input type="checkbox"/> scientific concepts is poor	specialized research-focused knowledge of: <input type="checkbox"/> scientific literature is adequate <input type="checkbox"/> scientific concepts is adequate	specialized research-focused knowledge of: <input type="checkbox"/> scientific literature is excellent <input type="checkbox"/> scientific concepts is excellent
1b: Demonstrates general knowledge of areas related to the biological sciences, as defined by the student's committee.	general broad-based knowledge of: <input type="checkbox"/> scientific literature is poor <input type="checkbox"/> scientific concepts is poor	general broad-based knowledge of: <input type="checkbox"/> scientific literature is adequate <input type="checkbox"/> scientific concepts is adequate	general broad-based knowledge of: <input type="checkbox"/> scientific literature is excellent <input type="checkbox"/> scientific concepts is excellent
2 (PhD only): Conducts original and independent scientific research , including critical analysis, synthesis and use of information and data that contributes to one's field of study.	<input type="checkbox"/> research unoriginal <input type="checkbox"/> hypotheses unclear <input type="checkbox"/> methods flawed <input type="checkbox"/> data analysis poor <input type="checkbox"/> results unconvincing <input type="checkbox"/> discussion & synthesis poor	<input type="checkbox"/> research original <input type="checkbox"/> hypotheses clear <input type="checkbox"/> methods adequate <input type="checkbox"/> data analysis adequate <input type="checkbox"/> results convincing <input type="checkbox"/> discussion & synthesis clear	<input type="checkbox"/> research highly creative <input type="checkbox"/> hypotheses well-defined <input type="checkbox"/> methods excellent <input type="checkbox"/> data analysis excellent <input type="checkbox"/> results outstanding <input type="checkbox"/> discussion & synthesis outstanding
2 (MS Plan A thesis only): Conducts scientific research , including critical analysis, synthesis and use of information and data specific to one's field of study.	<input type="checkbox"/> research unoriginal <input type="checkbox"/> hypotheses unclear <input type="checkbox"/> methods flawed <input type="checkbox"/> data analysis poor <input type="checkbox"/> results unconvincing <input type="checkbox"/> discussion & synthesis poor	<input type="checkbox"/> research original <input type="checkbox"/> hypotheses clear <input type="checkbox"/> methods adequate <input type="checkbox"/> data analysis adequate <input type="checkbox"/> results convincing <input type="checkbox"/> discussion & synthesis clear	<input type="checkbox"/> research highly creative <input type="checkbox"/> hypotheses well-defined <input type="checkbox"/> methods excellent <input type="checkbox"/> data analysis excellent <input type="checkbox"/> results outstanding <input type="checkbox"/> discussion & synthesis outstanding
2 (MS Plan B non-thesis only): Critically analyzes, synthesizes and interprets information specific to one's field of study.	<input type="checkbox"/> project unoriginal <input type="checkbox"/> objectives unclear <input type="checkbox"/> outcomes unconvincing <input type="checkbox"/> discussion & synthesis poor	<input type="checkbox"/> project original <input type="checkbox"/> objectives clear <input type="checkbox"/> outcomes convincing <input type="checkbox"/> discussion & synthesis clear	<input type="checkbox"/> project highly creative <input type="checkbox"/> objectives well-defined <input type="checkbox"/> outcomes outstanding <input type="checkbox"/> discussion & synthesis outstanding
3a: Proficiently communicates and disseminates scientific information in oral form.	<input type="checkbox"/> poor logic <input type="checkbox"/> disorganized <input type="checkbox"/> unclear <input type="checkbox"/> rambling	<input type="checkbox"/> sufficient logic <input type="checkbox"/> sufficiently organized <input type="checkbox"/> sufficiently clear <input type="checkbox"/> sufficiently focused	<input type="checkbox"/> exemplary logic <input type="checkbox"/> very organized <input type="checkbox"/> very clear <input type="checkbox"/> concise

<p>3b: Proficiently communicates and disseminates scientific information in written form.</p>	<input type="checkbox"/> illogical presentation <input type="checkbox"/> disorganized <input type="checkbox"/> poor English <input type="checkbox"/> many errors	<input type="checkbox"/> logical presentation <input type="checkbox"/> sufficiently organized <input type="checkbox"/> adequately written <input type="checkbox"/> some errors	<input type="checkbox"/> exemplary presentation <input type="checkbox"/> very organized <input type="checkbox"/> publication quality <input type="checkbox"/> no errors
<p>4. Conducts research responsibly and ethically (e.g., obtains and follows appropriate ethical training and permits, including IACUC, DAR SAPs, etc.)</p>	<input type="checkbox"/> did not meet accepted ethical standards <input type="checkbox"/> did not obtain required permits & approvals <input type="checkbox"/> did not follow permit & approval requirements	<input type="checkbox"/> met accepted ethical standards <input type="checkbox"/> obtained required permits & approvals <input type="checkbox"/> followed permit & approval requirements	
<p>5a. Engages professionally and collegially with the larger scientific community (e.g., talks and posters at scientific conferences).</p>	<input type="checkbox"/> no evidence of outreach <i>within</i> the scientific community	<input type="checkbox"/> one to several outreach activities <i>within</i> the scientific community	<input type="checkbox"/> extensive outreach activities <i>within</i> the scientific community
<p>5b. Engages professionally and collegially with society (e.g., presentations to or activities with the public).</p>	<input type="checkbox"/> no evidence of public outreach <i>outside</i> the scientific community	<input type="checkbox"/> one to several public outreach activities <i>outside</i> the scientific community	<input type="checkbox"/> extensive public outreach activities <i>outside</i> the scientific community

