

Graduate Student Handbook



MISSISSIPPI STATE
UNIVERSITY™

DEPARTMENT OF
ANIMAL AND DAIRY SCIENCES

2025-2026

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OVERVIEW OF GRADUATE STUDIES IN ANIMAL AND DAIRY SCIENCES

An advanced degree in Animal and Dairy Sciences (ADS) can lead to many career opportunities. Many companies involved in animal agriculture are seeking individuals who can bring the experience of advanced course work and the ability to conduct and interpret research to their businesses. In addition to jobs in the animal feeding, breeding, production, meat, dairy, and health management industries, an advanced degree in ADS can also provide an advantage in the basic and molecular sciences.

A completed doctoral degree in ADS will open doors to academic as well as industry positions. These positions may have duties such as research, teaching and extension, or any combination of duties. In the industry, many people with a PhD in ADS serve in technical service roles or district and regional managerial positions within companies dealing with animal agriculture, basic cellular research, or pharmaceuticals.

Graduate students in the ADS Department should work with their advisor, their committee members, and others to gain experience that will assist them in meeting their professional goals. Faculty, staff, and even other graduate students are available to facilitate a breadth of experience in research, teaching, and extension work. Seek out and embrace opportunities! In ADS we serve with absolute integrity and are relentlessly driven to provide cutting edge knowledge while being mindful stewards of our practices. Our values are as follows:

- **Absolute Integrity:** We do what's right, even when no one is watching, taking ownership of our words and actions, embracing transparency and respect, and committing to continuous growth and improvement.
- **Relentlessly Driven:** We pursue excellence with determination, creating opportunities, rising above challenges, showing initiative in learning, and enduring in our quest for success.
- **Cutting Edge:** We honor tradition while driving innovation, empowering future generations, embracing challenges, discovering new opportunities, and fostering collaboration and growth.
- **Mindful Stewardship:** We care for people, animals, and the environment by generating impactful teaching, research and outreach, promoting respect and teamwork, and seeking diverse experiences through mentorship and service.

Research Facilities

On-campus Facilities—The Leveck Animal Research Center is on “South Farm”, south of the ADS building, and houses the beef, horse, swine, sheep, physiology, and metabolism units. The Bearden Dairy Research Center is located about 7 miles from campus on Turkey Creek Road. All animal facilities are available for research. However, it is up to you and your major professor to plan all projects at these facilities and to include the facilities coordinator (Leveck Center – William White; Bearden Dairy Center – Kenneth Graves) in the development and execution of the research. It is also up to you and your professor/committee to complete the necessary Land/Animal Use forms (http://mafes.msstate.edu/faculty-staff/forms_promotions.asp) and

obtain Institutional Animal Care and Use Committee (IACUC; <http://www.orc.msstate.edu/animalcare/>) approval for any projects that are to be conducted.

Several laboratories are located on the 3rd floor of the ADS building for sample processing and analysis. These laboratories are open for use by everyone in the department, and thus you should respect the space of others. You should be sure to get proper training on any pieces of equipment in the lab before using it. Personnel working in the laboratories are required to annually read, sign, and follow the ADS Standard Operating Procedures Manual. Some procedures, such as those with radioactive isotopes or those conducted in the BL-2 laboratory require additional specific training. No keycard access will be granted to the lab corridor unless proper training has been completed.

Off-campus Facilities—Within the Mississippi Agriculture and Forestry Experiment Station (MAFES), there are several off-campus research locations. These locations, descriptions of their facilities and the appropriate contact for each one can be found at www.mafes.msstate.edu. Contact the coordinator at these facilities and involve them in the planning and execution of your project.

Degree Programs

As a student housed in the Department of Animal and Dairy Sciences, you may choose one of the following degree programs:

- **Master of Science: Major - Agriculture** with a concentration in **ANIMAL SCIENCE**
- **Master of Agriculture: Major – Agriculture** with a concentration in **ANIMAL AND DAIRY SCIENCES**
- **Doctor of Philosophy: Major - Agricultural Science** with a concentration in **ANIMAL AND DAIRY SCIENCES**

This handbook should be consulted along with the Graduate Bulletin for each student's catalog year. Questions concerning any of the requirements should be directed to your major professor.

