



# DEPARTMENT OF FORESTRY

## **Forestry Graduate Program**

## **Student Handbook**

**Revised 17 August 2014**



If you find errors or broken links, please email:

[dwagner@uky.edu](mailto:dwagner@uky.edu)

– Thanks!

<http://www.ca.uky.edu/forestryextension/WOSC.php>





## 2014 Annual Forestry Department Alumni-Student Fall Picnic

at the T.P. Cooper (Forestry) Building  
Festivities begin at 4:30 pm  
with dinner around 5:30 pm



FORESTRY 

Join us for 2 events on 1 day  
**Friday, September 5**

RSVP to [laura.lhotka@uky.edu](mailto:laura.lhotka@uky.edu) or 859-257-8718  
before Aug. 26<sup>th</sup> if you plan to attend.

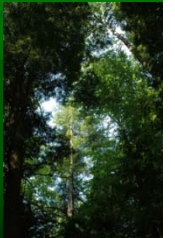
Class of 1986-1999  
UK Forestry Alumni Reception

Coffee & Desserts Reception  
from 1:00 - 3:00 pm  
at the UK Hilary J. Boone Center  
*Stay for the picnic*



# Information in This Handbook

- **Who can help**
- **Where to find info**
  - **Forestry Graduate Student Association**
  - **Business office policies/procedures**
  - **Computer facilities & resources**
  - **Graduate degree requirements**
  - **Assistantships**



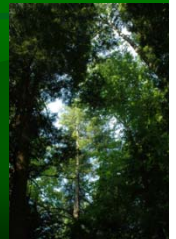
# Forestry

## Graduate Student Association (GSA)

### Primary Purpose

Enhance graduate student personal, professional, and social experiences within the Department and University by:

- a) advocating the position of the Forestry graduate students to the department's chair, faculty, and other constituencies.
- b) promoting graduate student research and ideas,
- c) furnishing a forum for interaction and communication among current, incoming, and prospective Forestry graduate students and departmental faculty and staff, and



# Forestry

## Graduate Student Association (GSA)

### Membership

- Forestry M.S. or Ph.D. student (advisor, co-advisor, or committee member in the Forestry Department), and
- Currently enrolled full or part-time

### Faculty Advisor

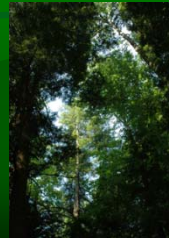
- Dr. Terrell T. “Red” Baker

### Meetings

- Regular meetings held monthly given adequate attendance

### Officers

- Elected at beginning of each semester
- Term is one semester, with 2 term maximum



# Forestry Graduate Student Association (GSA)

## Past Activities

- Socials
- Planted trees at Griffith Woods
- Invited speakers
- Reforest the Bluegrass
- Spring coat drive
- Pay raises for MS students
- Pedagogy and course development
- Participation in UK Grad Conference



# Forestry GSA – Fall 2014 Officers

**President:** Wes Staats ([wast223@gmail.com](mailto:wast223@gmail.com))

**Vice-President:** Mickey Agha ([mickey.agha@uky.edu](mailto:mickey.agha@uky.edu))

**Secretary/Treasurer:** Open ()

**Social Events Planners:** Open ()

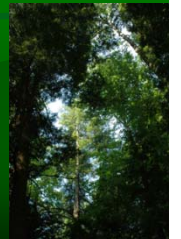
**Public Relations:** Open ()

**Information**

**Technology Specialist:** Open ()

**Graduate Program Committee Representatives:**

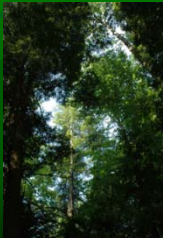
- Kel Rayens ([kel.rayens@uky.edu](mailto:kel.rayens@uky.edu))
- One position open



# Department Outreach

- Department newsletter and website
  - Research updates, award news, GSA activities, etc.
- Employment information
- Student services
- Alumni relations

Laura Lhotka: 859-257-8718;  
[laura.lhotka@uky.edu](mailto:laura.lhotka@uky.edu); Room 104