APPENDIX: HELPFUL RESOURCES

I. Arrival in Hawai'i Checklist (see also the Quick Guide on page 4)

General (see Section IV for relevant on-line links)

- Adjust to the new **time zone** if necessary and check-in with your advisor or academic sponsor.
- For **employment**, you will need copies of your Social Security Card, passport, driver's license. See [Pia Dizon](#) (Biology Program Manager) and [Audrey Shintani](#) (Biology Administration Officer) in the Department of Biology Office (Edmondson 216). It is important that **international students** begin the process of obtaining a Social Security Card right away to avoid excessive delays in pay. Be sure to schedule your mandatory Visa Clearance meeting through [International Student Services](#).
- Open a **bank account** on island. It takes 4-6 weeks for Hawai'i checks to be processed in off island financial institutions. Ask the Department of Biology office for direct deposit forms and take them to your new bank of choice. Many students use the [UH Federal Credit Union](#) located on campus to open a new account. There is also an [American Savings Bank](#) on campus. It is possible to keep your mainland bank (though there are no mainland bank branches in Hawai'i), but it will take ~2 weeks more for your checks to clear, and you will need to figure-out how to get the direct deposit form signed by your mainland bank.
- **Hawai'i State Identification** card. Even if you're not driving, one of these will make life easier and qualify you for *kama'aina* prices (locals' discounts) on everything from hotel rooms for your family to tourist attraction.
- If necessary, get a **Hawai'i Driver's License**. Make sure you do this before your current driver's license expires or you will have to take both the written exam and the driving test. You do not have to do this if you will be able to maintain your current driver's license. For example, CA allows licenses to be renewed via mail.
- **Find a place to live**. Be prepared to make many phone calls, do a lot of walking and fill-out applications with reference info. Note that traffic in Honolulu can be horrendous, especially on the freeways, so consider commuting time if you wish to live far from campus.
- Figure out your mode of **transportation**. Once your student ID is validated each semester, you can receive a sticker on your ID which acts as your bus pass.
- Perform **change of address** with US Postal Service, credit card companies, DMVs, etc.

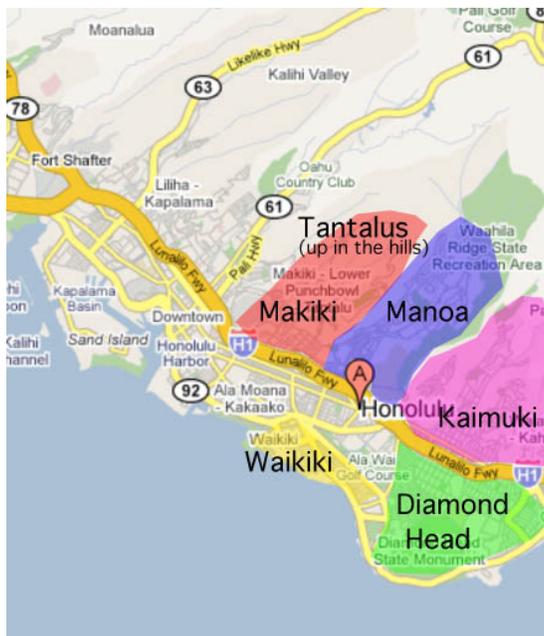
Department of Biology

- Have copies of all of your admissions paperwork just in case something is missing.
- Activate your "XXX"@hawaii.edu **e-mail account** through [myuh.hawaii.edu](#). Notify the Department of Biology office of your activation and your user name so that they can add you to the appropriate mailing lists from which you will receive important information.
- Log on to "[My UH Portal](#)" which is your student records/registration page that uses the same password and login as your UH e-mail account. Check on your TA/RA status which will be important for waiving your tuition during the registration billing process. If it is not listed, contact your TA/RA supervisor to correct the problem.
- **Registration**: You can register for classes before your preliminary committee meetings, yet your classes may change after that meeting. Check your registration date through the [My UH Portal](#). Your tuition waiver will take 2-3 days to show up, so don't wait until the last day to register. You are responsible for paying student fees (currently \$440/semester) which can be paid online with

a credit card. If you miss your payment, your classes will be cancelled and your spot in that once-every-two-year course will go to someone else.

