

**WASHINGTON STATE UNIVERSITY SCHOOL OF
MOLECULAR BIOSCIENCES**



**PROFESSIONAL SCIENCE MASTER'S
DEGREE
(PSM)**

Pullman Campus Student

GRADUATE STUDENT HANDBOOK

2018 – 2019



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SCHOOL OF MOLECULAR BIOSCIENCES FORMS

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ADDITIONAL GRADUATE SCHOOL POLICIES FOR YOUR CONVENIENCE

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Current forms are available, in PDF or Word format, from the Graduate School website:

www.gradsch.wsu.edu/Forms

SMB DIRECTOR'S STATEMENT

On behalf of the faculty, staff and students of the School of Molecular Biosciences (SMB), I welcome your participation in our Professional Science Master's degree program. Our PSM program, the first in the State, was established in 2010. As of Spring 2017 we have admitted 68 students. We have 23 PSM graduates, and we have an additional 15 currently enrolled (as of May 2017). It is the goal of our program to instill in students the professional scientific skills that fit the emerging job market. Our program is relevant and student friendly. Most important, our graduates are highly valued by their employers for their scientific insight and knowledge. The outstanding faculty of SMB will engage you directly. However, I emphasize that at the conclusion of your program you will possess the all-important skill of self-directed learning. Welcome to SMB and enjoy an unforgettable educational experience.

Jonathan Jones Professor, Director, School of Molecular Biosciences

ACKNOWLEDGMENTS

This handbook specifically for the School of Molecular Biosciences (SMB) Professional Science Masters (PSM) graduate students is a compilation of documents and information from many sources and is a revision of the SMB Graduate Student handbook. Some parts came from the WSU Graduate School, but many are derived from the efforts of current and former SMB faculty, faculty associates, graduate students and staff. There are too many valued contributors to acknowledge each individually, and the list grows with each yearly up-date. However, special thanks go to the former Associate Directors for Graduate Studies who generated many of the initial documents (Dr. Kathleen (Kotty) Postle and Dr. Kwan Hee Kim who had the vision to first assemble the SMB Graduate Handbook); current and past members of the Graduate Studies Committee; current and past officers of the Molecular Biosciences Graduate Student Association (MBGSA)—especially Matt Stump and Trisha Brock who put together the original Survival Guide for first year students; and Dr. Ron Brosemer for his detailed and witty instructions for student seminar presentations. In addition this revised handbook was compiled with the help of Jane E. Lotz-Drlak, Graduate Assistant, and Tyler Smith from the Graduate School, and Kelly McGovern and Tami Breske from SMB.

Program Mission Statement:

The Professional Science Master's (PSM) degree in molecular biosciences is designed to help students transition efficiently into the workplace by training them in skills that employers need. This program provides graduate training in science and Professional (non-science) course work, coupled with a workplace based Internship. An active employer based advisory board provides input on curriculum and internship opportunities such that the training is current and aligns with current and future job openings. This program is an alternative to the traditional Master's in Science offered by SMB, and will serve those students who want to pursue careers in science that require skills in management, communication and business.

The PSM program offers graduate students:

- Interdisciplinary training
- Development of professional skills for entering their chosen career
- Opportunities for advancement and enrichment in their current careers
- Additional education for career change and increased compensation
- Science and non-science skills to compete in the global economy
- A 'hands-on' internship in a workplace

This interdisciplinary degree aims to:

- 1.) Arm graduate trainees with the necessary skills and tools to identify and solve modern biological problems at the molecular level.
- 2.) Provide trainees with the professional skills that will allow them to compete effectively and transition efficiently into current and future employment in industry, academia, agriculture or government.
- 3.) Provide graduate students with 'hands-on work' in a workplace, so that they can experience the applicability of their graduate course content.

Student Learning Outcomes and Assessments:

WSU PSM graduates will have more avenues for remaining in science, having gained skills needed to secure well-paying jobs without pursuing a traditional science graduate degree. Students will be expected to gain the following learning outcomes from this interdisciplinary/cross training program. The student learning outcomes and methods of assessment are as follows;

1. **Application of Science Learning.** Students will demonstrate a deep knowledge of molecular bioscience principles as assessed by mastery of content in their graduate science course work. In addition, students will apply molecular bioscience knowledge in their internship work. This application will be assessed by the Internship report and the final examination. (Appendix A, E, F and H)
2. **Critical Thinking.** Students will demonstrate the general intellectual skills of critical thinking with respect to professional and scientific issues. In addition, students will

demonstrate critical thinking attributes as defined by WSU critical-thinking rubric. This will be assessed by mastery of both science and professional course work. (Appendix A)

3. **Independent Learning.** Students will demonstrate an ability to learn and function independently, understand scientific, societal and technical issues they encounter and address them appropriately and professionally in the workplace. This will be assessed by the internship mentor who will be asked to complete a Mentor Evaluation of Student form (APPENDIX F).
4. **Teamwork.** Students will be able to work in teams comprised of scientists, business administrators and project managers. In their internships, students will demonstrate ability to work in the above as well as communicate effectively with their mentors and supervisors. This will be assessed formally by the submission of the completed Student Evaluation of Internship Experience form (APPENDIX E) and the completion by the mentor of the Mentor Evaluation of Student form (APPENDIX F).
5. **Biosciences Design.** Students will be able to creatively apply design principles and methods to the solution of problems, recognizing the potential applications of business principles to molecular biosciences and biosciences principles to business and marketing.
6. **Experimentation.** Students will be able to apply experimental methods and creativity to scientific investigation about bioscience, health and medical issues in the business sector. In professional courses, students will demonstrate these abilities in completion and evaluation of their projects.
7. **Professional Ethics.** Students will be able to apply ethical principles to professional decision making. In the Internship work and project management curriculum, students will demonstrate awareness and application of ethical principles in project completion.
8. **Communication.** Students will be able to communicate effectively both verbally and in written form in the interdisciplinary worlds of business administrators, scientists, marketing and other professionals. In both the internship and professional communication course students will demonstrate their abilities to communicate effectively with others through oral presentations and written reports.
9. **Career Awareness.** Students will be aware of diverse career options in which they will use their science training. Students will be exposed to science from different perspectives including the professional course work and their workplace experience during the internship.

ADMISSIONS INFORMATION

The School of Molecular Biosciences offers Ph.D. and M.S. degrees in Molecular Biosciences with discipline-specific options in Biochemistry, Genetics & Cell Biology, Microbiology and more recently a Professional Science Master's Degree (PSM).

- Students wishing to pursue graduate studies in SMB should have an undergraduate major in biochemistry, biophysics, cell biology, genetics, microbiology, biology, chemistry or closely related fields.

- Expected undergraduate coursework includes general biology, general and organic chemistry, biochemistry, physics, calculus and/or statistics, and some advanced biology courses (such as genetics, cell, developmental or molecular biology or microbiology).

Please follow the instructions on the Graduate School website on how to apply.
Application materials must include:

All students (domestic and international):

- a. **Graduate School Application and a \$75 application fee:** Forms and instructions are available through the [WSU Graduate School](#) website.

In addition, as part of the application you will be asked to answer 2 video recorded questions. The link for these questions will be emailed to you after submission of your graduate school application.

- b. **SMB requires three letters of recommendation.** Please follow the “on line” application with the Graduate School to have your letters of recommendation submitted on line.
- c. **Transcripts** should be sent directly to the WSU Graduate School.
- d. **TOEFL scores for international applicants** who have not earned a previous degree from a US institution, within the last two years of your expected admission date, a TOEFL score of at least 100 (internet based exam) is required.
- e. **WSU requires financial verification** before an on-campus based student **International student** file may be processed for admission. The Graduate School will notify the student by an email requesting a current official bank statement, and an affidavit of support if the student is being sponsored. Student self-support, support from parents, friends, or relatives all require official bank verification with the original signature of the bank official and the bank seal.

PROFESSIONAL SCIENCE MASTER'S PROGRAM CONTACTS

Norah R. McCabe,
Ph.D. Director, PSM
Biotechnology and Life Sciences
102B
509-335-1134
nrmccabe@wsu.edu

Tami Breske
Academic Coordinator, PSM
Biotechnology and Life Sciences 102C
509-335-4318
tamara.breske@wsu.edu

Please visit the PSM website for frequent updates and spend some time navigating all the links especially the Frequently Asked Question (FAQ) link at <http://www.smb.wsu.edu/academic-training/graduate-studies/professional-science-master's-degree>

GRADUATE PROFESSIONAL STUDENT ASSOCIATION (GPSA)

The WSU Graduate and Professional Student Association (GPSA), welcomes you to Washington State University. The GPSA is the representative body for graduate and professional students at Washington State University. The primary role of the GPSA is to provide academic and professional support services and programs. Through active participation and membership in numerous university committees and organizations, the GPSA provides graduate and professional students with representation and a forum to express concerns. The GPSA strives to improve the quality of education and the student experience at Washington State University.

We in the GPSA hope that you will access our website at <http://www.gpsa.wsu.edu/> and enjoy the support and participation offered through GPSA Services, Committees, Wellbeing and Activities. We encourage you to contact us with questions or concerns.

MOLECULAR BIOSCIENCES GRADUATE STUDENT ASSOCIATION (MBGSA)

MBGSA would like to welcome you to Pullman and the Washington State University School of Molecular Biosciences (SMB)! The Molecular Biosciences Graduate Student Association (MBGSA) is a student-led organization that seeks to unite the graduate students in SMB. Even though you are an online student we want you to connect with your graduate peers in SMB. MBGSA provides an effective and influential voice for the students' viewpoint regarding various departmental issues and acts as a liaison between students, faculty, and administration. MBGSA also works closely with the WSU Graduate and Professional Student Association (GPSA), enabling graduate students to have an active voice in matters of WSU policy. Some of the following Handbook information (First Year Graduate Student Orientation Guide) has been compiled by the MBGSA to ease your transition to the Professional Science Master's Program at WSU.

MGBSU Officers for 2018-2019

Andrea Connor (President) andrea.connor@wsu.edu

Dalton Plummer (Vice-President) dalton.plummer@wsu.edu

Kaitlynne Bohm (Secretary/Treasurer) kaitlynne.bohm@wsu.edu

Professional Science Master's Degree in Molecular Biosciences

Approved Student Committee Members

Select a minimum of 3 faculty to serve on your committee following these guidelines:

- Select at least one committee member from Group I
- Select one additional committee member from either Group I or II
- Select third committee member from Group I or II or III
- *Optional* 4th Committee Member – Select from Group I or II or III or IV

NOTES: 1. It is recommended you select one committee member from either **Group I or II** during first semester in program.

2. If two committee members are related to each other (eg: married), a fourth faculty committee member is required.

GROUP I – SMB Tenure/Tenure-Track Faculty (*eligible to be committee chair*)

| NAME | EMAIL ADDRESS | LINK TO FACULTY WEBSITE |
|-------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| John Alderete | alderete@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/john-alderette |
| Margaret Black | blackm@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/margaret-black |
| Ronald W. Brosemer | xaire@wsu.edu | Courses Taught: MBIOS 303 Introductory Biochemistry MBIOS 513 General Biochemistry I MBIOS 320 DNA and Society |
| Rey Carabeo | rey.carabeo@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/dr.-rey-carabeo |
| Cynthia Cooper (Vancouver) | cdcooper@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/cynthia-d.-cooper |
| William B. Davis | wbdavis@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/william-b.-davis |
| Ryan Driskell | ryan.driskell@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/ryan-driskell |

| | | |
|-------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lisa M. Gloss | lmGLOSS@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/lisa-m.-gloss |
| Alan G. Goodman | alan.goodman@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/alan-g.-goodman |
| Michael Griswold | mgriswold@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/michael-griswold |
| Cynthia Haseltine | chaseltine@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/cynthia-haseltine |
| Terry Hassold | terryhassold@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/terry-hassold |
| Chengtao Her | cher@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/chengtao-her |
| Pat Hunt | pathunt@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/pat-hunt |
| Kwanhee Kim | khhkim@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/kwanhee-kim |
| Michael Konkel | konkel@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/michael-konkel |
| Jon Oatley | joatley@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/jon-oatley |
| Erika Offerdahl | erika.offerdahl@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/erika-g.-offerdahl |

| Steven Roberts | steven.roberts2@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/steven-roberts |
|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Eric Shelden | eshelden@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/eric-shelden |
| Michael Smerdon | smerdon@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/dr.-michael-smerdon |
| Steven Sylvester (Vancouver) | ssylvester@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/steven-sylvester |
| Jennifer Watts | jwatts@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/dr.-jennifer-watts |
| Joy Winuthayanon | w.winuthayanon@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/dr.-wipawee-joy-winuthayanon |
| John J. Wyrick | jwyrick@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/dr.-john-j.-wyrick |
| Luying Xun | luying_xun@wsu.edu | http://www.smb.wsu.edu/faculty-trainees-and-staff/faculty/profile/luying-xun |
| Emeritus Faculty *Nancy S. Magnuson *John Nilson *Mary Hunzicker-Dunn *Raymond Reeves | magnuson@wsu.edu jhn@wsu.edu mehd@wsu.edu reevesr@wsu.edu | Emeritus Faculty are no longer teaching or conducting research full-time at WSU, but are approved to serve on student committees. |
| GROUP II – SMB Non-tenure Track Clinical Faculty (eligible to be committee chair) | | |
| NAME | EMAIL ADDRESS | COURSE(S) TAUGHT |
| Consetta Helmick | helmick@wsu.edu | MBIOS 101 Introductory Microbiology MBIOS 138 Molecular Biosciences Seminar MBIOS 305 General Microbiology |
| John Hinz | jmhinz@wsu.edu | BIOL 107 Intro Biology: Cell Biology & Genetics |

| | | |
|---------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Mary Sanchez Lanier | sanchez@wsu.edu | MBIOS 442 General Virology |
| Norah McCabe | nrmccabe@wsu.edu | MBIOS 301 General Genetics MBIOS 423 Human Genetics MBIOS 494 Senior Project in Molecular Biosciences |
| Phil Mixter | pmixter@wsu.edu | MBIOS 305 General Microbiology MBIOS 430 Combined Immunology & Virology Lab MBIOS 440 Immunology |

GROUP III – WSU Graduate Faculty from other departments

The third committee member may be a faculty member with Graduate Faculty Status from another department at WSU. To confirm eligibility, please contact Tami Breske at tamara.breske@wsu.edu

GROUP IV – External to WSU

PhD level scientist or graduate faculty at another institution may be considered. Members from this group may only serve as a **fourth** committee member. External committee approval procedure must be followed. For information contact Tami Breske at tamara.breske@wsu.edu

PSM Bylaws: Section VI; page 7: Student Committees (approved September 2017)

VI. PSM-MB Student Committees

A. The PSM-MB students will make the initial selection of, and subsequent changes to, their non-thesis committees, in consultation with the Director of the PSM-MB program. Final approval of the committee's membership is at the discretion of the SMB Associate Director for Graduate Programs, who will sign the necessary Graduate School forms, on behalf of SMB.

