

Welcome to the 2022 IPSS Graduate Student Orientation

16 August 2022

Integrated Plant & Soil Sciences Graduate Student Orientation

Covering Graduate Degrees In The Following Disciplines:

Crop Science
Environmental and Ecosystem Science
Horticultural Science
Plant Biology and Biochemistry
Soil Science



Welcome!

This Orientation is designed to:

- Introduce Newcomers to the 'Ins' and 'Outs' and 'Dos' and 'Don'ts" of graduate school at UK and people who can help you get things done
- Remind current Graduate Students of rules and regulations
- Remind Graduate Faculty of what their graduate students are supposed to know



Welcome to New IPSS Graduate Students who started in Spring 2022



Alec Besinger



Danielle Doering



Hayden Love



Sara Lind Valdimarsdottir



Xia Wu

New IPSS Graduate Students starting their Fall term in 2022



Hans Brown



William Fleming



Gavin Saunders



William Rich



Robert Nalley



Lauren Seltsam

New IPSS Graduate Students starting their Fall term in 2022



Letícia Pacheco Inoue



Eric Luteyn



Yifei Wang



Conner Raymond



Kinsey Hamby

Schedule of Today's Events

9:00a – 9:15a	Greetings and	Sign-In
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9:15a – 10:15a Graduate Study in Plant and Soil Sciences

Who's who? What's what?

Introduction to Graduate School and IPSS (1)

10:15a – 10:30a Coffee and Refreshments

10:45a – 11:45a Introduction to Graduate School and IPSS (2)

11:45a – ? Lunch – Everybody is invited!

Organized by our IPSS Graduate Student Association in PSB Courtyard if weather is permitting, otherwise: PSB Lobby; food is

provided; social time

Student pictures and bios

The University of Kentucky Graduate School



- You are all members of the Graduate School
- Graduate School
 Administration is located in the Gillis Building on Central Campus (next to The Main Building)

• Acting Dean is Dr. Martha

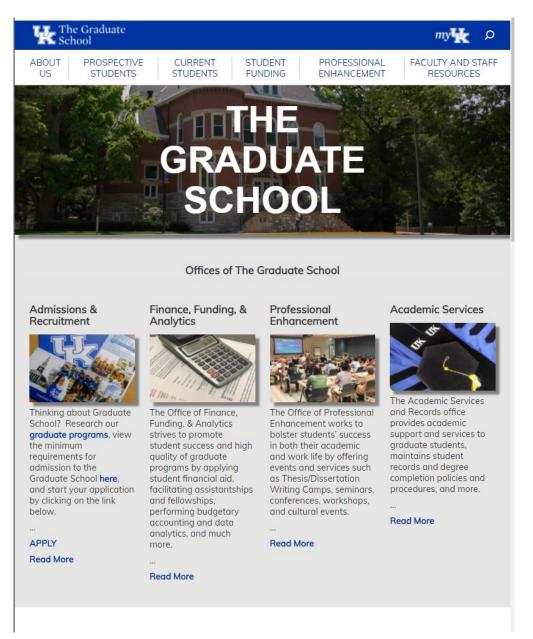
L. Peterson

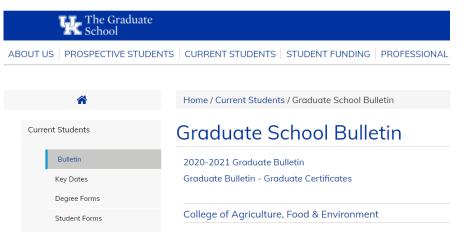


The most Up-to-Date information is found on The Graduate School's website

Including, but not limited to:

- Graduate School Bulletin
- Graduate School Forms
- Student Support





Student Responsibility

It is the student's responsibility to be informed concerning all regulations and procedures required by the course of study being pursued. In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation or asserts that information was not presented by advisors or other authorities. Therefore, the student should become familiar with the Graduate School Bulletin, including 1) the section presenting the requirements for degrees and 2) the specific program offerings and requirements.

https://gradschool.uky.edu/graduate-school-bulletin

College of Agriculture, Food, and Environment (CAFE)



Dr. Nancy Cox Dean



Dr. James Matthews Assoc. Dean for Research



Dr. Carmen Agouridis Assoc. Dean for Instruction

Department Chairs



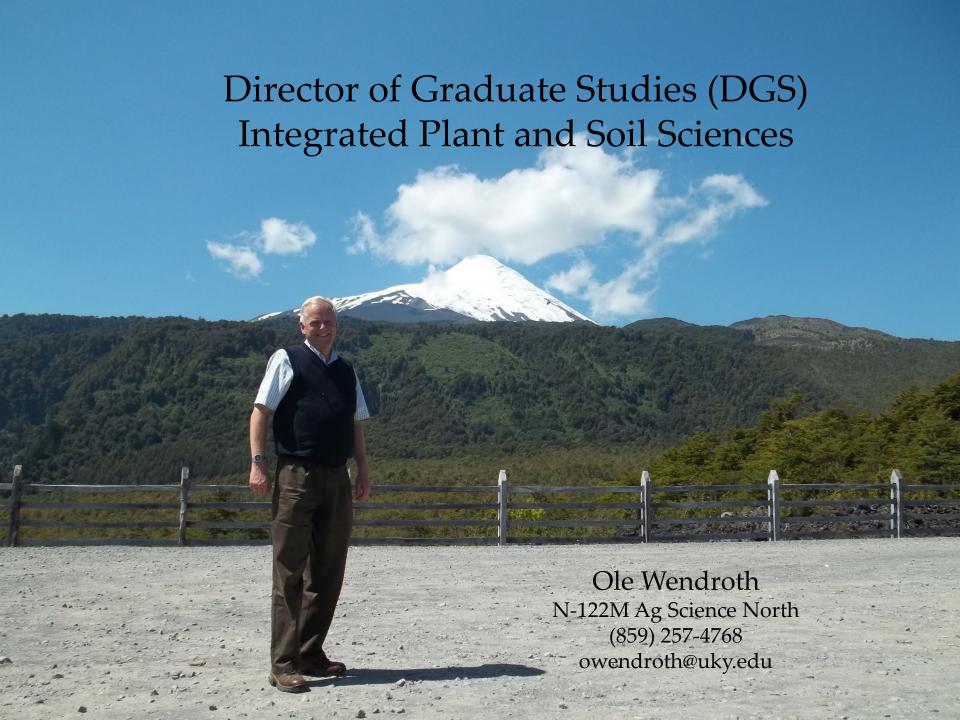
Rebecca L. McCulley Plant & Soil Sciences https://pss.ca.uky.edu/



Jeff Stringer
Forestry and Natural Resources
https://forestry.ca.uky.edu/



Mark Williams
Horticulture
http://www.uky.edu/Ag/Horticulture



IPSS Steering committee



Chair:

Dr. Erin Haramoto

Members:

Dr. Ole Wendroth (DGS)

Dr. Bruce Downie (Hort.)

Dr. C.L. Rodriguez (Hort.)

Dr. J. Unrine (PSS)

Dr. Yang (FNR)

Dr. J. Stallins (Geography)

Sara Qian (President GSA)

Lichun Zhou (Student-At-Large)

Department Information



Note that you should be familiar with the office staff from your advisor's department.

