

Department of Food Science and Technology

GRADUATE STUDENT HANDBOOK

**Virginia Tech
Blacksburg, VA 24061**

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Mission Statement

Engaging Minds to Meet Global Food and Health Challenges

*Welcome to Virginia Tech and the Department of Food Science and Technology. Your decision to study for an advanced degree in Food Science represents a very important benchmark in your academic training. Our M.S. and Ph.D. degree programs are designed to be challenging, intellectually stimulating, and professionally rewarding. The faculty represents an excellent group of scholars who are dedicated to providing you an outstanding graduate education. However, **the ultimate success of your graduate education depends on you; you are encouraged to fully apply your intellectual skills in order to take full advantage of this educational opportunity.***

The Department of Food Science and Technology Graduate Student Handbook provides you with a description of the Department's graduate degree requirements, rules and regulations, etc. This Handbook is to be used in conjunction with the Graduate School Catalog and the Graduate School Manual of Policies and Procedures. These policies and procedures are discussed during a graduate student departmental orientation session which is held the first week of each Fall Semester. It is the individual responsibility of each student entering the Department of Food Science and Technology's Graduate Program to completely read and understand all policies and procedures outlined in this Handbook, as well as those outlined in the above cited Graduate School documents.

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I. INTRODUCTION

Food science is the discipline in which biology, chemistry, physical sciences, and engineering are used to study the nature of foods, the causes of their deterioration, and the principles underlying food processing. Food technology is the application of food science to the selection, preservation, processing, packaging, distribution, and use of safe, nutritious, and wholesome food. Therefore, Food Science and Technology is the study and application of related sciences to ultimately improve the quality and safety of foods.

A food scientist studies the physical, microbiological, and chemical makeup of food. Depending on their area of specialization, food scientists may develop ways to process, preserve, package, or store food, according to industry and government specifications and regulations. Consumers seldom think of the vast array of foods and the research and development that has resulted in tasty, nutritious, safe, and convenient foods. In order to guide students who seek to prepare themselves to contribute to the field of Food Science, the Department of Food Science and Technology at Virginia Tech offers the B.S., M.S. and Ph.D. degree programs, as well as a Food Science minor for non-majors. Food Science and Technology students are to develop a scientific understanding of foods and food processing through the application of biochemistry, chemistry, microbiology, physics, and other sciences.

Modern scientific and technological progress demands a multi-disciplinary approach and thorough training in the basic sciences. Therefore, both the graduate and undergraduate curricula are designed to provide a broad program in the basic sciences on which to build technical competence in Food Science and Technology. The food industry has increasingly shown preference for graduates who have been educated in this type of program. Both the M.S. and Ph.D. degrees require that the student complete an original research project and present the results as part of a thesis or dissertation.

The food industry utilizes the technical training of the food scientist in many ways: research and development, manufacturing and production, technical sales and service, management, quality assurance, regulatory services with state or federal government, technical writing, teaching, and consulting work. Current scientific topics and employment opportunities in the field of food science can be reviewed through the Institute of Food Technologists website (www.ift.org) and the Journal of Food Technology, an IFT publication.

II. ADMISSION PROCEDURES

Screening of applications for graduate study is initiated by the Graduate Committee. These individuals review the application to determine the applicant's background and previous academic performance. The Chairman of the Graduate Committee reviews the Committee members' comments and makes a recommendation to the Department Head. The Department Head, in turn, makes a recommendation to the Dean of the Graduate School, who notifies the student of the final decision.

A full evaluation of an application includes:

A. Performance on the Graduate Record Examination

Minimum acceptable level is normally a combined score of 1000 for the verbal and

quantitative portions. A score below 1000 may be considered in exceptional cases.

B. Student's Quality Credit Average (QCA)

QCA of 3.00 is normally required for regular student status admission.

C. Letters of Recommendation

Normally three letters of recommendation are required.

D. Previous Academic Training

Students who do not have academic training equivalent to that required for a B.S. degree in Food Science and Technology at Virginia Tech will complete selected core courses before graduation. Students without a background in a science related field may be required to complete supplemental courses before being admitted to a regular student status.

E. Research

Demonstrated ability to do independent research is an important consideration, especially for doctoral applicants. Evidence of research skills may include undergraduate research projects, Master's thesis research, industrial research and the publication/presentation of the study(s).

F. International Students

In addition to the above requirements, international students must submit the results of TOEFL test. For the internet-based test, a minimum total score of 80, and minimum scores of 20 on the reading, writing, speaking, and listening sections are expected.

III. GENERAL DESCRIPTION OF RESEARCH AREAS

Food research can be varied and multidisciplinary. Food scientists are involved in research that spans the entire food system from production and processing to consumption. The role of the food scientist can range anywhere from that of a microbiologist, chemist, or technologist to that of an engineer. The Virginia Tech Food Science and Technology Department is involved in a number of different research areas including: Food Safety, Food Chemistry and Sensory, Quality Evaluation, Process and Product Development, and Food Engineering.

A. Food Safety

Microorganisms are of significance in food systems because they have both adverse and beneficial effects - they can cause spoilage and illness, but they are also used to produce a variety of foods through fermentation. At Virginia Tech, food microbiology research is concerned with basic and applied studies of foodborne pathogens, microbiological spoilage, prevention and control of contamination during processing, thermal and non-thermal processing, and method development to detect microorganisms and their toxins. Recently, food safety research has focused on control of major foodborne pathogens in primary agriculture production and processing through the application of new and traditional processing technologies, antimicrobials, sanitation, HACCP based strategies and analytical methodology.

B. Food Chemistry and Sensory Research

The food chemistry and sensory research emphasis allows graduate students to focus on interactions of food components at both basic and applied levels. Understanding of molecular reactions, flavor chemistry, food composition, component interactions, and physical properties of food systems is applied to characterizing changes in food quality attributes, such as texture, color, flavor, and nutrition. Analytical and sensory methods are typically used in studying flavor chemistry. Sensory perception and physiological response related to molecular stimulation is essential to understanding the human element in food quality and safety.

C. Food Packaging and Processing

An emphasis in food processing and packaging allows graduate students in food science and technology to use many of the specialized disciplines of food science in practical applied and basic research. Principles of food engineering, food microbiology, and food chemistry are combined in the food processing and packaging program. Students are engaged in such unit operations as thermal processing, aseptic processing, computer data acquisition and control, dehydration, modified atmosphere packaging, filtration, sanitation, and nondestructive evaluation methods. Students have the opportunity to determine how processing and packaging affects the foods we produce and to investigate new methods of food processing and packaging.

Process and Product Development is often commodity related. This type of research will, for the most part, be carried out in the pilot plants with equipment that is usually smaller in scale than commercial equipment. Commodities included in Virginia Tech's food research program include dairy, fruit and vegetable, meat, poultry, and seafood products.

D. Enology and Viticulture

Research in enology is focused primarily in the area of grape and wine flavor components in addition to evaluation of vineyard management and processing alternatives. The influence of grapevine canopy management on the incidence of fruit rot metabolites and their effect on native grape aroma components is currently being investigated. Viticultural and enological practice affecting grape phenols and their polymerization and stabilization is also investigated. The evaluation of new cultivars and the wines produced from those cultivars attempts to provide practical information to enhance the growth and development of the Virginia wine industry.

IV. FACULTY

Boyer, R.R. Ph.D., Virginia Tech (2006). Associate Professor, Room 124A, Food Science and Technology, 231-4330. Safety of minimally processed fresh fruits and vegetables, attachment characteristics and removal of foodborne pathogenic bacteria to various fresh produce surfaces. Consumer food safety extension. (Food Microbiology/Safety).

Duncan, S.E. Ph.D., University of Tennessee (1989). Professor, Room 30, Food Science and Technology, 231-8675. Sensory and dairy food products and processing. (Sensory, Dairy Foods Technology).

Eigel, W.N. Ph.D., Texas A&M University (1973). Associate Professor, Room 115, Food Science and Technology, 231-6877. Food proteins and enzymes. (Food Biochemistry).

Eifert, J.D., Ph.D., Virginia Tech (1994). Associate Professor, Room 102, Food Science and Technology, 231-3658. Food safety, food laws and regulations, microbiological and chemical analysis of food, poultry processing. (Food Microbiology/Safety).

Jahncke, M.L. Ph.D., Cornell University (1985). Professor and Superintendent, Hampton Seafood Research and Extension Center, P.O. Box 369, Hampton, VA 23669. (757)727-4861. Chemistry, technology and microbiology of seafood products, food lipids and oils, institutional food products. (Seafood Technology, Food Chemistry).

Kuhn, D. Ph.D., Virginia Tech (2008). Assistant Professor, Room 25-B, Food Science & Technology, 231-8643. Seafood quality, seafood safety, aquaculture research and outreach. (Seafood Technology, Food Engineering).

Marcy, J.E. Ph.D., N.C. State University (1980). Professor and Department Head, Room 22A, Food Science and Technology, 231-7850. Food processing and packaging. (Interaction between Food Packaging and its Contents).

Mallikarjunan, K. Ph.D., Food Engineering University of Guelph, Guelph, Ontario (1993). Biological Systems Engineering Department, 312 Seitz Hall, 231-7937. Food Process Engineering, Physical Properties of Food Materials.

Neilson, A.P. Ph.D., Purdue University (2009). Assistant Professor, Room 1013, Integrated Life Science, 231-8391. Functional foods. (Chemical and biochemical functionality and food quality and human health related to obesity and chronic diseases).

O'Keefe, S.F. Ph.D., Iowa State University (1988). Professor, Room 119, Food Science and Technology, 231-2075. Food chemistry, lipid and flavor chemistry. (Food Chemistry).