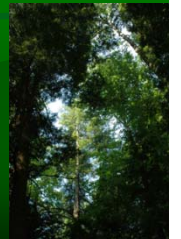


# Budget & Other Policies/Procedures



# ADMINISTRATIVE STAFF

- Leslie Queary
  - Administrative Coordinator
  - Room 105, 257-7596, [leslie.queary@uky.edu](mailto:leslie.queary@uky.edu)
- Debbie Gutierrez
  - Fiscal Officer
  - Room 107, 257-2516, [debbie.gutierrez@uky.edu](mailto:debbie.gutierrez@uky.edu)
- René Williams
  - Information Specialist Senior, Extension
  - Room 216, 257-7597, [rdwill5@uky.edu](mailto:rdwill5@uky.edu)





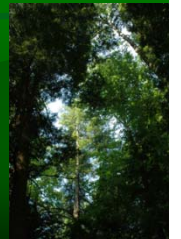
# Travel



- Before trip
  - Fill out Travel Request form with supervisor signatures
  - Submit request to Leslie Queary (Room 105)
- Enjoy your trip!
- After trip
  - Complete travel voucher:  
(<http://www.uky.edu/eForms/alphaindex.php?startswith=T>)
  - Attach original receipts
  - Please include account number
  - Submit to Leslie
- Need help? . . . Ask us!



[http://sevencolors.org/images/photo/original/globe\\_west.jpg](http://sevencolors.org/images/photo/original/globe_west.jpg)



# Budgets

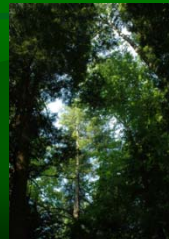
- Please direct all questions about your accounts and budgets to Debbie.



# HR and Payroll

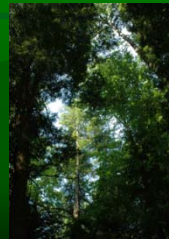


- Please direct all questions about any human resources aspects and payroll to Leslie Queary in Room 105.
- To make any changes to payroll - address change, account number change, *etc.* please see Leslie.



# Worker's Comp

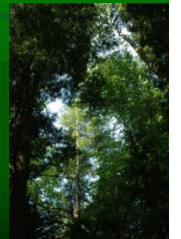
- If you are injured in the field or on the job, please call UK's Worker's Comp office at 800-440-6285 to file the report. (please carry this number in your wallet)
- [http://www.uky.edu/HR/benefits/disability\\_worker.html](http://www.uky.edu/HR/benefits/disability_worker.html)
- Please see Leslie if you have questions.



# Mailings

## FedEx and DHL

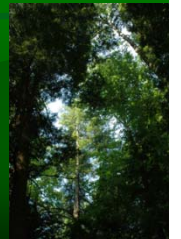
- Next day and 2<sup>nd</sup> day shipments
- Package item yourself
- FedEx boxes in supply closet (Rm 116)
- FedEx and DHL envelopes and labels in Rm 105
- Please bring package, completed labels, and acct # to Leslie
- International shipments also available through FedEx



# Mailings cont'd

## UPS

- Ground shipments
- Package item
- Attach UPS meter card (blue)
- Leave in mail room for pick up

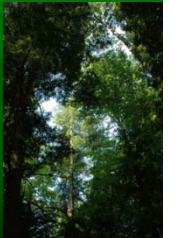




# Mailings cont'd

## USPS

- Package item
- Attach the domestic meter card (manila)
- For international shipments, attach pink meter card
- Leave in mail room for pick up



# Mailings cont'd

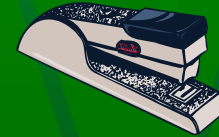
## Campus Mail

- Campus mail envelopes are in mail room
- Place in envelope and leave in metal basket labeled 'campus mail' in mail room
- Mail is picked up daily between 8:00 and 9:00 AM

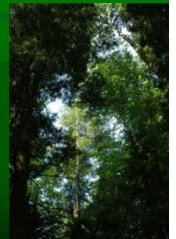




# Supply Purchases

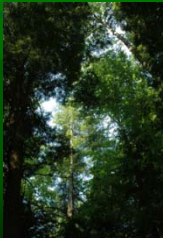


- Office Supplies
  - First check supply closet, Room 116
  - If item not available, please have an account number and see Leslie in Room 105
  
- Lab Equipment
  - Please have an account number
  - You may use
    - Fisher Scientific for chemicals (call Sandy Baker at 257-2354)
    - Carolina Biological Supply (online or by phone)
    - Forestry Suppliers (online or by phone)
    - If all else fails, see Millie for assistance in room 120