B. Non-thesis committees for PSM-MB students

1. The chair of the PSM-MB student's non-thesis committee must be a SMB tenured or tenure-track faculty or a SMB non-tenure track clinical faculty, approved as a Graduate Faculty member in the PSM-MB program. The chair cannot be a non-tenure track research faculty.
2. The committee must have at least three WSU faculty members. At least two of the three faculty members must be Graduate Faculty in the PSM-MB degree program with a minimum of one being an SMB tenured or tenure-track faculty.
3. The third member may be from within SMB or from another WSU program, but he/she must hold Graduate Faculty status in his/her own program.
4. If two of the committee members are related to each other (e.g., married), the committee must have an additional faculty member.
5. Faculty or Ph.D. level scientists, external to WSU, with appropriate expertise may be approved to serve as a fourth member of PSM-MB students' committees. The Director of the PSM-MB degree program shall forward the signed 'External

Committee Member Request' form and the curriculum vitae of the proposed individual to the SMB Associate Director for Graduate Programs, who will attach these documents to the Committee Request form and submit the package of materials to the Dean of the Graduate School for final approval. If the external member is a non-tenured/tenure track faculty member, an additional rationale statement is necessary on the 'Committee Request' form.

6. In accordance with the Graduate School's Policy and Procedures, a student may not serve on another student's committee.

MBGSA SURVIVAL GUIDE

1. BEFORE YOU GET TO PULLMAN

Questions

If you have questions about anything while you are still out of town, you can contact Tami Breske, the SMB Graduate Academic Coordinator at **(509) 335-4318** or tamara.breske@wsu.edu.

Getting Started

The Pullman Chamber of Commerce at (509) 334-3565 or (800) 365-6948 will send you a free relocation packet. It contains information on Pullman, a local map as well as coupons. You can also request the relocation packet from their informative web site, www.pullmarchamber.com/.

Housing

Contact real estate agencies immediately after accepting your offer from WSU. This is very important because houses and apartments rent quickly here. Houses start becoming available for lease around the middle of March. If you are from out of town it may be helpful to get in touch with your graduate student mentor from Recruitment Weekend. The website www.pullman.com has links to the local real estate agency pages and <http://housing.wsu.edu/> has information on campus apartments for graduate students.

Utilities can be contacted as follows: City of Pullman (**water & sewer**) (509) 334-3243, Avista Utilities (**gas and electric**) (800) 227-9187, Frontier (**landline phone**) (877) 462-8188, Pullman Disposal Service (**trash/recycling**) (509) 334-1914 and Time Warner Cable (888) 683-1000. **Internet:** Frontier (877) 462-8188 and Time Warner Cable (888) 683-1000.

Child Care

If you have children, there is a **WSU Child Care Resource and Referral** hotline (509) 335-7625, <http://www.wsu.edu/CCRR/>. If you call them, they will ask you information about income, what you are looking for, daycare preferences, and so on. They will then compile a list of state-certified daycare providers, contact numbers and information about schools and sent it to you. Washington State Children's Center (509) 335-8847 provides full and part-time daycare. It fills up fast, but students' children will get preference on the waiting list. The Children's Center also provides evening care at low cost during the school year, which is on a drop-in basis. Pullman school district administrative offices may be contacted at (509) 332-3581.

Health and Wellness Services

There is a doctor's office and pharmacy right on campus in WSU Health and Wellness. They are located in the Washington building on the first floor, <http://hws.wsu.edu/>. To make an appointment call Health and Wellness Services (509) 335-3575. The pharmacy's number is (509) 335-5742. Students enrolled in 7 or more credits are charged the mandatory health fee with tuition that maintains the availability of basic services to students. Part-time students can elect to pay the health fee to access services.

Health Insurance

WSU students who are not covered by an insurance plan are referred to the Washington Health Benefit Exchange. Please visit the following website for details: <http://studentinsurance.wsu.edu/>

2. Upon your arrival to Pullman Places you will want to visit:

Department of Licensing

980 S. Grand Avenue, Pullman, WA (509) 334-2499 or (800) 509-0025

This is where you obtain your Washington driver's license. If you do not drive, you should obtain a Washington State ID card, which is approximately \$20. Please check the website for current Washington State driving regulations:

<http://www.dol.wa.gov/driverslicense/moving.html>.

You can register to vote here too.

Vehicle Title and Registration

1195 SE Bishop Blvd., Pullman, WA (509)334-3648

This is where you get your vehicle registered and re-titled. The law requires that you register your vehicle within 30 days of moving to Washington, but do it as soon as possible.

Washington State requires a registration fee to license your vehicle; additional fees may be assessed depending on weight of the vehicle. Information may be found at:

<http://www.dol.wa.gov/>

Bank

Convenient banks to use are the Washington State Employees Credit Union (WSECU) or U.S. Bank, which are conveniently located on the ground floor of CUB (Compton Union Building) room 60 or room 60A, respectively.

Insurance Company

There are several insurance agencies in Pullman. Some are part of a larger company (e.g. State Farm), and you may be able to transfer your policy. If not, pick an agent in town and get a new policy started. Also consider renter's insurance.

Parking Services on Campus

(509) 335- PARK

<https://transportation.wsu.edu>

If you have a car that you will be parking on campus, you should obtain a parking permit as soon as you get to campus (usually sell out). Please check with parking services for current parking options and costs for permits. Parking spaces on campus during the school year are scarce. **Before purchasing a parking permit, you should consider using the city bus system operated by Pullman Transit, walking to campus if you are close enough, or parking off-campus.** You can find route and schedule information for Pullman Transit at <http://www.pullman-wa.gov/departments/pullman-transit>. Your student fees allow you to ride the Pullman Transit without additional charge by presenting your WSU Cougar Card to the driver as you board the bus.

Additional Community Services

WSU Veterinary Hospital

(509) 335-0751 or 335-0752

www.vetmed.wsu.edu/depts-vth/appointments.asp

Free women's transit service

(509) 335-6830

Call for a ride, this is nice especially if you get out of lab late at night

WSU Visitor Center

(509) 335-4636

<http://visitor.wsu.edu/>

Located in downtown Pullman on Grand Ave. You can get sporting event tickets here.

Pullman Chamber of Commerce

415 N. Grand Ave.

(509) 334-3565

www.pullmanchamber.com/

Student Recreation Center

(509) 335-UREC (335-8732)

<http://urec.wsu.edu/>

The beautiful on-campus fitness facility has reached its 10 year anniversary. This up-to-date facility includes equipment for cardiovascular and strength training, a 1/8-mile indoor track, 25 yard – 5 lane pool, basketball courts, several multipurpose rooms, and hosts many fitness/nutrition classes. As a graduate student, you automatically pay the fees for the Recreation Center, so you might as well use it!

Sports passes are available online at <http://www.wsucougars.com/tickets/wast-student-tickets.html#purchasesportspass> or at **Beasley Coliseum**, <http://beasley.wsu.edu/>, on Stadium Way. These passes allow you to attend any sporting event during the semester or year for one flat fee.

Winco Foods, located in Moscow, Idaho, is a great place to buy groceries. It is by far the cheapest place around. Make sure that you have cash, check or debit for payment, because Winco does not take credit cards.

Moscow Food CO-OP, located in downtown Moscow, Idaho. It is a great place to get organic groceries and is open from 7:30 a.m. to 9:00 p.m. every day.

There are **Farmers Markets** in Moscow as well as in Pullman. They generally run from early summer through late fall; in Moscow every Saturday morning from 8:00 a.m. to 12:00 p.m. and in Pullman every Wednesday evening from 4:00 p.m. to 6:00 p.m. A wide variety of crafts, fresh food and farm products are available plus the occasional litter of kittens or puppies.

The **Whitman County Auditor** is located in Colfax, WA, in the Courthouse located on North Main Street (5090 397-6270).
www.whitmancounty.org/Auditor. This is where to go get copies of voter registration if you need them for residency.

Quick Contact Information

| | | |
|--------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------|
| Beasley Performing Arts Coliseum | 335-1514 | http://beasley.wsu.edu/ |
| Dept. of Licensing | 334-2499 | |
| Graduate School | 335-1446 | http://gradsch.wsu.edu/ |
| Graduate Professional Student Assoc. | 335-9545 | www.gpsa.wsu.edu/ |
| Health and Wellness Services | 335-3575 | http://hws.wsu.edu/ |
| Pullman Chamber of Commerce | 334-3565 | www.pullmarchamber.com/ |
| Pullman Regional Hospital | 332-2541 | www.pullmanhospital.org/ |
| Student Recreation Center | 335-UREC | http://urec.wsu.edu/ |
| Vehicle Registration and Licensing | 332-5589 | |
| Veterinary Hospital | 335-0751 | www.vetmed.wsu.edu/depts-vth/appointments.asp |
| Whitman County Auditor | 397- 6270 | www.whitmancounty.org/Auditor |
| Women's Transit | 335-6830 | http://women.wsu.edu/default.asp?PageID=1419 |
| WSU Child Care Resource and Referral | 335-7625 | www.wsu.edu/CCRR/ |
| WSU Pharmacy | 335-5742 | http://hws.wsu.edu/default.asp?PageID=2265 |
| WSU Visitor's Center | 335-4636 | http://visitor.wsu.edu/ |

B. GRADUATE STUDENT ORIENTATION GUIDE

1. Annual SMB retreat and PSM Orientation during The Week of Welcome

It is recommended that all students make every effort to attend the School of Molecular Biosciences (SMB) annual retreat that is usually held on the Thursday or Friday of the week of welcome (week before classes start). Information regarding registration will be emailed to all students in the summer. After the annual retreat all PSM graduate students (new and continuing) are encouraged to attend the PSM Orientation, which usually takes place at 9 am on the Friday before classes begin, so please plan on being in Pullman on that Friday

morning. The primary purpose of this orientation is to welcome you to WSU, to afford you a meeting opportunity with SMB faculty and WSU personnel, provide important SMB graduate program information, guide you through the class registration process, and advise you regarding expectations and responsibilities of a graduate student. You will also have your photograph taken at Orientation. This picture will be used in various SMB displays to help faculty, staff, and students learn who you are. You will receive an e-mail giving the exact time of the orientation. As an online student attendance at the Thursday annual SMB retreat and Friday morning orientation is highly recommended. SMB will assist with hotel charges.

Students, postdoctoral fellows, research associates, faculty, and SMB associate faculty are all in attendance at the SMB retreat. The retreat begins our academic year by building community spirit, offering recognition of achievements, and stimulating scientific curiosity and collaborations. This is one way we can learn more about each other, develop new interactions, and celebrate both individual and collective accomplishments. The focus of the retreat will vary from year-to year, but will include an overview of the scientific accomplishments of the school during a poster session, professional development seminars, and ample opportunities for scholarly and social networking amongst the members of the school. Attendance by all members of SMB is essential to meet the goals of the annual retreat; therefore, we aim for 100% participation. As stated above we highly recommend attendance by all our PSM students.

2. Student Academic Advising during the PSM Orientation

The PSM Director and the Graduate Academic Coordinator will discuss courses during the PSM orientation to give advice on course selection and availability. After the orientation you will be able to register for classes using *myWSU*. From this site, you can also access the WSU Time Schedule of Classes and the WSU catalog. At the orientation, we will also discuss some relevant Graduate School Policies, which are also found in this handbook. If you cannot attend the orientation in person, you are strongly encouraged to attend remotely via audio and or video. We can set that up for you, just send an email to Tami at tamara.breske@wsu.edu

3. Cougar/WSU ID Card and WSU Network Access

If you desire, you can purchase a WSU ID Card. It is not mandatory. The Compton Union Building (CUB), Room 60, is where you get your Cougar Card, the official multi-purpose WSU photo ID card. A Cougar Card is required for access to library privileges, student discounts, and admission to other university events and activities. To obtain your Cougar Card, you will need your WSU ID number and one piece of photo ID.

All incoming graduate students are required to set up a Network ID and a WSU e-mail account. Many essential SMB communications with students are done through e-mail. Servers such as Hotmail, AOL and YAHOO ARE NOT ADEQUATE FOR OUR PURPOSES, AS THEY CANNOT BE USED ON the Exchange server mail lists and often lose important emails and attachments. **You must check your WSU email regularly; not receiving information because you didn't check your email is not an acceptable excuse.** You can set up a Network ID and a WSU account as well as change your mailing address to a local address by logging onto myWSU through <http://www.wsu.edu/>. Portal setup information may be located here: <https://wsu.edu/psportal/pages/help.html>. SMB computer support personnel will be available to help you set up your WSU email service on the Exchange Server. As soon as you

know your physical address and have set up your email address please let Tami know at 509-335-4318 or at tamara.breske@wsu.edu.

5. International Student Information

International students are required to attend orientation sessions that include explanations about immigration regulations, social security number application, etc. offered by the OISS for new incoming students. For more information, visit online [Global Services](#) website.

6. Meetings, Room Reservations, Equipment Checkout

For most types of meetings that you have to schedule (graduate committee meetings and presentations), you have to schedule the room yourself. Any of the staff in Biotech/Life Science (BLS) 102, at 335-4566, or in BLS 202, at 335-8751, can help you schedule the BLS conference rooms. Tami Breske (tamara.breske@wsu.edu or 509-335-4318) can assist you in arranging videoconferencing and multi-site presentations.