Ponder, M.A. Ph.D., Michigan State University (2005). Assistant Professor. Room 205, Fralin Biotechnology Center, 231-5031. Microbial ecology of food commodities. Pathogen detection and characterization of activity using molecular methods. Host-pathogen interaction. (Food Microbiology/Safety).

Sumner, S.S. Ph.D., University of Wisconsin-Madison (1987). Associate Dean, Academic Programs, Director, CALS Resident Instruction, Room 1070, Litton Reaves, 231-5290. Food safety, dairy and fruit and vegetable safety. (Food Microbiology/Safety).

Williams, R.C. Ph.D. University of Tennessee (2001). Associate Professor and Extension Project Leader, Room 103, Food Science and Technology, 231-4106. Detection and control of pathogenic bacteria. Food safety education for Virginia industry. (Food microbiology/safety).

Emeritus Professors

Flick, G.J. Ph.D., Louisiana State University (1969). University Distinguished Professor/Extension Food Scientist, Room 25C, Food Science and Technology, 231-6965.

Chemistry, technology and microbiology of seafood products, food lipids and oils, institutional food products. (Seafood Technology, Food Chemistry).

Graham, P.P. Ph.D., N.C. State University (1970). Associate Professor, Food Science and Technology, 231-6806. Muscle food processing and product development research. (Muscle Foods Technology).

Marriott, N.G. Ph.D., Texas A&M University (1976). Professor and Extension Food Scientist, Food Science and Technology. 231-7640. Accelerated processing of dry-cured meats, restructured foods. (Food Sanitation, Meat Processing).

Pierson, M.D. Ph.D., University of Illinois (1970). Professor, Room 20-A, Food Science and Technology, 231-8641. Inhibition and control of foodborne pathogens, mechanisms of antimicrobials, rapid methods, new preservation methods. (Food Microbiology/Safety).

Zoecklein, B.W. Ph.D., Virginia Tech (1995). Professor and Extension Food Scientist - Enology, Room 14, Food Science and Technology, 231-5325. Grape and wine aroma and flavor chemistry. (Wine Chemistry and Processing).

V. REGISTRATION AND ARRIVAL

Students need to arrive at least a week before the beginning of the first semester they are to enroll. A general orientation session will be held the week before classes start in the fall and during the first seminar class in the spring semester. This session will introduce the student to the graduate handbook and provide information relative to safety, facility use, and course registration. Additionally, the "Graduate Student Expectations for Successful Graduate Study" (Appendix A), as well as the "Advisor Expectations for Successful Graduate Student Advising" (Appendix B).

Soon after arrival, students should report to the Main Office of the Food Science and Technology Department and schedule an appointment with the Department Head and their Major Professor.

A. Choosing the Major Professor

The Major Professor should be known prior to the student's arrival. In the event that a given faculty member has been assigned as Major Professor, the faculty member will be responsible for informing the student before his/her arrival. Students not informed about their Major Professor before arriving will be assigned an interim Major Professor by the Department Head. If an interim Major Professor is assigned to the student, the student will be required to choose a permanent advisor by the end of his/her first semester of study by mutual agreement between the student, the Major Professor, and the Department Head.

The Major Professor is to be a faculty member of the Food Science and Technology Department with technical expertise in the student's intended major field of study. If a student is being funded from a research project, in most cases the student's Major Professor will be the principal investigator of the project.

B. Faculty Interviews and Staff/RA Introductions

It is important for graduate students to get to know faculty and vice versa, thus all graduate students will be required to meet on an individual basis with each of the faculty members in the Department. Appendix D (Faculty Interview Signature Sheet) is a check sheet that must be filled out and returned to the Main Office after the completion of the **first semester**. In addition, students need to meet the FST Staff and Research Associates (RA) and turn in the signature form (Appendix E) by the end of the **first semester**.

C. Graduate Committee – Curriculum Review

The background of students enrolling in the Food Science and Technology Department can be very diverse. Each student may require specific coursework to meet the Departmental requirements for graduation. Students select courses after consultation with their Major Professor. The courses selected for the Graduate Plan of Study must be approved by both the students Graduate Committee and a representative of the Department Graduate Committee. A list of FST graduate courses is provided in Appendix F.

D. Course Enrollment

The student will be expected to meet with his/her Major Professor before the beginning of classes to tentatively outline the courses to be taken throughout his/her degree program. This selection of courses will be based on the student's specific interests and on the recommendation specified in C above. Students are responsible for enrolling in classes online through Hokie Spa.

E. Motor Vehicles and Parking (1-3200)

All students must register their motor vehicles with Virginia Tech Parking Services located at 455 Tech Center Drive or 130 Student Services Building. Students should register their vehicles during the first week of the semester. To receive a parking tag you must have a motor vehicle registration, valid driver's license, and a student ID card. Students are not allowed to park in the Food Science Building parking lot; ticketing will be strictly enforced. Commuting students must use the designated commuter parking lots. The Visitor Information Center provides a pamphlet on the traffic and parking regulations.

VI. DEGREE REQUIREMENTS

A. Graduate School (1-4669)

All degree programs must conform to the requirements of the Graduate School as described in the Graduate Catalog and the Graduate School Policies and Procedures Manual. In addition, candidates for the M.S. and Ph.D. degrees must meet the following requirements:

B. Departmental - Master of Science

A detailed list of degree expectations and requirements is available in Appendix C.

1. Thesis - An original research project thesis is required.
2. Qualifying Examination - A qualifying examination is not required.
3. Advisory Committee –

- The Committee Chairman/Major Professor must be a full-time faculty or research professor affiliated with the Department of Food Science and Technology.
- The student and the Major Professor will select two additional members of the Committee, to be approved by the Department Head.
- The Committee shall have a majority of full-time faculty or research professors in the FST Department and may have member(s) from another academic department. Adjunct faculty and other professional scientists from outside the university may serve as regular committee members with the approval of the Department Head. A Research Scientist or a Research Associate holding a Ph.D. degree may serve on the Advisory Committee as a fourth member.
- The student must personally confirm with each Committee member their willingness to serve on the Committee.
- The student should actively seek the advice of the Committee members and use this Committee in a truly advisory capacity.

4. Course Requirements and Plan of Study - A proposed Plan of Study will be developed by the student, Major Professor, and student's Advisory Committee. The Plan of Study must comply with the requirements listed in the Graduate School Policies and Procedures Manual and with Departmental degree requirements. The Plan of Study should complement the student's research program so the final plan of study should not be submitted before the student's project is selected. The Plan of Study should be completed by the end of the student's **second semester** and no later than the end of the 1st year.

The student is responsible for developing, submitting, and tracking the progress of the approval of their Plan of Study. However, this should be done in consultation with the Major Professor and Advisory Committee. See Appendix G/H for the plan of study forms.

The student's Advisory Committee will be expected to meet at least once to review the student's proposed Plan of Study. The Plan of Study form must be signed by all the members on the student's Advisory Committee before being submitted to the Department Head. Use the following procedure for submitting a Plan of Study for evaluation and approval:

- a. The proposed Plan of Study is submitted to the Advisory Committee for review and signatures. Plan of study form for M.S. students is available in Appendix G.
- b. The proposed Plan of Study is submitted to the Department Head.
- c. The Department Head's office will enter the Plan of Study on the Virginia Tech Banner system to be approved by the Graduate School.

5. Research Proposal - Prior to the completion of the first year of graduate study, the student will prepare a research proposal (see Appendix I) for evaluation and approval by the student's Advisory Committee. The proposal will be presented at a scheduled meeting of the student's Advisory Committee. **The research proposal**

must be submitted to the Advisory Committee at least seven days prior to the Advisory Committee meeting. Following review from the student's Advisory Committee, a final copy should be given to the Department Head Secretary in Room 22, and placed in the student's academic file.

6. Seminar - Every student will present a seminar (FST 5004) each year of residence. For example, an M.S. student completing degree requirements in two years will present two seminars for credit and one thesis defense seminar. All students are expected to attend seminar even if they are not enrolled for credit. See Appendix J for a detailed discussion of the Department's seminar policy.

7. Teaching Assignments - All students receiving a stipend will be requested to assist in the teaching of at least one course each academic year. New students will generally not be asked to teach in the first semester of their program. The faculty member of the course assigned will work with the student to ensure that the student learns the various aspects of the teaching process. This should include observation of the student's teaching in the classroom in order to provide constructive criticism. All teaching assignments are made by the Department Head.

8. Checklist - All students should use the checklist (Appendix K1, 2 or 3 depending on degree being pursued) to ensure important milestones for your first semester and subsequent semesters are completed in a timely fashion.

9. Evaluation Report - All students will submit a semiannual evaluation report at the completion of each academic term (February 1 for fall semester activities and September 1 for spring semester and summer activities) (see Appendix L). The completed progress report is to be signed by the Major Professor and at least one committee member and will then be sent to the Department Head. The progress report also keeps the Department Head informed of the progress of each student. The Graduate Committee will evaluate the student's progress toward their degree annually. The Department Head will maintain a progress check sheet for each student. If at any time a student needs to know his/her status, the progress check sheet can be viewed. In the event that the evaluation report is not submitted on time, the Department Head may request the Graduate School to withdraw that student from active enrollment.

Graduate student summer funding and awards will be decided based on the progress toward degree, service and professional activities noted on the progress reports.

10. Thesis and Final Examination - The thesis will be written under the supervision of the Major Professor. The thesis shall be formatted to meet the requirements of the Graduate School (Appendix I, Guidelines for Thesis/Dissertation Research Proposal).

- The Department requires that the research portion of the thesis shall be written in manuscript form, following the guidelines of a primary research journal in the area of food science. Examples of appropriate research journals to be considered for manuscript style include Applied and Environmental Microbiology, Journal of Food Science, Journal of Food Protection, Journal of Dairy Science, and Journal of Agriculture and Food Chemistry.