Summary of Expectations

As a student in the ADS Department, you will be expected to complete the requirements for your degree within in a timely manner. You will be expected to complete the assignments set forth for you by your major professor and your graduate committee. It will be your responsibility to meet all deadlines and requirements according to the policies in the ADS Department and at the Graduate School.

- Before the end of your second enrolled semester will be expected to:
 - Establish a graduate committee and program of study
 - Develop and present a research proposal seminar (this should be presented BEFORE your research project starts)
 - Develop and submit a written research proposal
 - Outline your research goals

- Meet with your advisor to determine the expectations of your individual program
- Understand and follow all laboratory safety procedures
- Know and meet graduate school requirements for submission of thesis and thesis paperwork
- Grade requirements
 - GPA of 3.0 or above must be maintained throughout your graduate career
 - 2 C's are permitted for your **entire** graduate career at Mississippi State
- Provide leadership in all areas of research. You are responsible for:
 - Proposal development and/or grantsmanship
 - Experimental design
 - Project management
 - Data collection
 - Data analysis
 - Publication beyond the thesis
- Attend two (minimum) scientific meetings
- Present data at one (M.S.) or two (Ph.D.) scientific meetings
- Attendance is expected at all in person graduate seminars, regardless of enrollment
- Submit copies of data on a weekly basis to your advisor
- Be available during office hours for interaction with your professor and other graduate students
- Assist with other graduate projects and departmental needs
- Participate in departmental activities
- Serve as a teaching assistant – regardless of stipend status.
- Vacation and time-off must be approved by your advisor in advance
- Follow all departmental and university procedures
- If you are on a research assistantship:
 - You are expected to work an average of 20 hours per week on duties that are not your coursework or your research project
- Positively represent the department in all activities
- Dress and act in a professional manner
 - As part of our professional environment, we maintain a balance between smart casual and a casual dress code depending on your activities for the day. Graduate students should dress comfortably while still maintaining a neat and presentable appearance. We believe that dressing appropriately helps create a productive and respectful workplace. If you have any questions about our dress code, please feel free to reach out to your major professor.
 - Acceptable attire includes:
 - T-shirts, polos, and casual blouses
 - Jeans, casual pants, and skirts
 - Sneakers, flats, and casual shoes
 - Please avoid the following:
 - Athletic wear, including sweatpants, leggings, and gym shorts
 - Clothing with holes, or offensive logos or slogans
 - Flip-flops

- Unethical behavior will result in immediate termination. The highest standards of honesty, integrity and ethical behavior are expected of all personnel involved in research and scholarly activities (<http://www.policies.msstate.edu/policypdfs/8002.pdf>).

Please note the specific requirements below:

Please refer to the graduate catalog for specific course requirements. M.S. thesis and PhD candidates are required by the Department of ADS to submit a written proposal of the intended research area to their graduate committee and to give an oral presentation of their proposal to the Department no later than the end of their second enrolled semester of the graduate program or prior to project commencement, whichever comes first. In addition, submission of an annual progress report of research, teaching, extension and service activities must be submitted to the graduate coordinator by December 15. **An oral presentation of the thesis or dissertation work must be given to the Department and must be announced no later than 14 days before the presentation.**

The student's graduate committee must approve the thesis/dissertation topic, the outline, and the final submission of the thesis/dissertation. Following acceptance, the student will conduct an oral defense of the thesis/dissertation before a graduate faculty committee. In order to allow careful and thoughtful evaluation and time for clarification and discussion, it is required that the thesis/dissertation be given to the committee no fewer than 14 days prior to the final exam. After a successful defense by the candidate, the thesis/dissertation will be endorsed with the signatures of the major advisor, members of the committee, the school/college graduate coordinator (if applicable), the Department Head, and the Dean of the College.