7. LinkedIn

As a PSM student and business professional, it is expected that you create and maintain a LinkedIn account. LinkedIn is the world's largest professional network, and is an excellent resource for networking and communicating with other business professionals. A LinkedIn profile also allows the WSU PSM program to keep in contact with its graduates and track areas of employment they have pursued. Starting a profile only takes a few minutes at:

<http://www.linkedin.com/>

8. NPSMA Membership- First Year Free Student Membership

The National Professional Science Master's Association (NPSMA)

<http://www.sciencemasters.com/> is a collaborative group of Professional Science Master's (PSM) degree program directors, faculty, administrators, industry representatives, alumni, and students that supports PSM degree initiatives.

The NPSMA promotes and supports PSM degree programs at colleges and universities by providing networking opportunities and the exchange of best practice guidelines. The NPSMA assists with the development and expansion of PSM degree programs and promotes student recruitment and enrollment efforts. The NPSMA engages universities, employers, nonprofit organizations, professional associations, and government agencies in an ongoing dialogue to improve the workforce preparedness of PSM graduates and to increase the recognition of the PSM degree.

In addition, the NPSMA serves as the focal point for the collective interaction of the nation's PSM degree programs with organizations that have a stake in graduate education in science, mathematics, and technology. The NPSMA initiates these exchanges by holding workshops and conferences, publishing research findings on PSM degree developments, sharing PSM policy developments, and, most importantly, connecting the various constituents of the PSM.

WSU is a member of the NPSMA with a NPSMA official PSM program. Therefore, membership is FREE for first year students. After the first year, the annual membership fee is \$50. For more information, please visit:

<https://www.professionalsciencemasters.org/membership>

C. GRADUATE COMMITTEE AND PROGRAM OF STUDY

1. Selection of Graduate Committee Chair (Advisor) and Committee

During the first semester students should identify one committee member – I know this might be difficult, especially if you are a part-time student, but it is highly recommended. You might think about approaching a faculty member who is your instructor or alternatively you might chose a committee member that whose research interests you. Students should then add two additional faculty members in the second/third semester of study to complete their graduate committee of three. The sooner you have a committee formed the better as the members can advise you and help with all things related to your degree. One of these members should be identified as the committee chair (advisor).

Things to think about:

1. *What am I looking for in a committee member?*
2. *What sort of internship am I interested in?*
3. *Is the advisor approachable, responsive and available?*

A list of potential faculty who can serve as committee members will be made available to you. Ideally you should have some idea of the nature of your internship work, whether it be research or management, before you select your committee members. Remember, your committee will be invaluable to you as you progress throughout your PSM degree. After obtaining faculty consent to serve as committee members, students should complete the Graduate Committee Selection form (APPENDIX C) and email it to the PSM Academic Coordinator at tamara.breske@wsu.edu or fax to (509) 335-1907.

2. Expectations for Committee Meetings

The student's graduate committee should meet with the student, at a minimum, once every year, and ideally once every semester. This is up to you to schedule the meeting with your committee and the Graduate Academic Coordinator can help you find a meeting location. During these meetings you should discuss progress in coursework and progress in securing an internship position. It is your responsibility as the student to schedule these meetings as often as you wish and we encourage you to meet with your committee often. Committee meetings may be conducted in person on the Pullman campus or via video conferencing. Before each meeting, students should prepare a brief progress report describing their coursework progress and efforts to locate an internship position. After each meeting, the chair, in consultation with the committee, will briefly document in writing the outcome of the meeting. Copies of the meeting outcomes will be given to the Graduate Academic Coordinator for inclusion in the student's file.

3. Submission of Program of Study

Students should submit their *Program of Study for Master's Degree* soon as possible, on forms provided by the Graduate School at <http://gradschool.wsu.edu/Forms/index.html>. This should be approved and signed by the student's committee. After approval from the Associate Director of Graduate Studies, the Program of Study should be submitted to the Graduate School for approval, which can take as long as eight weeks. For PSM students, the Program of Study must be approved by the Graduate School no later than the beginning of the semester proceeding the semester of graduation (beginning of semester before the semester of graduation).

The requirements for graduation are those in effect at the time that the student's Program of Study is approved. Any subsequent changes in the Program of Study must be approved by the student's committee, the PSM Director, the Associate Director of Graduate Studies and the Graduate School.

If for any reason the student or faculty member wishes to subsequently alter the graduate committee composition, this process may be initiated by submitting a written request to the Director for the PSM.

4. Internship (MBioS 701 credit)

During the first or second semester, or as soon as possible in the program, it is the responsibility of each student to obtain an internship position (paid or unpaid) and identify an internship mentor in a location/situation that works for him or her. Potential internship opportunities are listed on the PSM website:

http://molecular.biosciences.wsu.edu/graduates/psm/psm_mentors.htm. Securing an internship is ultimately the student's responsibility. The internship and mentor identified by the student must be preapproved by the student's graduate committee before the beginning of the internship. The following are essential components of the internship: an internship proposal, log, final report and internship mentor evaluation. The MBioS 701 course space has all the information on the Internship, and students can also visit the Internship link on the SMB-PSM webpage at <http://www.smb.wsu.edu/academic-training/graduate-studies/professional-science- master%27s-degree/internship>. Students must register for a minimum of 4 credits of MBioS 701 (Internship) credits. These credits can be spread out over different semesters while the student is doing the internship, however, the student must register for 2 credits of MBioS 701 in the semester of graduating (in semester of completing their final examination). See section D and E for more detailed information.

5. Final Examination

For Pullman campus students, the final examination is typically scheduled physically on the Pullman campus however it can be completed via video conference using Skype for Business depending on the student's situation. Students must schedule their final examination with their committee members and give notification (through a scheduling form) to the Graduate School at least 10 working days before the final examination. In addition, at least 10 days before the examination, students must submit copies of the Internship Proposal Form, Internship Log, and the Internship Report to their committee. At the same time, students must submit copies of the Student Evaluation of Internship Experience and Mentor Evaluation of Student to all the committee members. The final examination will consist of a 20-25 minute oral presentation summarizing the internship experience, after which the student will field questions from the faculty and committee members. During the examination, the student will be evaluated on his/her knowledge of core concepts in molecular biosciences and in particular how those core concepts are applied in a professional setting. All faculty members may attend the final examination, but only members of the graduate committee and graduate training faculty may vote by secret ballot, seen only by the Graduate School liaison, who is generally the chair of the student's committee. If the student or faculty wishes to have a Graduate Mentor Fellow from the Graduate Mentor Academy present during the final examination, he/she may ask for one through the Graduate School. A very brief rationale for the request is usually required. In the event the student does not pass the final examination, he or she may be allowed to re-take the

final examination after a lapse of three months. A Graduate Mentor Fellow from the Graduate Mentor Academy will automatically be appointed to attend the repeated final examination.

D. TYPICAL TIMELINE FOR PROFESSIONAL SCIENCE MASTER'S GRADUATE PROGRAM -- (Full-time Enrollment)

Suggested Sample Timeline for Full-time Students (10 credits per semester)

| SEMESTER #1 | | SEMESTER #2 | |
|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| COURSE TITLE (CREDITS) | CAMPUS | COURSE TITLE (CREDITS) | CAMPUS |
| MBIOS 503 Molecular Biology (3 cr) | O | MBIOS 501 Cell Biology (3 cr) | O, P |
| MBIOS 578 Bioinformatics (3 cr) | O, P | | |
| MBIOS 583 Prof Skills Seminar (1 cr) | O | Select minimum of 7 credits from remaining Professional Required, Professional Elective or Science Elective Category (see on next page) | |
| Select 3 credits from one of the Professional Required Categories: Ethics, Communication, Business Focus or Management (see list) | | | |
| NOTES: Select one committee member by end of semester. | | NOTES: Select remaining committee members and schedule committee meeting. | |
| | | Submit Program of Study by end of semester. | |
| SEMESTER #3 | | SEMESTER #4 | |
| COURSE TITLE (CREDITS) | CAMPUS | COURSE TITLE (CREDITS) | CAMPUS |
| MBIOS 513 Gen Biochemistry (3 cr) | O, P | MBIOS 701 Master's Independent Capstone Project and/or Exam (2 cr minimum) | O, P |
| MBIOS 701 Master's Independent Capstone Project and/or Exam (2 cr) | O, P | | |
| Additional remaining Professional Required courses (2-3 cr) | | | |
| Additional remaining Science Elective course (1-3 cr) | | | |
| Additional remaining Professional Elective course (2-3 cr) | | | |
| NOTES: Submit Internship Proposal to committee members before end of semester (at least 2 weeks prior to beginning internship). | | NOTES: Enrollment during final semester may be part-time. If full-time enrollment is necessary, student may enroll in additional credits from Professional Required, Professional Elective or Science Elective categories. Consult with your committee for other options. | |
| | | Apply to Graduate by posted deadline. | |
| | | Submit all Internship materials (Report, Log, Evaluations) to committee members and PSM Academic Coordinator at least 2 weeks before final exam date. | |
| | | Submit signed Final Exam Scheduling form to PSM Academic Coordinator at least 2 weeks before final exam date. | |
| | | Conduct Final Examination by posted Graduate School Deadline. | |

| SCIENCE REQUIRED – Complete all | | | |
|--------------------------------------------------------------------|----------------|---------------|--|
| MBIOS 501 Cell Biology | 3 | O, P | |
| MBIOS 503 Molecular Biology | 3 | O, P | |
| MBIOS 513 General Biochemistry | 3 | O, P | |
| MBIOS 578 Bioinformatics | 3 | O, P | |
| PROFESSIONAL REQUIRED – one from each category | Credits | Campus | |
| 1. ETHICS CATEGORY – One course required | | | |
| PHIL 530 Bioethics | 2 | O, P | |
| PHIL 532 Seminar in Business Ethics | 3 | O | |
| PHIL 535 Advanced Biomedical Ethics | 3 | O | |
| 2. COMMUNICATIONS CATEGORY – One course required | | | |
| COM 541 Science Communication | 3 | P | |
| ENGL 495 Rhetoric of Science and Technology | 3 | O | |
| ENGL 562 Writing & Rhetoric in Science and Technology | 3 | O | |
| MBIOS 580 Science Information Literacy | 2 | O | |
| 3. BUSINESS FOCUS CATEGORY – One course required | | | |
| EM 505 Finance for Technical Systems | 3 | O | |
| EM 508 Legal Concepts for Engineering and Technical Managers | 3 | O | |
| ENTRP 486 Launching New Ventures | 3 | O, P | |
| MKTG 506 Marketing Strategy | 3 | O | |
| 4. MANAGEMENT CATEGORY – One course required | | | |
| EM 501 Management of Organizations | 3 | O | |
| EM 522 Leadership, Supervision and Management | 3 | O | |
| EM 564 Project Management | 3 | O | |
| EM 575 Performance Management in Technical Organizations | 3 | O | |
| 5. SKILLS SEMINAR – One course required | | | |
| MBIOS 583 Professional Skills Seminar | 1 | O | |
| SCIENCE ELECTIVES – One course required | | | |
| MBIOS 514 General Biochemistry II (Pre-req MBIOS 513) | 3 | P | |
| MBIOS 525.01 Genetically Modified Organisms | 1 | P | |
| MBIOS 525.02 Genes, Genomes & Society | 1 | P | |
| MBIOS 529.01 Cytoskeleten | 1 | P | |
| MBIOS 529.02 Membrane Biogenesis & Intracellular Trafficking | 1 | P | |
| MBIOS 550 Microbial Physiology | 3 | P | |
| MBIOS 574 Protein Biotechnology (Pre-req MBIOS 513) | 3 | P | |
| MBIOS 584 Medical Genetics | 3 | O | |
| MBIOS 585 Molecular Biotechniques | 2 | O | |
| MBIOS 586 Molecular Biotechniques Laboratory | 1 | P | |
| STAT 412 Statistical Methods in Research I | 3 | O, P | |
| STAT 512 Analysis of Variance of Designed Experiments | 3 | O, P | |
| PROFESSIONAL COURSE ELECTIVES – One course required | | | |
| COM 478 Health Communication | 3 | P | |
| COM 561 Professional Multimedia Content Creation | 3 | O | |
| COM 562 Crisis Communication in Global Contexts | 3 | O | |
| COMSTRAT 562 Creative Media Strategies and Technologies | 3 | O | |
| COMSTRAT 564 Consumer Behavior and Brand Development | 3 | O | |
| EM 524 Program and Facilities Management | 3 | O | |
| EM 526 Constraints Management | 3 | O | |
| EM 530 Applications of Constraints Management | 3 | O | |
| EM 560 Integrated Supply Chain Management | 3 | O | |
| iBUS 380 International Business | 3 | O, P | |
| MGTOP/ENTRP/MGMT 588 Management of Innovation | 3 | O | |
| INTERNSHIP – 4 credits required (6 maximum) | | | |
| MBIOS 701 Master's Independent Capstone Project and/or Examination | 1-4 varies | O, P | |

E. INTERNSHIP

Students must identify and participate in an 8-week-40 hours per week or 320-hour internship, with an identified internship mentor. The internship can be paid or unpaid, and will usually be conducted in a non-academic workplace. The objectives of the internship are to encourage students to integrate elements of the course work into the workplace and to capitalize on the transitional aspects of the PSM program. The internship will include an Internship Proposal (agreement form, proposal, and student's resume), Internship Log, Internship Final Report, Student Evaluation of Internship Experience, and Internship Mentor Evaluation of Student. The internship can be done on a part-time or full-time basis, in one semester or spread over several semesters.

Students must enroll in MBioS 701 Master's Independent Capstone Project and/or Examination for variable credits during the semester(s) they perform the internship. The internship and mentor must be identified by the student and preapproved by the student's committee by the end of the second semester of study or after completing 20 credits of course work – this is the time frame for full-time students. A detailed timeline for the internship is provided below. The internship must be a new experience for the student, and if a student wishes to do an internship in a current workplace, the nature of the internship must be completely different from his/her regular responsibilities; for example, the internship could be conducted in a different office or department within the workplace. During the internship, students will be expected to keep a weekly Internship Log to document progress. Finally, to successfully complete the internship, students will write an Internship Report under the guidance of their internship mentor and members of their graduate committee. This report will be written to show that the student met the challenge of: 1) completing an assigned internship, and 2) interpreting and integrating coursework and the internship experience. This report will form the basis of the final master's examination.

