

# DEPARTMENT OF FOOD SCIENCE UNIVERSITY OF ARKANSAS

## Graduate Student Handbook 2020-2021

<https://food-science.uark.edu/>



## TABLE OF CONTENTS

	<u>Page Number</u>
<b>DEPARTMENT OF FOOD SCIENCE ADMISSION REQUIREMENTS</b>	<b>4</b>
<b>FINANCIAL SUPPORT</b>	<b>4-5</b>
Research Assistantships	4
Teaching Assistantships	5
Fellowships and Other Financial Support	5
Research Expenses	5
Reimbursement of Tuition and Fees (Assistantship Recipients)	5
<b>MINIMUM-MAXIMUM CREDITS PER SESSION/SEMESTER</b>	<b>5-6</b>
<b>REQUIREMENTS OF ALL GRADUATE STUDENTS</b>	<b>6-7</b>
Deficiency Requirements	6
Grade Requirements	6
English Competency	6
Time Commitment and Absences	6
Annual Evaluation of Graduate Students	7
<b>DEPARTMENT OF FOOD SCIENCE PERSONNEL</b>	<b>7-8</b>
<b>ADDITIONAL UNIVERSITY RESOURCES</b>	<b>8</b>
<b>MASTER OF SCIENCE DEGREE PROGRAM</b>	<b>8-12</b>
Appointment of Thesis Director	8
Evaluations and Reporting of Progress	9
Selection and Function of M.S. Thesis Committee	9
Graduate Course and Thesis Credits	9
Seminar	10
Thesis Requirement	10
Selection of Thesis Topic	10
Proposal Development	10
Thesis Development	10
Thesis Defense	11
Completion and Distribution of Thesis	12
Timeline/Important Deadlines	12
<b>DOCTOR OF PHILOSOPHY DEGREE PROGRAM</b>	<b>13-18</b>
Appointment of Dissertation Director	13
Evaluations and Reporting of Progress	13
Selection and Function of Doctoral Dissertation Committee	13
Course Credits	14
Seminar	15
Candidacy Examinations	15
Teaching Experience	15

Dissertation Requirement	15
Selection of Dissertation Topic	15
Proposal Development	16
Dissertation Development	16
Dissertation Defense	16
Completion and Distribution of Dissertation	17
Publications	18
Timeline/Important Deadlines	18
<b>GENERAL DEPARTMENTAL POLICIES</b>	<b>19-23</b>
Building Maintenance and Security	19
Office Space	19
Office Supplies and Purchasing	19
Computers and Programs	19
Arkansas Food Innovation Center	20
FDSC Departmental Staff Duties Relevant to Graduate Students	20
Transportation	20
Travel reimbursement	21
Laboratory Safety	21
Laboratory Safety Guidelines	22
Copying	23
Telephones, FAX and Mail	23
Food Science Library of Theses/Dissertations	23
Preparation for Departure	23
Program Review and Exit Interview	23
Checkout Process	23
<b>FORMS</b>	<b>24-</b>
FDSC Annual Progress Report Form	24-28
Annual Graduate Student Academic Review Form – M.S.	29-30
Annual Graduate Student Academic Review Form – Ph.D.	31-32
Master’s Committee Form	33
Doctoral Committee Form	34
Request for Transfer Graduate Credit Form – M.S.	35
Doctoral Request for Graduate Credit Form	36-37
Thesis/Dissertation Title Form	38
Candidacy Exam Notification Form	39
Master’s Degree Record of Progress Form	40
Doctoral Record of Progress Form	41
Thesis/Dissertation Submission Form	42
Intellectual Property Disclosure Form	43

## DEPARTMENT OF FOOD SCIENCE ADMISSION REQUIREMENTS

Applicants for graduate studies must meet entry requirements of the Graduate School and the Department of Food Science. The Graduate School requirements for admission are available on this website link: <https://graduate-and-international.uark.edu/graduate/future-students/applying/degree-seeking.php>. In addition to the Graduate School requirements, applicants must also meet Department of Food Science requirements for admission into the food science graduate degree program (<https://food-science.uark.edu/programs/graduate.php>).

### Master of Science Program Admission

To be considered for regular admission, applicants must have a B.S. degree from an accredited institution with a grade-point average of no less than 3.00, minimum GRE score percentiles of 30 for verbal, 25 for quantitative and a score of at least 3.0 for writing, suitable preparation in food science or related areas, and be acceptable to the department. International students must also have a minimum TOEFL score 79 internet-based/550 paper-based and 6.5 IELTS.

### Doctor of Philosophy Program Admission

Applicants for acceptance into the interdepartmental doctoral program in food science must meet all of the requirements for admission to the Graduate School and the Department of Food Science. Students with a B.S. or M.S. degree in Food Science or related sciences from an accredited institution should have a GPA of no less than 3.0. All applicants to the Ph.D. program (B.S. and M.S.) should have a minimum GRE percentile of 30 for verbal, 25 for quantitative and a minimum score of 3.0 for writing, suitable preparation for the food science graduate program, and be acceptable to the department. International students must also have a minimum TOEFL score of 79 internet-based/550 paper-based and 6.5 IELTS.

## FINANCIAL SUPPORT

### Research Assistantships

Food science graduate assistantships are stipends granted on a competitive basis determined by the student's scholastic record, area of interest, recommendations and evaluation by the faculty. Funding for assistantships is from State of Arkansas funds allocated to the Department or from grants/contracts obtained by individual faculty members. The availability and source of funds determines the number and type of assistantships awarded. To be considered for an assistantship, students must be unconditionally admitted to the food science graduate degree program. Graduate assistantships are typically granted for 25% or 50% appointments, depending on the applicant's qualifications and availability of funds. Quarter-time assistantships provide a stipend, but the student is responsible for paying in-state tuition and fees. Half-time assistantships include a stipend plus tuition, with students responsible for paying fees. Assistantship amounts and qualifications are available on this website link: <https://food-science.uark.edu/programs/graduate.php>.

With each assistantship appointment, students must perform assigned duties, demonstrate satisfactory progress and maintain a GPA of 3.0 or higher to continue to receive assistantship support. Quarter-time and half-time assistantship support will not typically exceed two years for M.S. students or three years or five years for Ph.D. students who entered the program with a M.S degree or a B.S. degree, respectively (four or five years, respectively for students in the nutrition program).

### **Teaching Assistantships**

In recent years, funding for teaching assistantships has not been available although graduate students on research assistantships may be requested to assist with teaching departmental courses. Duties may include organization and presentation of both lectures and labs. It is strongly encouraged that graduate students obtain teaching experience during their tenure in the Department of Food Science, particularly those seeking a Ph.D. degree. Students should participate in teaching even though they may not be supported by a teaching assistantship.