Plant & Soil Sciences Front Office Staff



Suzette Walling
Department Manager
PSB 105
(859) 218-0793
s.walling@uky.edu



Jessica MacLeod Human Resources Manager PSB 105 (859) 218-0709 jessica.macleod@uky.edu



Stacy Underwood
Administrative Assistant
Travel, Reservations,
Announcements
PSB 105
(859) 218-0742
stacy.underwood2@uky.edu

Plant & Soil Sciences Business Office Staff



Lauren McMahan
Business Officer
PSB 320
(859) 218-0710
Lauren.mcmahan@uky.edu



Emily Hill
Purchasing Specialist
PSB 320
(859) 218-0711
emily.hill@uky.edu

Plant & Soil Sciences Staff





Emily Dorward

Manager
Soil and Plant Analysis Lab
Ag. Sci. North
(859) 25

erdorward@uky.edu

Sara Carter
Spindletop Farm Coordinator
Chair Farm Safety Committee
Office: Weeds Lab, Agronomy Field Lab,
North Farm
(859) 259-1914
sara.carter@uky.edu

Horticulture Office Staff

Jaclyn Gibson

Business Officer and Human Resources N-318D Ag. Science Center (859) 257-7293 jaclyn.gibson@uky.edu

Cortney Decker

Procard and Purchasing N-318E Ag. Science Center (859) 257-1601 dstephens@uky.edu

Jessi Jump

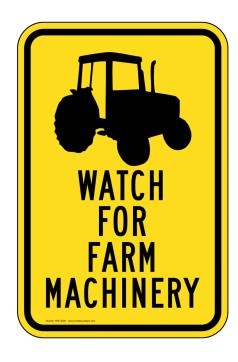
Travel and Administrative Support N-308 Ag. Science Center (859) 257-3784 Jessi.Jump@uky.edu

http://www.uky.edu/hort/People

Certifications, Operations, Protocols, & Facilities

Various faculty/staff committees are responsible for farm safety issues and classes, field or greenhouse use, pesticide application, etc. These committees are specific to your advisor's department.

Contact chairs of specific committees for further details.



Plant & Soil Sciences Committee Chairs



Spindletop Facilities & Farm Safety Sara Carter sara.carter@uky.edu



Farm Pesticide Use/Oversight
J.D. Green
jonathan.green@uky.edu



Greenhouses Mike Barrett mbarrett@uky.edu



Campus Facilities & Management Jim Nelson jim.nelson@uky.edu



Equipment Coordinator, Federal
Excess Liaison/Surplus
Bill Bruening
bruening@uky.edu



Spindletop Land Use Bob Pearce rpearce@uky.edu



Laboratory Safety Emergency Response

Official Vehicles

- Most vehicles are assigned to projects.
- Some vehicles are shared by multiple faculty.
- Plant & Soil Sciences has one vehicle (an SUV) that can be reserved and checked out online for <u>temporary</u> local & farm use. This is available to students with advisors in the PSS department only.
- An approved travel request is needed before <u>any</u> UK vehicle can be officially taken out of Kentucky.

Rules for State & University Vehicles

You Need:

- A valid operator's license.
- A completed Motor Vehicle Record Release form.
- At least 5 years driving experience.
- No health problems that limit or restrict driving.
- No more than two at-fault accidents in the past 3 years.
- Driving privileges are reviewed at 6 deficiency points.
- 15 passenger van drivers need training and certification.

Gate Access Card



Farms are gated. You will need a photo ID gate card for access. Ask your supervisor to request gate access for the various farms.

Forms can be completed with your department's office staff.

Research & Research Responsibilities



On-Campus Facilities



Plant Science Building

Plant Biology Crop Science Turf Science

Horticulture: Plant Biology



Kentucky Tobacco Research and Development Center (KTRDC)

Physiology & Biochemistry



Agricultural Science Center

Soil Science

Horticulture: Production Grassland/Range/

Forage Science



Regulatory Services Building

Soil Testing

Seed Technology



Seedhouse-Greenhouse Complex



Thomas Poe Cooper Building

Forestry and Natural Resources

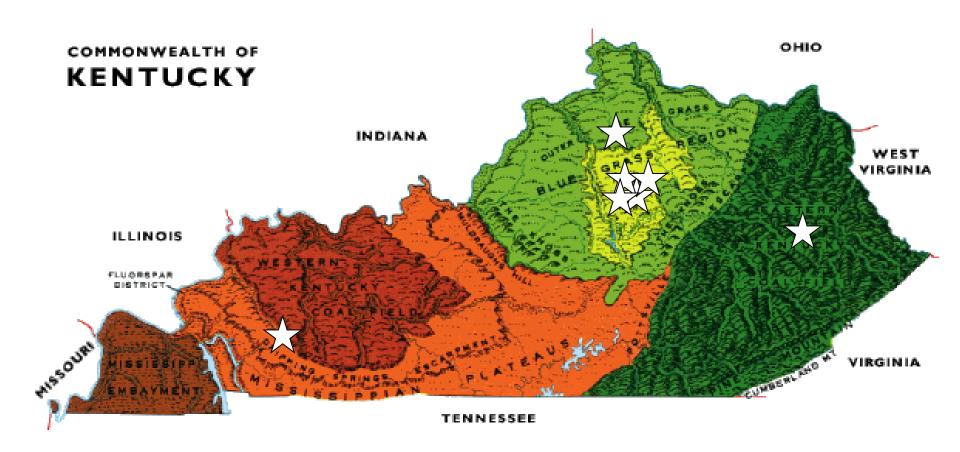
USDA - ARS Forage Animal Production Research Unit (FAPRU)

Located in Ag. Sci. Center 2nd floor Several USDA scientists belong to our graduate faculty

If you will work in a USDA-ARS lab you will also need a USDA ID



Michael Flythe Research Leader Michael.Flythe@ars.usda.gov



Research Station Farms

Off-Campus Research Facilities

- Kentucky Agricultural Experiment Station Research Farm (Fayette Co.) *aka* Spindletop, Maine Chance
- Oran Little Animal Research Center (Woodford Co.)
- Western KY Research and Education Center *aka* Princeton (Caldwell Co.) *aka* Center for Forage and Grain Crops Excellence
 - Including Graduate Student House for extended research visits
- Robinson Center for Appalachian Resource Sustainability (Quicksand KY)
- South Farm (Horticulture, Sustainable Agriculture)







Note: For the purposes of UK's 'Tobacco-Free Campus' these research sites are considered 'smoke-free.'

Working in Princeton? UKREC (Research and Education Center, and the Grain and Forage Center of Excellence)



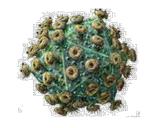
Your WILDCARD can become your key!

Certification is required if you work in a UK lab:

- 1. Chemical Hygiene Plan/Laboratory Safety
- 2. Hazardous Waste Management
- 3. Fire Extinguisher Use
- 4. Radiation Safety
- 5. Others as required

Online classes: http://ehs.uky.edu/classes.html

Ask your lab supervisor who might approach you for submitting your safety certifications for the lab folder (lab inspection)



Institutional Biosafety Committee

Any research involving infectious agents, potentially infectious materials, or recombinant nucleic acids must be registered with the Institutional Biosafety Committee as established by University of Kentucky policy and the NIH. Because the University receives NIH funding,

<u>ALL RESEARCH conducted at the University must comply with the NIH Guidelines for Research Involving Recombinant DNA Molecules and University policies.</u>

Biohazardous materials considered worthy of registration may include, but are not limited to:

Infectious agents (viral, bacterial, fungal, parasitic, or prion)

Recombinant nucleic acids (ex: plasmids with inserts, viral vectors, etc. or whole animals and

plants with introduced recombinant materials)

Infected animal blood and/or tissues
Human blood, blood products, or fluids
Infected animal blood and/or tissues
Human blood, blood products, or fluids
Human derived cell lines or tissues
Live vaccines

If you are uncertain whether material you are using in your research qualifies as biohazardous, please contact the University of Kentucky Department of Biological Safety at ehsbiosafety@uky.edu or call 859-257-8655.

Ask Your Research Advisor if Your Research is Registered - or Needs To Be Registered - With IBC To Remain Safely in Compliance.