- Each research manuscript shall be titled as a separate Chapter within the thesis.
- In general, each manuscript will include an abstract, introduction, materials and methods, results and discussion, conclusions, and references. The body matter of the thesis, as described in Appendix I of the Guidelines for Thesis/Dissertation Research Proposal document shall be modified to accommodate the research.
- If the research portion is contained within one manuscript, including an introduction, then the abstract should be provided at the beginning of the thesis.
- If two or more research manuscripts are included within the thesis, then an Abstract and Introduction addressing the entire scope of the thesis research should be included before the Review of Literature.
- A Conclusion or Summary of the entire dissertation may also be included if appropriate.
- Defense of the thesis will be administered by the student's Examination Committee.
- Committee members must be given a typed copy of the final draft of the thesis at least fourteen days before the examination.
- The thesis will be evaluated by the Examination Committee for completion of proposed objectives, scientific merit, clarity of thought, thoroughness of presentation, and grammar. Evaluation of the thesis will be made prior to and during the final examination. Further examination of the thesis can be made after the final examination and prior to submission of the final copy to the Graduate School.

The final examination will be supervised by the Major Professor and administered by the student's Examination Committee. It shall include a scheduled public seminar on the thesis work, to be arranged by the student and Major Professor and presented to the faculty and graduate students of the Department, and visitors from other university departments. The open seminar will be followed by an oral examination with attendance restricted to faculty and the student. The oral examination will include questions on the thesis, course work and general knowledge of food science and related fields. [If the final approved thesis is submitted to the Graduate School more than eight weeks after the final examination then the final examination must be retaken].

It is the responsibility of the student to ensure that all other degree requirements are met prior to scheduling the final examination. The student is responsible for the costs associated with writing and reproducing the thesis. One bound copy of the thesis is to be provided to each the Department and to the Major Professor. The student must submit their thesis electronically (<http://etd.vt.edu/>; Appendix I, Guidelines for Thesis/Dissertation Research Proposal) within 2 weeks of the defense date for final approval by the Graduate School. Upon submission of the electronic thesis the student claims copyright to the thesis.

11. Publication of Thesis – It is expected that the research from the M.S. thesis is published in a peer reviewed journal. Students are expected to have all papers from their thesis prepared for submission to appropriate journals prior to final acceptance of the thesis.

12. Final Term Check-Out - As part of completion of the student's program and departure from the Department, the student will have an exit interview with the department head, or another representative from the department.

C. Departmental - Doctor of Philosophy

1. Dissertation - An original research project dissertation is required.

2. Qualifying Examination - A qualifying examination is not required for students who have an M.S. degree, but may be required for students who have only a Bachelor's degree. In the latter case, the research proposal submission seminar and research proposal may be evaluated in lieu of a qualifying exam.

3. Advisory Committee –

- The Committee Chairman/Major Professor must be a full-time faculty or research professor affiliated with the Department of Food Science and Technology.
- The student and the Major Professor will select two additional members of the Committee from Department of Food Science and Technology.
- An additional Committee member will be selected from another academic department.
- All Committee members must possess a Ph.D.
- All Committee members will be approved by the Department Head.
- Adjunct faculty and other professional scientists from outside the university may serve as regular committee members with the approval of the Department Head. A Research Scientist or a Research Associate holding a Ph.D. degree may serve on the Advisory Committee as a fifth member.
- The student must personally confirm with each Committee member their willingness to serve on the Committee.
- The student should actively seek the advice of the Committee members and use this Committee in a truly advisory capacity.

4. Course Requirements and Plan of Study – A proposed Plan of Study will be developed by the student, Major Professor, and student's Advisory Committee. The Plan of Study must comply with the requirements listed in the Graduate School Policies and Procedures Manual and with Departmental degree requirements. The Plan of Study should complement the student's research program so the final plan of study should not be submitted before the student's project is selected. The Plan of Study should be completed by the end of the student's second semester and no later than the end of the 1st year.

The student is responsible for developing, submitting, and tracking the progress of the approval of their Plan of Study. However, this should be done in consultation with the Major Professor and Advisory Committee. The student's Advisory Committee will be expected to meet at least once to review the student's proposed Plan of Study. The Plan of Study form must be signed by all the members on the student's Advisory Committee before being submitted to the Department Head.

The following procedure is used for submitting a Plan of Study for Departmental evaluation and approval.

- a. The proposed Plan of Study (Plan of Study General Work Sheet, Appendix H) is submitted to the student's Advisory Committee for signatures.
 - b. The proposed Plan of Study (Plan of Study General Work Sheet, Appendix H) is submitted to the Department Head. (Department office).
 - c. The Department Head will request the Graduate Committee to review the proposed Plan of Study for compliance with Departmental requirements.
 - d. The Graduate Committee will send its recommendations and comments to the Department Head who will inform the student's Major Professor.
 - e. The Graduate Committee will meet with each student once a year to discuss the planned Plan of Study, progress toward degree, and other issues of the graduate program.
 - f. The Department Head will send the Plan of Study and final recommendations to the Graduate School.
5. Research Proposal - Prior to the completion of the first year of graduate study, the student will prepare a research proposal (see Appendix I) for evaluation and approval by the student's Advisory Committee.
- The student should work with their Major Professor to develop a written proposal that contains a detailed Introduction, Literature review, Research questions, methods, potential problems and justification sections.
 - **The research proposal must be submitted to the Advisory Committee at least seven days prior to the Advisory Committee meeting.**
 - The proposal will be presented as a powerpoint or keynote seminar at a scheduled meeting of the student's Advisory Committee.
 - Students should be prepared to answer questions about methodology, hypotheses and general knowledge relating to the students proposal.
 - Ph.D. students will incorporate revisions from each Committee member for approval prior to proceeding with the project. This revised version serves as your contract with your Committee.
6. Seminar - Every student will present a seminar (FST 5004) each year of residence. For example, a Ph.D. student completing degree requirements in three years will present three seminars for credit, one proposal defense seminar and one dissertation defense seminar. All students are expected to attend seminar even if they are not enrolled for credit. See Appendix J for a detailed discussion of the Department's seminar policy.
7. Teaching Assignments - All Ph.D. students on a stipend, will be requested to assist in the teaching of at least one course each academic year. New students will generally not be asked to teach in the first semester of their program. The faculty member of the course assigned will work with the student to ensure that the student learns the various aspects of the teaching process. This should include observation

of the student's teaching in the classroom in order to provide constructive criticism. All teaching assignments are made by the Department Head.

8. Checklist - All students should use the checklist (Appendix K) to ensure important milestones for your first semester and first year are completed.

9. Evaluation Report - All students will submit a semester evaluation report at the completion of each academic term (**February 1** for fall semester activities and **September 1** for spring semester and summer activities) (see Appendix I). The completed progress report is to be signed by the Major Professor and at least two committee members and will then be sent to the Department Head. The progress report also keeps the Department Head informed of the progress of each student. The Graduate Committee will evaluate the student's progress toward their degree annually. The Department Head will maintain a progress check sheet (Appendix I) for each student. If at any time a student needs to know his/her status, the progress check sheet can be viewed. In the event that the progress report is not submitted on time, the Department Head may request the Graduate School to withdraw that student from active enrollment.

Graduate student summer funding and awards will be decided based on the progress toward degree, service and professional activities noted on the progress reports.

10. Preliminary Examination - The preliminary examination consists of a written examination followed by an oral examination. The date and time of the examination will be arranged by the student in consultation with his/her Major Professor and Advisory Committee. The preliminary examination cannot be scheduled before the student's Plan of Study has been approved by the Graduate School. The format typically for each examination will be determined by the student's Major Professor and Advisory Committee.

- The preliminary examination is given to all Ph.D. students within the 2nd year of the Ph.D. program, after most of their course work is completed
- The exam must be taken at least 6 months before the defense of the dissertation.
- An expected date (semester/year) for completing the preliminary examination must be submitted with the Plan of Study for approval by the Graduate School.
- The examination will be administered and evaluated by the student's Advisory Committee.
- Questions for this examination will be on course work, and on general knowledge and understanding basic principles of food science and technology and related fields. The student will also be evaluated on his/her research ability.
- Request to schedule the examination must be received by the Graduate School at least two weeks prior to the examination date.
- The title of Ph.D. Candidate will be reserved for those individuals accepted into the doctorate program who have successfully completed their preliminary examination. An individual that has been accepted into the doctorate

program, but has not completed his/her preliminary examination will be considered a Ph.D. Student.

11. Dissertation and Final Examination - The dissertation will be written under the supervision of the Major Professor.

- The dissertation shall be formatted to meet the requirements of the Graduate School (Appendix I, Guidelines for Thesis/Dissertation Research Proposal).
- The Department requires that the research portion of the dissertation shall be written in manuscript form, following the guidelines of a primary research journal in the area of food science. Examples of appropriate research journals to be considered for manuscript style include Applied and Environmental Microbiology, Journal of Food Science, Journal of Food Protection, Journal of Dairy Science, and Journal of Agriculture and Food Chemistry.
- Each research manuscript shall be titled as a separate Chapter within the dissertation.
- In general, each manuscript will include an abstract, introduction, materials and methods, results and discussion, conclusions, and references. The body matter of the dissertation, as described in Appendix I Guidelines for Thesis/Dissertation Research Proposal document shall be modified to accommodate the research.
- It is expected that a dissertation will include two or more research manuscripts within the Body Matter. Therefore, an Abstract and Introduction addressing the entire scope of the dissertation research should be included before the Review of Literature. A Conclusion or Summary of the entire dissertation may also be included if appropriate
- .Defense of the dissertation will be administered by the student's Examination Committee.
- Committee members must be given a typed copy of the final draft of the dissertation at least fourteen days before the examination.
- The dissertation will be evaluated by the Examination Committee for completion of proposed objectives, scientific merit, clarity of thought, thoroughness of presentation, and grammar. Evaluation of the thesis will be made prior to and during the final examination. Further examination of the dissertation can be made after the final examination and prior to submission of the final copy to the Graduate School. Defense of the dissertation will be administered by the student's Examination Committee.
- Evaluation of the dissertation will be made prior to and during the final examination. Further evaluation of the dissertation can be made after the final examination and prior to submission of the final copy to the Graduate School.