Students whose native language is not English must attain an acceptable score on the Test of Spoken English (TSE) or on the SPEAK test in order to be eligible for teaching responsibilities. The score must be on file with the Graduate School. The SPEAK test is administered through the University of Arkansas. More information is available in the Graduate Catalog of Studies at this website link: <https://catalog.uark.edu/graduatecatalog/admissions/>

### **Fellowships and Other Financial Support**

Other support may be available from competitive fellowships provided by companies and national organizations. Some fellowships or other financial assistance for outstanding students are available from the Graduate School, and applications should be completed with the assistance of the student's major advisor. For more funding options, visit the Graduate School website at this link: <https://graduate-and-international.uark.edu/graduate/costs-and-funding/index.php>. Scholarships for graduate students are also offered by the Institute of Food Technologists (IFT), the American Association of Cereal Chemistry (AACC), and other professional organizations on a nationally and regionally competitive basis. Graduate students are encouraged to apply to funding organizations for support.

### **Research Expenses**

Requests for travel, supplies, equipment, and other expenses required for thesis or dissertation research should be made through the student's major advisor. Students are encouraged to assist with the development of proposals for obtaining grants to support research projects.

### **Reimbursement of Tuition and Fees (Assistantship Recipients)**

Graduate Assistants who resign or are terminated from their graduate assistantship appointments, whether or not they withdraw from school, may at the discretion of the funding source be required to reimburse the Department of Food Science for the tuition and fees paid on their behalf proportionate to the length of time remaining on the contract during the current semester.

## **MINIMUM-MAXIMUM CREDITS PER SESSION/SEMESTER**

Registration for course credits is governed by the graduate student's enrollment status. Students on assistantship and students who are not financially supported by the department have different enrollment guidelines. The Graduate School defines the minimum and maximum number of hours of credit that should be taken according to enrollment status (<https://graduate-and-international.uark.edu/graduate/current-students/registration-enrollment/enrollment-guidelines.php>).

The minimum number of hours of enrollment for fall and spring semesters for students on 25% and 50% graduate assistantship appointments is 9 and 6, respectively. All students on assistantship must register for at least 3 hours in any summer session. The minimum hours required must be degree-related

graduate hours taken for credit. International sponsored students may have other minimum requirements for consideration as full-time students.

After a doctoral student has passed the candidacy examinations, the student must register for at least one hour of dissertation or graded course work each major semester until the work is completed, whether the student is in residence or away from the campus.

Full-time employees who are working toward a graduate degree must consult with their major advisor to determine course schedules that do not interfere with obligated duties and that the courses are appropriate for the degree program.

## REQUIREMENTS OF ALL GRADUATE STUDENTS

Students should review the Graduate School's "Graduate Student Handbook" (<https://graduate-and-international.uark.edu/graduate/current-students/student-resource/graduate-handbook/index.php>) and the Graduate School's website (<https://graduate-and-international.uark.edu/graduate/current-students/index.php>) to ensure they are familiar with all guidelines, policies and timelines set by the Graduate School.

### Deficiency Requirements

For students entering the graduate program who do not have an undergraduate degree in food science, the students will be required to take one of the following courses for M.S. students and two of the following courses for Ph.D. students. The deficiency course(s) chosen should be outside the student's major research area.

Course options are:

- 1) Any graduate-level FDSC course in food microbiology
- 2) Any graduate-level FDSC course in food chemistry
- 3) Any graduate-level FDSC course in food engineering/processing
- 4) Any graduate-level FDSC course in nutrition
- 5) Any graduate-level FDSC course in sensory

### Grade Requirements

All graduate students must maintain a cumulative grade point average  $\geq 3.0$  for approved graduate courses. All courses completed (including repeated courses) at the University of Arkansas for a graduate degree in food science shall be considered in determining the average grade point.

### English Competency

All graduate students must be competent in reading, writing, speaking and understanding English prior to receiving an advanced degree. Students who demonstrate unsatisfactory English skills will be required to seek assistance from appropriate courses or tutoring to attain English competency. The Writing Studio (<https://success.uark.edu/tutors/writing-studio.php>) provides assistance with writing and grammar. Courses or individual assistance to improve speech may be obtained in the departments of Communication, English or Spring International Language Center (SILC). The student's major advisor and Advisory Committee will be responsible for the evaluation of the student's English competency.

### Time Commitment and Absences

*Time/Work Commitment and Obligations* – All graduate students are required to be working either on thesis/dissertation research projects or on assigned duties in fulfillment of assistantship obligations when not attending class. A full-time commitment is required for achieving satisfactory performance by all graduate students regardless of their financial support.

Graduate students on 25% or 50% assistantship appointment are obligated to perform assigned duties not to exceed 10 or 20 hours per week, respectively. The assigned duties and work schedules are determined by the student's major advisor ensuring that they do not interfere with class schedules and satisfactory progress toward completing degree requirements. Graduate assistants in Food Science may be assigned a combination of duties in areas of teaching and research. The student's major advisor should provide in writing the duties required for assistantship support. Graduate assistantships should involve work and assignments supportive of Food Science and the research program of the student's major advisor.

*Vacation and Sick Leave* – Vacation schedules should be determined in consultation with the student's major advisor. Absences due to illness or other reasons should be reported promptly.

### **Annual Evaluation of Graduate Students**

As required by the Graduate School, the progress of every graduate student is to be reported by his/her major advisor annually. The steps to complete this annual evaluation are:

- 1) The student will receive a copy of the FDSC Annual Progress Report form every spring via email from the Administrative Specialist. This form is also available on the department's website (<https://food-science.uark.edu/programs/graduate.php>) and is included at the Forms section of this handbook.
- 2) The student then sends the completed form to his/her major advisor no later than May 15<sup>th</sup>. Please note that if the spring semester is the student's first semester, he/she is not required to submit the FDSC Annual Progress Report form that year.
- 3) After reviewing the student's Annual Progress Report, the major advisor will complete and sign the Annual Graduate Student Academic Review forms (<https://graduate-and-international.uark.edu/resources/forms/academic-review/gradstudentreview-masters.pdf> or <https://graduate-and-international.uark.edu/resources/forms/academic-review/gradstudentreview-doctoral.pdf>) and return both it and the FDSC Annual Progress Report form to the Administrative Specialist by June 1. If the student is a candidate for reappointment, such as a Graduate Assistant, his/her major advisor also makes a recommendation on the reappointment.
- 4) The Administrative Specialist combines the two forms and sends them to the FDSC Graduate Coordinator who will review and provide comments to the Department Head.
- 5) The Department Head will then sign and the Annual Graduate Student Academic Review form and submit to the Graduate School.

All graduate students, whether on an assistantship or not, are required to complete this evaluation. Students who refuse to participate in this evaluation will face dismissal from the food science graduate program.