(https://ehs.uky.edu/)

Human and Animal Research Subjects

All research involving animals must be covered by an approved IACUC protocol.

<u>All</u> individuals involved in animal care, treatment, and use, must be qualified to perform their duties.



IACUC: Institutional Animal Care and Use Committee



Graduate Student Resources, Rights & Responsibilities

The IPSS Graduate Student Handbook



Current Students

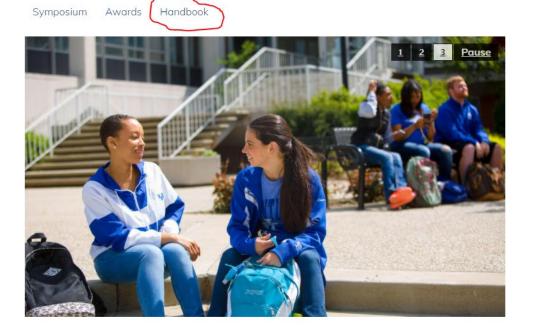
Academic Calendar

Student Directory

Graduat

https://ipss.ca.uky.edu/

https://ipss.ca.uky.edu/2021-ipss-handbook



The IPSS Program provides students with:

Prospective Students

- a dynamic environment tailored to suit the needs of current and future graduate students in the plant and soil science disciplines
- an interdisciplinary curriculum and research opportunities that are responsive to developing scientific trends in agricultural science
- concentrations (M.S.) and specializations (Ph.D.) in Crop Science, Plant Physiology, Horticulture, and Soil Science

Graduate Student Academic Staff (GSAS) Notice of Appointment (Contract)

Issued twice a year (Aug. – Dec. & Jan. – July)

GSAS will indicate stipend, tuition, health benefits, and other conditions of employment

MS: Limited to three years

PhD: Limited to four years

Annual renewal is subject to "good progress"

Graduate Research Assistant Setup Requirements

I-9 Employment Verification Forms

W-4 Tax Forms: Federal, State, Local

Payroll: Mandatory Direct Deposit in Bank

PSS/Hort/For records: address, partner, etc.

Acceptance of GSAS forms (per semester)

The I-9 form is a Federal requirement for employment in the United States for which individuals provide documentation establishing both identity and employment eligibility.

PSS Contact:

PSB 105 Jessica MacLeod or successor (859) 218-0709 Horticulture Contact:
Jaclyn Gibson
N-318D Ag North
jaclyn.gibson@uky.edu
(859) 257-7293

Student Code of Conduct

Code of Student Conduct: Rules, Procedures, Rights and Responsibilities Governing Nonacademic Relationships

UK Campus is tobacco*, drug, and alcohol** free

All employees are subject to a criminal background check



http://www.uky.edu/studentconduct/code-student-conduct

- * This includes University vehicles
- ** Exceptions include sanctioned events at Kroger Field (i.e. tailgating), Good Barn, and the Faculty Club

NOTE

With your GSAS contract and your assistantship or fellowship you have a dual role.

You are a student in the graduate program <u>and</u> you are an employee of the university.

Thus, you are responsible for both the student rules <u>and</u> the university employee regulations.



Full-time Research Assistantships/Fellowships

Full-time: 9 credit hours per semester

Work hours: 8:00 am to 5:00 pm Monday to Friday

(Consider these as guidelines)

Stipends paid biweekly by direct deposit to your bank.

20 hours per week is assignable by your advisor.

No other salaried jobs are allowed without permission.

Vacation: Negotiable with your supervisor.

For tax liabilities, see Jessica MacLeod, Main Office(PSS) and Jaclyn Gibson (Hort)

Official Holiday Announcement 2022 – 2023

The University of Kentucky observes the following holidays, except where continuous service is essential, in accordance with University of Kentucky Human Resources Policies and Procedures

Date observed	Day observed
July 4, 2022	Monday
September 5, 2022	Monday
November 24, 2022	Thursday
November 25, 2022	Friday
December 26, 2022	Monday
December 27, 2022	Tuesday
December 28, 2022	Wednesday
December 29, 2022	Thursday
December 30, 2022	Friday
January 2, 2023	Monday
January 16, 2023	Monday
May 29, 2023	Monday
June 19, 2023	Monday
July 4, 2023	Tuesday
	July 4, 2022 September 5, 2022 November 24, 2022 November 25, 2022 December 26, 2022 December 27, 2022 December 28, 2022 December 29, 2022 December 30, 2022 January 2, 2023 January 16, 2023 May 29, 2023 June 19, 2023

^{*} The Day Before Thanksgiving, and Spring Break, <u>are not</u> Official University Holidays for Employees.

UNIVERSITY OF KENTUCKY NON-DISCRIMINATION STATEMENT

The University of Kentucky is committed to a policy of providing educational opportunities to all academically qualified students regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.



UK will not discriminate against anyone – even you!

As a globally engaged public research university, UK welcomes students and scholars from around the world.

Our faculty, scholars and students from particular countries, e.g., China and Russia are currently facing particular stresses.

They are, understandably, feeling anxious given the issues and concerns being raised — from ongoing national security concerns related to foreign government influences in academic research, to actual and rumored changes in U.S. immigration policies and the rising anti-nation sentiment in the face of global health threats and wars.

No one should feel they are being regarded with suspicion or excluded from a project based on their national origin. You can find out more about UK's commitment to research integrity here.

COVID-19 and wars have helped foster negative reactions that have stigmatized and targeted certain groups. We must all recognize the deep hurt and harm this can create for those who are targeted in this way, and we must all recognize how discriminatory actions hurt UK as a whole.

It is on each of us to speak out and stand up if we witness any such behavior by reporting any such incidents to the <u>Office of Institution Equity and Equal Opportunity</u>.

Issues of Discrimination and Harassment Are Taken <u>Very</u> Seriously

University of Kentucky Discrimination and Harassment Policy AR 6:1, HR 2.0

The University of Kentucky, in its efforts to foster an environment of respect for the dignity and worth of all members of the University community, is committed to maintaining an environment free of prohibited discrimination, which includes sexual and other forms of harassment. Discrimination and harassment are prohibited between members of the University community and shall not be tolerated.

Procedures

A complaint of discrimination or harassment may be initiated by contacting <u>any</u>:

- Dean
- Director
- Faculty Member
- Department Head
- Manager
- Supervisor
- Any individual with supervisory or administrative authority

These Individuals Are <u>Obligated by Law</u> to Report Any Incident to the Appropriate Authorities

Acts From Which <u>Every</u> Member of the University Community Are Prohibited:

- Sexual or racial harassment
- Making intentionally false accusations
- Retaliating against a complainant or any individual who participates in an investigation

Violation of these restrictions is enough to be terminated from the University and has been used to remove employees from the University.

Personal and Property Security

Large open campuses are susceptible to crimes of opportunity and crimes of intent. Buildings are now locked after hours (*ca* 5:00 pm) and on weekends.

<u>Secure</u> your personal and UK property: lock your office, labs, and cars when you are absent.

Ensure that computers, especially laptops, are protected and secure.

Secure your data!

Be careful after hours.

UK has a '911' system.

UK police: Ag Security:

from cell phone #UKPD (859) 257-4637 (office)

from land line 257-1616 (859) 509-2957 (cell)

Graduate Student Offices

Desk Space in Labs is Assignable by Your Research Advisor

A Limited Number of Offices and Desks Are Available To Graduate Students. They are Assigned on a 'First Come – First Served' Basis With Priority Given to PhD Students and Students with TA Responsibilities

For Students With an Advisor in **Plant and Soil Sciences:**

PSB (3rd Floor) – Carol Von Lanken

PSB (4th Floor) – Mike Barrett

ASN (1st Floor) – Ole Wendroth

ASN (2nd Floor) – Jim Nelson

For Students With an Advisor in **Horticulture**:

See Jaclyn Gibson or your Advisor

Familiarize Yourself With Your Laboratory's Building Emergency Action Plan (B.E.A.P) Including Where to Assemble and Who to Notify.