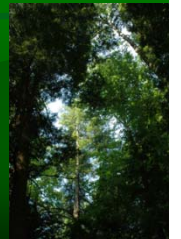
# Pro Card (credit card)

- When you make a purchase with a UK Pro-card, please:
  - fill out the form
  - attach original receipts
  - turn in to Debbie, Room 107



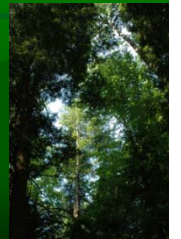
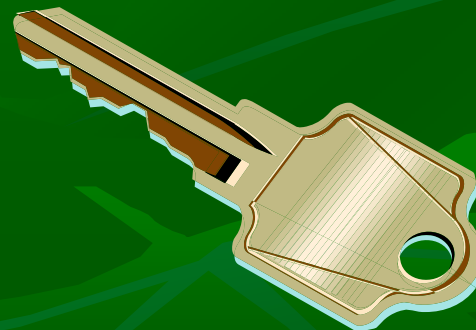
# Reimbursements

- Reimbursements may be given when:
  - a purchase was not for:
    - travel
    - food
    - postage
  - the amount is more than \$25.00 (if not, save receipts until total is more than \$25.00)
- Please have:
  - Original receipt
  - Account number, then
  - See Leslie (105) or Debbie (107).



# Key Shop

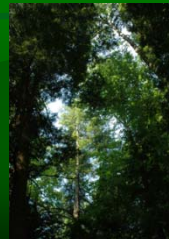
- If you need office keys, please see Leslie in Room 105.
- Due to recent building security updates, please make sure you have your UK Student ID for building access during non-working hours.





# Car Reservations

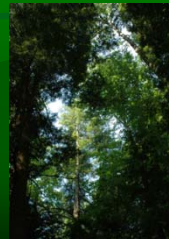
- Cars or trucks may be reserved through the College of Agriculture Motor Pool.
- Please see any of the staff to reserve a car.
- You will need:
  - account number
  - departure and return day and time
  - phone & email
  - destination
  - type of vehicle needed (truck, car, van, *etc.*)
  - who is traveling



# Vans

If you will be driving a van:

- You may need to be certified first
- See Leslie Queary for help or phone the Motor Pool (7-7570)

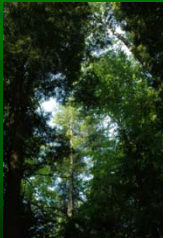




# Chemicals

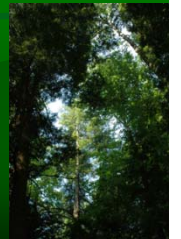
If you will be using chemicals

- You will need to complete a chemical hygiene test first
- Ask Millie Hamilton for details (TPC Room 120)



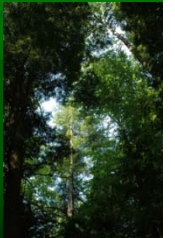
# Forms

- For most UK forms:  
<http://www.uky.edu/eForms/>
- If you have questions, see the  
Administrative staff.



# You need to know Darryl!

Darryl Cremeans, Ph.D.  
Data Systems Manager



# Darryl wears many hats



- Many of which can help facilitate your success here

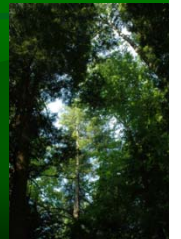


# Space Committee Chairman

- Desk assignments
- Office allocation
- Lab space needs
- Storage
- Renovation projects
- *etc.*



The committee has ratified a protocol for making these decisions

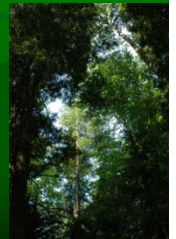


# Departmental Safety Contact

- Oversee lab inspections
- Remedy any safety issues identified by the Fire Marshall
- *etc.*