The final examination will be supervised by the Major Professor and administered by the student's Examination Committee. It shall consist of a scheduled **public seminar** on the dissertation work arranged by the student and Major Professor and presented to the faculty and graduate students of the department. The open seminar will be followed by an oral examination with attendance restricted to faculty and the student. The oral examination will consist primarily of questions on the subject of the dissertation but it may also include questions on the student's general knowledge of food science and related fields. [If the final approved dissertation is submitted to the

Graduate School more than eight weeks after the final examination then the final examination must be retaken].

It is the responsibility of the student to ensure that all other degree requirements are met prior to scheduling the final examination. The student is responsible for the costs associated with writing and reproducing the dissertation. One bound copy of the dissertation is to be provided to each the Department and to the Major Professor. The student must submit their dissertation electronically (<http://etd.vt.edu>; Appendix I, Guidelines for Thesis/Dissertation Research Proposal) within 2 weeks from defense date for final approval by the Graduate School. Upon submission of the electronic dissertation the student claims copyright to the dissertation.

12. Publication of the Dissertation - The research from the Ph.D. dissertation will be published in refereed scientific journals. Students are expected to have all papers from their dissertation prepared for submission to appropriate journals prior to final acceptance of the dissertation. To help maintain quality control for a PhD degree, at least one journal article must be peer reviewed, i.e. one article must be accepted for publication prior to the dissertation defense. Target: at least 3 manuscripts with at least one accepted for publication before dissertation defense

13. Final Term Check-Out - As part of completion of the student's program and departure from the Department, the student will have an exit interview with the department head, or another representative from the department.

VII. APPEALS AND POLICY EXCLUSIONS

A. Appeals

All appeals are to be submitted in writing to the Department Head. The Department Head will submit the appeal to the Graduate Committee for further consideration and recommendation. The final decision on appeals is the responsibility of the Department Head.

B. Policy Exclusions

Policy exclusions can be made by written request to the Department Head. The Department Head will submit requests to the Graduate Committee for recommended action. The final decision for policy exclusion is the responsibility of the Department Head.

VIII. EQUIPMENT USAGE, OFFICE, AND LAB SPACE

A. Building Keys

Doors to the building are locked after hours and on weekends. Keys for the building and laboratories are obtained from the Departmental Key Coordinator on approval of the Major Professor and the Department Head. All doors are to be locked if the room is not in use during off-hours. All keys MUST be returned to the department PRIOR to your departure from the department or there will be a HOLD placed on your account (please see checkout sheet). If you lose your keys there will be a \$200 replacement fee.

B. Space

All graduate students will be assigned an office space by the Department Head. The office location is selected to maximize convenience of the graduate student to their research laboratory, advisor and/or interaction with fellow graduate students. Permission to change offices must be approved by the Department Head before a change can be made.

C. Computer Usage

Each student is responsible for providing and/or accessing computing equipment (e.g, a PC) and software to meet any requirements for courses, teaching assignments, and the expectations of their Advisory Committee. However, equipment may be loaned to a student by their Major Professor or by the Department. Departmental PCs are not to be used by the graduate students without the permission of the faculty or staff member in charge of the machine. Computer assistance can be obtained from Joe Boling (1-6264). All materials such as diskettes, plotter pens, etc., are to be supplied by the student. The departmental policy on copying software programs follows that of the licensing agreement established by the software company. Software programs available to the students are only for use within the Department.

D. Photocopiers, Typewriters, and Laser Printers

The Main Office photocopier is not available for use by the students at any time. The photocopier in Room 111, however, can be used by graduate students for FST related copying with prior approval from the student's major professor. All personal copies are 10 cent per copy and funds should be paid in Room 123. The photocopier is not to be used for any job that requires more than a total of 100 copies. Use Printing Services in this case. Please see the department head secretary in Room 22 or bookkeeper in Room 123. Typewriters are available upon request as required. Access to laser printers is available for research related materials.

E. Conference Phone

The Department has a conference phone which can be checked out from the equipment room when it is needed for Food Science meetings or meeting related to the student's research. A log must be signed in order to check out the phone. Please see the staff member in Room 126A for the log. The student's Major Professor will need to supply a telephone calling card number for any long distance calls for the conference phone.

F. Travel and Use of University and Departmental Vehicles

Requests for use of University vehicles (from the Fleet Services) require permission of the student's Major Professor. In all cases that a University vehicle is to be used, a travel authorization form must be filled out (available online, see: <http://www.co.vt.edu/Procedures/p20335a.html>) and signed by the Department Head before the trip. University vehicles are not for personal use.

The Department also has a utility van which can be checked out. Keys and a sign-up sheet are available outside Room 26 in the hallway. The Major Professor's authorization must be obtained before this vehicle can be used. A Departmental charge account number is to be indicated on the vehicle log when it is signed out.

G. Mailboxes

All students will be assigned a mailbox outside the Main Office. This mailbox will be used by the Main Office and the University for communication purposes. Students are requested to check their mailboxes at least three times a week.

H. Supplies for Research

All supplies ordered must have prior approval from the Major Professor. For items ordered from any other department, an ISR form (Interdepartmental Service Request) must be filled out and supplied when the materials are obtained. A copy must be given to the bookkeeper. The Major Professor should be consulted on current procedures for ordering supplies and equipment. When ordered, supplies are received, the packing slip is to be checked to ensure the materials ordered are included in the shipment; the packing slip should then be signed, dated, and given to the bookkeeper in Room 123 or put in her mailbox.

J. Work Space and Facilities

Work space for a research project is to be arranged through the Major Professor. Most research facilities in the building are available to graduate students. However, before a student uses research facilities for the first time, the individual in charge of the facility is to be contacted to assure availability of these resources. If the student is unfamiliar with the equipment, it will be necessary for the student to obtain this training before the equipment can be used. Care, safety, and the utmost consideration for other individuals and the facilities is to be used at all times. In most cases, arrangements will have to be made beforehand to make sure that the equipment to be used is available. Most labs have a sign-out sheet to reserve their use for a given date and time. There are several research support facilities (electron microscope, ultracentrifuge, GC-Mass Spectrometer, gene splicer, glass blowing shop, etc.) that are available for use University-wide. Students should contact their Major Professor about the availability of these facilities.

K. University Laboratory Facilities

There are a number of different laboratories at the University available for different types of analysis.

L. Safety

Before using any facilities, students must become familiar with the safety procedures that apply to the area. During first fall semester of study, semester, a 1-credit hour FST 5984 "Graduate Professionalism in Food Science" will be given to incoming students from the fall and previous spring. One of the topics this orientation will cover are safety procedures and protocols relative to our facility. As part of this, students will complete health and safety training, IRB training and IACUC certifications. Students should provide certificates of completion for each of these trainings to the Department Head's administrative assistant (Terry Rakestraw) for inclusion into their file.

The faculty member in charge of specific research spaces is responsible for monitoring all individuals using the laboratory facilities. All accidents are to be reported to the student's Major Professor and to the faculty member responsible for the designated area.

The University Health and Safety Policy is intended to help prevent accidents, illnesses and injuries; increase safety awareness; meet requirements of environmental, occupational health, and safety laws and regulations; reduce institutional liability; and establish safety responsibilities for members of the university community and visitors to university-owned property, including state-owned property associated with Virginia Tech. The University Health and Safety Policy (No. 1005) can be found on the web at: <http://www.policies.vt.edu/1005.pdf>

Student responsibilities include:

- Compliance with all university health and safety programs
- Attendance at mandatory Department health and safety training programs
- Informing your supervisor and Department Safety Committee Head of any safety hazards in the classroom, laboratory or other workplace

M. Telephones

Telephones are located in hallways near student office areas. Long distance phone calls cannot be charged to laboratory phones. If University business requires a student to make a long distance call, the student's Major Professor will need to make arrangements. See section D for information on the Department conference phone.

N. Audiovisual Equipment

The classroom (Room 132) is equipped with a computer and computer projection unit. There are laptop computers and projection units that can be checked out for use in the FST Conference Room (Room 109). Graduate students need to reserve the equipment by signing the log that is on top of the locked cabinet where the equipment is located in Room 123A (the room beside the sensory area). Keys to the cabinets can be obtained from the staff person in Room 126.

IX. LIBRARIES

The University libraries consist of a main collection in the Carol M. Newman Library, an Architecture branch, a Geology branch, and the Veterinary library. The Newman Library is organized by broad subject disciplines. The Science and Technology section is located on floors 4 and 5. A unique feature of the University Library is the developing on-line computer catalog system. All students are encouraged to become acquainted with the use of VTLS.