Fire alarms can mean real fires!



Advisory Committees

Most of you have selected the chair of your Advisory Committee. It is your Research Advisor.

With your Advisor, select the other members of your committee <u>as soon as possible</u> (hopefully by the end of your first term).

Meet with your committee to create a plan of study and draft plans for your thesis or dissertation research. Complete the degree plan form and return it to the DGS.

Meet with your committee annually (more frequently if necessary).



Graduate Students are Responsible for:

Their graduate career

Recording and security of research data

Rate of progress

"Housekeeping"

Completing forms

Meeting deadlines & milestones

Attending seminars (this is a professional expectation)

From the Graduate bulletin:

Student Responsibility

It is the student's responsibility to be informed concerning all regulations and procedures required by the course of study being pursued. In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation or asserts that information was not presented by advisors or other authorities. Therefore, the student should become familiar with the Graduate School Bulletin, including 1) the section presenting the requirements for degrees and 2) the specific program offerings and requirements.

The Director of Graduate Studies in the student's major program should be consulted concerning course requirements, any deficiencies, the planning of a program, and special regulations. Programs may have degree requirements that are not listed in the Bulletin. It is to be noted that the Dean of the Graduate School interprets the Graduate School Bulletin. Only the Graduate Council may waive requirements stated in this Bulletin.

You Will Periodically Get Messages from The Graduate School About New Rules and Deadlines For Each Term

These Notices Come Through Your xxx@uky.edu Accounts

Make Sure You Check Them or Forward Them to your regular email account

Make sure you are on the following listserve IPSS-GRAD@lsv.uky.edu

Contact Ole Wendroth (<u>owendroth@uky.edu</u>) or **Suzette Walling**, <u>s.walling@uky.edu</u> to be placed on the relevant listserv

IPSS Requirements

All students in IPSS must take:

- PLS 772 Seminar
- IPS 610* Communication in IPSS
- IPS 625 Research in IPSS
- Either Take or Demonstrate You Have Taken One Graduate Level Statistics Course

To Be Most Useful, IPS 610 and IPS 625 Should be Taken During Your First Semester at UK

*Alternative GS courses are available for students with a proven record of proficiency.



Symposium/Seminar Requirements

- Each student is expected to present at least once during the research symposium or at least once annually on campus
- Each student is required to enroll in PLS 772 at least once. PLS 772 is only offered during the Fall term.
- Each student is required to present an exit seminar at the time of the final MS or PhD exam.
- The 2022-2023 research symposium will take place in January 2023 prior to the start of the Spring term

Speaking of Seminars

There is a weekly PSS seminar (Fridays at 3:00 PM) reserved for outside speakers, special occasions, and in-house faculty.

Student presentations (proposal talks and progress reports) should be given at the 3MT competition or the research symposium, which will be held:

- October 21, 2022 IPSS GSA 3MT Competition, MC: Sara Qian
- January 6, 2023 IPSS Symposium; PLS 772 MC: Dr. Unrine

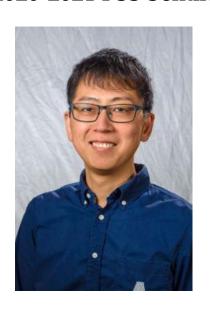
The research symposium provides an opportunity to improve your presentation skills; one that can be tailored to better resemble the venues outside of school in which you will be presenting your work.

There will still be opportunities to schedule special seminars to accommodate outside speakers and graduate student exit seminars as required.

Contact one of the 2020-2021 PSS Seminar Committee Members:



Montse Salmeron (Chair)



Tomokazu Kawashima



Christopher Shepard

Student Members: Jarad Cochran, Brian Rinehart Administrative Assistant: Stacy Underwood To advertise exit seminars, contact Stacy Underwood (stacy.underwood2@uky.edu)

UK Office of Academic Ombud Services

A neutral, independent and confidential resource for UK students and faculty



Dr. Alice Turkington,
Academic Ombud
2021-22
109 Bradley Hall
(859) 257-3737
ombud@uky.edu

Confidential fax: (859) 257-5346

The role of the Academic Ombud is to "resolve academic-related problems and conflicts."

You may also visit the Academic Ombud Services website @ http://www.uky.edu/Ombud/

Faculty, at this link, you will find resources for preparing for the fall semester

Graduate Student Fees



Tuition Per Semester 2022-2023

\$6,767

In-state tuition

(Departments cover in-state tuition of GRAs)

Out-of-state \$16,924.15

(Graduate School Provides Tuition Scholarships for the out of state portion \$9,839)

Does not include support for summer school; tuition for summer school enrollment is the responsibility of the student. GRAs are otherwise considered full-time during summer.

Students are responsible for class-related fees such as: textbooks, handouts, lab fees, and costs of field trips.

Tuition is covered for up to 12 hours per semester. GRAs cannot take more than 12 hours per semester except by permission.

Your choice of classes should be approved by your Advisory Committee.

2022-2023 MANDATORY FEE ASSESSMENT POLICY - GRADUATE STUDENTS				
	Full-Time Per Semester	Part-Time Per Credit Hour		
UK Campus				
Diversity Fee	\$6.00	\$0.70		
Environmental Stewardship	4.00	0.45		
Kentucky Kernel	2.00	0.25		
Student Government Association	12.00	1.40		
Technology	106.00	12.05		
WRFL Student Radio	5.50	0.65		
Campus Modernization - Enhancing the Core	6.00	0.70		
Center for Community Outreach	4.00	0.45		
Campus Recreation	74.00	8.25		
Student Activities Board	16.25	1.85		
Student Center	131.25	14.75		
Student Center Renovation	81.00	9.05		
Student Involvement	27.25	3.05		
Student Services	13.50	1.50		
Transportation Services	5.00	0.60		
International Study Abroad	6.75	0.75		
Student Health Fee	131.35	_		
Student Wellness	49.65	5.55		
GRAND TOTAL	\$681.50	\$62.00		
	Full-Time	Part-Time		
Exclusively Enrolled in Distance Learning Courses	Per Semester	Per Credit Hour		
Diversity Fee	\$6.00	\$0.70		
Environmental Stewardship	4.00	0.45		
Kentucky Kernel	2.00	0.25		
Student Government Association	12.00	1.40		
Technology	106.00	12.05		
WRFL Student Radio	5.50	0.65		
GRAND TOTAL	\$135.50	\$15.50		

2022-2023 MANDATORY FEE ASSESSMENT POLICY - GRADUATE STUDENTS

2022-2023
MANDATORY
FEE ASSESSMENT
POLICY
(most recent info)

https://www.uky.edu/studentaccount/sites/www.uky.edu.studentaccount/files/Mandatory%20Fees%202022-2023 0.pdf

Realistic Non-Tuition Expenses (From 2017 Grad Student Survey)

Spending Per Moi	nth		
Spending Category	Average Monthly Spending in USD	Median	Mode
Food	368.29	347.78	231.85
Housing	883.96	811.49	695.56
School	86.06	57.96	57.96
Health	61.85	28.98	0.00
Gasoline	100.00	70.00	10.00
Car Insurance	85.73	86.95	0.00
Debt	192.03	46.37	0.00
Entertainment	71.33	57.96	57.96
Other	150.46	40.57	0.00
Total	1999.71	1548.07	1053.35

Insurance for 2022-2023

Student health insurance premium for 2022-2023 is \$2,654 for the year or \$1,008 for fall semester and \$1,646 for the spring and summer semesters combined.

Premiums are included in your RA contract (GSAS).