ADDITIONAL REQUIREMENTS OF THE DEPARTMENT OF ANIMAL AND DAIRY SCIENCES

In addition to the requirements listed above from the Graduate School and those specific to the student's chosen program of study, below are the expectations for students who are housed (i.e. your advisor is in ADS; your assistantship is provided by ADS, etc.) in ADS.

Curriculum

Seminar- All in person students are expected to attend ADS seminar, regardless of enrollment.

Extracurricular Activities

Annual Review/Report—Annual review information is submitted to the Graduate Coordinator by May 1, who will report the information to the Department Head. The standard form for this review can be found in the Forms and Checklist section below. Unsatisfactory annual performance reviews may result in a student being dismissed from their program of study.

Research—All M.S. thesis and PhD students are expected to complete research projects in accordance with the guidelines set forward by their Graduate Committee. In addition, all students are expected to complete Responsible Conduct of Research training (<http://orc.msstate.edu/conduct/>). As defined by OP 80.02, the highest standards of honesty,

integrity and ethical behavior are expected of all personnel involved in research and scholarly activities (<http://www.policies.msstate.edu/policypdfs/8002.pdf>). Training and specific guidelines for responsible conduct of research vary depending on source of funding; therefore, students should be cognizant of these rules and regulations prior to initiation of their research projects.

Departmental Functions and Teaching Assistant Requirements

Graduate students in the ADS department, particularly those with assistantships, are expected to participate in Departmental functions. This is for the professional development of students as well as the success of the department.

All students are expected to acquire teaching experience as teaching assistants. Students will be expected to TA each semester they are enrolled. The duties of the TA will be up to the instructor of the course. All new graduate students will enroll in the Graduate Teaching Assistant Workshop and Classroom Certification offered each semester by the Graduate School (details below).

Graduate Teaching Assistant Certification Program

The Graduate Teaching Assistant Certification (GTAC) workshop is designed to introduce first-time teaching assistants to the techniques and skills necessary to be effective instructors in a university environment and promote excellence in undergraduate education at Mississippi State University. The Teaching Assistant Certification Program consists of the following three components:

- International Teaching Assistant (ITA) Workshop for international students only
- Graduate Teaching Assistant (GTA) Workshop (for both domestic and international students)
- Microteaching Simulation/Classroom Certification Evaluation (for GTA2/GTA3 certification).

Additional information about the Graduate Teaching Assistant Certification Program is available online by visiting <http://www.grad.msstate.edu/workshop>.

International Teaching Assistant (ITA) Workshop - International Students Only

The International Teaching Assistant (ITA) Workshop provides international graduate students who plan to serve as teaching assistants with the cultural education and communications skills necessary to achieve effective performance of their duties. The workshop also serves as a tool for evaluating international students' teaching. The training, evaluation, and certification of international GTAs are essential to ensure that undergraduate students receive a high quality of instruction.

Graduate Teaching Assistant (GTA) Workshop

Held semi-annually before the fall and spring semesters begin, the Graduate Teaching Assistant (GTA) Workshop introduces students who plan to become new teaching assistants to effective teaching methods and tools and educates them about the university policies and resources. The GTA/ITA Workshop emphasizes the importance of providing high-quality instruction at Mississippi State University. All first-time GTAs, both domestic and international, are required to attend the Workshop.

Failure to complete the GTA Workshop, including partial attendance or tardiness to Workshop sessions, will render a student ineligible for the Microteaching/Classroom Certification and a teaching assistantship award.