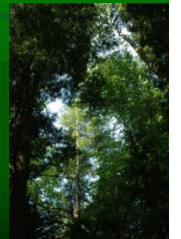
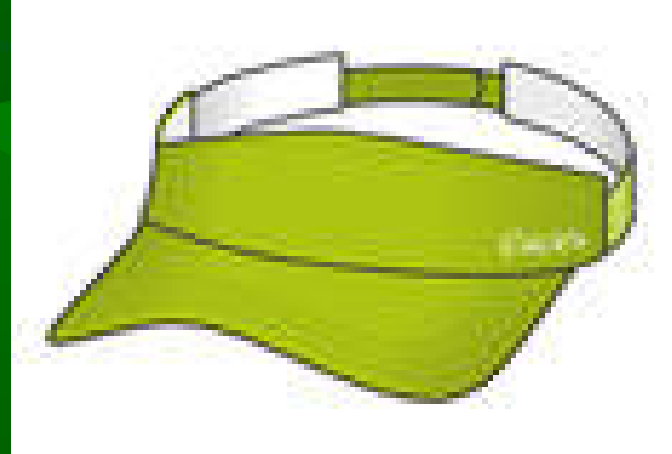


If you encounter anything you feel puts you at risk –  
You need to report it to your major professor,  
if they fail to resolve it to your satisfaction please discuss with Darryl.



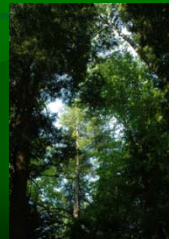
# Inventory Control Assistant

- Annual inventory (Oct-Dec)
  - I need you to bring in every piece of bar-coded University equipment you possess at that time for scanning.



# Data Systems Manager

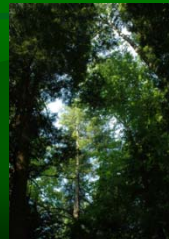
- Tech support
  - [dcremean@uky.edu](mailto:dcremean@uky.edu)
  - Office 257-1396
  - Ag Helpdesk – 257-3335
  - UK Helpdesk – 218-HELP
- Network Administrator
- Web master
- Computer Labs
- *etc.*
- *etc.*





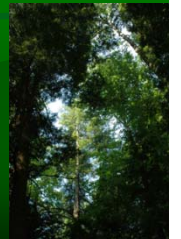
# Your Computer

- The department endeavors to provide each graduate student with a pc (desktop or notebook) and printing
- If your printer runs out of ink – get an account number from your major professor and give it and your model to Leslie.
- Free network printers in the lab
  - Please do not print frivolous documents.
  - Password protected to prevent abuse.



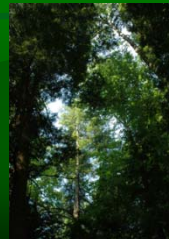
# Safe Computing

- If you just perform *work related* tasks on your pc, you should be able to avoid problems
- Avoid Peer to Peer file sharing programs
- Keep antivirus software up to date
- Install Microsoft security patches
  - Little yellow shield in lower right corner



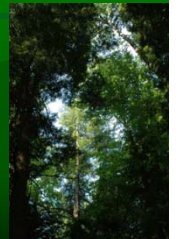
# Computer Labs

- TPC 121
  - General use
  - Poster printing
  - Scanners
  - ARCmap
  - Can be used for instruction
  - *etc.*
- TPC 220
  - Instruction



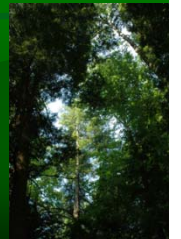
# Network Resources

- FORESTRY11 server
  - File servers (storage/sharing)
  - Print services
- Printers
- Software - [download.uky.edu](http://download.uky.edu)
  - Login with UKID



# Departmental Listservs

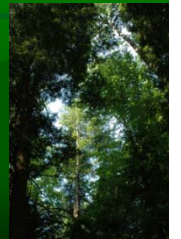
- [Forestry-all@lsv.uky.edu](mailto:Forestry-all@lsv.uky.edu) – every full time employee
- [Forestry-ext@lsv.uky.edu](mailto:Forestry-ext@lsv.uky.edu) – all extension people
- [Forestry-fac@lsv.uky.edu](mailto:Forestry-fac@lsv.uky.edu) – all faculty
- [Forestry-grads@lsv.uky.edu](mailto:Forestry-grads@lsv.uky.edu) – all graduate students (even if not hosted by Forestry)
- [Forestry-ps@lsv.uky.edu](mailto:Forestry-ps@lsv.uky.edu) – professional staff
- [Forestry-res@lsv.uky.edu](mailto:Forestry-res@lsv.uky.edu) – research folks
- [Forestry-teach@lsv.uky.edu](mailto:Forestry-teach@lsv.uky.edu) – forestry instructors
- [All-students-fore@lsv.uky.edu](mailto:All-students-fore@lsv.uky.edu) – all forestry students (both undergrad and graduate)