### **DEPARTMENT OF FOOD SCIENCE PERSONNEL**

*Department Head:*

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*Academic Programs Support:*

Cathy Hamilton

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FDSC Faculty: <https://food-science.uark.edu/people/faculty.php>

FDSC Research Staff: <https://food-science.uark.edu/people/research-staff.php>

Additional FDSC Staff: <https://food-science.uark.edu/people/staff.php>

## ADDITIONAL UNIVERSITY RESOURCES

Graduate School and International Admissions - <https://graduate-and-international.uark.edu/>

UAConnect - <https://uaconnect.uark.edu/>

UAConnect Help Center - <https://help-uaconnect.uark.edu/knowledge-centers/student/index.php>

Office of International Students and Scholars - <https://international-students.uark.edu/>

Diversity, Equity and Inclusion - <https://diversity.uark.edu/> Registrar's Office - <https://registrar.uark.edu/>

Mullins Library - <https://libraries.uark.edu/>

Agricultural Statistics Laboratory - <https://aaes.uark.edu/centers-and-programs/agricultural-statistics-laboratory/>

Pat Walker Health Center - <https://health.uark.edu/>

Transit and Parking - <https://parking.uark.edu/>

## MASTER OF SCIENCE DEGREE PROGRAM

### **Appointment of Thesis Director/Major Advisor**

All students accepted into the food science M.S. program are immediately assigned a Thesis Director/Major Advisor. The major advisor is responsible for guiding the student's academic program and thesis research. Faculty must hold a Graduate Faculty Group I or II classification to serve as major advisor for M.S. students.

The Head of the Department of Food Science oversees the assignment of new students to their major advisors. Assignments are determined from the student's specific request for an area of specialization and mutual consent of a faculty member willing to accept the student.

After becoming acquainted with the programs and faculty, a student may request to be reassigned to a different major advisor. The student should discuss the proposed change with the Department Head.



The request for changing to a different major advisor should be submitted in writing to the Department Head along with approval of the proposed new major advisor. The student's former major advisor will inform the Graduate School of his/her resignation and the Department Head will submit notification of the newly assigned Thesis Director/Major Advisor to the Graduate School.

### **Evaluations and Reporting of Progress**

The student should meet with his/her major advisor on a regular basis to report on research and academic progress. The student's major advisor will evaluate the his/her progress and give constructive advice when necessary. A written copy of the evaluation may be prepared and distributed to the student, the Thesis/Advisory Committee, and the Head of the Department.

### **Selection and Function of M.S. Thesis/Advisory Committee**

By the end of the first year the student's Thesis/Advisory Committee should be selected and submitted for approval to the Department Head and Graduate School. The committee will be responsible for providing assistance in guiding the academic and thesis research program of the graduate student. The committee determines the student's fulfillment of the degree requirements. Committee members must hold a Graduate Faculty Group I or II classification.

The student's committee will consist of a minimum of three graduate faculty members, including the student's major advisor who will serve as the committee chairperson. At least two of the committee members must be faculty or adjunct faculty in the Department of Food Science, and at least one committee member must be from another department. Information for adjunct faculty is available on the FDSC website, <https://food-science.uark.edu/people/emeritus-adjunct.php>. The student should confirm the willingness of the faculty member to serve on his/her committee. The Master's Committee form, located on the Graduate School website (<https://graduate-and-international.uark.edu/resources/forms/masters-committee.pdf>) is used to request approval of committee members and is submitted to the Department Head, who will forward it to the Graduate School for final approval. For Food Science M.S. program, the student's Advisory Committee and Thesis Committee typically consist of the same faculty members. If the members are the same, be sure to check the box indicating they are the same. If the members will be different, the form must be submitted twice (once for the Advisory Committee and once for the Thesis Committee with the appropriate box checked on each form). The Master's Committee form must be on file with the Graduate School prior to your defense.

Changes in committee members require the approval of the Department Head and Graduate School. Changes should be requested in a memorandum from the student's major advisor with written agreement of the faculty member who is being removed from or added to the student's committee.

It is recommended that students schedule at least two formal meetings with their committee. The first meeting, scheduled during their initial year of study, should establish courses to be taken to complete academic requirements and present a research proposal for the thesis. The other required meeting will be the student's presentation of the thesis and defense. Additional meetings are typically scheduled for progress reports or if assistance is necessary. Students are encouraged to contact individual members of their committee whenever advice about their graduate program is needed. The major role of the Thesis/Advisory Committee is to serve as a primary resource for information and guidance.

### **Graduate Course and Thesis Credits**

Students pursuing the M.S. degree in food science are required to complete a total of 30 credit hours to

include a minimum of 24 credit hours of coursework and a minimum of 6 credit hours of FDSC 600V Thesis. For the 24 course credits, at least 14 credit hours must be from 5000 level or higher courses, FDSC 5001 Seminar must be completed twice, and no more than 3 credit hours will be accepted for FDSC 509V Special Problems Research. Students may register for more than 6 hours of FDSC 600V Thesis during their M.S. program; however, only 6 credit hours will be accepted towards degree completion requirements.

Students, along with their major advisor, will develop an academic plan of study for the degree program. Due to changes in course availability and student interests and needs, the plan of study may change during the degree program. The student's committee must approve the plan of study and any changes.

Students are permitted to transfer a maximum of 6 credit hours of graded graduate coursework from another U.S. university for their M.S. degree program. The transferred credits must carry a B or higher grade and be acceptable for the M.S. program of the Department of Food Science. Credit transfer is administered by the Graduate School – a Request for Transfer of Graduate Credit form (<https://graduate-and-international.uark.edu/resources/forms/transfer-credit-master.pdf>) and official transcript must be submitted to the Graduate School prior to graduation.

### **Seminar**

Graduate students pursuing the M.S. degree are required earn two credits for FDSC 5001 Seminar. The first seminar may be a presentation of proposed research and the second on research results. Students may be requested to present seminars even if they are not enrolled in FDSC 5001 that semester. All students, whether enrolled in course credit or not, are required to attend regularly scheduled and special departmental seminars.

### **Thesis Requirement**

A thesis developed from research on an original problem must be completed for the M.S. degree. The Department of Food Science does not have a non-thesis option for graduate degree programs. A non-thesis M.S. in Food Safety is available through the Dale Bumpers College of Agricultural, Food and Life Sciences.

*Selection of thesis topic* – Selection of the thesis topic will be mutually determined by the student and his/her major advisor. Usually, the research subject will be associated with an on-going project that has financial support available for supplies, materials and possible expenses. The Thesis/Dissertation Title Form, available on the Graduate School website (<https://graduate-and-international.uark.edu/resources/forms/td-title.pdf>), should be submitted by the end of the student's first year and must be submitted to the Graduate School a minimum of six months before completing the degree requirements.