Microteaching Simulation/Classroom Certification Evaluation

Held semi-annually, immediately following the Graduate Teaching Assistant (GTA) Workshop, the Microteaching Simulation/Classroom Certification Evaluation is the tool used to determine whether a GTA is equipped with the skills needed to deliver high-quality instruction to undergraduate students at Mississippi State University. Prospective students for GTA2/GTA3 certification prepare a 10-15 minute interactive mini-lesson to present to students as part of an assigned course. The mini-lesson is delivered to a group of graduate faculty members who judge the level of skills using a rubric. Classroom certification is required of all teaching assistants whose responsibilities involve classroom or laboratory teaching of students. A student cannot participate in the Microteaching Simulation/Classroom Certification Evaluation component until all other Teaching Assistant Certification Programs requirements (GTA and ITA Workshops, if applicable) are completed.

Certification Levels for Graduate Teaching Assistants

By participating in the Teaching Assistant Certification Program, graduate students can become certified at one of the three levels that correspond to the duties/responsibilities of the teaching assistantship appointment. A minimum of GTA1 certification is required for ALL graduate teaching assistantship appointments at MSU.

Graduate Teaching Assistant 1 (GTA1)

The graduate student will assist in such tasks as preparing examinations, grading papers, preparing class lectures, maintaining class records, and tutoring students outside formal classes. This position does not require the Microteaching Simulation/Classroom Certification component of the GTAC. A GTA who initially received assignment to a GTA1 level appointment may later complete the Microteaching Simulation/Classroom Certification Evaluation in anticipation of a change in duties/responsibilities that require classroom or laboratory teaching. A GTA who has already obtained GTA1 level certification is not required to attend the GTA Workshop again.

Graduate Teaching Assistant 2 (GTA2)

This level requires completion of the Microteaching Simulation/Classroom Certification Evaluation of the GTAC. The graduate assistant may have some of the same duties as GTA1. Other responsibilities include making presentations in laboratories/classrooms, conducting lectures, and leading discussion groups. These tasks involve classroom or laboratory teaching of students, but the graduate teaching assistant is not the instructor of record.

Graduate Teaching Assistant 3 (GTA3)

The graduate student will teach for credit as the instructor of record and/or as the person primarily responsible for assigning grades. Mississippi State University Academic Operating Policy and Procedure (AOP) 13.09 *Credentials for Teaching*, states “Graduate teaching assistants may serve as instructors of record only for undergraduate courses. These graduate students must possess a master’s in the teaching discipline and obtain classroom certification from the Graduate School. Graduate teaching assistants must receive direct supervision by a faculty member experienced in the same teaching discipline, regular in-service training, and planned periodic evaluations. Graduate teaching assistants cannot serve as instructors of record for graduate level courses, regardless of qualifications.” **Requires Microteaching Simulation/Classroom Certification Evaluation. Additional paperwork may be required for verification of teaching credentials, including submission of transcripts from each institution attended.**

Students must satisfy all program/evaluation requirements necessary to obtain the level of certification (GTA1, GTA2, GTA3) corresponding to the duties/responsibilities of the teaching assistantship appointment. Waivers to allow classroom/laboratory teaching (GTA2/GTA3 levels) without successful completion of all applicable Graduate Teaching Assistant Certification Program component requirements WILL NOT be issued.

Trainings Required

Items 1 through 3 (as follows) *must* be completed by any undergraduate or graduate student, post-doctoral fellow, visiting scientist, staff, or faculty member *BEFORE* work begins in a laboratory. Item 4 can be completed concurrently with the start of the students’ research program. Items 5 through 7 *may* need to be completed by some individuals. Students should discuss this with their major professor to determine which of those items might be required for them. Because our laboratory space is shared space, the mishaps of one individual will affect everyone. Thus, it is important that everyone is properly trained and follows the proper procedures as well as uses courteous work habits.

1. Animal Care and Use (IACUC) training and OHSP

Everyone that comes into contact with animals for research or teaching must complete IACUC training. There are two options: Animal User Certification via Canvas and Animal User Certification via CITI. In addition to animal user training, everyone must also complete the Occupational Health and Safety program. For information and to enroll in all of these can be found at <http://orc.msstate.edu/animalcare/training/>.