After the final examination please submit a Final copy of the following Internship documents: the Proposal, Internship Log, Final Report, Student Evaluation of Internship Experience, and Internship Mentor Evaluation of Student, in a bound folder for archiving in the SMB office.

Timeline of Internship:

- The Internship proposal should be submitted to the graduate committee one month before the internship start date.
- The Internship Proposal should be approved two weeks before the start of the Internship by the graduate committee.
- Internship Log entries should be completed on a weekly basis; an up-to-date log should be available upon request at any time during the internship. The completed log will be a component of the final examination.
- Internship report (final) is due at least 10 working days before the final examination. Students are strongly recommended to submit an initial draft version of the Internship Report to the committee members at least **15 working days** (or sooner depending on committee member recommendations) before the examination to allow time for comments.

1. Internship Proposal

The following items must be included in the internship proposal:

a) Internship Agreement

b) Proposal

1. Location: a brief summary of the workplace, including the nature of the work, complete address(es), phone and e-mail address of the internship mentor, and any compensation/ reimbursement provided.
2. Title and Abstract: include a brief summary of your responsibilities.
3. Timeline: list specific beginning and ending dates, number of work hours/week, and total number of hours you will spend on this internship.
4. Description: describe in detail what the aims of the internship are, what you will be doing, and how you will be doing it. If your internship is a research project, the background, hypothesis, methodology, and references must be included.
5. Outcomes: explain what new skills and/or knowledge you hope to acquire during this internship.
6. Evaluation: how will your mentor evaluate your performance? Identify specific parameters to be assessed.

c) A resume that was/or may have been written to secure this specific internship.

The completed Internship Proposal documents (items a, b and c above), should be approved by the members of your graduate committee two weeks before the beginning of the internship. Copies should also be sent to the PSM Academic Coordinator tamara.breske@wsu.edu or fax to (509) 335- 1907. The Internship proposal will also be reviewed by the Director of the PSM.

2. Internship Log

The log is a professional record of your internship experience. It will vary in format depending on the internship, and on the requirements of your mentor. The frequency of updating your log may be daily or biweekly (depending on your mentor recommendations); however, a summary of each week's work is mandatory. The log will be dated and carefully maintained to the specifications of your internship mentor. If you are participating in a research project, you will keep precise notes of your experimental procedures; if your internship involves a design project, computer analysis, library research, or data collection and analysis, you will record your work and maintain your log as determined by the progression of the project, under the supervision of your mentor. The purpose of the log is to show that you are able to carefully record your work in a written format, so that it is reproducible by others. Your graduate committee will review your log, and it will contribute to your final internship grade. To ensure that your log fulfills the expectations of your committee members, please contact them at least once during the internship and discuss the nature of your log with them. THIS IS YOUR RESPONSIBILITY and you can set up this discussion in person, via phone, video or email. Each log entry should be long enough to sufficiently summarize the activities for the day or week (typically 2-3 pages, single-spaced). Be concise, neat and thorough and follow the log format dictated by the specifics of the internship.

If a signed confidentiality agreement is required for your internship, your mentor will contact your graduate committee to verify that you maintained an adequate log.

3. Internship Report

This report will be based on the experience obtained through the internship project. The objectives of the report are to show that: 1) students are able to communicate effectively by writing, 2) students are able to integrate the internship experience with both the science and professional coursework, and 3) students gained valuable workplace experience.

a) Guidelines for the Internship Report:

- The length of the internship report should be no more than 10 single-spaced pages, including figures and tables. The height of the letters must be no smaller than 10 point; Helvetica or Arial 12-point are suggested fonts. References are not included in the page limitations. The format for the report should be according to the following guidelines:
 - Abstract—Briefly (<250 words), what is the overall hypothesis, aim or information that is to be tested or gained from the internship?
 - Introduction with background and significance of the proposed internship. Why is the work important?
 - Design and Methods of completing the Internship
 - Results
 - Conclusions and Future Directions.
 - Personal Internship Experience. The student will also report on their personal internship experience and will include a rating on: a) the internship environment, b) the internship experience, c) internship challenges and opportunities, and d) relevancy to their PSM course work.

Students are required to meet (either in person or via Skype) with their committee members at least once after they have completed their internship to discuss the format of their final examination powerpoint and final report.

It is suggested that students submit at least one (but more may be expected, depending on your committee) draft of their Internship Report to their committee members at least 15 working days prior to their examination to solicit feed-back and comments. It is also highly recommended that students schedule a practice of the final exam power point presentation at this time also (see F below). A final copy of the report must be submitted to committee members at least 10 working days before the scheduled date of the final examination. At the same time, students must submit copies of the Internship Proposal, Internship Log and Student Evaluation of Internship Experience and Mentor Evaluation of Student to all the committee members and to the PSM Academic Coordinator at tamara.breske@wsu.edu or fax to (509) 335-1907.

4. Internship Mentor Responsibilities

The internship mentor will be expected to provide guidance to ensure that the internship is structured, productive, and meets accountability standards by fulfilling the following:

- Outline an eight week long internship
- Assist the student in writing an internship proposal
- Hold weekly meetings with the student to discuss the internship progress
- Ensure that the student keeps an internship log of weekly activities
- Provide feedback on the internship report
- Provide feedback on the powerpoint presentation

If appropriate and within the PSM bylaws the mentor can serve as a graduate committee member, and /or can attend any committee meetings. The mentor is expected to provide an evaluation of the student's performance by filling out the Mentor Evaluation of Student form available in PDF format or in the Forms section of the handbook or in MBioS 701 Syllabus. This evaluation may be shared with the student. In addition the mentor is encouraged to attend the student's final examination either in person or remotely.

F. FINAL EXAMINATION PREPARATION AND STRUCTURE

The final examination will consist of a 20 - 25 min public oral presentation summarizing the internship experience, after which the student will field questions from the audience including committee members, other faculty in attendance and members of the public. During the final examination, the student may also be evaluated on his/her knowledge of core concepts in Molecular Biosciences, and in particular how those core concepts are applied in a professional setting. Please also remember that the public presentation part of your final examination may be videotaped, if you consent. These video recordings are then placed on the PSM website (pass word protected) for other PSM student viewing at <http://www.smb.wsu.edu/academic-training/graduate-studies/professional-science-master's-degree>. After the public presentation, there will be a closed examination period involving the committee, interested faculty members and the student, followed by a ballot. A rubric used in the Final examination is included in the SMB Forms in this handbook.

The steps toward scheduling the Final Examination are as follows:

- a. Students must enroll in at least 2 credits of MBioS 701 in the semester of the final examination.
- b. Students must schedule the final examination with their committee members.
- c. **It is recommended** that students submit a draft of the final Internship Report to their committee members **at least 15 working days** before the scheduled date of the final examination for comments.
- d. Students must submit a completed **Final Examination Scheduling Form** to the PSM Academic Coordinator. The student should allow enough time to obtain the necessary signatures from his/her committee and the SMB Associate Director of the Graduate Program in order submit the form to the Graduate School **at least 10 working days** before the scheduled date of the final examination. The form is available on the following link: <https://gradschool.wsu.edu/facultystaff-resources/18-2/> and then select "Scheduling Exam: Doctoral/Thesis Final, Non-thesis Final and Preliminary Exams."

- e. Students are expected/advised to complete a “practice” of their power point presentation with their committee members either in person or via Skype. It is the student’s responsibility to arrange this meeting. The PSM coordinator can help schedule this.
- f. Students are responsible for providing the Mentor Evaluation form to their internship mentor and arranging for the mentor to send a signed copy to the PSM Academic Coordinator at tamara.breske@wsu.edu or fax to (509) 335-1907. This document will be considered in the final examination.
- g. Students must submit the final version of the Internship Report as well as copies of the Internship Proposal and the Internship Log to the committee members and PSM academic coordinator **at least 10 working days** before the scheduled date of the final examination.
- h. **After the final examination**, students must complete all changes requested by their committee and compile the following documents in a three-ring binder (or other bound format) and bring to or mail to Tami Breske at 102B Biotechnology Life Sciences Building, PO Box 647520, Pullman, WA 99164-7520. 1) Proposal; 2) Internship Log; 3) Final Report; 4) Student Evaluation of Internship; 5) Mentor Evaluation of Student; 6) Print-out of power point presentation (optional).

G. FINAL EXAMINATION PREPARATION INFORMATION

(adapted from original document provided by Dr. Ronald W. Brosemer for Seminar Presentation Content and Purpose)

1. PRESENTATION: Content and Scheduling

- Your presentation will be on your internship.
- Make sure you schedule your presentation when all your graduate committee can be in attendance.

2. PURPOSE: Training and Knowledge Demonstration

- Most information in modern biological science is communicated verbally.
- Throughout your career, you will be continually evaluated; an important aspect of those evaluations are judgments of your presentations.

3. Getting Started

- OUTLINE YOUR TALK. You need to decide what to cover and what extra material you will need to include. Decide which tables and figures to present. Not all data collected during your internship may be relevant to your final talk.

4. Organizing Your Presentation

LOGIC. The basic secret of good organization is to elucidate the logic of the presentation. If there is no apparent logic, the topic is a poor choice.

STRUCTURE. Your presentation should generally have the following (you may change the order to fit your style.)

- Title page: Include the title as well as your name.
- Introduction: Include scientific motivation and relevance; i.e., why should people listen to this talk? Put the work in context of a wider scope of the field. Also, give background information necessary to understand the presentation. This section often requires considerable reading.
- Make sure that even people far from the field come away feeling they have learned something new.
- Continually explain what is being done and why; redundancy is not always bad. The logic of a project and the implications of the results are more important than a list of all the data. It is an art to present enough critical data in an appropriate form to convince the audience that the project is well done and the data convincing without boring them.

5. Presentation

a. CLEAR POWERPOINT PRESENTATION

- Text should be readable from the back of a small auditorium. Perhaps the cardinal sin in slides and overheads is use of fonts that are too small. For medium-sized lecture halls, use at least 24 font. This restricts the amount of material that can be shown in one slide, but that is an advantage. Use only fonts without serifs; they are clearer in slides. It is recommended that you NEVER make the all-too-common statement: "*I know you can't read what is on this slide, but I am showing it anyway*" (unless, of course, you really do not want the position for which you are applying). If, despite this counsel, you still choose to show such a slide (e.g., nucleic acid or protein sequences), use color to highlight the point you wish to make.
- Do not put too much on one slide; usually one thought per slide is ideal.
- Do not use too much text. Key phrases are best. This is one place where complete sentences are likely not warranted.
- Enlarge figures. Coloring lines on complicated figures sometimes helps. Add a title if the legend in the paper is too long. If you scan figures from papers, retype the relevant information in the legend so that it is large enough to be legible. There is no gain in including the legend if it cannot be read – just one more distraction. When you retype the legend, you will often have to shorten the text, which will likely improve the presentation.
- Redo tables if they contain too much data and/or are difficult to understand. Consider preparing a separate table by combining data from several tables. Say what the data imply.
- Use color to emphasize. Be aware of color compatibilities. Colors can spruce up a presentation, but many color schemes commonly used are a distraction rather than

an aid. Be sure to check the compatibility of your colors before you make your presentation. Appearance on a computer screen is not a sufficiently reliable method. If it looks bad on a computer screen, it will look bad on a projection screen. If it looks good on a computer screen, try it on a projection screen and view it from the back of the room before adopting that scheme. Just because something CAN be done does not mean it SHOULD be done. Surprisingly, red is usually not vivid enough to show up well under projection; avoid red.

- Explain any term or technique that might not be understandable to a fair portion of a general molecular biosciences audience. This is especially important for acronyms; I suspect that DNA, RNA and ATP may be the only acronyms needing no expansion. Explanations need not necessarily be detailed; e.g., just saying what the letters in an acronym stand for often is sufficient information. Recall how much supplemental information you needed at the last seminar you attended on a subject you were not acquainted with. The balance between providing too much trivial information and talking over the head of many in the audience is difficult to define; this is one of the major tasks confronting a seminar speaker.
- Do not waste time during your presentation reciting word-by-word what is shown on slides; assume the listeners are literate. You should show only an outline of points on the slides and use your vocal talents to fill in with additional information. Make the points on slides pithy as well as informative. This is not always easy, but if you really understand the material, you should be able to succeed. Besides, using legible fonts limits what you can fit on any one slide. It is realized that you might well need to read from slides as an aid during your first seminar, but wean yourself away from this crutch.
- Use the laser pointer sparingly. Headaches are commonplace when trying to follow a red dot that is constantly zigzagging all over the screen. This becomes especially crucial if you are tense; the craziness of laser-light patterns is directly proportional to nervousness. Do not so clearly advertise the fact that you would rather be somewhere else at that moment.
- **Please remember to be gracious and acknowledge all the people (internship mentor, co-workers, faculty and staff) who helped you through the journey of our PSM degree.**

- b. PRACTICE, PRACTICE, PRACTICE.** Practice your presentation as many times as you can, alone and before colleagues and family.

- If you are giving your first talk, start about two weeks prior to your scheduled presentation. Become acquainted with difficult pronunciations. Try to practice at least once in the room where you will give your presentation (in front of your fellow students, if possible) to familiarize yourself with the projection equipment, lights and acoustics. The most accessible time for lecture halls or conference rooms may be evening. Practice will also help you keep within the allotted time.

- You are also expected to do a “practice run” of your power point presentation with your committee members which can be done either in person or via Skype. This will give you the chance to get feedback from your committee members prior to your final exam.
- Be prepared for the unexpected. If something goes wrong, don’t panic (at least don’t do so openly). Stay calm. And be sure not to mumble statements of defense or the injustice of this setback. Remember that the audience is not interested in your problems, but in how you will get back on track so that the seminar can continue and they can (eventually) get home to dinner.

c. UNDERSTAND THE TOPIC WELL ENOUGH TO BE ABLE TO HANDLE

QUESTIONS FROM THE AUDIENCE. When a question is asked, always (without exception) repeat the question. This allows everyone to hear what has been asked, but it also allows you to rephrase the question so that you can set up your answer.