- Register for **Zoology 691C** which is required for all first-year students and offered each fall semester.
- Buy **books** for classes. These can be purchased the [UHM Bookstore](#), local bookstores, and on-line. On-line prices are often cheaper but it takes longer to get your books. Plan accordingly. If you order books on-line, keep in mind that they are going on a long journey to get to you. If possible, request extra robust packaging from the seller.
- Walk around [campus](#) and learn where resources/buildings are. You won't be the only one walking around with a map.
- For **office** space, ask your advisor, who is responsible for finding space for you.
- **Student ID**: These are processed at [Campus Center](#) after your class registration has been updated in the system (i.e., register today, get ID tomorrow). You usually need a copy of your class registration the first time around.
- Get **validated**. Every semester you must go to [Campus Center](#) get "validated". You will receive a sticker on your ID for the current semester (as long as you are registered for classes) showing that you are a currently enrolled student. You'll need to pay your student fees before you can get your ID validated.
- **Library**: You also need to have your UH System student ID card registered at [Hamilton Library](#).
- Contact your chosen **health care** provider to learn how to obtain an identification card and get activated within the system. You may have a hold on your registration for Mumps, Measles, Rubella (MMR) vaccine records and tuberculosis (TB) test, particularly if you are on a TAsip. The tests can be done at the [University Health Services](#) building and your vaccine records can be submitted on-line using [FileDrop](#).
- Report all new **address changes**, phone numbers, etc. to the Department of Biology office (Edmondson 216) in order to keep your file current.
- **Meet other grad new students!**

II. Regions of Honolulu near UH Mānoa (campus at point "A" on map)



IV. Helpful Links

Banking

- American Savings Bank: <https://www.asbhawaii.com>
- Bank of Hawai'i: www.boh.com
- Central Pacific Bank: www.centralpacificbank.com
- First Hawaiian Bank: www.fhb.com
- University of Hawai'i Federal Credit Union: www.uhfcu.com

Housing

- Apartments: <http://honolulu.craigslist.org/oah/apa/>
- Craigslist O'ahu: <http://honolulu.craigslist.org/oah/>
- Rooms: <http://honolulu.craigslist.org/oah/roo/>
- Trulia: https://www.trulia.com/for_rent/Honolulu,HI/
- UHM Housing Page: <http://manoa.hawaii.edu/housing/>

UHM Links

- Department of Biology: <http://manoa.hawaii.edu/biology>
- Diving Safety Program: <http://www.hawaii.edu/ehso/diving-safety/>
- Ecology, Evolution, and Conservation Biology Program: <https://www.hawaii.edu/eecb/>
- Hawai'i Institute of Marine Biology: <http://www.himb.hawaii.edu/>
- Ka Leo Student Newspaper: <http://www.manoanow.org/kaleo/>
- MyUH Portal: <http://myuh.hawaii.edu>
- Office of Graduate Education: <http://manoa.hawaii.edu/graduate/>
- Students Links: <http://manoa.hawaii.edu/students/>
- Username Set: <https://www.hawaii.edu/username/>
- Zoology Graduate Program: <http://manoa.hawaii.edu/biology/graduate>

Miscellaneous Links

- Bishop Museum: <http://www.bishopmuseum.org/>
- Campus Plant Map: <http://manoa.hawaii.edu/landscaping/plantmap.php>
- Driver's License Info: <https://www.honolulu.gov/csd/dlicense.html>
- Honolulu Star Advertiser: <http://www.staradvertiser.com/>
- TheBus: <http://www.thebus.org/>

V. Common Hawaiian Words and Phrases

10 Common Hawaiian Words/Phrases:

ALOHA

A pleasant hello or goodbye

MAUKA

A way of orienting things around the island: Mauka is mountain side

MAKAI

Once again a reference to orientation, but makai is on the ocean side of something

HAUPIA

Delicious coconut

OHANA

This means your family, close friends, or your substitute family in Hawai'i. For example, the Zoology Department is our **Zo'ohana**. :)

E KOMO MAI

Welcome

ONO

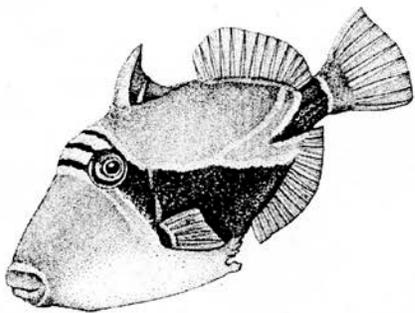
Delicious!

KAMAAINA

Someone who has spent some time in the islands, a local (also refers to a discount you get if you have state ID)

HUMUHUMUNUKUNUKUAPUA'A

The Hawaiian State Fish: a reef trigger (see pic)



© Waikīkī Aquarium

MAHALO (NUI LOA)

Thank you/ Goodbye (Thanks very much)