2. ADS Laboratory Guide

To work in the Animal and Dairy Science laboratories, you will need to get a copy of the ADS Lab Safety Guide from your major professor. You should go through this guide with your major professor so he or she can point out areas of particular concern to you. After you have reviewed it, you and your major professor should sign on the last page and this page should be returned to Dr. Lemley. Dr. Lemley keeps a file of individuals who have reviewed the guide.

3. MSU Laboratory Safety Course

All students working in any laboratory must complete MSU's Introduction to Laboratory Safety course as well as the hazardous waste course (and annual refresher course). You can register for this at <http://www.ehs.msstate.edu/training/>. The hazardous waste annual refresher is usually conducted face-to-face in our department.

4. Research Misconduct trainings

Training regarding research misconduct is required, particularly for those working on projects or receiving funding from USDA, NSF, or NIH. There are two options to complete this training: 1) CITI online certification in RCR plus attendance at 4 one-hour seminars covering ethical issues (8 sessions for NIH projects), or 2) enrollment in an approved 1-hour or 3-hour credit course in Research Ethics. The course must be face-to-face; it cannot be online. For more information, see <http://www.orc.msstate.edu/conduct/training/>. Additional training is necessary for PIs and Co-PIs.

5. MSU Radiation Safety Course

Anyone working with radioactive materials as well as anyone needing access to the radiation laboratory room L4061 (even if you are just storing samples in the room, etc.) will need radiation safety training (and annual refresher course). Only those up-to-date on their training may enter the radiation lab. For more information and to enroll: <http://www.ehs.msstate.edu/training/>. The annual refresher is usually conducted face-to-face in our department. If you are working with the IVIS Lumina in lab room L4035b you must be trained to work with x-ray devices by following the instructions at <http://ehs.msstate.edu/safety/radiation/xray/>.

6. Other biosafety trainings

Some other biosafety trainings may be required, depending on what you might work with. If you will need access to the BL-2 laboratory (Biosafety: Principles and Practices), if you work with human/primate blood, human/primate cell lines, or bloodborne pathogens (Bloodborne pathogens initial training and annual refresher), you will need additional trainings. Visit <http://www.biosafety.msstate.edu/training/> for more information or directions to enroll in the courses.

7. Human Subjects training

Anyone conducting research using human subjects needs to complete IRB training: <http://orc.msstate.edu/humansubjects/training/>.

Conflict Resolution

Below is the standard action plan when students find that conflicts have risen with their research or coursework:

1. Conflicts should be resolved through the major professor.
2. In the case where the problem is with the Major Professor, the Department Head should be consulted.

Timelines and Forms—Tables 1 and 2 include tasks to be completed after the student has identified a major professor and is admitted to the program. They also contain the deadlines and links to forms necessary to complete each task.

A standard annual review form to be filled out by you and your major professor can also be found in the appendix.

Table 1. Master of Science with Thesis Option Timeline

Fall/Spring Semester	Task	Forms (links)	Deadline
1	Start course work Work with major professor to establish research plan Work with major professor to establish graduate committee Complete Program of Study (with committee approval) Present research proposal to Department	Most forms for the M.S. degree can be found at: https://www.grad.msstate.edu/students/forms	All forms are due to the Graduate Coordinator by the end of the second semester. Proposal should be orally presented to the Department with a written version presented to and approved by the graduate committee. Proposal seminar must be announced to Department no later than 14 days prior to scheduled seminar.
2-3	Continue/finish coursework Continue work on research data collection/analysis		
4	Finish coursework (If not completed in 3 rd semester) Finish research data collection and analysis Finish thesis Submit thesis to major professor (14 days prior to defense exam) Submit thesis to committee with corrections from major professor Schedule final examination and complete exam announcement form	Apply for graduation through Banner	Consult Academic Calendar for deadlines concerning defense dates, thesis submission, and graduation deadlines: http://www.grad.msstate.edu/academic_calendar/ Thesis must be presented to graduate committee no later than 14 days prior to scheduled defense. Thesis seminar must be announced to Department no later than 14 days prior to scheduled seminar. Be cognizant of thesis deadlines to Department Head and Dean, these are earlier than stated Graduate School deadlines.

