

Horticulture & Agronomy Graduate Group PhD Guidance Committee Report

Student Name: _____ Area of Emphasis: _____

Guidance Committee Meetings:

	Graduate Adviser	Major Professor	3 rd Committee Member	Student
Name: (please print)				
First Quarter Meeting – Date: _____				
Signatures:				
Third Quarter Meeting – Date: _____				
Signatures:				
Fifth Quarter Meeting – Date: _____				
By signing here, you agree that:				
1) the student will have completed his/her required coursework, and				
2) you approve the QE committee recommendations shown on page 5.				
Signatures				

After each meeting, send signed report form to Grad Group Coordinator (Kelly Paglia, Plant Sciences)

First Quarter Meeting:

Prerequisites and other preparatory coursework

Prerequisites		
_____ General Chemistry	_____ Statistics	_____ Plant Physiology
_____ Organic Chemistry	_____ Biology	_____ Soils
_____ Physics	_____ Genetics	

List when and how missing pre-requisites will be fulfilled:

Identify four areas for Qualifying Exam, including the cropping system. List potential courses for each area; mark strongly recommended courses with *, but include alternatives in case

1. _____ (cropping system)	2. _____	3. _____	4. _____
Alternative courses for each area (in case of schedule conflicts, cancelled courses, etc.):			

Status of Required Courses

Area of emphasis courses: Minimum of three courses overall (totaling at least 9 units), of which at least two (6 units minimum) must be graduate level. Once the QE topic areas and the classes the student must complete before taking the QE are determined, they should be listed on this page.

Required Courses	Qtr of expected completion	Qtr Completed	Units	Grade
HRT 200A (Fall)			4	
HRT 203 (Winter)			3	
HRT 200B (Spring)			4	
HRT 290 (Fall)			1	
PLS 205 (Winter) or PLS 206 (Fall)				
Required Seminar (not HRT290!)			1	
Exit Seminar				
Cropping system:				
Topic Area 2:				
Topic Area 3:				
Topic Area 4:				

First Quarter Meeting Wrap Up (indicate with a check mark that the topics were discussed):

Discuss the following topics

- Status of prerequisites
- Discuss area of research
- Discuss QE process
- Identify cropping system, three other areas for Qualifying Exam
- Identify courses, alternative courses for each area
- Discuss academic progress, versus 299 units, versus GSR
- Meet at the start of each quarter to discuss expectations for satisfactory 299 research in that quarter

Emphasize the statement below:

Graduate education in the pursuit of a research-focused graduate degree is a process that is more than a set of tasks, assignments, jobs, or work products. A PhD dissertation is a long-term (multi-year) project largely unconnected to the short-term rhythms of the undergraduate quarter/semester system. Adequate progress towards the dissertation/thesis is expected of each PhD student throughout the calendar year. This progress includes the regular academic terms (fall/winter/spring), times between instructional dates in these terms, and during the summer, at a pace that is likely to result in completion of the degree program within its normative time.

Third Quarter Meeting Topics (please mark with tick mark):

- Status of prerequisites
 - Performance in first year coursework
 - Planned coursework for second year – does the plan need to be revised? Revise page 3 if needed
 - Tentative timeline for qualifying examination
 - Potential Qualifying Exam Committee membership (preliminary)
 - Plans for research project, present draft proposal (e.g., from HRT 203 or for Jastro)
 - Discuss academic progress
 - Did major professor provide a syllabus for 299 units?
 - Potential Dissertation Committee membership (preliminary)
-

Fifth Quarter Meeting Topics (please mark with tick mark):

- Status of prerequisites
- Performance in coursework – is all course work completed, if not, when?
- Timeline for qualifying examination (see next page)
- Potential Qualifying Exam Committee membership
- Discuss research proposal (send to guidance committee prior to meeting!!)
- Discuss overall progress
- Did major professor provide a syllabus for 299 units each quarter?
- Potential Dissertation Committee membership

Qualifying Exam

All required courses must be completed before taking the Qualifying Exam. Consider:

- a. Suggested month & year for examination (must be taken by Spring of third year): _____
- b. Proposed members of the Qualifying Exam Committee. At least one member, but no more than two members, must be from outside the Horticulture & Agronomy Graduate Group. At least three members must be Academic Senate faculty. The Chair must be a member of the Horticulture & Agronomy Graduate Group.
- c. Check web resources (GGHA website) to ensure broad examination topics AND consideration of over-booked faculty. The group has 70+ potential QE examiners. If a faculty member has 2+ QE's listed, consider choosing an alternative examiner. The student may suggest faculty, but suggestions can be overruled by the academic advisor! Final approval power for all QE committees is with Graduate Studies.
- d. Options for exam format and emergency planning (see Gradsphere form)

<i>Examination Topic</i>	<i>Committee Member, First Choice</i>	<i>Second Choice</i>
<u>General Horticulture/Agronomy (Chair)</u>	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- a. Recommendations for Dissertation Committee:
(Students must advance to candidacy within one quarter after passing QE. Advancing to candidacy includes getting official Graduate Studies approval of the student's Dissertation Committee.)

_____ Chair (student's Major Professor)

Other notes and or comments discussed: