

Graduate Student Advising

It is the policy of the College of Forestry that an effective system of advising be maintained by departments to support graduate students throughout their programs. Generally, primary responsibility for advising will rest with a student's major professor and his/her advisory committee, although informal advising and mentoring is expected of all faculty towards students. The objectives of the graduate advising program are:

- 1) To provide a resource for students seeking information about the College's various graduate programs and their requirements, application procedures, and funding sources.
- 2) To foster a mentoring environment that promotes intellectual development and academic excellence in the student.
- 3) To designate a major professor for each admitted student in line with the student's stated academic and professional interests.
- 4) To assist students to define their program in terms of coursework, professional paper or research, and establish an advisory committee in line with university and departmental requirements and procedures.
- 5) To provide specific suggestions on designing and carrying out projects, professional work, and/or thesis research.
- 6) To monitor each student's progress to facilitate timely and satisfactory completion of degree requirements.
- 7) To assist students to find sources of funding, such as fellowships, assistantships and other sources of support.
- 8) To alert students to professional development and job opportunities, and assist the College in nominating top students for awards, fellowships, and other honors.
- 9) Upon request from the student, to provide a referral to sources of assistance for personal, financial, or professional problems.

RESPONSIBILITIES OF THE MAJOR PROFESSOR

In all graduate degree programs the major professor, along with the student's advisory committee, has primary responsibility for guiding and preparing the student, and helping the student establish and coordinate a graduate program in accordance with university and departmental guidelines. The major professor needs to be reasonably available for student counseling and respond in a timely manner to requests

for review of oral presentations and written materials. In the case of students hired on an assistantship, the major professor generally acts as the supervisor outlining the job requirements and evaluating the student's work performance for the department.

RESPONSIBILITIES OF THE DEPARTMENT

Each department within the College of Forestry is responsible for:

- 1) Recruitment and admissions processes, including assistantship and other offers made to students interested in their graduate programs. Admissions are done in conjunction with the Graduate School.
- 2) Designation of a major professor in line with a student's academic and professional interests.
- 3) Orientation of the student to the department and the College.
- 4) Review and evaluation of student progress, and maintenance of departmental records for each graduate student.
- 5) Nomination of students for sources of funding, such as College and University fellowships, awards, and travel grants.
- 6) In the case of those students hired as graduate assistants, informing students of the terms and conditions of employment, with prompt notice if either work or academic performance is inadequate for continuation, or if funds are insufficient for support throughout the duration of their degree programs.

RESPONSIBILITIES OF THE COLLEGE

The College of Forestry promotes graduate programs in the College through the following activities:

- 1) General graduate student recruiting, advertising, and counseling and referral of undergraduate and postbaccalaureate students seeking information about graduate programs.
- 2) Development and administration of a College fellowship program.
- 3) Development and administration of funds for graduate student travel and enrichment experiences.
- 4) Posting of jobs for those with graduate degrees.
- 5) Inclusion of graduate students in all-College functions, awards ceremonies, publicity materials, seminars and continuing education events.