Table 2. Doctor of Philosophy Timeline

Fall/Spring Semester	Task	Forms (links)	Deadline
1	<p>Start course work</p> <p>Work with major professor to establish graduate committee and research plan</p> <p>Complete Program of Study (with committee approval)</p> <p>Present research proposal to Department</p>	<p>All forms for the PhD degree can be found at: http://www.grad.msstate.edu/forms/</p>	<p>All forms are due to the Graduate School by the end of the second semester. If there are any changes to be made once submitted and approved, forms can be obtained from the Graduate School webpage.</p> <p>Proposal should be orally presented to the Department with a written version presented to and approved by the graduate committee.</p> <p>Proposal seminar must be announced to Department no later than 14 days prior to scheduled seminar.</p>
2-3-4	<p>Continue course work and research</p> <p>Start dissertation</p> <p>Schedule Preliminary Exams (must be within 6 credit hours of finishing course work)</p> <p>Submit candidacy form if/when you pass preliminary exams</p>		<p>Preliminary Exam Form must be submitted no later than 1 week after the exam.</p>
5-6	<p>Finish coursework (If not completed in the previous semester)</p> <p>Finish dissertation</p> <p>Submit dissertation to major professor (14 days prior to defense)</p> <p>Submit dissertation to committee with corrections from major professor</p> <p>Schedule final examination and submit announcement form.</p>	<p>Apply for graduation through Banner</p>	<p>Consult Academic Calendar for deadlines concerning defense dates, thesis submission, and graduation deadlines: https://www.grad.msstate.edu/students/graduate-school-calendar</p> <p>Dissertation must be presented to graduate committee no later than 14 days prior to scheduled defense.</p> <p>Dissertation seminar must be announced to Department no later than 14 days prior to scheduled seminar.</p> <p>Be cognizant of thesis deadlines to Department Head and Dean, these are earlier than stated Graduate School deadlines.</p>



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Annual Graduate Assistant Evaluation Form

Evaluation Period: _____ – _____
Name: _____ MSU ID#: _____
Title/Rank: _____ GRA / GTA / GSA
Dept./Unit: _____ Animal and Dairy Sciences
Committee Members: _____

I. Evaluation by Appropriate Supervisor

Rate performance of the graduate assistant in each category according to the following:

Met expectations

- **Exceptional performance:** Demonstrated performance that consistently far exceeded the requirements and expectations of the work area/discipline* for position.
- **Highly effective performance:** Demonstrated performance that often exceeded the requirements and expectations of the work area/discipline for position.
- **Effective performance:** Demonstrated performance that met the requirements and expectations of the work area/discipline for position.

Did not meet expectations

- **Needs improvement:** Demonstrated performance that did not consistently meet the requirements and expectations of the work area/discipline for position. Corrective action in specific areas required.
- **Unacceptable:** Demonstrated unsatisfactory performance that consistently failed to meet the requirements and expectations, in quality and/or quantity, of the work area/discipline for position. Immediate and sustained corrective action required.

*Work area refers to research/teaching/service/extension/etc.

Discipline refers to department area or specialty area within that group.

Teaching	_____
Research/Creative Activities/Scholarly Works	_____
Extension	_____
Service (University, Professional, etc.)	_____

*A graduate assistant should be considered satisfactory in the following four areas.

Performance will be assumed satisfactory in each of these four areas unless clear and consistent evidence has been documented to the contrary. The following areas will be marked

“satisfactory” or “not satisfactory”, and documented evidence shall be provided for any that are marked “not satisfactory”.

Professional Development	_____
Effectiveness, accuracy, and integrity in communications	_____
Effectiveness in interpersonal relationships	_____
Absence of malfeasance, inefficiency, & contumacious conduct	_____

II. Narrative Evaluation by Appropriate Supervisor

Briefly comment on the performance of this individual. Emphasize any particular strengths, qualities, and abilities to accomplish goals. Indicate any areas of improvement needed or modifications of current goals.