6. Despite All Admonitions

There are certain points that seem to be ignored by too many speakers. The following are the most common themes in my speaker evaluations about improving the quality of the presentation:

- Inadequate flow of the theme throughout the talk. Use of mini-summaries after every subset of data is often an effective method for maintaining the flow.
- Failure to explain terms, especially acronyms.
- Failure to adequately explain project techniques.
- Use of fonts that are too small.
- Use of fonts with serifs.
- Excessive looking away from the camera. (Whether you look away or not, they are still there.)
- Voice trailing off to inaudibility at the end of sentences or thoughts. (I am often guilty of this myself.)
- Use of meaningless conjunctions (such as "OK", "like", "ya know", "well", "uh").
- Exuberant use of the laser pointer.
- Use of "media" and "data" as singular nouns. They have been plural nouns since the time of Romulus and Remus).
- Failure to repeat questions from the audience in your own words.

H. FINAL EXAMINATION

The time, title and the place of your oral presentation will be advertised to all SMB faculty and associate members. Please also remember that the presentation part of your final examination may be videotaped if you consent. All SMB faculty and associate faculty are invited to attend, but only the graduate committee members and graduate training faculty members may vote. You are also encouraged to invite your internship mentor, other colleagues, faculty members, staff and family members as you see fit to your final presentation.

The oral presentation can be divided into five segments:

- You will first be introduced by your committee chair.

- You may be asked to leave the room while the faculty members discuss your general academic performance. The examination procedures will also be discussed.
- You will be called back into the room to give your presentation.
- Audience members will ask questions pertaining to the presentation, including related knowledge about molecular biosciences that you covered in your coursework. The public part of the examination will end and only your committee members will remain. You will then be asked more questions regarding your internship work. A sample rubric used in the Final examination is included in the SMB Forms in this handbook.
- When all the questions have been asked, you will be asked to leave the room while the faculty members discuss your performance. *The final presentation will be evaluated through ballots submitted by committee members to the Graduate School.* The number of votes required for a pass is listed below.

| Number of Examiners | Votes Needed to Pass |
|---------------------|----------------------|
| 3 | 2 |
| 4 | 3 |
| 5 | 4 |
| 6 | 4 |
| 7 | 5 |
| 8 | 6 |

- You will be called back into the examination room and told the outcome of the evaluation. It is the responsibility of your committee chair to inform the Graduate School of your results.
 - In the event that the student fails the final examination, a second and final attempt may be scheduled after a lapse of at least three months upon approval of the Committee

After your final examination you are required to submit a Final copy of the following Internship documents: the Proposal, Internship Log, Final Report, Student Evaluation of Internship Experience, and Internship Mentor Evaluation of Student, in a bound folder for archiving in the SMB office.

I. STUDENT CONDUCT AND ACADEMIC INTEGRITY

1. Student Conduct

SMB adheres to the Student Conduct Policy of Washington State University. It is your responsibility to visit the websites listed at www.conduct.wsu.edu concerning WSU policies on student conduct, read the pertinent documents and follow the rules and policies of WSU.

2. Academic Integrity

SMB supports the Academic Integrity Policy of the Washington State University. It is your responsibility to visit the websites listed below concerning WSU's policy on academic integrity, read the pertinent documents and follow the rules and policies of the University. <http://www.conduct.wsu.edu/default.asp?PageID=343> (Academic Dishonesty) <http://www.wsulibs.wsu.edu/plagiarism/main.html> (Plagiarism)

WSU policy (WAC 504-26-010) states, “Academic dishonesty, such as cheating, plagiarism, fabrication and fraud is prohibited. Plagiarism is defined as the unauthorized use of the language or thoughts of another person, and the representation of them as one’s own. (Random House Webster’s College Dictionary, 1991).

It is the student’s responsibility to learn proper citation conventions for proposals and journal articles. All students must review the appropriate WSU documents, attend an SMB workshop on student conduct, academic integrity, and plagiarism then sign an affidavit acknowledging his/her understanding of these documents. A copy of the affidavit is included in this handbook.

3. SMB Standard Operating Procedure for a Violation

A letter stating the nature of the academic violation, along with all appropriate documentation, will be brought to the attention of the SMB Associate Director of Graduate Studies. The Associate Director and members of the PSM Admissions Committee will serve as third-party reviewers of the case, and a simple majority vote will determine the outcome. The letter should be written by the individual/faculty member who was involved in the academic violation, however only the SMB Associate Director and members of the PSM Admissions Committee, are allowed to vote on the outcome. No peer review will be involved. The school will keep a record of the academic violation in a separate file with all recorded cases in SMB. The recommended outcomes for violations of the SMB or WSU Academic Integrity Policies include:

The outcome can be an “F” for the assignment/exam or for the entire course, as well as a recommendation to the faculty for the termination of the student and/or a report to the Graduate School for a review by the WSU committee handling academic integrity violations.

When the student is informed of PSM Admissions Committee decision, he/she will also be told about the SMB Ombudsman and the WSU appeals process, as noted in the WSU websites cited above.

J. ACADEMIC REGULATIONS, PROCEDURES, AND RESPONSIBILITIES

1. Definition of Good Standing for SMB graduate students

For satisfactory academic performance, a graduate student must have a cumulative GPA equal to or greater than 3.0.

2. Earned Credits and GPA calculation

- a. If a student earns a grade of “C-” or below in a course listed in his/her Program of Study, he/she must repeat the course for graded credit, not as Pass/Fail credit.
- b. All grades, except for the first grade in a repeated course, are averaged to calculate the student’s cumulative GPA.
- c. It is a requirement of the Graduate School that students may not carry a grade

of "I" (incomplete) longer than one semester or summer session while on a teaching or research assistantship. After one year the "I" will be converted to an "F" grade on your transcript.

- d. A student may petition to the Graduate School to withdraw from a course if the Registrar's deadline has passed by filling out the Graduate Student Petition form with the approval of the instructor and the Associate Director of Graduate Studies.

3. Continuous Enrollment Policy and Transfer of Graduate Credits

- a. SMB will follow the Continuous Enrollment Policy of the Graduate School. All full and part-time degree-seeking graduate students must maintain continuous enrollment in the Graduate School, enrollment until all requirements for the degree are completed. Exceptions are made for periods during which the student is on official graduate leave or emergency medical or family leave.
- b. SMB will follow the policy of the Graduate School regarding transfer of graduate credits.
- c. If credits have been earned after the completion of a bachelor's degree from an accredited graduate school (with a grade of B or higher) and are considered appropriate to the student's program of study, the credits may be transferred and applied toward a WSU graduate degree. Credits for research and thesis problems, workshops, seminars, laboratory instruction and correspondence courses are not approved for transfer as graduate credits. SMB does not allow transfer courses to substitute for the core courses (MBioS 501, 503, 513 and 578) except under extraordinary circumstances.
- d. Graduate students with a bachelor's degree from WSU can apply up to 6 graduate credit hours (500 level with a grade of B or higher) toward a graduate degree, as long as the courses were not used to fulfill their bachelor's degree requirements. Approval from the Graduate School to use the credit hours towards a graduate degree must be obtained when the student registers for the course, not afterward.
- e. For a master's degree, the number of credit hours that can be transferred is limited to half of the total, required graded course credits.
- f. Transfer of graduate credit is requested formally by listing the courses on the student's program of study. However, preliminary determination of acceptable credits for transfer can be made earlier by request to the Graduate School, through the Director of the PSM.

4. Reinstatement, Termination, Re-enrollment

- a. SMB will follow the termination and reinstatement policies of the Graduate School.
- b. A graduate student with a cumulative GPA between 2.75 and 3.0 after one semester of coursework will be reinstated automatically. After the first semester, reinstatement is not automatic.

- c. A graduate student with a cumulative GPA below 2.75 after one semester of coursework will receive a letter from the Graduate School that he/she will be terminated. The Associate Director of Graduate Studies, after consultation with the PSM Director, may write a letter to the Dean of the Graduate School requesting reinstatement of the student. The student must provide a reasonable plan for improvement of his/her academic performance.
- d. If the student's cumulative GPA increases to about 2.75 but below 3.0 after two semesters of instruction the Associate Director of Graduate Studies, after consultation with the PSM Director, may write a letter to the Dean of the Graduate School requesting reinstatement of the student.
- e. If the student's GPA is below 2.75 after two semester of instruction, the student is not eligible for reinstatement and will be terminated for unsatisfactory academic performance.
- f. A graduate student who has been dismissed for unsatisfactory academic performance may request to be re-enrolled if improved academic performance can be demonstrated. The request will be evaluated by the Associate Director of Graduate Studies and the Director of the PSM Program. If the request is deemed acceptable, the PSM director with approval from the Associate Director of Graduate Studies, may submit a letter to the Graduate School requesting reenrollment.

5. Exceptions to Policy and Procedure

- a. Requests for an exception to policy for a student should be submitted in writing to the Director of the PSM by the student's graduate committee chair.
- b. The written requests for exception will be forwarded to the Associate Director of Graduate Studies for approval. The Associate Director must approve any request for an exception to policy, especially for a student without a committee.
- c. If the request is approved, the Associate Director will write a letter to the Dean of the Graduate School requesting an exception to policy. According to the Graduate School policy, the Dean may then act upon the request or refer it to the WSU Graduate Studies Committee for a decision.

6. Graduate School's Graduate Students Rights and Responsibilities and WSU Executive Policy on Consensual Relationships

Policy on Faculty-Student and Supervisor-Subordinate Relationships:

<http://chr.wsu.edu/media/352866/EP28%5B1%5D.pdf>

Graduate Student Rights and Responsibilities:

<http://www.gradschool.wsu.edu/documents/pdf/graduatestudentcodeofrightsandresponsibilities.pdf>

7. Annual Review

Students will participate in an annual review either via phone, video or in person with the Director of the PSM program and at least two committee members in the Spring of every year, so it is essential that you begin to populate your committee as soon as possible. This review is mandatory and a copy of the annual review form will be maintained in the student's folder in the SMB office. This annual review will be a time to access progress and discuss any obstacles that students may have encountered. A record of the discussion and recommendations from the Director and committee members will be recorded on the annual review form (APPENDIX G) and a signed copy will be sent to each student for their records.

K. SCHOOL OF MOLECULAR BIOSCIENCES OMBUDSMAN

You should contact the Ombudsman if you have a problem or conflict related to the School of Molecular Biosciences or WSU that is beyond your ability to resolve with resources such as your committee chair, committee members or the PSM Director. The Ombudsman will serve as a neutral and confidential listener, and will help to mediate a resolution to problems or provide information about further steps that can be taken. The Ombudsman is also a confidential resource for information concerning the university and school rules, policies, and procedures.

The SMB Ombudsman is Dr. Terry Hassold, Biotechnology/Life Sciences 331,
terry.hassold@wsu.edu (509) 335-4953

APPENDIX A
PROFESSIONAL SCIENCE MASTER'S IN MOLECULAR BIOSCIENCES DEGREE
SCHOOL OF MOLECULAR BIOSCIENCES
2018-2019

Student Name:

WSU ID#:

| COURSE | CREDITS | TERM | GRADE | NOTES |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------|-------|-------|
| SCIENCE REQUIRED COURSES – Complete the following 4 courses | | | | |
| <input type="checkbox"/> *MBIOS 501 Cell Biology | 3 | | | |
| <input type="checkbox"/> MBIOS 503 Molecular Biology | 3 | | | |
| <input type="checkbox"/> *MBIOS 513 General Biochemistry | 3 | | | |
| <input type="checkbox"/> *MBIOS 578 Bioinformatics | 3 | | | |
| PROFESSIONAL REQUIRED COURSES – One course from each of the following five professional areas | | | | |
| 1. ETHICS <input type="checkbox"/> PHIL 530 Bioethics <input type="checkbox"/> PHIL 532 Seminar in Business Ethics <input type="checkbox"/> PHIL 535 Advanced Biomedical Ethics | 2 3 3 | | | |
| 2. COMMUNICATIONS <input type="checkbox"/> ENGL 495 Rhetoric of Science and Technology <input type="checkbox"/> ENGL 562 Writing & Rhetoric in Science & Technology <input type="checkbox"/> COM 541 Science Communication <input type="checkbox"/> MBIOS 580 Science Information Literacy | 3 3 3 2 | | | |
| 3. BUSINESS FOCUS <input type="checkbox"/> EM 505 Finance for Technical Systems <input type="checkbox"/> EM 508 Legal Concepts for Eng & Tech Managers <input type="checkbox"/> ENTRP 486 Launching New Ventures <input type="checkbox"/> MKTG 506 Marketing Management & Admin. Policy | 3 3 3 3 | | | |
| 4. MANAGEMENT <input type="checkbox"/> EM 501 Management of Organizations <input type="checkbox"/> EM 522 Leadership, Supervision & Management <input type="checkbox"/> EM 564 Project Management <input type="checkbox"/> EM 575 Performance Management in Technical Org. | 3 3 3 3 | | | |
| 5. SKILLS SEMINAR <input type="checkbox"/> MBIOS 583 Professional Skills Seminar | 1 | | | |
| ELECTIVES – Take two courses with at least one from the SCIENCE and one from the PROFESSIONAL group | | | | |
| SCIENCE COURSE ELECTIVES | | | | |
| <input type="checkbox"/> MBIOS 514 General Biochemistry (<i>Prereq 513</i>) | 3 | | | |
| <input type="checkbox"/> MBIOS 525.01 Genetically Modified Organisms | 1 | | | |
| <input type="checkbox"/> MBIOS 525.02 Genes, Genomes & Society | 1 | | | |
| | 1 | | | |

| | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|------------------------------------|--|--|--|
| <input type="checkbox"/> MBIOS 529.01 Cytoskeleton <input type="checkbox"/> MBIOS 529.02 Membrane Biogenesis & Intracell Traff <input type="checkbox"/> MBIOS 550 Microbial Physiology <input type="checkbox"/> MBIOS 574 Protein Biotechnology (Prereq 513) <input type="checkbox"/> MBIOS 584 Medical Genetics <input type="checkbox"/> MBIOS 585 Molecular Biotechniques <input type="checkbox"/> MBIOS 586 Molecular Biotechniques Lab <input type="checkbox"/> STAT 412 Statistical Methods in Research <input type="checkbox"/> STAT 512 Analysis of Variance of Designed Exp. | 1 3 3 3 2 1 3 3 3 | | | | |
| PROFESSIONAL COURSE ELECTIVES <input type="checkbox"/> COM 478 Health Communication <input type="checkbox"/> COM 561 Prof Multimedia Content Creation <input type="checkbox"/> COM 562 Crisis Communication in Global Contexts <input type="checkbox"/> COMSTRAT 562 Creative Media Strat & Tech <input type="checkbox"/> COMSTRAT 564 Consumer Behavior & Brand Dev <input type="checkbox"/> EM 524 Program in Facilities Management <input type="checkbox"/> EM 526 Constraints Management <input type="checkbox"/> EM 530 Application of Constraints <input type="checkbox"/> Management <input type="checkbox"/> EM 560 Integrated Supply Chain Management <input type="checkbox"/> EM 570 Six Sigma Quality Management <input type="checkbox"/> I BUS 380 International Business <input type="checkbox"/> MGMT/ENTRP/MGTOP 588 Management of Innovation | 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 | | | | |
| INTERNSHIP MBIOS 701 Master's Independent Capstone Project and/or Examination (variable credits – total of 4 credits required) NOTE: Current students who have taken credit(s) in MBIOS 702 already should take 4 credits minimum of MBIOS 702; these credits will substitute for MBIOS 701. | Min of 4 credits | | | | |
| NOTES: | | GPA & Credits Completed | | | |

APPENDIX B
SCHOOL OF MOLECULAR BIOSCIENCES
STUDENT CONDUCT AND ACADEMIC INTEGRITY CONTRACT

Please read and initial each statement on the line provided. This document that you have signed will be kept in your file.