X. GRADUATE RESEARCH AND TEACHING APPOINTMENTS

Graduate teaching and research appointments are administered both by the Department Head and by individual faculty members. Departmental appointments and fee waivers are awarded by the Department Head based on each student's background and academic achievements. The Graduate Committee will make a recommendation to the Department Head, for each application reviewed, as to whether or not the applicant should be considered for financial assistance. All non-U.S. students must provide evidence of financial support for the duration of their Plan of Study (M.S. degree for 2 years, Ph.D. for 3 years) if they are not awarded an assistantship. Graduate research appointments that are part of a faculty member's sponsored program are the responsibility of the faculty member. All students in the Department are expected to aid

in the teaching of departmental courses, typically once per year of their resident study. Whether or not a student is considered appropriate for the teaching of a class is solely the decision of the faculty member in charge of the class and the Department Head.

Students offered a graduate research or teaching assistantship must sign a contract (Graduate Assistantship Agreement) describing the duration, percent appointment, monthly salary rate, and average hours of work time per week. Students receiving a graduate stipend (half-time appointment) are expected to work an average of 20 work hours per week. The specific work assignments will be defined by the Major Professor and the Department Head. **This work effort is in addition to the work toward the thesis or dissertation research. Students on an assistantship are not to have employment in addition to the assistantship.**

Students on a **12 month** assistantship are obligated to work throughout the entire year and may **receive two weeks of vacation (with pre-approval from their advisor and Department Head)**, plus seven State declared holidays (and any additional days/hours declared as holidays for all state employees by the Governor of Virginia).

- New Year's Day
- Memorial Day
- Independence Day
- Thanksgiving Eve
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Students on a **9-month** assistanceship are obligated to work throughout the entire duration of their contract (typically the duration of the academic calendar; August – May). These students may receive two weeks of vacation (with approval from their advisor and Department Head), plus the above mentioned state declared holidays that fall within the contractual period.

Students who are not on an assistantship are encouraged to participate in departmental programs and other activities in addition to degree requirements but they are not obligated to do so. **All Graduate students regardless of assistantship status must meet the time commitment needed to reach the research expectations of the student's Advisory Committee.**

XI. UNIVERSITY AND PROFESSIONAL GRADUATE STUDENT ORGANIZATIONS

A. Food Science Club

The Virginia Tech Food Science Club (<http://www.fst.vt.edu/fsclub/index.html>) is the local chapter of the Institute of Food Technologists Student Association (<http://www.ift.org/iftsa.index.php>) and is based in the Food Science and Technology Department. It is a non-profit student organization dedicated to promoting food science and technology through education and service. The mission of the Virginia Tech Food Science Club is to foster a close relationship among students and faculty at Virginia Tech, to encourage leadership, and to acquaint students with the scope of Food Science and Technology. The Club promotes the professional growth of students in Food

Science and Technology through involvement in the Institute of Food Technologists. Membership in the Food Science Club is an excellent opportunity for the exchange of ideas and development of common professional and other interests. The Food Science Club is supported through Club-driven fund raising activities throughout the year. The Food Science Club welcomes the participation of undergraduate and graduate students in Food Science and Technology and related disciplines.

B. Graduate Student Assembly

All graduate students are members of the Graduate Student Assembly (GSA), which is the only University-wide organization for graduate students. The GSA provides representation of graduate student opinions to policy forming bodies within the VPI&SU governance system. In addition, it is the responsibility of the GSA to respond to the suggestions and needs of its members. The GSA meets each month. The Department has two delegates who represent the needs of the graduate students within the Department. These delegates are elected by the Departmental graduate student body at the beginning of each academic year.

C. Professional Associations

The Institute of Food Technologists (IFT) is a national association of food scientists and technologists. Student members of the IFT receive Food Technology and/or the Journal of Food Science. Both publications are excellent sources of information. The Journal of Food Science is IFT's main publication of refereed scientific articles. Food Technology is a combination of technical information and information concerning the IFT. Students are strongly encouraged to become student members of the Institute of Food Technologists and become active members at the Section level (DC Section IFT) and the National level. Membership applications may be obtained from the Graduate Committee Chairman or the Head Secretary. There are also discipline-related professional associations, for example, International Association for Food Protection, American Meat Science Association, American Dairy Science Association, American Society for Microbiology, that students are encouraged to join.

XII. SPECIAL SERVICES

A. Health Services (1-6444)

A non-refundable fee for medical care provided by the Schiffert Health Center is paid by all students in residence paying full University fees. The fee is optional for part-time students. This fee is not to be confused with health insurance. Health insurance, if desired, is the responsibility of the student. The Benefits Office in Southgate Center can be contacted with regard to different health insurance options available.

B. Career Services (1-6241)

The Career Services in the Career Services Building is available to assist students in obtaining full time, part-time, or summer employment. Career Services will also assist students in developing a résumé, and on how to present him or herself during a job interview.

C. Credit Union

Freedom First Credit Union membership is open to anyone living, working, worshipping, or going to school in Montgomery, Botetourt and Roanoke counties as well as the cities of Roanoke, Radford, Salem, and the town of Vinton. Local branches include: 1204

South Main Street (Blacksburg), Virginia Tech Squires Student Center, and 417 N. Franklin St. (Christiansburg). For more information visit the Freedom First website at: <http://www.freedomfirstcu.com/asp/home.asp>.

XIII. CHECK-OUT POLICIES

The final graduation certification will depend on the student's completion of all the Departmental requirements. All keys must be returned, all assigned office and research space must be cleaned and made ready for the next student, all borrowed books must be returned to the owner, copies of the thesis or dissertation must be given to all those requiring one, (**one is required by the department**) and a forwarding address must be left with the Head Secretary.

XIV. MISCELLANEOUS INFORMATION

A. Honor System

All students are expected to abide by the University Honor System. The Graduate Honor Code establishes a standard of academic integrity. The code demands a firm adherence to a set of values and is founded on the concept of honesty with respect to the intellectual efforts of oneself and others.

Compliance with the Graduate Honor Code requires that all graduate students exercise honesty and ethical behavior in all their academic pursuits here at Virginia Tech, whether these undertakings pertain to study, course work, research, extension, or teaching. For more information, visit: <http://ghs.grads.vt.edu/>

B. Financial Support

Assistantships are offered to students on a competitive basis. Tuition will be paid for all students on full-time assistantships. All graduate students receiving an assistantship are required to sign an agreement that outlines expectations, amount of assistantship and dates of support. Graduate students who are not awarded an assistantship through the Graduate School may qualify for employment under the Federal College Work-Study Program depending on their financial status. Application forms and additional information can be obtained from the Office of Financial Aid. Students not eligible for employment under the need-based College Work-Study Program may apply for student wage employment. Further information regarding financial aid and assistantships may be obtained from the Graduate Catalog or by contacting the department.

C. Scholarships and Fellowships

A number of national and University scholarships and fellowships are available.

1. IFT - Each year the Institute of Food Technologists awards several scholarships to both graduate and undergraduate students. The scholarships are highly competitive and require a research proposal.
2. University - The University awards several scholarships and fellowships - the Cunningham Dissertation Year Fellowship, Cunningham Dissertation/Thesis Summer Fellowship, State Instructional Fee Scholarship, and others. For more

information about University-wide scholarships and fellowships contact the University Financial Aid Office.

3. Departmental - Tuition scholarships (waivers) and graduate stipends may be available through the Department.

4. Industry - Industry supported scholarships and graduate stipends may be available from industry through the Department.

D. Travel Support

Students are encouraged to attend and present scientific research at regional and national meetings. Travel grants are available through the Graduate Student Assembly for students presenting a poster or oral presentation at a scientific meeting. Applications must be filed by the GSA deadline one semester prior to travel. IFT also offers support in the form of student monitor positions to students wishing to attend the national meeting. Applications must be completed early in the spring semester.

Appendix A

Graduate Student Expectations for Successful Graduate Study

Graduate Students are expected to:

1. Adhere to the Graduate School's expectations of graduate study available at <http://www.grads.vt.edu/academics/expectations/index.html>
2. Conduct themselves in a mature, professional, courteous manner toward students, staff and faculty regardless of their race, gender, religion, sexual orientation, or national origin. Graduate assistants should act in accordance with the standards outlined by the Virginia Tech Principals of Community and Graduate Honor code. ([http://www.multicultural.vt.edu/pdf/Virginia Tech Principles of Community.pdf](http://www.multicultural.vt.edu/pdf/Virginia_Tech_Principles_of_Community.pdf)), (<http://ghs.grads.vt.edu/>).
3. Take primary responsibility to inform themselves about specific regulations and policies governing their graduate studies at the department and Graduate School levels, including ensuring that they meet departmental and graduate school deadlines.
4. Manage time effectively for maximum professional development as well as personal health and well being, balance competing demands such as being a student, a graduate assistant, a parent, a spouse, a caregiver, etc.
5. Approve all leave (vacation, absences, etc...) through the major professor prior to planning. All vacation time must be requested on the FST Grad Student Leave Request Form (Appendix L), approved by major professor and department head. (Students will not be granted leave during crucial parts of laboratory projects or when it conflicts with assistantship responsibilities.)

One month minimum notice must be provided for vacation time. Typically, vacation time will not be granted during crucial times of your project (i.e. growing season). **Vacation time will not exceed 10 work days per calendar year.** Additional vacation days may be provided at the discretion of your major professor in acknowledgment of exemplary performance.

Graduate assistants are expected to be in the department on all class holidays (fall and spring break, in between semesters) unless they are using vacation time.

Graduate assistants on assistantships (teaching, research, and extension) will receive the following holidays without prior approval (these do not count as part of your 10 days vacation):

- New Year's Day - January 1
- Memorial Day - Last Monday in May
- Independence Day - July 4
- Thanksgiving Day - Fourth Thursday in November
- The day after Thanksgiving
- Christmas Eve - December 24
- Christmas Day – December 25
- Any additional days declared as holidays for all state employees by the Governor of Virginia

6. Take opportunities to attend professional meetings and meetings in which they are representing the Department or University. These meetings will not be counted as student vacation time. All students should discuss attendance of these meetings with their advisor prior to planning to attend. However, money to attend professional meetings is not guaranteed to any student from the department or their advisor.
7. Make adequate progress towards degree.