The new policies are with "Academic Health Plans" (you can use your own insurance if you want).

See University Health Service for details.

http://gradschool.uky.edu/health-plan

Eligibility, domestic and international student questions:

https://www.uky.edu/hr/benefits/student-health-plan



University Health Services (\$131.35 per semester)

Included in Mandatory Fees

Not covered by Academic Health Plans or RA assistantship or fellowship.



The University Health Services Fee gives you access to services and consultation at the University Student Health Clinic at Limestone and Rose.

Parking Permits

Parking on Campus is a costly privilege.

Graduate Research Assistants are eligible for employee Permits

2022-2023 Annual Cost \$357 [8.5 months (9/1 - 5/15)]

Single-day tags can be purchased through PTS. Cost varies by location and time of day (ca \$4.25 for an 'E' sticker).

Improper parking (including bicycles) incurs substantial fines or towing.

https://www.uky.edu/transportation/park/studentpermits



Bikes on Campus Must Show a Permit Obtained From PTS.



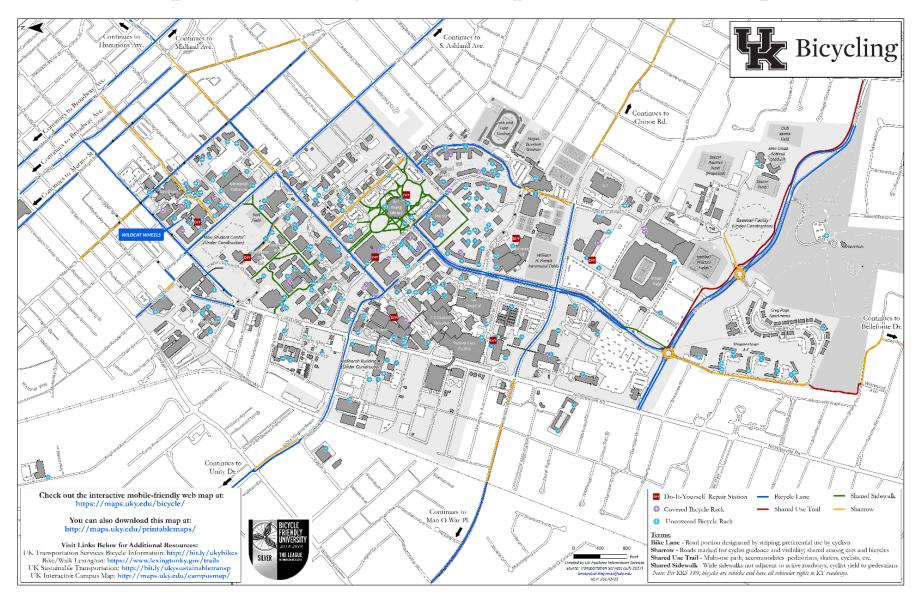
Online Registration

Bike permits (free) are available online. Sign into the Parking Account Manager, you will see "Bicycle Parking". Click on that and follow the directions on the next screen. This should take you to a page which allows you to select a bike permit. If you have more than one bike you wish to register, you may do so at this time. After completing the application, PTS will mail the permit to you.

Processing and delivery for online applications may take up to one week. Permits may also be obtained in person at the Press Avenue Garage (PS #6).

Bicycle Facilities

https://www.uky.edu/transportation/bikemap



All UK faculty, staff, and students may ride LexTran for free by showing their employee or student ID.

UK's on-campus routes (the <u>Blue</u>, <u>White</u>, <u>Yellow</u>, <u>Green</u> and <u>Orange</u> routes) operate on a continuous loop, providing riders with reliable and timely transportation. If you're looking to travel a little farther afield, consider UK's <u>Free Citywide Transit</u> program. This free service was developed through a partnership between Transportation Services and the Lexington Transit Authority (Lextran). It enables UK students and employees to travel all of Lextran's Lexington routes for free, simply by showing a University ID.

Transportation Services also offers several special shuttles throughout the year, including free transportation to and from the Blue Grass (LEX), Louisville (SDF) and Northern Kentucky/Cincinnati (CVG) airports for the Thanksgiving, winter and spring breaks. A separate partnership with BreakShuttle gives students yet another travel option during academic breaks. This charter bus service operates three routes (Atlanta, Chicago and Cleveland) serving more than 10 cities, all within a six-hour radius of UK.





TA Opportunities

Course Sections/TA*	Offered	Number of		
PLS 103 sections	Fall and Spring	multiple		
PLS 104 sections	Fall and Spring	multiple		
PLS 366 sections	Fall and Spring	multiple		
ABT 495	Fall and Spring	1 section		
*In order to fulfill departmental funding support requirement or to receive the \$1,000 stipend (if not departmentally-funded)				

See Suzette Walling (<u>s.walling@uky.edu</u>) for more information about future opportunities.

Guide to TA Administration:

https://gradschool.uky.edu/guide-ta-administration

Support For Travel to Meetings and Competitions

2022-23

The IPSS Program has block funding to support student travel to attend regional and national meetings (up to \$600 per student depending on the level of participation).

Funds are limited and distributed on a first come/first served basis. Until Dec. 31, 2022, each IPSS graduate student can apply once for travel support. Depending on availability of remaining funds, students can apply for being supported for another travel after January 1, 2023.

Travel support for students entered in competitions (up to \$300) is also available.

A travel funding request form is posted on the IPSS website (https://ipss.ca.uky.edu/current-students). All requests should be submitted to the DGS, Ole Wendroth (owendroth@uky.edu).

IPSS Travel Award Request 2022/23

For Fiscal Year 2022/23 the IPSS Graduate Program will offer up to \$600 travel award grants for students presenting research as 1st authors at regional, national, and international meetings. Grants will be awarded on a first come-first served basis until the available funding is exhausted. After completion, please submit this form to the DGS Ole Wendroth (owendroth@uky.edu).

Student First Name		Stude	Student Last Name		
Student Email		Student ID Number			
Advisor Name		Advis	or Email		
Meeting/Conference Nam	ne or Research Travel P	urpose			
Meeting/Conference Name or Research Travel Destination Travel dates					
☐ I will be attend	y (if applicable): nting at the meeting/co ling the meeting/confer eting at the meeting/co	rence	rovide evidence of a	uuthorship)	
Total cost of travel	Total other fundi	•			
Have you received funding	g from the IPSS progra	m during th	is academic year?	□Yes □No	
Student Signature		Date			
Approval from IPSS Program					
Total Amount of Funding	Awarded:			1012150020 809000019205	
DGS or PSS Signature			Date		

If you need assistance making travel arrangements or submitting documents in Concur, please reach out to Stacy Underwood (stacy.underwood2@uky.edu), PSB 105. Please remember, when you charge travel expenses upfront to your personal credit card, reimbursement will occur only after the travel event.



Other IPSS Funding Support

GSA Travel Grant Subsidized participation in the annual IPSS

GSA Professional Development Trip

Symposium Award Prizes for the best talks presented at the IPSS

Research Symposium

Best New and Prize for best overall performance by new or

Continuing Student continuing MS and PhD students (Faculty

nominated)

Service Award Service as one of the IPSS GSA Officers

Research Activity Awards

Designed to stimulate research and scholarship, Research Activity Awards (RAA) represent five percent of annual indirect cost recovery for the college. Preference for these awards is given to faculty in early or transitional stages of their careers.

Guiding Principles for Research Activity Awards in the College of Agriculture:

- build competitiveness in the peer-reviewed science world
- strengthen graduate programs (Graduate student support [equipment, supplies, professional travel to conduct research at distant sites]).
- encourage programs with high potential to have an impact on Kentucky's economy, society, or environment

For More Information About College Research and Research Scholarships Availability Contact:

Tom Hanna

Assistant Director, Kentucky Agricultural Experiment Station (tom.hanna@uky.edu)

Research Support Grant Program

This internal grant program is designed to enhance UK's research enterprise by assisting individual investigators in accelerating their research programs.