1. Student Conduct

SMB supports the Student Conduct Policy of the University. Websites concerning WSU core values and student conduct are: www.conduct.wsu.edu/

I have read the documents from these websites and I understand their content. Furthermore, I agree to abide by the standards of conduct detailed in these documents.

2. Academic integrity

WSU policy (WAC 504-26-010) states, "Academic dishonesty, such as cheating, plagiarism, fabrication, and fraud, is prohibited."

SMB supports the Academic Integrity Policy of the University. Websites concerning WSU Academic Integrity are (visit for more information): <http://www.conduct.wsu.edu/default.asp?PageID=343> (Academic Dishonesty) <http://www.wsulibs.wsu.edu/plagiarism/main.html> (Plagiarism)

I have read the documents from these websites and I understand their content. Furthermore, I agree to abide by the policies of academic integrity detailed in these documents.

3. Plagiarism

Plagiarism is defined as the unauthorized use of the language or thoughts of another person, and the representation of them as one's own. (Random House Webster's College Dictionary, 1991)

I have read and understand this definition.

I understand that it is my responsibility to learn proper citation conventions (rules) for all my class papers, proposals, dissertation, and any scientific journal articles I may write.

I understand that inclusion of the words of others in a paper or manuscript without proper citation is plagiarism. I understand that inclusion of extensive sections of text, copied verbatim from a source, is also inappropriate.

I understand that falsifying sources is also considered cheating and will result in the same consequences as any other form of plagiarism.

I understand that I may be asked to provide photocopies or originals of any sources I use, including downloads from the Internet, which should include the URL.

I understand the SMB standard operating procedure for any academic violation. Any plagiarism on my part may result in an "F" in the course, and/or notification of the Dean of the Graduate School. I also understand that it may result in dismissal from the SMB graduate program.

4. Summary Statement

I have read and understand the above contract, as indicated by my initials after each paragraph, and agree to abide by the rules and policies of the School of Molecular Biosciences and the Washington State University.

Printed Name: _____

Signature: _____ Date: _____

APPENDIX C
Professional Science Master's Degree (PSM)
School of Molecular Biosciences
Student Committee Selection Form

| | |
|--------------------------------------------------------|-----------------------------------------|
| Student Name: Click here to enter text. | Today's Date: Click here to enter text. |
| Program start date: | Click here to enter text. |
| Proposed program end date: | Click here to enter text. |
| Briefly describe the goal of your proposed internship: | Click here to enter text. |

Please list your three committee members (see PSM webpage)
<http://molecular.biosciences.wsu.edu/academic-training/graduate-studies/professional-science-master%27s-degree/graduate-committee>

| | | |
|------------|---------------------------|-------------------|
| 1. (Chair) | Click here to enter text. | *Signature: _____ |
| 2. | Click here to enter text. | *Signature: _____ |
| 3. | Click here to enter text. | *Signature: _____ |

Instructions:

*Return this form to the PSM Academic Coordinator at tamara.breske@wsu.edu or fax (509)335-1907 who will then obtain signatures of committee members.

It is recommended that you keep copies of your submitted forms.

APPENDIX D INTERNSHIP AGREEMENT

This agreement must be completed and submitted as part of the internship proposal to members of your committee and to the PSM Academic Coordinator tamara.breske@wsu.edu two weeks before the beginning of the internship.

Internship Course No: **MBioS 701**

Credits to be earned: _____

FOR STUDENT

Name: _____ WSU ID#: _____

Phone: _____ Email: _____

Degree: _____

Describe your learning goals during this internship:

FOR INTERNSHIP MENTOR

Internship Site: _____

Internship Site Address: _____
Street City State Zip Code

Mentor Name: _____

Title: _____

Phone: _____ Email: _____

Starting date: _____ Completion date: _____

Internship location/dept.: _____ Hours per week on internship: _____

Student's wage: _____

Other compensation: _____

Describe the intern's responsibilities (or attach job description):

Student Intern: I accept the responsibilities as stated on this agreement. I agree to complete all internship assignments promptly and to the best of my ability. I agree to familiarize myself with and adhere to the relevant organizational policies, procedures, functions, and standards of ethical conduct.

Student: _____ Date: _____

Mentor: I have discussed the internship and this agreement with the student. I agree to provide the intern with an orientation concerning organizational policies, procedures, and functions, and meet regularly with the intern. I agree to conduct an evaluation of the student.

Mentor: _____ Date: _____

APPENDIX E
School of Molecular Biosciences
Student Evaluation of PSM Internship

This evaluation is requested so that we can monitor PSM internship locations. Evaluation should be submitted to the PSM Academic Coordinator at tamara.breske@wsu.edu.

| Student's Name: Click here to enter text. | Degree: Click here to enter text. | Term/Year: Click here to enter text. | | | | |
|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------------------|
| Internship Site: Click here to enter text. | | Mentor Name: Click here to enter text. | | | | |
| A. Did you accomplish the learning goals that you established in the Learning Agreement? Click here to enter text. | | | | | | |
| B. In your opinion, how well did your mentor (and other co-workers) interact with you on the following scales? | | | | | | |
| | POOR 1 | MARGINAL 2 | AVERAGE 3 | GOOD 4 | EXCELLENT 5 | |
| 1. Interpersonal Relations: | <input type="checkbox"/> <i>Not well accepted</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Highly Cooperative</i> |
| 2. Adequate directions: | <input type="checkbox"/> <i>Slow</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Careful and complete</i> |
| 3. Training opportunities: | <input type="checkbox"/> <i>Very few</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Many and varied</i> |
| 4. Expected tasks Vs. actual assignments: | <input type="checkbox"/> <i>Expectations were unfulfilled</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Tasks corresponded to desired experience</i> |
| 5. Amount of supervision: | <input type="checkbox"/> <i>Little contact</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Generally available</i> |
| C. Please <u>evaluate yourself</u> as to how well you were able to learn and integrate the following skills: | | | | | | |
| | POOR 1 | MARGINAL 2 | AVERAGE 3 | GOOD 4 | EXCELLENT 5 | |
| 1. Interpersonal Relations: | <input type="checkbox"/> <i>Not well accepted</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Highly Cooperative</i> |
| 2. Adequate directions: | <input type="checkbox"/> <i>Slow</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Careful and complete</i> |
| 3. Training opportunities: | <input type="checkbox"/> <i>Very few</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Many and varied</i> |
| 4. Expected tasks Vs. actual assignments: | <input type="checkbox"/> <i>Expectations were unfulfilled</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Tasks corresponded to desired experience</i> |
| 5. Amount of supervision: | <input type="checkbox"/> <i>Little contact</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Generally available</i> |
| 6. Overall satisfaction with the experience | <input type="checkbox"/> <i>Unsatisfactory</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Outstanding</i> |
| 7. Kept agreements | <input type="checkbox"/> <i>Slow</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Very timely</i> |
| 8. Judgments: | <input type="checkbox"/> <i>Poor</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Mature</i> |
| 9. Dependability: | <input type="checkbox"/> <i>Careless</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Highly reliable</i> |

| | | | | | | | |
|------------------------------|------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------------|
| 10. Learning ability: | <i>Slow</i> | <input type="checkbox"/> | <i>Rapid</i> |
| 11. Quality of work: | <i>Poor</i> | <input type="checkbox"/> | <i>Excellent</i> |
| 12. Punctuality | <i>Irregular</i> | <input type="checkbox"/> | <i>Regular</i> |
| 13. Ability to teach others: | <i>Poor</i> | <input type="checkbox"/> | <i>Excellent</i> |
| 14. Overall Performance: | <i>Poor</i> | <input type="checkbox"/> | <i>Excellent</i> |

D. In your opinion, how did your internship rate in the following areas?

| | | POOR 1 | MARGINAL 2 | AVERAGE 3 | GOOD 4 | EXCELLENT 5 | |
|-------------------------------------------------------------|---------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------------------|
| 1. The internship was appropriate for your career interests | <i>Not related</i> | <input type="checkbox"/> | <i>Closely related</i> |
| 2. You felt academically prepared for your placement | <i>Not prepared</i> | <input type="checkbox"/> | <i>Very prepared</i> |

E. What specific educational or extra-curricular experiences helped prepare you for the internship?

Click here to enter text.

F. What specific educational experiences do you wish you would have had prior to your internship?

Click here to enter text.

G. Check all of the following that you received as a direct result of your internship:

- Professional contacts in your career field
- A job or internship offer with the same employer
- Mentoring relationships
- Letter(s) of recommendation or name(s) for your reference list

H. What was the most valuable thing you gained from this internship?

Click here to enter text.

I. What advice would you give future interns?

Click here to enter text.

APPENDIX F
SCHOOL OF MOLECULAR BIOSCIENCES MENTOR EVALUATION
OF STUDENT

Please return evaluation to the PSM Academic Coordinator at tamara.breske@wsu.edu.
Feel free to attach additional pages.

Student's Name: _____ Internship Site: _____ Mentor's Name: _____

Phone: _____ Email: _____

1. Please evaluate the student on the following scales in comparison to other similarly assigned students or personnel, OR with respect to achievement of objectives.

| | POOR | MARGINAL | AVERAGE | GOOD | EXCELLENT |
|----------------------------|------|----------|---------|------|-----------|
| A. Interpersonal relations | 1 | 2 | 3 | 4 | 5 |
| B. Kept agreements | 1 | 2 | 3 | 4 | 5 |
| C. Judgment | 1 | 2 | 3 | 4 | 5 |
| D. Dependability | 1 | 2 | 3 | 4 | 5 |
| E. Learning ability | 1 | 2 | 3 | 4 | 5 |
| F. Quality of Work | 1 | 2 | 3 | 4 | 5 |
| G. Punctuality | 1 | 2 | 3 | 4 | 5 |
| H. Ability to teach | 1 | 2 | 3 | 4 | 5 |
| I. Overall | 1 | 2 | 3 | 4 | 5 |

2. Briefly relate this student's strong and/or weak work habits.

3. Would you recommend that this student pursues a career related to this experience, and if so, what additional recommendations would you make to better prepare the student for such a career?

4. What special problems affected this student's performance of objectives, such as inappropriate timing of the experience, deficiencies in the student's training, interaction with co-workers, etc.?

5. Has this evaluation been discussed with the student? Yes__ No__

APPENDIX G
Professional Science Master's
Molecular Biosciences (PSM-MB)

2017-2018 Annual Review Form

The annual review of PSM-MB students by the Director of the PSM and SMB faculty evaluates different facets of academic progress including coursework, internship and graduate committee formation. The evaluation period for the annual review is from April to April. The purpose of this review is to provide a tool for a student's self-evaluation as well as evaluation of the student by SMB faculty.

Please complete Sections A and B, and email to the PSM Academic Coordinator (tamara.breske@wsu.edu) by the requested date of March 5, 2018.

SECTION A – Completed by STUDENT prior to review

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| STUDENT NAME: | |
| Select your meeting preference: | <input type="checkbox"/> In Person <input type="checkbox"/> Skype <input type="checkbox"/> Phone |
| Phone Number: | |
| Email Address: | |
| Current Workplace: | |
| Progress toward Degree | |
| Start Date: | |
| Cumulative GPA: | |
| Campus Location | <input type="checkbox"/> On-line <input type="checkbox"/> Pullman Campus |
| Student Status: | <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time |
| Committee Members: | Chair: _____ Other Members: _____ |
| Status of Internship: | <input type="checkbox"/> Proposal <input type="checkbox"/> Log Give a brief description: |
| Has your Program of Study been filed? | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date approved: _____ |
| Anticipated degree completion date: | |
| PSM resources used: (select any used) | <input type="checkbox"/> NPSMA website <input type="checkbox"/> SMB-PSM website <input type="checkbox"/> PSM Handbook <input type="checkbox"/> Annual SMB retreat <input type="checkbox"/> Facebook <input type="checkbox"/> LinkedIn <input type="checkbox"/> Other: _____ |
| If you attended the annual SMB retreat or PSM Workshop in Pullman in previous years, did you find it useful? Do you have any suggestions for changes? | |

SECTION B – Completed by STUDENT prior to review

| | |
|-----------------------------------------------------------------------------------------|--|
| Summary of progress since last review: | |
| How do you want to use the training in the PSM in your current/future career? | |
| Describe any challenges that you have encountered in the program since the last review. | |

Annual Review Summary

| | | |
|---------------|--|-----------------------|
| Student Name: | | Date of Review: _____ |
|---------------|--|-----------------------|

SECTION C – Completed by Director and faculty during review.