# Forestry Department Web Site

<http://www2.ca.uky.edu/forestry/>

- Faculty and Staff
- Graduate Program Information
- Department Seminar Schedule
- GSA newsletter
- Grad Student pages
- *Etc.*



# Parking at the Cooper Building

- 3 spaces for official vehicles
- 3 spaces for visitors  
(using a day-pass hang tag from Leslie)
- 2 loading zone spaces  
(black/yellow curb, 15 minutes maximum)
- 3 service spaces  
(white/yellow curb), no parking
- Graduate students acquire window clingy from Leslie, sign in on white board, don't abuse the parking (~under an hour)
- Don't make me have you towed.



# Campus Life

- Seminars Campus-Wide

<http://www.google.com/calendar/embed?src=hpp5hqgd56qot5lle6e57sua88%40group.calendar.google.com>

- Student Organizations

<http://getinvolved.uky.edu/>

- Graduate Student Congress

<http://sweb.uky.edu/StudentOrgs/GradStudentCongress/>

- Campus Recreation

<http://www.uky.edu/StudentAffairs/CampusRec/>





# Forestry Student Lounge

TPC room 7 in basement – check it out!



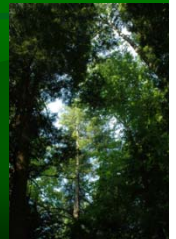
# Forestry Graduate Program Committee (MS FORE)

## ■ Student Members

- Kel Rayens ([kel.rayens@uky.edu](mailto:kel.rayens@uky.edu), term ends Aug 2015)
- Open (to be nominated by Forestry Graduate Student Association)

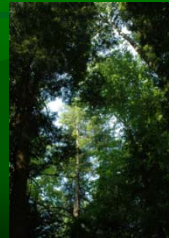
## ■ Faculty Members

- Dr. Chris Barton ([barton@uky.edu](mailto:barton@uky.edu), term ends Aug 2015)
- Dr. John Cox ([jjcox@uky.edu](mailto:jjcox@uky.edu), term ends Aug 2016)
- Dr. Steve Price ([steven.price@uky.edu](mailto:steven.price@uky.edu), term ends Aug 2015)
- Dr. Jeff Stringer ([jeffrey.stringer@uky.edu](mailto:jeffrey.stringer@uky.edu), term ends Aug 2016)
- Dr. Dave Wagner, DGS ([dwagner@uky.edu](mailto:dwagner@uky.edu), permanent member)



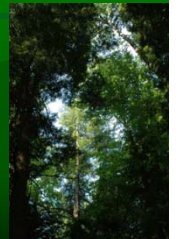
# Grad School Web Pages: Provide Links to Most UK Info

- Home page: <http://www.rgs.uky.edu/gs/>
- Click on “Current Students”
- Click on “Resources”
  - Bulletin
  - Academic Calendar
  - Computing Services
  - University Libraries
  - Health Insurance
  - *Etc.*
- Grad Student Listserv  
(<http://www.research.uky.edu/gs/StudentDevelopment/listserv.html>)



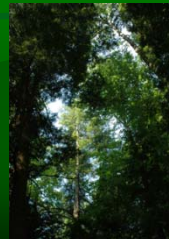
# A Few Other Resources

- **Statistical Consulting – College of Agriculture, Food and Environment**
  - **Edward Roualdes (Graduate Statistics Consultant)**
    - 323 Plant Science Building
    - 7-5020 ext. 80768
    - [edward.roualdes@uky.edu](mailto:edward.roualdes@uky.edu)
    - <http://research.ca.uky.edu/content/edward-roualdes>
    - See also: <http://stat.as.uky.edu/about-asl>
- **Preparing Future Faculty Program**  
<http://www.research.uky.edu/gs/PFF/index.html>
- **APEX (advising software)**
  - Use at your own peril – we do not recommend it!