*Proposal development* – It is mandatory that the thesis research project be carefully planned and a proposal be presented for discussion with the student's committee. The proposed research may be presented to other students and faculty during Seminar. The proposal may need to be revised to include appropriate suggestions. Research activities that may affect or involve humans, animals, or cell cultures will require prior approval by the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), and/or the Institutional Biosafety Committee (IBC). The student's major advisor will determine the appropriate approvals required for the research. Your IRB/IACUC/IBC forms are available on the Office of Research Compliance (RSCP) website <https://research.uark.edu/units/rscp/>.

*Thesis development* – The thesis is a formal document that describes the justification, background, methods, results and conclusions of the research conducted. The research is expected to develop new information suitable for publication.

There are different styles acceptable for developing the thesis. The format will be determined by the student's major advisor prior to beginning the first draft. General University requirements for the thesis format are described in "Guide for Preparing Theses and Dissertations" located on the Graduate School website (<https://graduate-and-international.uark.edu/resources/forms/thesis-dissertation-guide-01-2020.pdf>).

The student's major advisor will assist with editing the thesis. Additional assistance in editing and revision may be obtained from others skilled in scientific writing. Copies of the thesis should be distributed to the student's committee when it is determined by the major advisor to be suitable for the defense.

The student should initiate the thesis formatting pre-check process with the Graduate School prior to the defense by emailing the thesis to the Graduate School at [gradtad@uark.edu](mailto:gradtad@uark.edu). Refer to "Guide for Preparing Theses and Dissertations" referenced above for instructions regarding the thesis format pre-check process with the Graduate School.

*Thesis defense (Final examination)* – The thesis defense/final examination should be completed at least four weeks prior to the end of the semester to ensure ample time for any necessary corrections to the thesis before the submission deadline for graduation. The student's committee should receive a copy of the thesis at least two weeks prior to the defense. The M.S. candidate is responsible for arranging the date, time and location of the defense with the committee members. Students may reserve one of the conference rooms in the FDSC building for their defense by contacting the Administrative Specialist for assistance. Once the defense date is set, the student should notify Academic Programs Support who will then confirm the online degree audit is accurately depicting completion of coursework. Documentation of satisfaction of completed coursework in the online degree audit is required before the degree can be awarded. At least two weeks prior to the defense, the student's major advisor will notify the Graduate School, Department Head and the student's committee of the scheduled defense.

The defense will focus on the thesis and related topics. Students also should be prepared to address questions related to courses completed for their degree program.

The student's committee will reach a verdict of pass, recess or fail. The pass verdict may be conditional with the requirement of including certain changes in the thesis that will be verified by the student's major advisor or other committee members. The decision to recess will require the student to revise the thesis, include more research and/or study certain topics for additional examination at another time. The fail verdict will result in the student being dismissed from the program without the M.S. degree. A simple majority will determine the verdict. If the vote of the committee is tied, then the Department Head will meet with the committee members to determine either a verdict or alternative requirements prior to re-examination. The student's major advisor will report the decision of the committee to the Graduate School and Department Head.

The student must obtain signatures of all committee members on the Master's Degree Record of Progress form (<https://graduate-and-international.uark.edu/resources/forms/progress-record-masters.pdf>) to verify completion of the defense (Master's Comprehensive Examination). This form

should be brought to the defense. Committee members may sign the form at the defense or they may wait until after any required thesis revisions are complete before signing. Once all committee members have signed the form, the student is responsible for turning it in to the Administrative Specialist in FDSC N-201 for the signature of the Department Head confirming degree requirements have been met. Once the form is signed by the Department Head, it must be submitted to the Graduate School by either the Department or the student, whichever is preferred by the student. Student preference should be communicated to the Administrative Specialist at the time the form is submitted for Department Head signature. This form must be submitted to the Graduate School by the end of the semester of graduation.

The M.S. student should confirm that all signatures were obtained on the Master’s Record of Progress form and that the form was submitted to the Graduate School by the end of the semester. Record of Progress forms must be received by the Graduate School before a student’s degree can be awarded.

*Completion and distribution of thesis* – Following a pass verdict by the student’s committee, the thesis will usually need revision to include corrections and changes. Once all corrections have been made to the thesis, it has received final approval from all committee members, and it has received formatting approval by the Graduate School, the thesis is ready for submission. Required items for the Thesis Submission Packet and instructions for submitting the final thesis are in "Guide for Preparing Theses and Dissertations" located on the Graduate School website (<https://graduate-and-international.uark.edu/resources/forms/thesis-dissertation-guide-01-2020.pdf>).

The student should provide one bound copy of the thesis to his/her major advisor, and the student should have a copy for his/her own records. The student also needs to email a PDF copy of the final thesis to the Administrative Specialist and bring a printed copy (on plain copy paper) to the FDSC office (N-201).

### **Timeline/Important Deadlines**

Please refer to the following guide for information and deadlines for completing the M.S. degree.

Appointment of Thesis Director/Major Advisor	At time of admission
Selection of Thesis/Advisory Committee and Submission of Master’s Committee Form	By end of 1 <sup>st</sup> year
Submission of Thesis/Dissertation Title Form	By end of 1 <sup>st</sup> year
Deadline to apply for graduation	October 1 for Fall, March 1 for Spring, July 1 for Summer
Thesis formatting pre-check process	Prior to defense
Schedule defense date and reserve room for defense	At least 2 weeks prior to defense
Send thesis to committee	At least 2 weeks prior to defense
Notification of scheduled defense from major advisor to Graduate School, Department Head and student’s committee	At least 2 weeks prior to defense
Thesis defense/final examination	At least 4 weeks prior to end of the semester
Obtain signatures on Record of Progress form	At defense
Submit Record of Progress form signed by Committee and Department Head to Graduate School	Before end of semester of graduation
Thesis submission deadline	Last day of classes for semester of graduation

Expected degree completion timeline	Within 2 years
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## DOCTOR OF PHILOSOPHY DEGREE PROGRAM

### **Appointment of Dissertation Director/Major Advisor**

Following acceptance by the Graduate School and the Department of Food Science, the student will be assigned a temporary advisor if the student has not already selected a Dissertation Director/Major Advisor prior to enrollment. Selection of the student's major advisor will be made on the basis of the student's interest and the acceptance of the student by a faculty member. Faculty must hold a Graduate Faculty Group I classification in order to serve as major advisor for Ph.D. students.

During the first semester, students who have not selected a major advisor should visit with the faculty to discuss possible areas of research for the Ph.D. dissertation. Before the end of the first semester, the student should meet with the Department Head to finalize the selection of his/her major advisor. This selection is made with the understanding that the Ph.D. dissertation will be in an area of interest of the major advisor. For students receiving a graduate research assistantship, their research area and major advisor are determined when the assistantship is awarded.