1. Discussion on courses: What worked, what did not?

2. Discussion on committee interaction.

3. Discussion on internship.

4. Student comments about the program – New course ideas?

5. Specific expectations that must be fulfilled prior to next review.

SECTION D – Summary - Completed by Director and faculty after review

Any additional comments by faculty:

| | | |
|---------------------------------------------------------------|---------------------------------------|--------------------------------------------|
| Overall assessment of program progress towards degree: | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Needs Improvement |
|---------------------------------------------------------------|---------------------------------------|--------------------------------------------|

APPENDIX H

EVALUATION RUBRIC for the Final Exam for PSM Students :

PSM Candidate: _____

Committee Member: _____

| | Poor | Fair | Competent | Good | Excellent | N/A |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|-----------|------|-----------|-----|
| Demonstrates mastery of general knowledge in the field of molecular bioscience sciences | | | | | | |
| Demonstrates mastery of the relevant literature associated with the internship topic. | | | | | | |
| States clearly the relevancy of the internship focus within the goals and context of the (workplace) internship location. | | | | | | |
| Provides a detailed outline of the methods./procedures used to conduct the internship work, and shows a deep understanding of the use of such methods/procedures. | | | | | | |
| Demonstrates capability for independent thought on the conclusions from the internship work, and can appreciate critically the successes and shortcomings of the work, | | | | | | |
| Can communicate the internship work clearly and professionally in both written and oral forms. | | | | | | |
| Demonstrates the ability to discuss and apply expertise in the area of the internship topic and to make original contributions for future work in the area. | | | | | | |

Comments

Relevant Graduate School Policies

Obtained from:

<https://gradschool.wsu.edu/159-2/>

Admission

The Graduate School is responsible for official admission decisions regarding all graduate students at WSU. The Dean of the Graduate School makes these decisions with the input and advice from appropriate Graduate School staff, graduate programs, departments, and colleges. Programs and/or degree granting units and the Graduate School have the right to deny admission to any student, regardless of whether the student meets the minimum admission requirements, and are not required to provide a reason for denial.

General Policies

1. Inquiries

The Graduate School staff responds to all inquiries and forwards information to the appropriate degree granting unit (department, school, and college).

2. Application Process

The Graduate School uses an on-line application and payment system. Paper applications and checks are generally not accepted. Prospective students must complete the on-line application for admission to the Graduate School. The application link can be found at:

<http://gradschool.wsu.edu/apply/>. In order for applications to be considered, all required sections must be completed.

Each application for admission is subject to an application fee, which is required at the time of application. This fee is ***not refundable*** and may not be credited against any other fees charged by Washington State University. Application fee waivers are granted on a limited basis at the discretion of the Graduate School. For the online application, WSU only accepts Visa and MasterCard credit cards or online Pay by Check through U.S. bank accounts. Checks sent by mail are not accepted.

3. Priority Deadlines

Applications and supporting documents should be submitted as soon as possible to the Graduate School, but no later than January 10th for fall admission, and July 1st for spring admission. Students whose applications are not complete by these priority deadlines will be considered for admission upon request of the department or program. Departments may have earlier deadlines; applicants are responsible for checking with the relevant departments or programs to verify deadlines.

4. Application Requirements

Application requirements and procedures for meeting those requirements are listed on the Graduate School's website. Programs may have additional requirements, such as GRE or GMAT scores; statements of professional interest; letters of recommendation, or supplemental applications. Students are responsible for checking with the specific program or department to

which they are applying for additional application requirements. In addition, the application must be completed in its entirety, including listing *all* colleges and universities ever attended.

5. Transcript Requirements

Official transcripts are those mailed directly to the Graduate School from the registrar of the institutions attended; transcripts not sent directly from the registrar are not acceptable. The Graduate School will also accept electronic transcripts from U.S. institutions via the official electronic transcript process of the registrar's office of the institution. One set of official transcripts is required. All transcripts sent to the Graduate School as part of the application process become part of the Graduate School's official application file and cannot be returned or transferred. Programs are free to request additional transcripts as deemed appropriate. The following transcripts are required for admission to the Graduate School at Washington State University.

Applicants who attended school in the United States or Canada must submit:

- Transcripts from all accredited colleges or universities attended for any undergraduate coursework (including undergraduate coursework taken after the bachelor's degree); and
- Transcripts from the accredited colleges or universities from which any bachelor's degrees and/or graduate degrees have been granted or are expected; and
- Transcripts from the accredited colleges or universities showing any graded graduate level (including doctoral) course work taken after the bachelor's degree.

Applicants who attended school outside the United States or Canada must submit:

All official transcripts, mark sheets, grade reports, examination results, and degree certificates from all higher education institutions attended. The applicant *may be* required to order a course-by-course evaluation report of the applicant's foreign credentials, including copies of official transcripts, from the WSU-approved Credential Evaluation Service (if required, the WSU Graduate School will provide specific information to the applicant). When using a credential evaluation service, applicants must have all official transcripts, mark sheets, grade reports, examination results, and degree certificates from all higher education institutions attended sent directly to the service. The Credential Evaluation Service will make a determination on whether or not the applicant's degree is equivalent to a U.S. bachelor's degree. The final decision about the equivalency of any bachelor's degree rests with the Dean of the Graduate School. *The Graduate School reserves the right to determine whether a credential evaluation report is needed, or whether the applicant may have his/her official transcripts and degree documents sent directly to the Graduate School from the institution attended.*

6. Transfer Credits

Students intending to request transfer credit for their Program of Study will need to submit official transcripts from colleges or universities showing such credit. See Chapter 6, Section G, Program of Study.

7. General Admission Criteria

Applicants who have submitted complete application materials are considered for admission on the basis of the following:

Coursework Requirements

- A cumulative grade point average of 3.0 (based on a 4.0 system) of graded undergraduate coursework, or a cumulative grade point average of 3.0 (based on a 4.0 system) from graded graduate coursework when there are 12 or more semester hours of graded graduate coursework taken after the bachelor's degree. (Note: International transcript evaluation to determine a 3.0 GPA will depend on transcript format.)
- At the minimum, applicants must have or anticipate receiving a bachelor's degree from an accredited school before the start of the semester for which they have applied to graduate school.
- Schools must be accredited by a recognized accreditation association.
- Credits earned in a professional degree program (such as DVM, JD, MD or PharmD) are not considered as graduate credits in the admission decision.
- The Dean of the Graduate School is the final authority in determining what constitutes accredited courses or schools, and in determining exceptions to this policy.

English Proficiency Requirements. All international applicants must demonstrate a basic proficiency in English by submitting official Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or Michigan English Language Assessment Battery (MELAB) test scores. Applicants from Australia, Bahamas, Barbados, Botswana, Canada, Guyana, Kenya, United Kingdom, Republic of Ireland, Jamaica, New Zealand, Nigeria, and Trinidad and Tobago are exempt from the English proficiency requirement.

The date of the scores must be within two years of the expected semester of enrollment and sent directly to the Graduate School from the Educational Testing Service.

International students who have or will have graduated with a baccalaureate or higher degree from an accredited four-year U.S. or Canadian college or university ***within*** two years of the expected semester of enrollment at the WSU Graduate School are not required to submit English proficiency test scores. Student copies of scores, or photocopies, are not official and will not be used in the admission evaluation process. International applicants who are currently working in the U.S. under an H-1B visa ***may be recommended by the WSU program chair/director for exemption from the English proficiency requirement*** if they can provide official documentation that they have been working/studying in the U.S. for a minimum of four years directly prior to the expected semester of enrollment.

The ETS institutional code for WSU and the minimum acceptable TOEFL/IELTS/MELAB scores can be found on the Graduate School website for International applicants: <http://gradschool.wsu.edu/international-requirements/>.

8. Approval of Admission

Degree-seeking applicants who have met all admission requirements of the Graduate School and the program requirements, and are recommended by a program, generally are admitted to the Graduate School. The Dean of the Graduate School grants final approval of admission, assuming general admission requirements have been met and when evidence indicates a high probability of success in the prospective degree program. Applicants may not be considered regardless of a previous institution's credentials if their application is deemed inadequate, incomplete, or insufficient.

All prospective students must be accepted by the program in which they seek a degree or graduate study. If the prospective student has not met all of the admissions requirements, but the program supports the student's admission, the program may request a Provisional Admission to the program (see below). Provisional admission has conditions that the student must meet within a specified time period. Contingencies are noted on the admission certificate that is sent to the student.

Programs and the Graduate School have the right to deny admission to any student, regardless of whether they meet the minimum admission requirements, and are not required to provide a reason for denial.

9. Notice of Admission to Applicant

The Graduate School issues an admission certificate to the applicant when he/she has been accepted for graduate study at Washington State University. Applicants who attend Washington State University before complete credentials have been submitted and approved do so at their own risk; they may be subject to dismissal if final credentials do not meet the conditions of the admissions certificate.

10. Admission is valid for one term only. The admitted student must enroll and complete the first semester of study to be considered a graduate student in active status. If the first semester of study is not completed for any reason (for example, withdrawal due to medical reasons), the student must reapply to the Graduate School in order to return to the program to which the student was originally admitted. Admission is not guaranteed. Students who do not complete their first semester of study are not eligible for a graduate leave of absence.

11. Admission to a program for which the applicant currently holds a degree. An applicant may not be admitted to a degree program if he/she currently holds a degree in that program. For example, an applicant who holds a Master of Science in Computer Science degree from another university may not be admitted to the Master of Science degree in Computer Science at WSU. An exception to policy may be submitted to the Dean of the Graduate School if the program can substantiate that the WSU degree sought by the applicant is significantly different than the degree the applicant currently holds. For example, a Master of Science in Civil Engineering (with a major focus on Transportation) may be justified as a different degree than a Master of Science in Civil Engineering (with a major focus on Waste Water Treatment).

Enrollment status

All master's degree students are required to enroll for a minimum of 2 credits every fall and spring semester until they complete all of their degree requirements (see Section A.2 of this policy). Graduate leave is available to those degree-seeking students who are in good standing but who must be away from campus for personal reasons (see Section A.6 in this policy). Students in official internship leave status (see Section A.7 in this policy) are not required to register for credit unless their program requires it. If master's degree students do not register for credit or go into approved graduate leave or internship leave status, their absence is unapproved. Such students may reenroll and pay a nonrefundable processing fee if they are absent for no more than two consecutive semesters, excluding the summer (see Section A.3 in this policy). Reenrollment also requires departmental approval and is not guaranteed. Students who are absent for three consecutive semesters, excluding the summer, will be discontinued from the Graduate School (see Section A.4 in this policy).

a. **Continuous enrollment:** All full- and part-time degree-seeking graduate students at all campus locations must maintain continuous enrollment in the Graduate School, registering for each semester, excluding summer sessions, from the time of first enrollment until all requirements for the degree are completed. **Continuous enrollment is maintained by registering for a minimum of 2 graduate credits per semester (excluding the summer).** International students who enroll for fewer than 10 credits must be approved by OISS, in consultation with the Graduate School, prior to part-time enrollment during the academic year. Exceptions to the continuous enrollment policy are noted in Section A.2.b. Continuous doctoral status (CDS), explained in Section A.2.a meets the continuous enrollment requirement.

b. Exceptions to Continuous Enrollment

Typically, degree-seeking graduate students enroll in credits every semester until degree completion; however, sometimes circumstances are such that degree-seeking students are unable to enroll for credits. Such circumstances may include illness, family issues, financial need, work, or other obligations.

The exceptions to continuous enrollment discussed in this section address circumstances in which a degree-seeking student must be away from campus and cannot enroll for credits. These students must complete the appropriate graduate leave or internship leave paperwork, obtain approval from their faculty advisor and program chair, and submit the paperwork to the Graduate School in advance of the semester they will be away. Official leaves of absence, internship leave status, and absences not approved under this policy are included in the time limits to complete a degree.

1. Graduate Leave of Absence. *Degree-seeking students in active status who must be away from campus for reasons such as medical issues (EFML), family obligations, job obligations, military service, and Peace Corps service, and who cannot maintain continuous enrollment in any given semester, may apply for an official graduate leave of absence. See Section A.6 for additional information and procedures. Only graduate*

leave for medical reasons (EFML), military service, and Peace Corps service is available to doctoral students in continuous doctoral status. Students who are approved for graduate leave while in continuous doctoral status will not be charged the \$50 administrative fee.

2. Internship Leave. *Degree-seeking students who wish to go on an internship approved by their program and who do not need to register for credits for the internship may apply for internship leave status. See Section A.7 for information and procedures*

3. Reenrollment for a Degree-seeking Student

(This reenrollment policy does not apply to doctoral students in continuous doctoral status). A degree-seeking graduate student (who is not in continuous doctoral status) who does not maintain continuous enrollment or who is not on approved graduate leave or internship leave status, and who is absent for one semester or two consecutive semesters (excluding the summer) must complete the **reenrollment form**, available at <https://gradschool.wsu.edu/apply/> before the student can register for classes.

Reenrollment requires a nonrefundable processing fee because the student is returning from an unapproved absence. Reenrollment also requires departmental approval and is not guaranteed. Students enrolling after being in continuous doctoral status, or on approved graduate leave or internship leave, do not have to complete the reenrollment form or pay the reenrollment fee.

4. Readmission for a Degree-seeking Student

A degree-seeking graduate student who fails to maintain continuous enrollment or approved graduate leave or internship leave, and who is absent for three or more consecutive semesters (excluding the summer) is required to reapply and pay a nonrefundable application fee to the Graduate School if he/she wishes to be considered for readmission to a program. Readmission is not guaranteed.