# How Do I Earn My Degree???

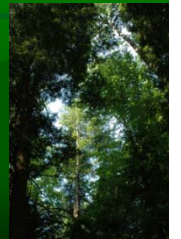
- If you are not in M.S. (Forestry) degree program
  - see Director of Graduate Studies of your academic program
  - see your academic program's web pages, e.g.:
    - <http://bio.as.uky.edu/grad-program>
    - <http://www.ca.uky.edu/entomology/dept/gradprogram.asp>
- If you are in the M.S. (Forestry) degree program
  - see the following several slides
  - see <http://www.ca.uky.edu/forestry/acad-ms.php>
  - also, visit Dave Wagner (your DGS) if you have questions



# M.S. (Forestry) Degree Requirements

- Total graduate (5xx, 6xx, 7xx) credits:
  - Plan A: 24 (plus thesis)
  - Plan B: 30 (plus project)
  - FOR 4xxG credits do not count
  - Non-FOR 4xxG credits do count
  - FOR 768 credits do not count
- Plus additional requirements of
  - Forestry Graduate Program
  - Graduate School
  - Council on Postsecondary Education (CPE)

(read on for the details!)



# Forestry Graduate Program Requirements (M.S. Forestry) Plan A and Plan B

- **Specific Courses**
  - FOR 601 (3 credits; take this your 1<sup>st</sup> Fall Semester)
  - FOR 602 (3 credits; taught odd-year Fall Semesters)
  - FOR 770 (take 3 times; taught every Fall & Spring)
- **Instructional experience in undergraduate course**
- **Exit seminar**
- **Oral final exam**



# FOR 770 Topics/Instructors (Tentative Schedule)

## Fall 2014

- Ecology and Silviculture of Oak Dominated Forests (J. Lhotka)
- Ecology, Management, and Conservation of Wild Canids (Cox)
- University Forestry Teaching (Wagner)

## Spring 2015

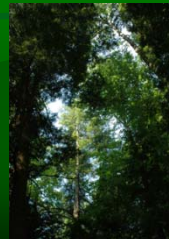
- Ecosystem Services: Policy, Economics, and Ethics (Stainback)
- University Forestry Teaching (Wagner)

## Fall 2015

- University Forestry Teaching (Wagner)

## Spring 2016

- Non-Market Valuation of Environmental Resources (Stainback)
- Wetland Ecology and Management (Barton)
- University Forestry Teaching (Wagner)

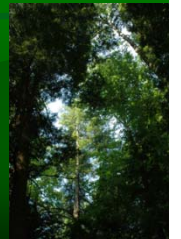




# Instructional Experience Opportunities

Check out the list of undergraduate  
forestry courses in the UK Bulletin

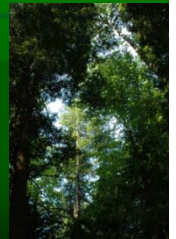
Consider FOR 219 (Dendrology)



# M.S. (Forestry) Degree Requirements (Plan A & Plan B)

## Graduate School & CPE Course Requirements:

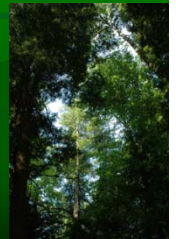
- $\geq 2/3$  of minimum graduate credits in “regular” courses
  - → 16 credits for Plan A
  - → 20 credits for Plan B
  - FOR 599, 748, 768, 781, 791 do not count as “regular” courses except:  
FOR 599 does count if it has a subtitle and regular weekly classroom meeting pattern.
- $\geq 1/2$  of minimum graduate credits in 600- or 700-level courses
  - → 12 credits for Plan A
  - → 15 credits for Plan B
  - FOR 748, 768 do not count.
  - FOR 781, 791 do count.



# M.S. (Forestry) Degree Requirements (Plan A & Plan B)

## Graduate School & CPE Course Requirements *(continued)*:

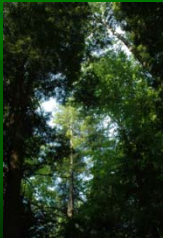
- $\geq 1/2$  of minimum graduate credits in courses with *FOR* prefix
  - → 12 credits for Plan A
  - → 15 credits for Plan B
  - FOR 748, 768 do not count.
  - FOR 599, 781, 791 do count.
- $\geq 3/8$  of minimum graduate credits in FOR courses at 600- or 700-level
  - → 9 credits Plan A
  - → 12 credits Plan B
  - FOR 748, 768 do not count.
  - FOR 781, 791 do count.