A student wishing to change his/her major advisor should discuss the change with the Department Head. A written request should be made to the Department Head indicating the reasons for the change. The decision, with mutual consent of the student and new major advisor, will be made by the Department Head. After discussing the reasons for changing the major advisor with the student, the Department Head will notify the Graduate School if reasons for the change seem justified. The former advisor will submit his/her resignation as the student's major advisor to the Department Head and Dean of the Graduate School.

### **Evaluations and Reporting of Progress**

The student should meet with his/her major advisor on a regular basis to report research and academic progress. The student's major advisor will evaluate the student's progress and give constructive advice when necessary. A written copy of the evaluation may be prepared and distributed to the student, the Dissertation Committee and the Head of the Department.

### **Selection and Function of Doctoral Dissertation/Advisory Committee**

By the end of the second year the student's Dissertation/Advisory Committee should be selected and submitted for approval to the Department Head and Graduate School. The committee will be responsible for providing assistance in guiding the academic and dissertation research program of the graduate student. The committee determines the student's fulfillment of the degree requirements. Committee members must hold a Graduate Faculty Group I or II classification.

The student's committee must consist of a minimum of five members to include the student's major advisor and four additional graduate faculty. The student's major advisor serves as the chairperson. The chairperson and at least two committee members should be faculty members or adjunct faculty of the Department of Food Science and at least two members must be from other departments. Information for adjunct faculty can be found on the FDSC website, <https://food-science.uark.edu/people/emeritus-adjunct.php>. The student should confirm the willingness of the faculty member to serve on his/her committee. The Doctoral Committee form, located on the Graduate School website (<https://graduate-and-international.uark.edu/resources/forms/doctoral-committee.pdf>) is used to request approval of committee members and is submitted to the Department Head, who will forward it to the Graduate School for final approval. For Food Science Ph.D. program, the student's Advisory Committee and

Dissertation Committee typically consist of the same faculty members. If the members are the same, be sure to check the box indicating they are the same. If the members will be different, the form must be submitted twice (once for the Advisory Committee and once for the Dissertation Committee with the appropriate box checked on each form). The Doctoral Committee form must be on file with the Graduate School prior to your defense.

Changes in committee members require the approval of the Department Head and Graduate School. Changes should be requested in a memorandum from the student's major advisor with written agreement of the faculty member who is being removed from or added to the student's committee.

The duties of the Doctoral Dissertation Committee for Ph.D. students are to:

- Assist with selection of courses and planning of research activities
- Assist with development of the dissertation research proposal
- Conduct Ph.D. candidacy examinations
- Meet periodically during the course of the Ph.D. program to review progress and to assist with direction and problems
- Review dissertation and administer the dissertation defense
- Determine fulfillment of qualifications for the Ph.D. degree

### **Course Credits**

For students entering the Ph.D. degree program with a M.S. degree in a science discipline, a minimum of 24 semester hours of course credit and a minimum of 18 semester hours of FDSC 700V Dissertation will be required. For the 24 course credits, at least 19 credit hours must be from 5000-level or higher courses, FDSC 5001 Seminar must be completed twice and no more than 3 credit hours will be accepted for FDSC 509V Special Problems Research. Also note that only 5000-level or higher course credit will be accepted towards the degree in the last 42 hours of credit completed. Students may register for more than 18 hours of FDSC 700V Dissertation during their Ph.D. program; however, only 18 credit hours will be accepted towards degree completion requirements.

For students entering the Ph.D. program holding a B.S. degree in a science discipline, a minimum of 48 semester hours of course credit, a minimum of 18 semester hours of FDSC 700V Dissertation, and a total of 72 semester hours of credit will be required. For the 48 course credits, at least 32 credit hours must be 5000-level or higher courses, FDSC 5001 Seminar must be completed twice (one proposal seminar and one final seminar) and no more than 6 credit hours will be accepted for FDSC 509V Special Problems Research. Also note that only 5000-level or higher course credit will be accepted towards the degree in the last 42 hours of credit completed. Students may register for more than 18 hours of FDSC 700V Dissertation during their Ph.D. program; however, only 18 credit hours will be accepted towards degree completion requirements.

The student must maintain a grade-point average of 3.00 or higher. General requirements pertaining to the declaration of intent, admission to candidacy and residency are in accordance with the requirements set forth by the Graduate School of the University of Arkansas.

Transfer credit is allowed to fulfill the course requirements of the doctoral degree at the discretion and request of the department/program. All dissertation hours and the candidacy exam must be taken at the University of Arkansas, Fayetteville. If sufficient hours have been earned at the University of Arkansas to meet the requirements of the degree, additional hours will not be transferred. Please refer to the Graduate Catalog of Studies

(<https://catalog.uark.edu/graduatecatalog/degree requirements/#phdandeddddegree text>) for criteria for acceptable transfer credit. Transfer of course work is done at the end of the student's program. The Doctoral Request for Transfer Credit form is available on the Graduate School website (<https://graduate-and-international.uark.edu/resources/forms/transfer-credit-doctoral.pdf>).

Students, along with their major advisor, will develop an academic plan of study for the degree program. Due to changes in course availability and student interests and needs, the plan of study may change during the degree program. The plan of study and any changes must be approved by the student's committee.

### **Seminar**

Graduate students pursuing the Ph.D. degree are required to earn two credits for FDSC 5001 Seminar. The first seminar may be a presentation of proposed dissertation research and the second on research results. Ph.D. students may be requested to present seminars each Fall and Spring semester whether or not credit is received. All Ph.D. students, whether enrolled in course credit or not, are required to attend regularly scheduled and special departmental seminars.

### **Candidacy Examinations**

At least one year prior to completing all other requirements, formal admission to candidacy is required for the Ph.D. degree. Such admission requires the successful completion of the candidacy written and oral examinations. The candidacy exams are a comprehensive assessment of knowledge and capabilities for the Ph.D. degree. Each of the student's committee members provide a written exam, and the oral exam is scheduled after satisfactorily completing the written examinations. Upon successfully passing the candidacy exams, the Candidacy Exam Notification Form (<https://graduate-and-international.uark.edu/resources/forms/candidacy-exam-notice.pdf>) must be submitted to the Graduate School.

The Dean of the Graduate School and the Department Head need to be notified of the date, location and results of the oral exam. The student's major advisor is responsible for providing this information.

### **Teaching Experience**

All Ph.D. students should obtain teaching experience by assisting with the instructional program of the Department. Each Ph.D. graduate student should assist his/her major advisor with teaching courses when appropriate. The duties should be directly related to the instruction and preparation of a course and could include periodic lecturing, grading homework assignments, preparation of materials or development and presentation of laboratory exercises.

Students whose native language is not English must attain an acceptable score on the Test of Spoken English (TSE) or on the SPEAK test in order to be eligible for teaching responsibilities. The score must be on file with the Graduate School. The SPEAK test is administered through the University of Arkansas. More information is available in the Graduate Catalog of Studies at this website link:

<https://catalog.uark.edu/graduatecatalog/admissions/>

### **Dissertation Requirement**

Ph.D. students must complete a minimum of 18 credits of FDSC 700V Dissertation. Students may register for more than 18 hours of Dissertation during their Ph.D. program; however, only 18 credit hours will be accepted towards degree completion requirements.