Registration

The student is responsible for completing appropriate enrollment procedures each semester. The Graduate School sends an official Admissions Certificate to students accepted into a graduate program at WSU. This includes instructions for registration for the first semester of study. Students should contact their advisor (or the faculty or staff representative of the appropriate program of study) for advice concerning specific class requirements or recommendations. The student then registers for classes using the on-line registration site at myWSU. Appropriate login information for this site will be included with the Admissions Certificate.

Appropriate Levels of Registration (Credit Load)

Full-time Students

Graduate students must register for a minimum of 10 credit hours to maintain full-time enrollment status in the fall and spring semesters. All full-time graduate students must register for at least one (1) 700 (masters), 702 (non-thesis masters) or 800 (doctoral) level

research credit each semester to track faculty advisor effort. (Students should check with their departments for additional information and/or exceptions to this policy).

Part-time Students

Graduate students must register for a minimum of 2 credit hours and no more than 9 credit hours to maintain part-time enrollment status in the fall and spring semesters.

While graduate students may be required by their major program to register for a greater number of credit hours, they must enroll at least for the following minimums.

- 1.** All full- and part-time degree-seeking students are required to register for a minimum of 2 graduate credits per semester (excluding the summer), unless they are in continuous doctoral status, or approved graduate leave or internship leave status.
- 2.** Students not on appointment as teaching, research, or staff assistants, and enrolling solely for the purpose of a) completing theses or special projects; b) taking preliminary examinations; or c) taking master's or doctoral final examinations, must register for a minimum of 2 semester hours of the applicable 700, 702, or 800 course at Washington State University during that semester or summer session.
- 3.** Graduate students on appointment as teaching, research, or staff assistants during the academic year must be enrolled full time for a minimum of 10 credit hours or 3 credit hours during the summer.
- 4.** Students on non-service appointments must enroll for a minimum of 10 credit hours per semester during the academic year.
- 5.** Students on non-service appointments for the summer must enroll for a minimum of 3 hours during the eight-week summer session.
- 6.** A normal academic load for a full-time graduate student is 10-12 credit hours; however, under specific circumstances, individual programs may require more.
- 7.** International students in F-1 and J-1 status should consult with the Office of International Students and Scholars (OISS) for enrollment requirements. In general, international graduate students are required by the U.S. Department of Homeland Security to enroll for at least 10 credits during the regular academic year.
- 8.** International students with valid academic, administrative, or medical reasons may be granted part-time enrollment authorization using the approved Reduced Course Load form. This includes students who have completed all required courses and are enrolled for thesis/dissertation credits only. A Reduced Course Load must be approved by OISS, in consultation with the Graduate School, prior to part-time enrollment during the academic year.
- 9.** Loads in excess of 18 credit hours in a regular semester, or 8 or 10 credit hours in six- and eight- week summer sessions, respectively, are considered overloads and must have the approval of the major professor and the concurrence of the Dean of the Graduate School. Students on appointment as teaching, research, or staff assistants or associates also must have approval of their supervisors in order to take an overload. Credit hours of enrollment in

"Audit" status are not included in calculating the student's academic load.

- 10.** Students may enroll for a minimum of 2 graduate credit hours during a fall and/or spring internship, but are not required to do so unless it is a program requirement. International students must consult with the Office of International Programs for employment authorization before committing to an internship experience.

Official Graduate Leave of Absence

The following official graduate leaves of absence are intended to provide the degree-seeking student in active status with some continuing services during their time away from campus for the reasons stated below. Students may not be enrolled during the semester(s) in which they have been approved for Graduate Leave or Emergency/Family Medical Leave (EFML). Graduate leave (including EFML) does not extend the time limitations for degree completion (see Chapter 6, Section E). Extensions must be requested according to Graduate School procedures (see Chapter 6, Section F).

a. Graduate Leave Status (GLS)

Graduate Leave Status is granted for students in active status (enrolled or in CDS) who must be away from their studies for one or more semesters for personal, family, job, financial, military or Peace Corps service, or other compelling reasons. Only graduate leave for medical reasons (EFML), military service, and Peace Corps service is available to doctoral students in continuous doctoral status. Students must apply for Graduate Leave through the Graduate School by completing the Graduate Leave form. The Graduate School must receive the Graduate Leave form no later than the 10th day of class during the semester in which the leave is requested, unless the student is requesting EFML. If the student is not enrolled or in CDS, the student must follow procedures to either reenroll or reapply to their program before a graduate leave request will be considered. The leave must be approved by the student's committee chair, program chair, International Programs (for international F-1/J-1 students only) and Dean of the Graduate School. A student may be on Graduate Leave for a total of up to one calendar year during their studies, but leave time may be extended for special circumstances (e.g., for military or Peace Corps service). Graduate Leave beyond one calendar year during a student's studies is not guaranteed. Graduate Leave entitles students to maintain access to library services if needed. At the end of the leave, the student will be able to reenroll for credits without completing the reenrollment form or paying the reenrollment fee. International students must submit information on their finances to the Graduate School if they require issuance of new immigration documents (Form I-20/DS-2019).

b. Emergency Family/Medical Leave

Emergency Family/Medical Leave is a type of Graduate Leave for graduate students who must leave school for one or more semesters due to a medical or family emergency that is defined under the federal Family Medical Leave Act. (For absences within a given semester related to the birth or adoption of a child, please refer to Short-term Parental Leave in Section 6.c.) EFML entitles graduate students in good standing to be away from the university but maintain some benefits and services during their leave period, including use of the University libraries. EFML status also entitles graduate students to maintain their eligibility for student health insurance on a self-pay basis for a period of one semester as approved by Health and Wellness Services. Students need to have been a participant in the student health insurance

plan immediately preceding the EFML leave to be eligible.

EFML must be coordinated with the Graduate School, the student's program advisor and chair, International Programs (for international students only) and also with Health and Wellness Services if the student wishes to maintain eligibility for student health insurance benefits. Graduate students must submit a Graduate Leave form, along with the Medical Leave form, to program advisor, program chair, and the Graduate School prior to the semester in which EFML is needed, unless the leave is an emergency. EFML policy does not apply to specific program requirements or the terms and conditions of assistantships, fellowships and other forms of financial aid. At the end of the leave, the student does not need to complete the Reenrollment form or pay a reenrollment fee to reenroll in their program. EFML generally is limited to one calendar year during a student's graduate studies. Students who require EFML leave for more than one calendar year must obtain program support and Graduate School approval in advance to extend the leave beyond the first year. Extensions to EFML are not guaranteed, and students will not be eligible for student health insurance. Students on approved EFML do not have to complete a reenrollment form or pay a reenrollment fee.

Graduate students who want access to the student health insurance program during their first semester of EFML must submit an EFML application to Health and Wellness Services (contact HWS for the application). If the leave begins mid-semester, the University's policies and procedures related to withdrawals, refunds, continuation of benefits, and termination of assistantships (and other forms of financial aid) apply for that semester. Access to the student health insurance program via EFML, if approved, will apply for the following semester. Students should contact Health and Wellness Services for an EFML application and information related to insurance premiums for the semester on leave.

c. Short-term Parental Leave

The Short-term Parental Leave plan provides up to four consecutive weeks of leave for the period directly before or after the birth or adoption of a child. During this time, the student continues to be enrolled and, if on an assistantship appointment, the student will continue to receive graduate assistant benefits (i.e., tuition waivers will remain in place), health benefits, and his/her salary.

Eligibility: The Short-term Parental Leave plan applies to all full-time enrolled graduate students at all campus locations anticipating the birth or adoption of a child. Eligible graduate students are those who have been full-time graduate students for at least one academic year (two academic semesters, not including the summer) at the time Parental Leave is taken. Students must maintain their full-time enrollment status during Parental Leave.

- A full-time graduate student on an assistantship appointment is eligible for four consecutive weeks of paid Parental Leave from his/her graduate program. In the event that both parents are full-time graduate students at WSU, only one may take Parental Leave or the four consecutive weeks may be shared between them.
- Full-time graduate students who are not on an assistantship may request Parental Leave without tuition or salary support.

Financial Support for Graduate Assistants: The Graduate School has established a process to

provide temporary financial assistance to programs to enable them to continue to support students on graduate assistant appointments during Short-term Parental Leave. These funds will be provided by the Graduate School to ensure that the graduate student's funding is continued during their approved leave period and the research/teaching efforts of the department are not adversely affected.

Programs should request salary replacement funds for graduate assistants who seek Parental Leave via the Short-Term Parental Leave form, which should be signed by the student, the faculty advisor and the Program Chair, and submitted to the Dean of the Graduate School. These short-term replacement funds will be available for graduate assistants on any funding source. In addition to the temporary salary funds, the Graduate School will maintain resident and non-resident tuition waivers for the assistant during the approved Short-term Parental Leave period, not to exceed the current appointment period. For students on grant funding, the Graduate School will provide pro-rated tuition waivers to replace the QTR during the approved Short-term Parental Leave period.

Short-term Parental Leave Academic Plan: Faculty and other mentors are expected to work with graduate students to make fair and appropriate alternative arrangements during Parental Leave in the form of a written Parental Leave Academic Plan approved by the student's course instructors, if applicable, and the major advisor. Students should alert their program chair and advisor as soon as they know of the impending need for a leave so that any necessary work adjustments (for graduate assistants) and academic arrangements may be made. Students who are planning to request a Parental Leave should meet with their faculty advisor no fewer than ten weeks prior to the proposed start of the leave to develop a plan for their academic work. The agreed upon plan should be attached to the Short Term Parental Leave form before it is submitted to the Graduate School. The Disabilities Resource Center should be consulted if there are medical issues that require reasonable accommodation. While graduate assistants will not be required to perform any duties during their period of Parental Leave, they may want to maintain a certain amount of involvement with their advisor during the Parental Leave period. This involvement should be mutually agreed upon by the student and the faculty member.

Short-term Parental Leave Procedures: Parental Leave may extend up to four consecutive weeks. Graduate students who seek Parental Leave should complete a Short-Term Parental Leave form, attach a copy of their academic plan for the leave, and have the form signed by their faculty advisor and program/department chair. The form must be submitted to the Graduate School no later than eight weeks prior to the anticipated start date of the leave. The student and graduate program will be notified in writing of the Graduate School's decision on the Short-Term Parental Leave request. In addition, if the student is on an assistantship appointment, the Graduate School will work with the program to provide funds for the continuation of the student's salary during the leave period. After the period of approved leave, graduate assistants are entitled to return to their assistantship positions for the duration of their current appointment.

Absences beyond Short-Term Parental Leave: The Short-Term Parental Leave plan does not cover medical situations or complications due to childbirth. Programs may provide additional unpaid time off beyond the Parental Leave based on the student's documented needs, but university policies regarding reasonable accommodation and/or Graduate Leave must be followed. Graduate students should apply for an official leave of absence (see section A.6 in this chapter) from their graduate studies if they anticipate being absent for an entire semester

or more. Students should be advised that there is no guarantee of an assistantship position after returning from an absence beyond the Short-term Parental Leave.

Internship Leave

Internship Leave entitles graduate students in good standing to be away from the university in a full-time internship while maintaining access to student health insurance, faculty and staff counsel, and use of the University libraries. Students may not be enrolled during the semester in which they have been approved for Internship Leave. Internship Leave entitles graduate students to maintain their eligibility for student health insurance on a self-pay (or department pay) basis. Internship Leave is available for a period of up to one semester, and may continue for an additional semester if the internship is continuous and part of the student's official course of study.

Extensions to internship leave beyond two consecutive semesters must be recommended in advance by the program and approved by the Graduate School. Extensions to internship leave are not guaranteed, and the student will not be eligible for student health insurance during the extension. Internship Leave should be used by doctoral student who have completed all of their program requirements except their final program-required internship.

- a . To be eligible for Internship Leave, a graduate student must be approved for an internship by his or her faculty advisor. The graduate student does not have to register for credit for the internship unless it is required by their program.
- b . The student must have registered for and completed at least one semester as a graduate student at WSU prior to going on Internship Leave. Graduate students can apply for Internship Leave by completing the Graduate Internship Approval form and submitting it to the Dean of the Graduate School one semester prior to the internship.
- c . International students must consult with the Office of International Programs regarding employment eligibility. Internship Leave through the Graduate School does not constitute employment authorization for immigration purposes.

Maximum Time Limits for Completion of Master's Degree:

Most full-time students enrolled in master's degree programs at WSU require 2-3 years for completion of their program. The maximum time allowed for completion of a master's degree is 6 years from the beginning date of the earliest course applied toward the degree. The Graduate School recognizes some programs are designed for the part-time student and can be expected to require a longer completion period. As appropriate, departments may request an extension of this time limit as described in Chapter 6 (General Academic Requirements).

Program of Study

General university requirements and descriptions for the student's Program of Study are described in Chapter 6 (General Academic Requirements). The student's advisor, in consultation with suggested committee members, should aid the student in the development of their proposed Program of Study, which is then submitted to the chair of the appropriate graduate program. It is the chair's responsibility to assure that the

program meets the minimum requirements of the respective program and Graduate School. The chair will submit the program to the Dean of the Graduate School for approval to assure that the program meets the minimum requirements of the Graduate School.

The [Program of Study](#) for a master's candidate should be submitted on forms provided by the Graduate School as soon as possible, but no later than the beginning of the semester preceding the anticipated semester of graduation (e.g., anticipated graduation in spring, the program of study is due no later than beginning of preceding fall semester).

Filing the Program of Study

After the proposed Program of Study form is completed by the graduate student, it must be signed by each advisory committee member and submitted to the program chair of the major graduate program and the chair of the minor program (if applicable) who ensure that it meets the requirements of the programs and Graduate School. The chair will submit the [Program of Study](#) to the Dean of the Graduate School for approval to assure that it meets the minimum requirements of the Graduate School.

Changing the Program of Study

Changes made to the Program of Study must be documented with the appropriate signatures signifying the endorsement of the master's committee and the approval of the chair of the program and submitted to the Graduate School. If program changes are made, the Change of Program form must be completed, signed and submitted to the Graduate School before a student may submit an Application for Degree.

Fulfilling the Program of Study

Once approved, the master's Program of Study becomes the basis of the requirements for the degree.