The program is offered annually, and will support the following:

- 1. Pilot studies to obtain preliminary data to enhance the competitiveness of extramural research grant applications, or for new creative research avenues.
- 2. Studies to obtain preliminary data requested by reviewers of an externally-submitted grant.

Awards will generally be from \$4,000 to \$20,000 (maximum allowed) and **costs should be commensurate with the proposed work**. Awards will be for one year only from the date of award. No more than one application per faculty member will be funded in a three-year period from the time of the award. If an investigator has received research support funding through other programs offered by the Office of Research or from other institutional grant support mechanisms (e.g., COBRE Pilot Projects, CCTS Pilot Projects, NSF EPSCoR, College of Medicine MVP Program, etc), they are ineligible to compete for these funds for the same project (or in the same year). Investigators who have significant amounts of research funding or start-up funds will be less competitive for these grants.

Fellowships/Awards

- Fellowship opportunities are available through the Graduate School. These fellowships each have different purposes and eligibility criteria. All fellowships, unless otherwise noted, are DGS -nominated, which means your Director of Graduate Studies decides who from your department/program to nominate for the award. If you believe that you meet the criteria for a fellowship and are interested in being nominated, please contact your Director of Graduate Studies.
- Some of these awards are by self-nomination. Check the Graduate School Website for opportunities.
- For more information:
 - Grad.fellowships@uky.edu

Join A Professional Society!

Benefits:

- Discounted registration for annual meetings
- Discounted prices on society monographs and journals
- Professional recognition and fellowship
- Potential for travel grants and fellowships
- Job placement services
- Early career training and advice
- Participate in Science Advocacy for your discipline

Examples:







Graduate Student Progress



Graduate Students cannot receive a grade of 'D.' Their grading scale is 'A,B,C,E.'

After 12 hours of accumulated graduate credit, a semester with a cumulative GPA <3.0 will result in academic probation and loss of tuition scholarships from the Graduate School.

Two consecutive semesters with a cumulative GPA < 3.0 results in termination from the graduate program.

You must have a cumulative GPA \geq 3.0 to graduate.

Annual Review of Progress

The Graduate School requires that progress toward completion of your graduate program is reviewed by your advisory committee and the DGS each year.

Annual Review of Progress is due on 15 March.

Renewal of GSAS contracts on July 1 depends on "good" progress. Notification should occur by 30 April

The form of the Annual Review of Progress differs among the different graduate programs.

Annual Review of Progress

- By March 15 of each year all students will provide a progress report to the DGS
- The progress report will consist of a list of milestones achieved, advisor evaluation, CV, and narrative statements
- The progress report must be reviewed and signed by the research advisor and student
- Failure to turn in the progress report has consequences

Part 2 - Program Milestones (completed by student) (Leave milestone blank if not applicable)

Milestone	Date
Started program	
Outlined program of study (should complete by end of first term of study)	
Formed advisory committee (Should complete by end of second term of study	
Presented research proposal (Should present by end of second term of study)	
Completed required classes	
Scheduled qualifying examination (PhD only) (Should occur by the end of the 4 th term of study)	
Passed qualifying examination (PhD only)	
Scheduled final examination (Normative time for M.S. students is 2 years; PhD students 3 years)	
Submitted research paper(s)	

Assessment of Learning Outcomes

At various stages of your UK career, you will be asked to help assess our effectiveness in achieving and improving the "Learning Outcomes" of our graduate programs.

We have four learning outcomes:

- 1. Knowledge of your field.
- 2. Skills supporting your knowledge.
- 3. Ability to communicate.
- 4. Professional attributes.



You will provide most of this information in the annual CV of your Progress Report

The Graduate School Provides Various Check Sheets For Students To track Their Progress.

These Are Particularly Important To Follow During the Semester in Which You Intend to Graduate.

Check sheet for Doctoral Students

One year prior to qualifying exam:					
Formation of advisory committee (Date Sul	bmitted)				
http://www.research.uky.edu/cfdocs/gs/Doctora)Committee/Selection Screen.cfm					
The advisory committee has a core of four members. This core consists of the major professor as chair,					
two other members from the major area, and at least one representative from any minor area	(s). At least				
one representative must be from outside the academic program (department). All members of					
must be members of the Graduate Faculty of the University of Kentucky and three (including	g the major				
professor) must possess full Graduate Faculty status.					
And the state of t					
At least two weeks prior to qualifying exam date:					
Qualifying Examination Request (Date Sul	omitted)				
http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection Screen.cfm					
-Students must have the equivalent of 2 years of residency (36 hours)					
 Conduct a review of your transcript to insure you don't have any missing grades; I grades a 	and				
your GPA is 3.00 or higher. Graduate School policy will not allow you to sit if you have					
	unresolved academic issues.				
After passing the qualifying exam, students must maintain continuous enrollment until					
dissertation is successfully defended.					
The company into the day on the second					
The semester you intend to graduate: Application for degree: (Date Sul					
Application for degree: (Date Sul http://myuk.uky.edu/ Click on Student Services / myRecords / Graduate Degree Application	omittea)				
http://myuk.uky.edu/ Click on Student Services / mykecords / Graduate Degree Application	i _				
Due 30 days after the beginning of the semester (15 days for 2 nd summer session). Please see					
http://www.uky.edu/Registrar/AcademicCalendar.htm for specific deadlines. You must result	omit the				
application for degree the following semester if you do not graduate.					
At least eight weeks prior to expected final exam date:					
	Submitted)				
http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection Screen.cfm	sabilinaca,				
Once submitted, the graduate school will appoint an outside examiner. There must be a two week					
window given in order to find and appropriate outside examiner. Assigning the outside examiner					
typically takes 4-5 weeks and you will receive an email when an outside examiner has been					
The state of the s					
At least 2 weeks prior to examination:					
Request for Final Doctoral Examination: (Date St	ubmitted)				
http://www.research.uky.edu/cfdocs/gs/DoctoralCommittee/Selection_Screen.cfm	-				
Dissertation Approval form (no longer required by the Graduate School)					
Dissertation:					
You have 60 days following the date of your defense to submit your final, accepted document	nt to the				
Graduate School. You will not have the entire 60 days if you defend late in the semester and need to graduate					
that semester (check http://www.uky.edu/Registrar/AcademicCalendar.htm for submission deadlines). Prior to					
final submission you must have your dissertation reviewed by the Graduate School for a first format					
process takes about 48 hours but may take longer during peak periods, especially during the end of the semester.					

Please plan accordingly.

Check sheet for Master's Thesis Students (Plan A)

The semester you intend to graduate:				
Application for degree:	(Date Submitted)			
http://myuk.uky.edu/ Click on: Student Services / myRecords / Gradu	rate Degree Application			
Due 30 days after the beginning of the semester (15 days for 2 nd sum	mer session). Please see			
http://www.uky.edu/Registrar/AcademicCalendar.htm for specific de	adlines.			
At least 2 weeks prior to examination, submit this form:				
Request for Final Master's Examination:	(Date Submitted)			
http://www.research.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection	Screen.cfm			
(The Thesis Approval form is incorporated into the above online form)				

Conduct a review of your transcript to insure you don't have any missing grades; I grades and your GPA is 3.00 or higher. Graduate School policy will not allow you to sit for the exam if you have unresolved academic issues.

The final examination must take place no later than eight days prior to the last day of classes of the semester in which the student expects to graduate. Final examinations may not be scheduled during the period between semesters or between the end of the eight-week summer session and the beginning of the fall semester. Consult the Academic Calendar (http://www.uky.edu/Registrar/AcademicCalendar.htm) for deadlines for the scheduling of final examinations.