*Selection of dissertation topic* – It is the responsibility of the student, in consultation with his/her major advisor, to select a suitable research problem. The research problem should be of particular interest of the Ph.D. candidate and have consent of his/her major advisor. The selected topic will usually be associated with the research program of the student's major advisor. The Thesis/Dissertation Title Form (<https://graduate-and-international.uark.edu/resources/forms/td-title.pdf>) should be submitted by the end of the student's second year and must be submitted to the Graduate School at least one year before completing all degree requirements.

*Proposal development* – Each student is expected to complete a comprehensive review of relevant literature prior to preparing the research proposal. The student is required to develop a research proposal and prepare a work plan in consultation with his/her major advisor. The research proposal is submitted to the student's committee members at least two weeks prior to a meeting scheduled to discuss the proposed dissertation research. Possible revisions to improve the proposal will be discussed at this meeting. Copies of the revised proposal should be delivered to each committee member within two weeks after the meeting.

Research activities that may affect or involve humans, animals, or cell cultures will require prior approval by the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), and/or the Institutional Biosafety Committee (IBC). The Dissertation Director will determine the appropriate approvals required for the research. Your IRB/IACUC/IBC forms are available on the Office of Research Compliance (RSCP) website: <https://research.uark.edu/units/rscp/>.

As the research progresses and changes are required in the proposed research activities, it is recommended that additional meetings or discussions be held with the student's committee. It is important that Ph.D. students develop and demonstrate abilities to independently design and conduct original research.

*Dissertation development* – The dissertation will be a formal document that describes the research justification, background, methods, results and conclusions. It is important that the quality of the information be suitable for publication.

There are different styles acceptable for developing the dissertation. The format will be determined by the student's major advisor prior to beginning the first draft. General University requirements for the dissertation format are described in "Guide for Preparing Theses and Dissertations" located on this website link: <https://graduate-and-international.uark.edu/resources/forms/thesis-dissertation-guide-01-2020.pdf>.

The student's major advisor will assist with editing the dissertation. Additional assistance in editing and revision may be obtained from others skilled in scientific writing and members of the student's committee. Copies of the dissertation should be distributed to the student's committee when it is determined by the major advisor to be suitable for the defense.

The student should initiate the dissertation formatting pre-check process with the Graduate School prior to the defense by emailing the dissertation to the Graduate School at [gradtad@uark.edu](mailto:gradtad@uark.edu). Refer to "Guide for Preparing Theses and Dissertations" referenced above for instructions regarding the dissertation format pre-check process with the Graduate School.

*Dissertation defense (Final examination)* – The dissertation defense/final examination should be



completed at least four weeks prior to the end of the semester to ensure ample time for any necessary corrections to the dissertation before the submission deadline for graduation. The dissertation should be presented to the student's committee members at least two weeks prior to the scheduled defense. The Ph.D. candidate is responsible for arranging the date, time and location of the defense with the committee members. Students may reserve one of the conference rooms in the FDSC building for their defense by contacting the Administrative Specialist for assistance. Once the defense date is set, the student should notify Academic Programs Support who will then confirm the online degree audit is accurately depicting completion of coursework. Documentation of satisfaction of completed coursework in the online degree audit is required before the degree can be awarded. At least two weeks prior to the defense, the online Dissertation Defense Announcement (<https://graduate-and-international.uark.edu/graduate/current-students/dissertation-defense-form.php>) must be completed and Department Head should be notified about the location and schedule of the defense.

The defense will focus on the dissertation and related topics. Students should also be prepared to address questions related to courses completed for their degree program.

The student's committee will reach a verdict of pass, recess or fail. A majority vote for pass with no more than one vote of fail is required for the pass verdict. The pass verdict may be conditional with the requirement of including specified changes in the dissertation that will be verified by the Dissertation Director and other committee members. If two committee members do not approve to pass, then the committee will re-vote to determine if the recess verdict is appropriate. To obtain the recess verdict, a majority vote is required. The decision to recess will require the student to revise the dissertation, include more research and/or study on certain topics for re-examination at another time. The fail verdict will result in the student being dismissed from the program without the Ph.D. degree.

The student must obtain signatures of his/her committee members on the Doctoral Degree Record of Progress form, <https://graduate-and-international.uark.edu/resources/forms/phd-progress-record.pdf>, to verify completion of the defense (Doctoral Comprehensive Examination). This form should be brought to the defense. Committee members may sign the form at the defense or they may wait until after any required dissertation revisions are complete before signing. Once all committee members have signed the form, the student is responsible for turning it in to the Administrative Specialist in FDSC N-201 for the signature of the Department Head confirming degree requirements have been met. Once the form is signed by the Department Head, it must be submitted to the Graduate School by either the Department or the student, whichever is preferred by the student. Student preference should be communicated to the Administrative Specialist at the time the form is submitted for Department Head signature. This form must be submitted to the Graduate School by the end of the semester of graduation.

The Ph.D. student should confirm that all signatures were obtained on the Doctoral Record of Progress form and that the form was submitted to the Graduate School by the end of the semester. Record of Progress forms must be received by the Graduate School before a student's degree can be awarded.

*Completion and distribution of dissertation* – Following a pass verdict by the student's committee, the dissertation will usually need revision to include corrections and changes. Once all corrections have been made to the dissertation, it has received final approval from all committee members, and it has received formatting approval by the Graduate School, the dissertation is ready for submission. Required items for the Dissertation Submission Packet and instructions for submitting the final dissertation are in "Guide for Preparing Theses and Dissertations" located on the Graduate School website (<https://graduate-and-international.uark.edu/resources/forms/thesis-dissertation-guide-01-2020.pdf>).

The student should provide one bound copy of the dissertation to his/her major advisor, and the student should have a copy for his/her own records. The student also needs to email a PDF copy of the final dissertation to the Administrative Specialist bring a printed copy (on plain copy paper) to the FDSC office (N-201).

*Publications* – The dissertation research findings should be presented at professional meetings and published as refereed journal articles in scientific journals. The manuscript(s) for publication must be approved by the student’s major advisor, co-author of the manuscript. The student should have at least the first draft of the manuscript(s) written to the satisfaction of his/her major advisor prior to scheduling the final oral examination.

### **Timeline/Important Deadlines**

Please refer to the following guide for information and deadlines for completing the Ph.D. degree.