A. Comments:

B. Assignment for next review period (if applicable).

Indicate the percentage of effort allocated or expected towards specific scholarly activity (e.g., % or FTE in teaching, research, service, extension). Note specifically any significant deviations from the prior year's appointments.

C. Progress toward degree completion.

III. Acknowledgement

The employee/student must sign below. He or she will be provided with a copy of the final review, including all signatures and comments/recommendations/assessments. The graduate assistant reserves the right to respond to any comments and to have all of those responses included in the final version of the Annual Review / Evaluation. If disagreement is indicated, an explanation of the disagreement must be provided and attached on the following page. The statement of disagreement should be completed before the appeal is forwarded for additional administrative review.

Employee/Student:

I certify that I have discussed this review with my appropriate supervisor(s).

Signature

Date

Check the following as applicable:

☐ I agree with the annual review

☐ I disagree with the annual review

☐ Comments attached

☐ Appeal requested

Supervisor(s) Responsible for Annual Evaluation of Employee/Student:

Signature / Title

Date

Signature / Title (If Needed)

Date

Additional Administrative Review (If Applicable)

Signature / Graduate Program Coordinator

Date

Signature / Department Head

Date

IV. Summary of Activities (to be prepared by the student)

In each category, identify and describe any activities that advanced university goals toward international activity, community engagement, innovation and entrepreneurship.

A. STUDENT COURSE LOAD

Semester	Course	Credit Hours

B. TEACHING

Semester	Course	Location/Modality	Students Enrolled	Student Credit Hours

Evidence of quality instruction.

Courses initiated/innovations instituted/other unique teaching contributions.

Non-credit educational program planning and development.

Implementation of non-credit educational programs (documented, non-credit instruction/teaching with learner assessment).

Adult audiences

Youth audiences

Professional and technical audiences

In-service training/assistance

Other presentations and speaking engagements

Awards of undergraduate students under your supervision

Other (including professional development)

Teaching impact statement: This narrative can be used to briefly discuss the impact and quality of your teaching accomplishments, including international activity, non-credit instruction, innovation and entrepreneurship.

C. RESEARCH/CREATIVE ACTIVITIES/SCHOLARLY WORKS

Please indicate activities that are peer-reviewed.

Journal articles

Books or book chapters

Presentations at scientific or professional meetings, published abstracts, meeting proceedings not reported as manuscripts

Outreach/Extension publications

Proposals, grants and contracts

Intellectual property development

Other publications/communication (e.g., mass media, digital media, social media, and other electronic media formats)

Posters, exhibits, displays without peer reviewed abstracts

Progress of ongoing projects

Other (including professional development)

Research impact statement: This narrative can be used to briefly discuss the impact and quality of your research/creative activities/scholarly works accomplishments, including international activity, community engagement, innovation and entrepreneurship, and inclusion, diversity, equity, and access.

D. UNIVERSITY, PROFESSIONAL, AND OTHER SERVICE

1. Public or community service
2. Professional service
3. University service (e.g., departmental, college, university)
4. Other (including professional development)
5. Service impact statement: This narrative can be used to briefly discuss the impact and quality of your service-related accomplishments, including international activity, community engagement, innovation and entrepreneurship, and inclusion, diversity, equity, and access.

E. OTHER RELEVANT ACTIVITIES AND ACCOMPLISHMENTS NOT REPORTED ELSEWHERE

Awards and distinctions

Memberships in professional societies

Professional development

Other

V. Goals (to be prepared by the graduate student)

On an annual basis, each graduate assistant and each unit head will agree in writing to the graduate assistant's goals, objectives, responsibilities, and expectations. Indicate specific goals and objectives including areas in which improvements will be sought in the coming year.

A. Reflection on previous year's goals

B. Goals for the upcoming year