Thesis:

You have 60 days following the date of your defense to submit your final, accepted document to the Graduate School. You will not have the entire 60 days if you defend late in the semester and need to graduate that semester (check http://www.uky.edu/Registrar/AcademicCalendar.htm for submission deadlines). Prior to final submission you must have your thesis reviewed by the Graduate School for a first format check. This process takes about 48 hours but may take longer during peak periods, especially during the end of the semester. Please plan accordingly.

Check sheet for Master's Non-Thesis Students (Plan B)

The semester you intend to graduate:	4
Application for degree:	(Date Submitted)
http://myuk.uky.edu/ Click on: Student Services / myRecords / G	
Due 30 days after the beginning of the semester (15 days for 2 nd s	summer session). Please see
http://www.uky.edu/Registrar/AcademicCalendar.htm for specific	c deadlines.
At least 2 weeks prior to examination, submit:	
Request for Final Master's Examination:	(Date Submitted)
http://www.research.uky.edu/cfdocs/gs/MastersCommittee/Student/Selec	ction Screen.cfm

Conduct a review of your transcript to insure you don't have any missing grades; I grades and your GPA is 3.00 or higher. Graduate School policy will not allow you to sit for the exam if you have unresolved academic issues.

The final examination must take place no later than eight days prior to the last day of classes of the semester in which the student expects to graduate. Final examinations may not be scheduled during the period between semesters or between the end of the eight-week summer session and the beginning of the fall semester. Consult the Academic Calendar (http://www.uky.edu/Registrar/AcademicCalendar.htm) for deadlines for the scheduling of final examinations.

Intellectual Properties

All data, discoveries, patents, etc., generated during the tenure in research assistantship or graduate programs are assigned to the University of Kentucky.

Authorship of publications based on your research is a critical issue. You are expected to submit at least one manuscript for publication prior to your final exam or defense. Your publication benefits you, your advisor, our college and the university. It becomes part of "Digital Measures".

Documentation is required for "discovery."

Backup of research data is critical. Fires happen (even in the field). Floods happen (even in a building). Send copies of your data to your advisor.



The following is a listing of the Graduate Certificates To search exclusively for online programs, visit the UK Online portal.

Advanced Materials Characterization (online)

<u>Anatomical Sciences</u>

<u>Applied Environmental & Sustainability Studies (online)</u>

Applied Nutrition & Culinary

Medicine (online)

Applied Statistics (online)

Assistive & Rehabilitation technology

(online)

Assistive and Rehabilitation

Technology

Autism Spectrum Disorder

Baroque Trumpet Biostatistics

Child Welfare Practice

Clinical & Translational Science
Clinical Social Work (online)

Cognitive Science

College Teaching & Learning
College, Career, and Civic Life
Computational Fluid Dynamics

Developmental Disabilities

Developmental Disabilities (online)

Digital Mapping (online)
Distance Education (online)
Distance Education for EDC
Distance Education for EDS
Diversity & Inclusion (online)
Engineering in Healthcare

Eurhythmics

Executive Educational Leadership

(online)

Explosives & Blasting (online)

<u>Family & Consumer Sciences (online)</u> Fundraising & Development (online)

Gender & Women's Studies

General Radiological Medical Physics

Gerontology
Global Health
Health Coaching
Health Communication
High Performance Coaching
Historic Preservation

Historic Preservation (online)
Human Technology Interaction
Improving Healthcare Value

Information Communication Technology (online)

Instructional Coaching

Instructional Coaching (online)
Instructional Communication
Interdisciplinary Early Childhood

Education - Initial Certification (online)

International Education

Latin American, Carribean, and

<u>Latino Studies</u> <u>Latin Studies</u>

Leadership for Deeper Learning

<u>Leadership for Deeper Learning (online)</u>

Lean Systems

Lean Systems (online)
Liberal Studies (online)

Manufacturing Systems Engineering (online)

Military Behavioral Health

Musculoskeletal Injury Management

Music Theory Pedagogy

Next Generation Teaching & Learning

Nonprofit Management

Orff Schulwerk

Physiology Teaching

<u>Positive Youth Development (online)</u> Post Graduate A.P.R.N. Certificate (online)

Power & Energy

Power Systems (online)

Professional & Technical Writing

<u>Professional & Technical Writing (online)</u> Public Financial Management (online)

Public Health Management

Rehabilitation Counseling

Research Methods in Education

Research Methods in Education (online)

Risk Sciences (online)
School Social Work

School Technology Leadership (online)

Social Theory

Sport, Fitness, & Recreation Management

(online)

Stream & Watershed Science
Structural Engineering (online)

Teaching English as a Second Language

Teaching in Culturally and Linguistically Diverse Classrooms Telehealth (online)

Tobacco Treatment Specialist Training

(online)

Vocal Pedagogy

GS Professional Enhancement (and list of GSPE Staff with photos)

https://gradschool.uky.edu/professionalenhancement

Career Exploration Series:

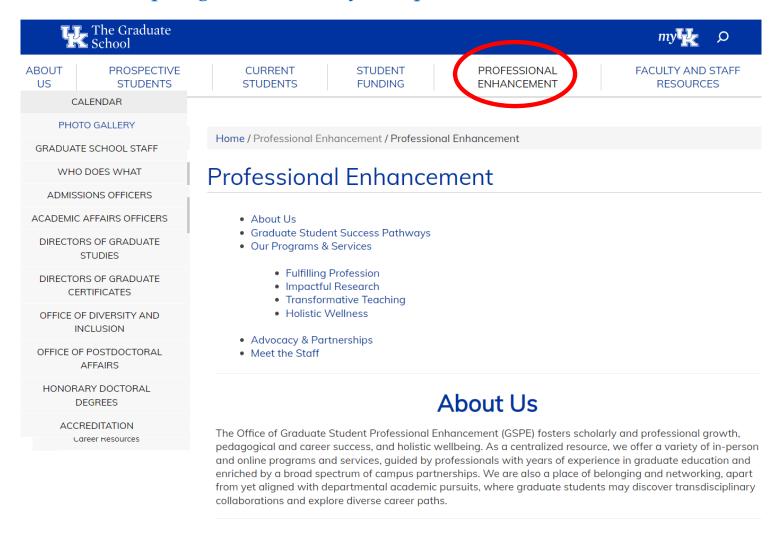
https://gradschool.uky.edu/career-explorationseries

Skill Building Series:

https://gradschool.uky.edu/skill-building-series

Additional Opportunities From The Graduate School

https://gradschool.uky.edu/professional-enhancement



Graduate Student Success Pathways

CURRENT STUDENTS STUDENT FUNDING STUDENT DEVELOPMENT

FACULTY AND STAFF



Student Development

Professional Enhancement

Resources for Teaching Assistants

Preparing Future Faculty

Graduate Certificate in College Teaching & Learning (GCCTL)

Three Minute Thesis

Versatile Ph.D.

Home / Student Development / Versatile Ph.D.

Versatile Ph.D.

Versatile PhD is an online resource to help graduate students and PhDs in all fields identify, prepare for, and succeed in non-academic careers.

Graduate students, faculty, and alumni have full access to these resources through the University's subscription.

To get started, please log into the University of Kentucky VPhD portal. After successfully authenticating with your UK credentials, you'll be taken to the Versatile PhD login page. Create a VPhD member account if it's your first time. If you already have an account, sign in as usual.