Appointment of Dissertation Director/Major Advisor	By end of 1 <sup>st</sup> semester
Selection of Dissertation/Advisory Committee and Submission of Doctoral Committee Form	By end of 2 <sup>nd</sup> year
Submission of Thesis/Dissertation Title Form	By end of 2 <sup>nd</sup> year
Completion of coursework	With M.S. degree – by end of 2 <sup>nd</sup> year Without M.S. degree – by end of 4 <sup>th</sup> year
Completion of candidacy exams and submission of Candidacy Exam Notification Form	With M.S. degree – 2 ½ years from admission/1 year before defense Without M.S. degree – 4 ½ years from admission/1 year before defense
Deadline to apply for graduation	October 1 for Fall, March 1 for Spring, July 1 for Summer
Dissertation formatting pre-check process	Prior to defense
Schedule defense date and reserve room for defense	At least 2 weeks prior to defense
Send dissertation to committee	At least 2 weeks prior to defense
Notification of scheduled defense from major advisor to Graduate School, Department Head and student’s committee	At least 2 weeks prior to defense
Dissertation defense/final examination	At least 4 weeks prior to end of the semester
Obtain signatures on Record of Progress form	At defense
Submit Record of Progress form signed by Committee and Department Head to Graduate School	Before end of semester of graduation
Dissertation submission deadline	Last day of classes for semester of graduation
Expected degree completion timeline	For students with food science focus: With M.S. – 3-4 years Without M.S. – 4-5 years For students with nutrition focus: With M.S. – 4-5 years Without M.S. – 5-6 years

## GENERAL DEPARTMENTAL POLICIES

### **Building Maintenance and Security**

The Department of Food Science building and administrative offices are open Monday through Friday, 8:00 a.m. to 5:00 p.m. Students will need to obtain keys for the building and appropriate work areas if they will be working in the building before 8:00 a.m., after 5:00 p.m., or during weekends and holidays. The Administrative Specialist in the FDSC Main Office (N201) currently organizes the distribution and return of building and room keys.

*Key checkout* – Keys for the building, labs and offices need to be obtained from the Administrative Specialist in the FDSC Main Office (N-201). Following authorization by the student's major advisor, the graduate student signs and dates a checkout sheet for each key received.

*Key check-in* – Upon completion of the student's program, all checked out keys must be returned to the Administrative Specialist. Failure to return all keys will result in delayed graduation.

*Lost keys* – Lost keys must be reported to the main office immediately. This is a serious matter and may involve considerable expense if locks have to be changed. Depending on the circumstances, students may be responsible for paying for the costs involved.

### **Office Space**

Graduate students will be provided a study/office area at a location arranged by the Administrative Specialist and the Department Head. Student desks in E-8 are assigned to students of faculty with labs located in E-wing. Most other students will be assigned a desk in the C-wing (C-1 or C-3).

### **Office Supplies and Purchasing**

Paper for use in department printers is available in the main office. Department printers are to be used for official university research activities only.

Special supplies and research materials should be approved for purchase through the student's major advisor. The Departmental Fiscal Manager organizes the purchase of all research materials and will assist new students through the purchasing process.

### **Computers and Programs**

Computers are available for graduate students to use for their courses and research. Students should check with their major advisor for instructions on which computers are available for their use and on proper use and policies prior to operating a departmental computer. Only legally licensed software is permitted for use on departmental computers. Any questions regarding computer use should be directed to Agritech Research and Education Technology (<https://agritech.uark.edu/>; 479-575-3420).

Computers designated for graduate student use are connected to the AES/UAEX network and may be used by students for their degree studies and research. Non AES/UAEX students have the option to log on with a local account documented at the workstations. Global Protect will be required to access any UA campus resources from N. Campus (farm). Use of the internet through computers in the Department is only allowed for professional work activities and is not allowed for personal activities. All electronic storage devices connected to departmental computers must be scanned for viruses.

### **Arkansas Food Innovation Center**

Use of Arkansas Food Innovation Center (AFIC) is scheduled through John Swenson, AFIC Manager, [afic@uark.edu](mailto:afic@uark.edu) or 479-575-3095. It is expected that those using AFIC will clean up the facilities after its use. AFIC Manager will provide instructions on proper use of processing equipment and will provide recommendations on processing requirements.

### **FDSC Departmental Staff Duties Relevant to Graduate Students**

There are several personnel in the Food Science Department who are available to assist graduate students while they are pursuing their degree.

*Megan White, Departmental Administrative Manager* – Contact for Visa issues (H1B, DS2019, J-1, etc.), to report building repairs/needs, to schedule an appointment with Dr. Subbiah, for questions about University policies, to report an injury or safety issue. Maintenance of departmental website and job postings.

*Debra Milburn, Administrative Specialist III* – Graduate student's first point of contact. Handles setup of graduate students in the system, the graduate assistant hiring paperwork, hourly payroll, desk assignments, building keys. Contact for reserving classroom/conference rooms and vehicles, for assistance with document fax/scan, mail (FedEx, USP, USPS), photocopy machine jams and paper, printer paper.

*Becky Harris, Department Fiscal Manager* – Contact for travel related documents (travel authorizations, travel grants from grad school, travel claims), purchasing lab supplies & equipment and/or services (pcards, VWR), processing tuition/fee waivers.

*Rosa Buescher, Student Relations/Recruiting* – News items for website or newsletter.

*Cathy Hamilton, Academic Programs Support* – Enrollment assistance (advising hold removal, pre-requisite overrides and instructor consent overrides on FDSC special problems, internship, thesis & dissertation courses, administrative change of registration forms, out of career registrations forms, and ISIS troubleshooting). Information on employment & internship opportunities, events, competitions, scholarship opportunities, academic deadlines, policies/procedures, student services.

*Lance Maples, Maintenance Specialist* – Building maintenance issues (such as clogged drains in labs, heating/cooling problems, etc).

*Nina Reich/David Mitchell* – Building janitorial needs (trash removal, bathroom needs, floor maintenance).

### **Transportation**

*Bus Service* – University Transit bus service extends to the Arkansas Agricultural Research and Extension Center. The bus stop nearest to the Food Science Building is on the corner of Garland and Cassatt. Bus service is available Monday through Saturday throughout the year with schedules available on the UA Transit and Parking web-site (<https://parking.uark.edu/transit-services/transit-operations/maps-and-schedules.php>). Bus schedules should be checked regularly as schedules are subject to change. Students can also download the Passio Go! App which provides real-time interactive bus schedule for all UA Transit routes (<https://uark.passiogo.com/>).

*Departmental Vehicles* – Food Science departmental vehicles are also available for graduate students. The operation of a State vehicle is permissible for University employees or personnel on official University business only. Departmental vehicles are not allowed for use by students to travel to campus for classes. Students and employees using departmental vehicles must record information as indicated on the vehicle sign-out sheet. To reserve and check out one of the departmental vehicles, contact the Administrative Specialist (N-201).