# M.S. (Forestry) Degree Requirements (Plan A – Thesis)

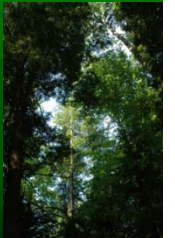
Here's the bottom line meaning of the Graduate School & CPE course requirements of preceding two slides (for most Plan A students):

- At least 16 graduate credits in “regular” courses
- All other coursework “fine print” can be fulfilled by one, 3-credit, 600- or 700-level, FOR course (taken in addition to FOR 601, FOR 602 & FOR 770 x 3). (But FOR 748, 768, do not count. FOR 781, 791 do count.)



## **Additional MS FORE Requirement (before registering for classes for 1<sup>st</sup> time)**

- Meet with major professor(s) to develop tentative course plan (semester-by-semester)
- Submit plan to DGS for audit



## Additional MS FORE Requirement (before end of first semester of enrollment)

- Meet with advisory committee to review / modify / approve tentative course plan
- Composition of committee must meet requirements of the Graduate School (see next slide)
- Submit to DGS:
  1. Completed committee meeting report form (<http://www.ca.uky.edu/Forestry/committee.pdf>)
  2. List of courses required by your committee



# Tips for Smooth Progress

## 1. Your advisory/examination committee

- Establish during your 1<sup>st</sup> semester for review of course plan (consult major professor)

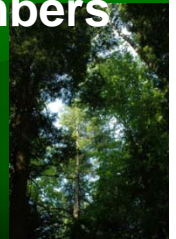
(Meeting Report Form: <http://www.ca.uky.edu/Forestry/committee.pdf>)

- Rules for composition of the committee

- At least 3 faculty members
- At least 2 graduate faculty members (including committee chair or co-chair)
- At least 1 “full” member of the graduate faculty
- Majority must belong to Forestry graduate faculty

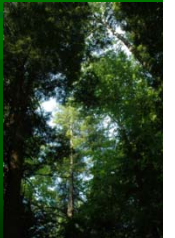
Graduate faculty status, including who are “associate” members and who are “full” members, is at:

<https://www.research.uky.edu/cfdocs/gs/dgsgradfac/>



# Tips for Smooth Progress (*continued*)

2. Plan all coursework at the outset
3. Consult major professor and committee frequently
4. Plan thesis research project (Plan A) by end of 1<sup>st</sup> semester





# Tips for Smooth Progress (*continued*)

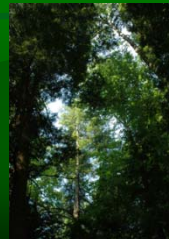
## 5. Stay on top of deadlines

<http://www.research.uky.edu/gs/calendar.html>

- “Application for Degree” (due near beginning of final semester; file online using “myUK”)
- “Request for Final Examination” (at least 2 weeks before exam)  
[http://www.research.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection\\_Screen.cfm](http://www.research.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm)
- Final Examination: Each semester, there is a “latest possible date”
- Thesis final copy (due within 60 days of successful final examination)

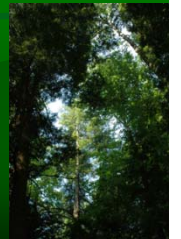
(“Graduate School Forms” link on Graduate School home page)

<http://www.research.uky.edu/gs/forms.html>



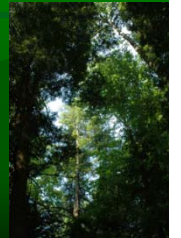
# Tips for Smooth Progress (*continued*)

6. If applicable, request substitutions early in your degree program
7. Questions along the way? Ask your DGS !



# Electronic Theses

- Hard copy theses no longer accepted
- Experience & skills
- Rapid worldwide access *via* UKnowledge
  
- Format instructions at:  
[http://www.gradschool.uky.edu/CurrentStudents/electronic\\_thesis\\_instructions.html](http://www.gradschool.uky.edu/CurrentStudents/electronic_thesis_instructions.html)



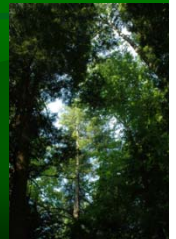
# Full-Time (20 hours per week) RAships & TAships: Benefits

- Stipend
- Tuition paid on your behalf (for graduate-level courses, . . . but see next slide . . .)
- “Funded Graduate Student” health insurance premium paid on your behalf (complements “University Health Service” but it’s not the same)
- RAAs & TAs do pay some “fees”