Assistantships (teaching, research and Extension) are awarded based on performance (academic and research), funding availability and qualifications. Only one-semester of assistantships (research or teaching) will be awarded at a time. Awards of subsequent semesters will be based on performance.

Funding for research or teaching will not exceed 4 semesters B.S. to M.S., 6 semesters M.S. to Ph.D. and 8 semesters B.S. to Ph.D. Consideration for continued funding after that time period will occur only after receipt of a written proposal requesting an extension.

To be **eligible** for an assistantship, graduate students must:

- i. Maintain at least a 3.0 grade point average
 - ii. Satisfy enrollment requirements (9-12 hrs) during the academic year
 - iii. Make satisfactory progress toward degree as defined by academic department and graduate school
 - iv. Have "regular" admission status
 - v. Meet regularly with major professor. All meetings should be scheduled and every effort maintained to keep the appointment.
 - vi. Attend all laboratory and FST graduate student meetings as designated by your major professor. You must be excused from meetings in advance, only one excuse per semester will be allowed, regardless of situation.
 - vii. All students on assistantship are expected to spend at least 10 or 20 hours a week on laboratory duties or focused on extension work.
 - 20 hrs= full assistantship
 - 10 hrs= partial assistantship
 - viii. Laboratory duties do not include research toward the thesis or dissertation (unless directed to do so by your major professor) and include but are not limited to:
 - Assisting other students and faculty with research and teaching demonstrations.
 - Maintaining cleanliness of your lab and desk space and participate in regularly cleaning of the lab.
 - Assisting major professor with literature searches and proposal development.
 - Laboratory duties do not include assignments or exam preparation for courses in which you are enrolled.
 - Any alterations in lab duties must be approved by your major professor in writing. This includes alterations due to illness and personal situations.
 - Students should plan for 20 hours a week for laboratory duties and a minimum of 20 hours toward research.
8. Complete a teaching assignment once per year. For successful completion the student must be engaged in the experience and attend all required meetings, classes associated with the teaching assignment. Details of each teaching assignment vary and are managed by the course instructor.
 9. Complete semi-annual performance reviews. To be turned into the major professor at the beginning of each semester. The graduate assistant will receive written notification of any infractions that jeopardize continuation of assistantship from the department. The graduate

assistant will be expected to work with the major professor to ensure that your eligibility may continue. If the student loses an assistantship due to lack of productivity, then the student can be eligible for funding again after one semester once satisfactory work is demonstrated.

10. Produce a written proposal in following guidelines outlined in Appendix I at the end of their second semester. Students will receive written approval of each committee member. This will serve as your contract with your committee.

11. Present their proposal in an oral form.

Failure to produce an acceptable proposal or presentation will lead to probationary status. Students will receive feedback from committee members. Students will have 2 months to resubmit a proposal and presentation for consideration. Students failing to produce an acceptable proposal after such time will be reassigned to terminal M.S. status.

12. Complete a comprehensive preliminary exam (Ph.D. only) that consists of an oral and written component.

13. Complete degree to acceptable standards:

Acceptable M.S. thesis must contain at least one publishable journal article.

An acceptable Ph.D. dissertation must contain at least one published journal article. Stated goal in lieu of requirement: At least three manuscripts with at least one accepted for publication before dissertation defense.

Appendix B

Advisor Expectations for Successful Graduate Student Advising (as adapted from Guidelines for Good Practice in Graduate Education, University of Washington)

The faculty advisor is expected to:

1. Interact with students in a professional, civil, and collegial manner in accordance with University policies and relevant laws
2. Impartially evaluate student performance regardless of the student's religion, race, gender, sexual orientation, nationality, or other criteria that are not germane to academic evaluation
3. Promise a reasonable degree of confidentiality in communication with students, taking care not to discuss a student's performance, research results, or behavior with other students
4. Serve on graduate student committees without regard to the race, gender, sexual orientation, or national origin of the graduate student candidate
5. Discuss laboratory, and departmental authorship policy with graduate students in advance of entering into collaborative projects
6. Acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyrights and patents.
7. Ensure that a student's experience as a teaching, or research, assistant contributes to his/her professional development and does not impede the student's progress toward the degree
8. Create in the lab, supervisory relations with students that stimulate and encourage students to learn creatively and independently while respecting the academic freedom for students to express opinions that may differ from those of faculty
9. Refrain from requesting students to do tasks not closely related to their academic or professional development for the personal advantage of a faculty member.
10. Familiarize themselves with policies that affect graduate students
11. Respect students' need to allocate their time among competing demands, while maintaining timely progress towards degree.

APPENDIX C

Detail List of Degree Requirements

GRADUATE STUDENT ORIENTATION

Scheduled during the week before classes each Fall. This will give new students an opportunity to meet with FST faculty, staff and other graduate students in the Department.

FACULTY INTERVIEWS AND STAFF-RA INTRODUCTIONS

The Faculty Interview Signature Sheet (Appendix D) and Staff & Research Associate Signature Form (Appendix E) should be filled out and returned to the Main Office by the end of the first semester.

PROGRAM OF STUDY

Must be submitted to the Graduate School by the end of the second academic semester for Master's students and the end of the third academic semester for Doctoral students. Following obtaining signatures from advisory committee, this must be submitted to the main office. (Appendix G and H)

SELECTION OF ADVISOR AND ADVISORY COMMITTEE

Should be chosen prior to end of the first semester.

SEMIANNUAL EVALUATION REPORTS

Must be submitted by February 15 (for previous August to December) and by September 15 (for previous January to July)(Appendix L)

TEACHING ASSIGNMENTS

Students on assistantship should assist in the teaching of at least one course each academic year. Teaching assignments for the year are typically determined at the start of the fall semester.

RESEARCH PROPOSAL

Submitted prior to the completion of the first year of graduate study. A revised copy must be submitted to the main office. Guidelines listed in Appendix I.

ANNUAL MEETING WITH RESEARCH ADVISORY COMMITTEE

Students will meet at least once per year with the Research Advisory Committee to discuss progress toward degree and other professional issues.

PRELIMINARY EXAMINATION

The preliminary examination is given to all Ph.D. students within the second year, after the completion of most of the course work, and at least 6 months before the defense of the dissertation.

FINAL EXAMINATION

At least **two weeks** before the date of the final examination, a "Request to Admit Candidate to Final Examination" (available at the Graduate School) from the Major Professor (with sufficient copies for each committee member) should be submitted to the Graduate School Office recommending the time, date, building and room number, title of thesis or dissertation, and names of the recommended examining committee members. The student must obtain a fee sheet from the Graduate School before the examination. The University requires payment of fees prior to the final examination.

APPENDIX D

FACULTY INTERVIEW SIGNATURE FORM
Department of Food Science and Technology

Student Name: _____ Arrival Date: _____

Major Professor: _____

Faculty	Signature/Date
Dr. Karleigh Bacon	_____
Dr. Renee R. Boyer	_____
Dr. Melissa Chase	_____
Dr. Susan E. Duncan	_____
Dr. Joseph D. Eifert	_____
Dr. William N. Eigel	_____
Dr. Michael L. Jahncke (located in Hampton, VA)	_____
Dr. David Kuhn	_____
Dr. Joseph E. Marcy	_____
Dr. Lori Marsh	_____
Dr. Andrew Neilson	_____
Dr. Sean O'Keefe	_____
Dr. Monica A. Ponder	_____
Dr. Robert Williams	_____

***Return completed form to Department Head and a copy to the major professor.
This form should be completed by end of first semester.***

APPENDIX E

STAFF AND RESEARCH ASSOCIATE SIGNATURE FORM
Department of Food Science and Technology

Student Name: _____ Arrival Date: _____

Staff/Research Member	Signature/Date
Mr. Joe Boling	_____
Ms. Diane Bourne	_____
Ms. Virginia Fernandez-Plotka	_____
Ms. Linda Granata	_____
Ms. Vicki Keith	_____
Ms. Laura Lawson	_____
Ms. Trina Pauley	_____
Ms. Terry Rakestraw	_____
Dr. Hengjian Wang	_____
Ms. Kim Waterman	_____

Return completed form to Department Head and a copy to the major professor. This form should be completed by the end of the first semester.

APPENDIX F

FALL (I)	cr.	SPRING (II)	cr.
Even Years (2012, 2014)		Odd Years (2013, 2015)	
FST 5404 – Food Packaging	3	FST-5664 - Flavor Chemistry	3
FST 5044 – Global Food Laws and Regulations (online)	3	FST 5634 – Epidemiology of Foodborne and Waterborne Disease	4
		FST 5094 - Grant Writing and Ethics (PhD students)	3
		FST 5614 – Food Safety and Security (online)	3
Odd Years (2013, 2015)		Even Years (2014, 2016)	
FST 5624 – Applied Food Microbiology and Sanitation (online)	3	FST-5014 - Sensory Evaluation of Foods	
FST 5604 – Advances in Food Microbiology	3	FST-5514 - Food Enzyme Technology <i>not offered in 2010</i>	
		FST 5034 – Good Agric. Prac. and Good Manufacturing Practices (online)	
Every Year (Fall)		Every Year (Spring)	
STAT 5605 / 5615 – Biometry / Statistics in Research	3	STAT 5606 / 5616 – Biometry II / Statistics in Research II	3
FST 5384 – Oxidation at Interface of Chem and Biol	3	FST 5884 - Macromolecular Interfaces Chem. & Biology Lab	2
BCHM 5124 - Biochemistry for Life Sciences	3	FST 5004 - Graduate Seminar	1
GRAD 5984 – Research Ethics and Professional Communication in the Sciences	2		
FST 5984 – Graduate Professionalism in Food Science	1		

GRADUATE PLAN OF STUDY (M.S.)