Your Versatile PhD member account gives you access to the PhD Career Finder, where you can access resources from the experiences of real PhDs who have gone in new professional directions:

- RESUME: Authentic resumes and cover letters that got real PhDs their first jobs away from the
 faculty track, with detailed analysis that describes how they made the non-academic pivot and
 shows the application and hiring process step by step
- BIO: Inspiring first-person stories by experienced non-academic PhDs describing how their careers evolved over several years after moving out of the academy, including promotions, advancement, and signature accomplishments
- PANEL: Detailed inside information on a wide range of specific PhD-friendly careers provided by PhDs in those careers, along with their answers to a wide range of member questions

You also get access to the community discussion forums, a member directory listing thousands of PhDs working across the United States, job listings, and great information about a wide variety of possible careers.

PROSPECTIVE STUDENTS

CURRENT STUDENTS STUDENT FUNDING PROFESSIONAL ENHANCEMENT

FACULTY AND STAFF RESOURCES

CALENDAR

PHOTO GALLERY

GRADUATE SCHOOL STAFF

WHO DOES WHAT

ADMISSIONS OFFICERS

ACADEMIC AFFAIRS OFFICERS

DIRECTORS OF GRADUATE STUDIES

DIRECTORS OF GRADUATE CERTIFICATES

OFFICE OF DIVERSITY AND INCLUSION

OFFICE OF POSTDOCTORAL AFFAIRS

HONORARY DOCTORAL DEGREES

ACCREDITATION

Home / Professional Enhancement / GradLive!

GradLive!

UK GradLive! is a series of public presentations that challenge graduate, professional, and postdoctoral students and teaching assistants to showcase their research interests and teaching philosophies in clear, concise language to a general audience within a limited timeframe. These initiatives are excellent practice for job interviews, teaching demonstrations, and public speaking and communication. Plus, The Graduate School offers over \$3,000 in prizes for each event, as well as travel stipends to compete in regional Three-Minute Thesis competitions. **Click on the images below to learn more about each competition.**





https://gradschool.uky.edu/gradlive

ABOUT US

PROSPECTIVE STUDENTS

CURRENT STUDENTS **STUDENT FUNDING**

PROFESSIONAL ENHANCEMENT **FACULTY AND STAFF RESOURCES**



Professional Enhancement

Professional Enhancement

Resources for Teaching Assistants

Preparing Future Faculty

Graduate Certificate in College Teaching & Learning (GCCTL)

GradLive!

New Graduate Student Orientation

Grad Student Pathway

Career Resources

Home / Professional Enhancement / Graduate Certificate in College Teaching & Learning

Graduate Certificate in College Teaching & Learning

NOTE: Please apply via the Graduate School's online admissions application. NOTE: The PDF application, found here, is also required and should be completed, scanned, and uploaded during the online application process. Please include any other required documents (CV and unofficial copy of your graduate transcript) in this single pdf file. If you are currently a graduate student at UK, you will need to create a new account to apply for the certificate in AY using an email address that is different from the one you originally used to apply.

The Graduate Certificate in College Teaching and Learning provides a coherent, integrated approach to helping graduate students, postdoctoral scholars, current faculty, and others develop and document the skills needed as part of conscientious preparation for the full range of faculty responsibilities at a range of institutions of higher education.

This 12-credit-hour Certificate, including a required 3-credit-hour supervised practicum experience, provides a rich integration of theory and practice and provides participants with tangible documentation of their expertise in college teaching and learning. The Certificate is flexible so as to be accessible to participants from a wide range of disciplines. It uses departmental courses related to college teaching and learning as well as centralized courses.

The Certificate builds on the highly successful Preparing Future Faculty program, a collaborative effort between UK and Kentucky institutions including Asbury College, Berea College, Bluegrass Community and Technical College, Centre College, Eastern Kentucky University, Georgetown College, Kentucky State University, Lindsey Wilson College, Midway College, and Transylvania University.

The Certificate will produce graduates who are highly competitive in the job market in higher education, are quick starters as faculty members, and who can provide leadership in higher education.

Participants who are also pursuing graduate degrees are urged to apply for admission to the Certificate early in their course of graduate studies.

GCCTL Curriculum

GCCTL Benefits

CCCTL C---

Integrated Plant and Soil Sciences Graduate Student Association (IPSS GSA)

The mission of the IPSS GSA is to foster the social, educational, and professional interests of the graduate students in Integrated Plant and Soil sciences.

Organizing the IPSS GSA is up to the current graduate students.

Dr. David Van Sanford is the Faculty Advisor for the IPSS GSA

President: Sara Qian

Vice President: Joyce Robinson

Business Officer: Mounica Talasila

Social Committee Chair: Vijyesh Sharm Prof. Development Chair: Paul Cockson

Grad. Student Congress: Danielle Doering

Pres. Emeritus: Andrea Keeney

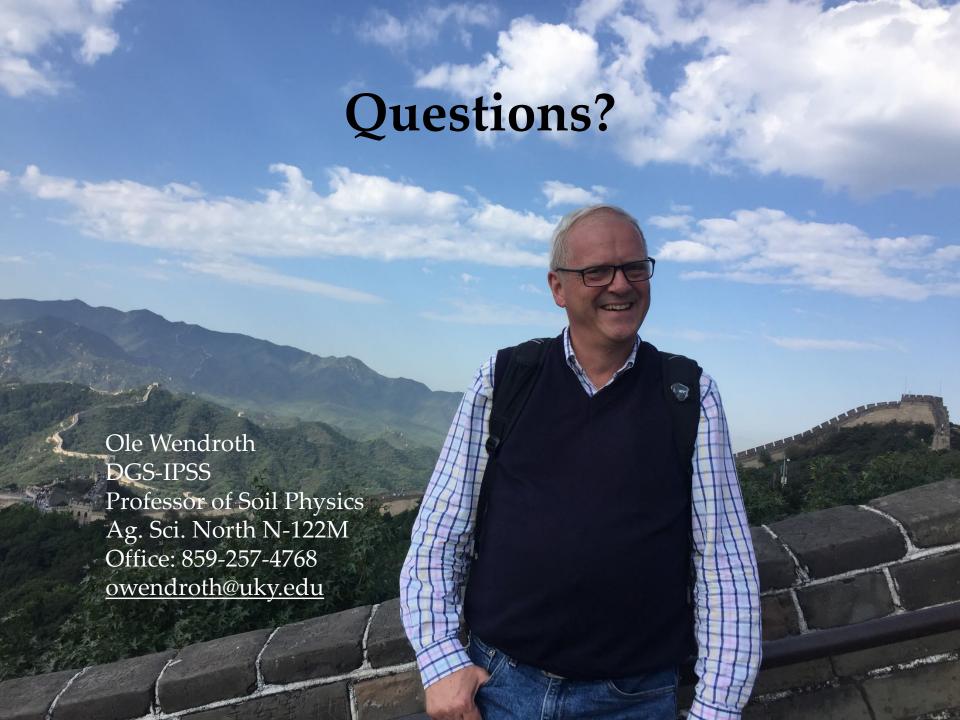


Integrated Plant and Soil Sciences Website

http://ipss.ca.uky.edu/

This site is to support IPSS graduate students through common FAQs, links, announcements, awards, updates, etc.

Contact Stacy Underwood (<u>stacy.underwood2@uky.edu</u>) with information



College Graduate Student and Postdoctoral Scholar Fall 2022 Welcome Meeting on Friday, August 19, 2022.

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11:45 a.m. – 12:15 p.m.
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- On-site Registration outside Seay Auditorium in Lobby
- Lunch available for pick-up, Seay Lobby

12:10 p.m. – 12:20 p.m. Welcome -- in Seay Auditorium

12:20 p.m. – 1:00 p.m. Plenary session*

1:00 p.m. – 1:10 p.m. Break

1:00 p.m. – 1:50 p.m. Plenary session (continued)*

1:50 p.m. – 2:00 p.m. Wrap-up and Door Prizes -- Seay Auditorium

...and now, it's lunch time!

Photos being taken!