### **Travel reimbursement**

The Food Science Department encourages students to participate in professional meetings by presenting scientific reports of their research. Depending on availability of funds, graduate students presenting a paper at a meeting will be eligible for travel expense reimbursement. Plans for travel should first be discussed with the student's Thesis or Dissertation Director well in advance of professional meetings and receive approval by the Department Head.

Travel authorization needs to be established when expenses for lodging and meals are to be claimed for reimbursement. Departmental Fiscal Manager, is available to help students through the process of requesting travel authorization and reporting travel expenses through Workday. Request for permission to travel should be turned in at least two weeks prior to the time of traveling.

The Graduate School has a limited number of travel grants that are available for eligible graduate students each year (July 1-June 30). Information about travel grants and the application process is available on the Graduate School website at <https://graduate-and-international.uark.edu/graduate/costs-and-funding/travel-grants.php>.

*Departmental policies* – Travel for conducting university-related business can be done either in departmental (state owned) or personal vehicles. If the travel is in departmental vehicles, only those individuals who are officially affiliated with the University of Arkansas or are carrying out some form of official business for the University are eligible for travel. If the travel is conducted in a private vehicle, guests may accompany the employee/affiliate, but reimbursement for vehicle expenses then becomes an issue between the student and the Thesis or Dissertation Director; funds for reimbursement will be charged to the student's major advisor's grant accounts.

Only university employees on official business may be reimbursed for travel related expenses such as food and lodging. Students must consult with their major advisor to establish the amount of funding that will be allowed for travel expenses.

### **Laboratory Safety**

All personnel working in laboratories need to know the safety procedures for their lab, including location and proper use of fire extinguishers, showers and first-aid materials. For safety reasons, a person should not work in a lab alone during hours the Department is closed. All personnel using labs are required to participate in training sessions. Anyone observing unsafe conditions or practices should report them to the Department Head. Kyle McKaughan, Safety Personnel, can also be reached at 575-6475. A safety committee member from each lab has a copy of the campus safety policy that details the University-wide laboratory safety guidelines. The campus safety program is detailed online at <https://enhs.uark.edu/index.php>. The topics of particular importance are The Chemical Hygiene Plan, Blood-Borne Pathogens (Biohazards), Radiation Safety, Respiratory Protection, and Lock-Out Tag-Out. See appendix G for FDSC laboratory safety guidelines.

## Laboratory Safety Guidelines

### *Emergency numbers:*

- Emergency: 911
- Campus police: 911
- FDSC Office: (479) 575-4605

### *Laboratory Do's:*

- Know the locations of fire extinguishers, safety showers, and eyewashes and how to use them
- Wear closed shoes that cover your entire feet and protect the top of your foot. Leather or synthetic athletic shoes are recommended. Canvas shoes should be avoided because they absorb chemicals.
- Wear lab coats
- Tie back loose hair
- Wear protective gloves when handling hazardous chemicals. Remove the gloves before leaving the lab or using common equipment or areas, including telephones, refrigerators, etc.
- Use safety glasses at all times, or face shields when handling hazardous chemicals or equipment
- Chemicals should be clearly labeled with the substance name and concentration
- Wash your hands before leaving the lab
- Keep laboratory doors closed at all times
- Lock the lab when not in use
- Dispose of glassware and needles in appropriate containers
- Clean up spills immediately and properly dispose of clean up materials
- Keep the laboratory uncluttered, especially floors, fume hoods and workbenches
- Have material safety data sheets (MSDSs) on file or computer access for all chemicals used in the lab
- Read the MSDSs for the chemicals you use
- Use hoods when handling solvents or toxic chemicals (refer to MSDSs)
- Dispose of chemicals in appropriately labeled containers
- Restrain gas cylinders with individual straps to the wall or bench
- Avoid working in the lab alone
- Report all accidents or injuries immediately to the FDSC main office and your supervisor
- In the case of fire or emergency, call 911
- For information regarding lab or chemical safety access the UofA Chemical Hygiene Plan at: <http://ehs.uark.edu> and click on Lab Safety

### *Laboratory Don'ts:*

- No shorts or loose clothing
- No foods or drinks in the lab
- Do not block safety showers or eyewashes
- Do not obstruct work areas, floors, and exits
- Don't leave source of ignition unattended
- Don't leave experiments unattended
- Do not use equipment unless you are properly trained
- Do not store food in laboratory refrigerators
- In case of an accident, do not refuse to be taken to the hospital emergency. Don't worry, your expenses are covered by the University of Arkansas

If you have questions, ask your immediate supervisor or major professor

### **Copying**

Departmental copiers are available for graduate students to copy material directly related to research. The copiers are not to be used for coursework. Copying books and other copyright material is illegal. For large volume copying, such as multiple volumes of thesis or dissertations, students are asked to use an outside copying service. Departmental copiers require a copy code to operate. The student's major advisor will provide an authorized access copy code number and all copies will be charged to his/her account.

### **Telephones, FAX and Mail**

Personal local phone calls on departmental telephones should be kept to a minimum. All long distance calls must be approved by the student's major advisor. Charges are not incurred for long distance calls unless the call is to an international number. A phone list of departmental numbers is available from the Administrative Specialist.

Mail and fax correspondence for business purposes can be made through the Department. All outgoing mail, UPS and FedEx is currently handled by the Administrative Specialist. Mail received for graduate students is organized by the first letter of the last name and is distributed to mailboxes in the upstairs hallway of N-wing. Graduate students are expected to check their mailboxes regularly. A fax machine is located in the FDSC Main Office (N-201).

### **Food Science Library of Theses/Dissertations**

Copies of theses and dissertations from previous graduates are available for faculty, staff and students to borrow. Print copies are available for checkout and electronic copies are available for years after 2013. To borrow a bound copy or receive an electronic copy of departmental theses and dissertation contact the Administrative Specialist. Copies are also available in Mullins Library or from the faculty.

### **Preparation for Departure**

*Program Review and Exit Interview* – When a graduate student has completed his/her defense, the student is expected to complete a program review document and schedule an exit interview with the Department Head. Program review document can be obtained by contacting Academic Programs Support when the student has set their defense date. Exit interviews are scheduled with the Department Head with the assistance of the Department Administrative Manager and should be scheduled to take place after successful completion of defense. The Program review document is due prior to the exit interview and can be emailed to Academic Programs Support.

*Checkout process* – Students contact the Administrative Specialist to initiate the process of termination and check out. The Administrative Specialist will assist with the appropriate termination paperwork. Students must also return any assigned keys and identification cards and provide the Department with a forwarding address. Electronic files that have been stored on departmental computers or Box drive need to be deleted or down loaded in concurrence with the student's major advisor. All data that have been created are University property and need to be deposited with the student's major advisor. Students should also work with their laboratory manager to clean out any research materials associated with their projects that are no longer needed.

**FORMS** – forms referenced in this document are found on the following pages, but can be downloaded from the referenced website url.