Name/SID#: _____

Date: _____

FST 4000 level courses required	Credit Hours	FST 5000 level course options	Credit Hours	other 5000 level courses commonly selected	Credit Hours
FST 4504 Food Chemistry	3	FST 5094 Grant Writing and Ethics	3	BCHM 5124 Biochem. for the Life Sci.	3
FST 4405 Food Processing	4	FST 5014 Sensory Evaluation	3	STAT 5605 Biometry I	3
		FST 5044 Global Food Laws and Regs.	3	STAT 5606 Biometry II	3
		FST 5034 Good Agric. and Mfg. Practices	3	STAT 5615 Statistics in Research I	3
		FST 5404 Food Packaging	3	STAT 5616 Statistics in Research II	3
		FST 5514 Food Enzyme Technology	3	ALS 5204 Research and Information Sys.	3
		FST 5604 Advances in Food Microbiology	3	BSE 5114 Physical Prop. of Agric. Products	3
		FST 5614 Food Safety and Security (online)	3	BIOL 5604 Physiology of Microorganisms	4
		FST 5624 Appl. Food Micro. & Sanit. (online)	3	HNFE 5224 Proteins & Enzymes in Foods	3
		FST 5634 Epidemiology Food & Water Dis.	4	HNFE 5234 Carbo. & Plant Pigments Foods	3
		FST 5664 Flavor Chemistry	3	GRAD 5104 Preparing the Future Prof.	3
		FST 5974 Independent Study	#	EDCI 6644 College Teaching	3
		other		other	
		other		other	
NOTES:					
FST 5974 and 5984 total hours maximum=6					
BCHM 5124 or equivalent required by FST					
STAT 5605 or 5615 or equivalent required by FST					
FST 5### (6+ credit hours) required by FST					

APPENDIX H

PROPOSED GRADUATE PLAN OF STUDY (Ph.D.)

Separate electronic file (*.xlsx) accompanies the online version of the Handbook

GRADUATE PLAN OF STUDY (Ph.D.)									
Name/SID#: _____					Date: _____				
	4000 Level Course #	Credit Hours	5000 Level Course #	Credit Hours	5000 Level Course #	Credit Hours	5000 Level Course #	Credit Hours	Total for Sem.
Courses and Credit Hours from M.S. Degree or transferred, if applicable:									
								FST 5994 Res. and Thesis	??
Courses and Credit Hours for Ph.D. Degree									
Fall	2010							FST 7994 Res. and Dissertation	0
Spring	2011						FST 5004 Grad. Seminar	FST 7994 Res. and Dissertation	1
Fall	2011							FST 7994 Res. and Dissertation	0
Spring	2012						FST 5004 Grad. Seminar	FST 7994 Res. and Dissertation	1
Fall	2012							FST 7994 Res. and Dissertation	0
Spring	2013						FST 5004 Grad. Seminar	FST 7994 Res. and Dissertation	1
Fall	2013							FST 7994 Res. and Dissertation	0
Spring	2014						FST 5004 Grad. Seminar	FST 7994 Res. and Dissertation	1
		Total 4000 level: GS: max=6					Total Seminar; min=3, max=4	Total R&D, min=30, max=60	0
							Total 5000 level graded course hours: (GS: min=27, including seminar)	TOTAL hours (GS: min=90 (or min=60 post-MS))	4

GRADUATE PLAN OF STUDY (Ph.D.)

Name/SID#:

Date:

Proposed Dissertation Title:			
Adv. Committee Chair (Dept.):		Signature:	
Adv. Committee Member (Dept.):		Signature:	
Adv. Committee Member (Dept.):		Signature:	
Adv. Committee Member (Dept.):		Signature:	
<p>Note: If any Members are not with Virginia Tech, a "Registration of Committee Members...." form must be filed with the Graduate School.</p>			
Department Head:		Signature:	
FST 4000 level courses required	Credit Hours	FST 5000 level course options	Credit Hours
		other 5000 level courses commonly selected	Credit Hours
FST 4504 Food Chemistry	3	FST 5094 Grant Writing and Ethics	3
FST 4405 Food Processing	4	FST 5014 Sensory Evaluation	3
		FST 5044 Global Food Laws and Regs.	3
		FST 5034 Good Agric. and Mfg. Practices	3
		FST 5404 Food Packaging	3
		FST 5514 Food Enzyme Technology	3
		FST 5604 Advances in Food Microbiology	3
		FST 5614 Food Safety and Security (online)	3
		FST 5624 Appl. Food Micro. & Sanit. (online)	3
		FST 5664 Flavor Chemistry	3
		FST 5634 Epidemiology Food & Water Dis.	4
		FST 5974 Independent Study	#
		other	other
		other	other
NOTES:			
1-FST 5974 and 5984 hours maximum=18		4-STAT 5605 or 5615 or equivalent required by FST	
2-FST 5994 (Research and Thesis) maximum=10		5-STAT 5606 or 5616 or equivalent required by FST	
3-BCHM 5124 or equivalent is required by FST		6-FST 5### (9+ credit hours) required by FST	

APPENDIX I

Guidelines for Thesis/Dissertation Research Proposal

The purpose of the proposal is to present a suggested research plan, based on scientific literature, for the thesis/dissertation. Each student must write a formal proposal (minimum of 10 pages) for presentation to the Advisory Committee followed by discussion and suggestions to improve the proposal. The committee may approve the proposal at that initial meeting or may request a subsequent meeting to provide final approval to the proposal. The proposal must be revised accordingly and final, approved copies should be provided to each committee member and to the main FST office (Department Head Secretary) to include in the student's file. The research proposal must be completed within the first year of graduate study.

Components of the proposal include:

- I. Title Page
 - Meaningful title
 - Author
 - Degree, Major
 - Date of proposal defense and final approval by the Advisory Committee.
 - "Approved by" statement with typed names for the major professor and each committee member and lines for signatures.
- II. Introduction and Justification
 - Brief history of the problem and justification for the project based on literature search.
 - Objective(s) and null and alternative hypotheses stated.
- III. Literature Review
 - Review of current literature related to the proposal objectives.
 - The purpose is to demonstrate that the student is knowledgeable about the published research related to the research objectives as well as bringing a synopsis of the literature to the committee for assisting them in understanding the scope of the research area.
 - Suggested minimum page length is 5.
- IV. Materials and Methods
 - The objective of this section is to provide enough information that the committee can determine if the adequate experimental design, analytical procedures and statistical methods are in place to meet the objectives of the study.
 - Identifying control treatments, and the dependent variables is important.
 - Listing of materials and supplies, essential equipment needed, special considerations or space needs should be clearly identified.
- V. Time Table
- VI. References
 - Should be sufficient in number and quality to represent the current literature (at least the past 5-10 years).
 - Should be presented in style format representative of one of the major food science journals such as Journal of Food Science, Journal of Food Protection, or others as identified by your major professor.

Writing Quality

- Follow journal style throughout proposal
- Typed, double-spaced, 8 1/2" x 11" paper, 1" margins.
- Numbered pages consecutively (page 1 - Title Page).
- Cited references properly in the text and reference list.
- Defined acronyms the first time that they were used.
- Put each table and figure on a separate pages with proper titles.
- Made proper reference to tables and figures in the text.
- Keep proposal concise and focused
- Use correct grammar and spelling

APPENDIX J

SEMINAR MANAGEMENT AND GRADUATE STUDENT RESPONSIBILITIES

Department of Food Science and Technology

Objectives of Seminar

The primary objectives of the Department Graduate Seminar are:

- (A) To serve as a means for graduate students to gain experience in presenting scientific papers and technical reports.
- (B) To widen students' knowledge of recent developments in Food Science and Technology and allied disciplines.

Administration of Seminar

Seminar programs will be administered by a faculty member appointed by the Department Head. Responsibility for seminar may rotate annually among different faculty members. The assigned faculty member will be responsible for determining seminar topics and approve all presentations by graduate students. The faculty member in charge of the seminar will evaluate all student presentation seminars for performance, knowledge of subject matter, clarity of speech, clarity of presentation materials, and overall style.

Seminar Structure

- (A) Attendance at Departmental seminars is a requirement for all graduate students. Only rarely will graduate students be excused from seminar attendance, and then with good reasons such as thesis or class work that cannot be planned for another time, or important personal reasons.
- (B) Each M.S. and Ph.D. student is required to give one seminar per year (Spring only) of residence on campus.
- (C) Each graduate student is also required to present a seminar on the subject of his/her thesis or dissertation when the research work is completed, or near completion, preferably during the last semester of residence on campus.
- (D) A faculty member will assist in selecting topics and schedule seminars each academic year, in consultation with each student and his/her Major Professor. Scheduling for seminars will begin when the pre-registration period starts for each semester.
- (E) The Departmental Graduate Committee has prepared a seminar evaluation form which identifies factors that are considered important in the presentation of seminars by graduate students. Evaluation of seminars are intended to make seminars a better learning experience for all participating students and to help students improve delivery of oral technical reports. Two faculty members and two graduate students will be asked to evaluate the seminar presentation using the seminar evaluation form. These evaluations will be reviewed by the faculty member in charge of the seminar who will meet with the student to review the comments.
- (F) Each student seminar speaker will prepare a 250 to 350 word abstract of his/her seminar, and a list of associated literature references in accordance with the Journal of Food Science guidelines. The content of the abstract should closely conform with IFT's recommendations for preparation of abstracts:
 - "An abstract should contain a concise statement of: (A) the problem under investigation; (B) the experimental method used; (C) the essential results obtained including quantitative data for representative experiments, or summary data; and (D) conclusions. Do not state, 'the results will be discussed'."