# Full-Time TAs & RAs: Tuition for Undergraduate Courses

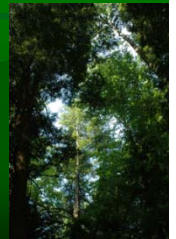
- Undergraduate course tuition is paid on behalf of TAs & RAs IF:
  - TA or RA also registers for  $\geq 9$  graduate credits during a semester when undergrad course is taken
  - OR
  - Undergrad course is required for degree AND is taken for letter grade (*i.e.* not Pass/Fail)
- Otherwise, graduate student TAs and RAs are generally responsible to pay their own tuition for undergraduate courses



# Health Insurance Coverage for Funded Graduate Students

## “Funded Graduate Student” health insurance

- A complement to “University Health Service”
- TAs & RAs may enroll dependents (but student pays extra insurance premium)
- For more information . . .
  - [http://www.research.uky.edu/gs/StudentFunding/health\\_insurance.html](http://www.research.uky.edu/gs/StudentFunding/health_insurance.html)
  - Email: [GSFH@uky.edu](mailto:GSFH@uky.edu)



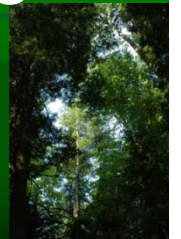
# Recreation and Student Health Fees

- Mandatory for full-time students ( $\geq 9$  credit hours)
  - Recreation fee
  - University Health Service fee
- Part-time students ( $\geq 1$  and  $< 9$  credit hours):
  - Recreation fee is mandatory (prorated for credit hours)
  - University Health Service is optional and must be specifically requested if you want it
- If you are enrolled only in FOR 748 (0 credit hours):
  - Recreation fee is optional
  - University Health Service is optional



# Recreation and Student Health Fees

- For more information . . .
  - Student Account Services: 257-3406
  - Recreation (Johnson Center): 257-3928
  - University Health Service
    - <http://www.ukhealthcare.uky.edu/uhs/>
    - 323-5823
- Remember . . . “University Health Service” is different from the “injury / illness” insurance provided to funded graduate students

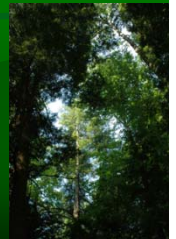




# Assistantships: Responsibilities

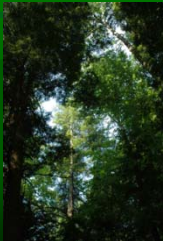
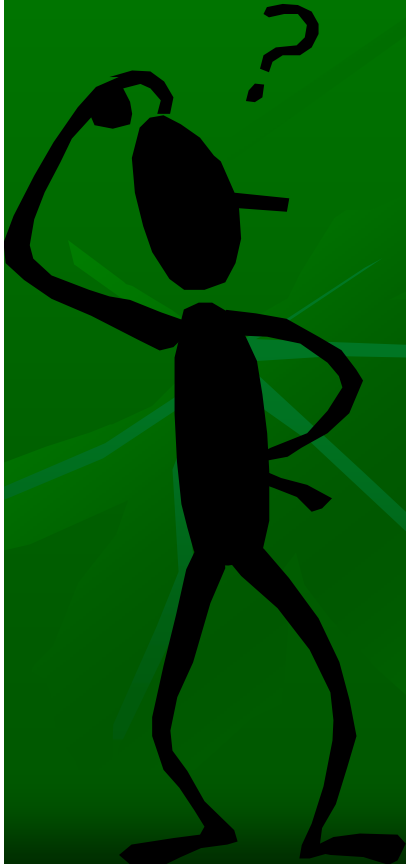


- Satisfactory commitment and progress toward degree
- Satisfactory research and/or teaching performance
- Responsible to major professor and/or teaching supervisor



# Questions? Comments?

Ask your major professor or DGS.





## 2014 Annual Forestry Department Alumni-Student Fall Picnic

at the T.P. Cooper (Forestry) Building  
Festivities begin at 4:30 pm  
with dinner around 5:30 pm



FORESTRY 

# Join us for 2 events on 1 day Friday, September 5

RSVP to [laura.lhotka@uky.edu](mailto:laura.lhotka@uky.edu) or 859-257-8718  
before Aug. 26<sup>th</sup> if you plan to attend.

### Class of 1986-1999 UK Forestry Alumni Reception

Coffee & Desserts Reception  
from 1:00 - 3:00 pm  
at the UK Hilary J. Boone Center  
*Stay for the picnic*