APPENDIX K1
Graduate Student Check List: BS - MS
Department of Food Science and Technology

Student Name: _____

Degree Program: M.S.

Entry Date: _____

Advisor Name: _____

These guidelines are provided to assist in planning your degree and supplement the Graduate Policies and Procedures listed in the Graduate Catalog. Students should read and print or download a copy of this material (see <http://www.grads.vt.edu/>) to document the Policies and Procedures in force at enrollment.

Date Completed	Task for progress toward degree	Target Date
	Attend department graduate student orientation	Week before classes start
	Attend Graduate teaching assistant workshop	Week before classes start and semester 1
	Complete Faculty interview signature sheet (Appendix B), turn in to main office	End of Semester 1
	Complete Staff interview signature sheet (Appendix C), turn in to main office	End of Semester 1
	Complete building and laboratory safety training (scheduled by Dr. Joe Eifert)	Semester 1
	Complete Emergency action plan training (scheduled by Dr. Joe Eifert)	Semester 1
	Complete Biosafety training (scheduled by Dr. Joe Eifert)	Semester 1
	Form Advisory committee; submit plan of study,	End of Semester 2
	First committee meeting (review plan of study)	End of Semester 2
	Write and defend research proposal to advisory committee Second committee meeting	End of Semester 2
	Perform proposed research, write thesis	Semester 2 – 3
	Third committee meeting (report data)	Beginning of Semester 4
	Schedule defense date	Semester 4
	Complete appropriate graduate school forms prior to defense	3 weeks prior to defense
	Thesis defense and final exam ^{1,2}	Semester 4
	Submit ETD	2 weeks following defense
	Clean up your materials in the lab and turn in keys	Before leaving town

¹The thesis defense normally must be held during regular academic semesters or sessions and must be scheduled through the Graduate School. Requests to schedule the defense must be received by the Graduate School (with a copy to the departmental graduate coordinator) at least 2 weeks before the proposed date of the defense.

²Financial support from the Department is normally limited to 2 years and may be withdrawn after this time.

APPENDIX K2
Graduate Student Check List
Department of Food Science and Technology

Student Name: _____

Degree Program: Ph.D.—admitted after completion of M.S. **Entry Date:** _____

Advisor Name: _____

These guidelines are provided to assist in planning your degree and supplement the Graduate Policies and Procedures listed in the Graduate Catalog. Students should read and print or download a copy of this material (see <http://www.grads.vt.edu/>) to document the Policies and Procedures in force at enrollment.

Date Completed	Task for progress toward degree	Target Date
	Attend department graduate student orientation	Week before classes start
	Attend Graduate teaching assistant workshop	Week before classes start and semester 1
	Complete Faculty interview signature sheet (Appendix B), turn in to main office	End of Semester 1
	Complete Staff interview signature sheet (Appendix C), turn in to main office	End of Semester 1
	Complete building and laboratory safety training (scheduled by Dr. Joe Eifert)	Semester 1
	Complete Emergency action plan training (scheduled by Dr. Joe Eifert)	Semester 1
	Complete Biosafety training (scheduled by Dr. Joe Eifert)	Semester 1
	Form Advisory committee; submit plan of study,	Semester 1
	First committee meeting (review plan of study)	End of Semester 1
	Write and defend research proposal to advisory committee Second committee meeting	End of Semester 3
	Perform proposed research, write dissertation	Semester 3 - 5
	Preliminary Examination	6 months before defense
	Third committee meeting (report data)	Semester 4
	Fourth Committee meeting (report data)	Semester 5
	Schedule defense date	Semester 6
	Complete appropriate graduate school forms prior to defense	3 weeks prior to defense
	Dissertation defense and final exam ^{1,2}	Semester 4
	Submit ETD	2 weeks following defense
	Clean up your materials in the lab and turn in keys	Before leaving town

¹The Preliminary Examination for the Ph.D. must be taken at least 6 months before the Ph.D. defense. At least 24 hours of course work and/or research must remain to be taken, including work for which the student is currently enrolled.

²The Preliminary Examination and the Ph.D. defense normally must be held during regular academic semesters or sessions and must be scheduled through the Graduate School. Requests to schedule an examination or defense must be received by the Graduate School (with a copy to the departmental graduate coordinator) at least 2 weeks before the proposed date.

³Financial support from the Department is normally limited to 3 years.

APPENDIX K3
Graduate Student Check List
Department of Food Science and Technology

Student Name: _____

Degree Program: Ph.D.—direct admission from the B.S. **Entry Date:** _____

Advisor Name: _____

These guidelines are provided to assist in planning your degree and supplement the Graduate Policies and Procedures listed in the Graduate Catalog. Students should read and print or download a copy of this material) to document the Policies and Procedures in force at enrollment.

Date Completed	Task for progress toward degree	Target Date
	Attend department graduate student orientation	Week before classes start
	Attend Graduate teaching assistant workshop	Week before classes start and semester 1
	Complete Faculty interview signature sheet (Appendix B), turn in to main office	End of Semester 1
	Complete Staff interview signature sheet (Appendix C), turn in to main office	End of Semester 1
	Complete building and laboratory safety training (scheduled by Dr. Joe Eifert)	Semester 1
	Complete Emergency action plan training (scheduled by Dr. Joe Eifert)	Semester 1
	Complete Biosafety training (scheduled by Dr. Joe Eifert)	Semester 1
	Form Advisory committee; submit plan of study,	Semester 2
	First committee meeting (review plan of study)	Semester 2 - 3
	Write and defend research proposal to advisory committee Second committee meeting	Semester 4
	Perform proposed research, write dissertation	Semester 4 - 7
	Preliminary Examination	Semester 5 - 6
	Third committee meeting (report data)	Semester 5
	Fourth Committee meeting (report data)	Semester 6
	Fifth Committee meeting (report data)	Semester 7
	Schedule defense date	Semester 8
	Complete appropriate graduate school forms prior to defense	3 weeks prior to defense
	Dissertation defense and final exam ^{1,2}	Semester 8
	Submit ETD	2 weeks following defense
	Clean up your materials in the lab and turn in keys	Before leaving town

¹The Preliminary Examination must be taken at least 6 months before the Ph.D. defense. At least 24 hours of coursework and/or research must remain to be taken.

²The Preliminary Examination and the Ph.D. defense normally must be held during regular academic semesters or sessions and must be scheduled through the Graduate School. Requests to schedule an examination or defense must be received by the Graduate least 2 weeks before the proposed date.

³Financial support from the Department is normally limited to 4 years and may be withdrawn after this time.

APPENDIX L

Semiannual Graduate Student Evaluation

Department of Food Science and Technology

Due February 15 for the previous August through December
Due September 15 for the previous January through August

Please report your progress and achievements for one of the time periods above. Submit the original signed copy to Terry Rakestraw (FST Departmental Graduate Program Coordinator) and provide copies to all Advisory Committee members.

Student Name

Date Submitted

Start for current degree	MS	PhD	Semesters completed	Advisor	Plan of Study submitted	Peer-reviewed manuscript submitted	Peer-reviewed manuscript accepted	Teaching assignment	Teaching evaluation	Professional Meeting Presentation	Research proposal defense	Preliminary Exam (PhD)
<i>Aug 2012</i>		<i>x</i>	<i>3</i>	<i>Johnson</i>	<i>yes</i>	<i>1</i>	<i>0</i>	<i>yes</i>	<i>3.2</i>	<i>no</i>	<i>yes</i>	<i>sched.</i>

Courses completed since previous progress report:

Semester	Year	Dept and #	Course Name	Credit	Grade
		FST 5994/7994	Research and Thesis/Dissertation		

Virginia Tech Grade Point Average (GPA): Present Term _____ Cumulative _____
 Non-Research Credits Completed: Present Term _____ Cumulative _____
 FST 5994 or FST 7994 Credits Completed: Present Term _____ Cumulative _____

Assessment of Progress toward the Degree: In the spaces below, the student and advisor should provide a listing of accomplishments by the student since the last evaluation, including research progress and performance, teaching performance, assistantship status and performance, publications, presentations, awards, service activities, meetings attended, etc. Please list or describe your activities and accomplishments under the following four headings:

Research:

Teaching:

Extension / Outreach:

Professional, University or Community Service:

Optional comments by the student:

At least 2 members of the student's Advisory Committee, including the Major Advisor, must sign this form.

Signature of Major Advisor:

Signatures of Committee Members:

Student Signature:

Signature indicates that the student has read this document but does not indicate agreement.

APPENDIX M

Virginia Tech
Department of Food Science and Technology

Notification of Leave

Student Name: _____

First day of requested leave: _____

Date of return to work: _____

Number of workdays (M-F) of leave requested: _____

Are any of these workdays designated state holidays (November 24 and 25, December 23, and 26, January 2 and 16, May 28, July 4)? If so subtract and enter new total _____

Number of days of leave taken this year (August 22, 2011- August 21, 2012)*: _____

I confirm that I intend to be absent only the days indicated on this sheet. These workdays will be subtracted from the 10 days of vacation time provided to me per calendar year. I confirm that I have read and understood the leave expectations described within the graduate students expectations document. I confirm that if this document has not been received two weeks prior to the date of planned leave, my leave request can be denied. I understand that leave will not be granted during crucial parts of laboratory projects or when it conflicts with assistantship responsibilities.

Student signature _____
Date _____

Faculty advisor signature _____
Date _____

*Advisor justification /approval required if over 10 days _____

Department Head Signature _____
Date _____

This form is to be submitted to Terry Rakestraw and will be placed in the student's file.