

WELCOME

*Forest and Natural Resource
Sciences Graduate Program*

21 August 2024



Goals this morning . . .

- **Information**
 - Who can help
 - Where to find info
 - Department Overview
 - Graduate Student Health Insurance
 - Department Outreach
 - FNR Graduate Student Association
 - Business Office Policies/Procedures
 - Computer Facilities & Resources
 - Laboratory Technician/Research Analyst Support
 - Graduate Degree Requirements
 - Assistantships
- **Your questions**



Department Overview

- One of 14 departments in the Martin-Gatton College of Agriculture, Food and Environment
- 13 Faculty – Teaching, Research, Extension
- 22 Regular and Professional Staff
- Facilities
 - T.P. Cooper
 - Dimock Bldg.
 - **Robinson Forest** – 15,000 acres teaching, research, demonstration forest
 - **Wood Utilization Center**

Department Mission

- Research, teaching, and extension programs of the Department of Forestry and Natural Resources will effectively enhance sustainable **economic**, **ecological**, and **social** benefits of forests and related natural resources in Kentucky and beyond.

Department Mission

Our programs will elevate the quality of life by:

- enhancing the integrity, stability, and health of forests and related biotic communities;
- increasing the long-term value added, sustainable income, and sustainable flow of services from forests and natural resources.

Accomplished through Three Enterprises

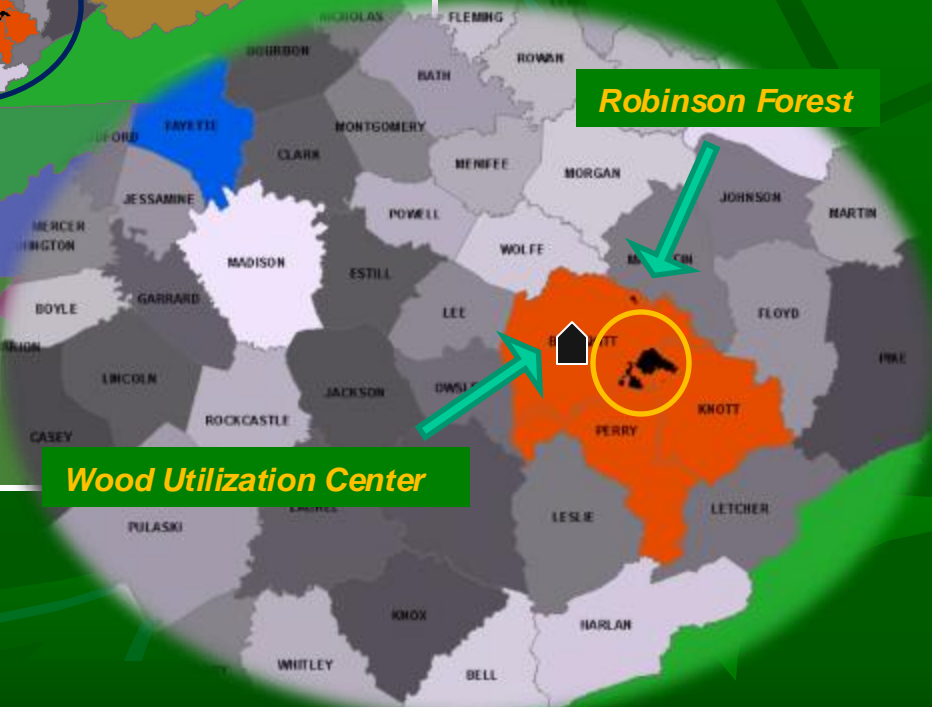
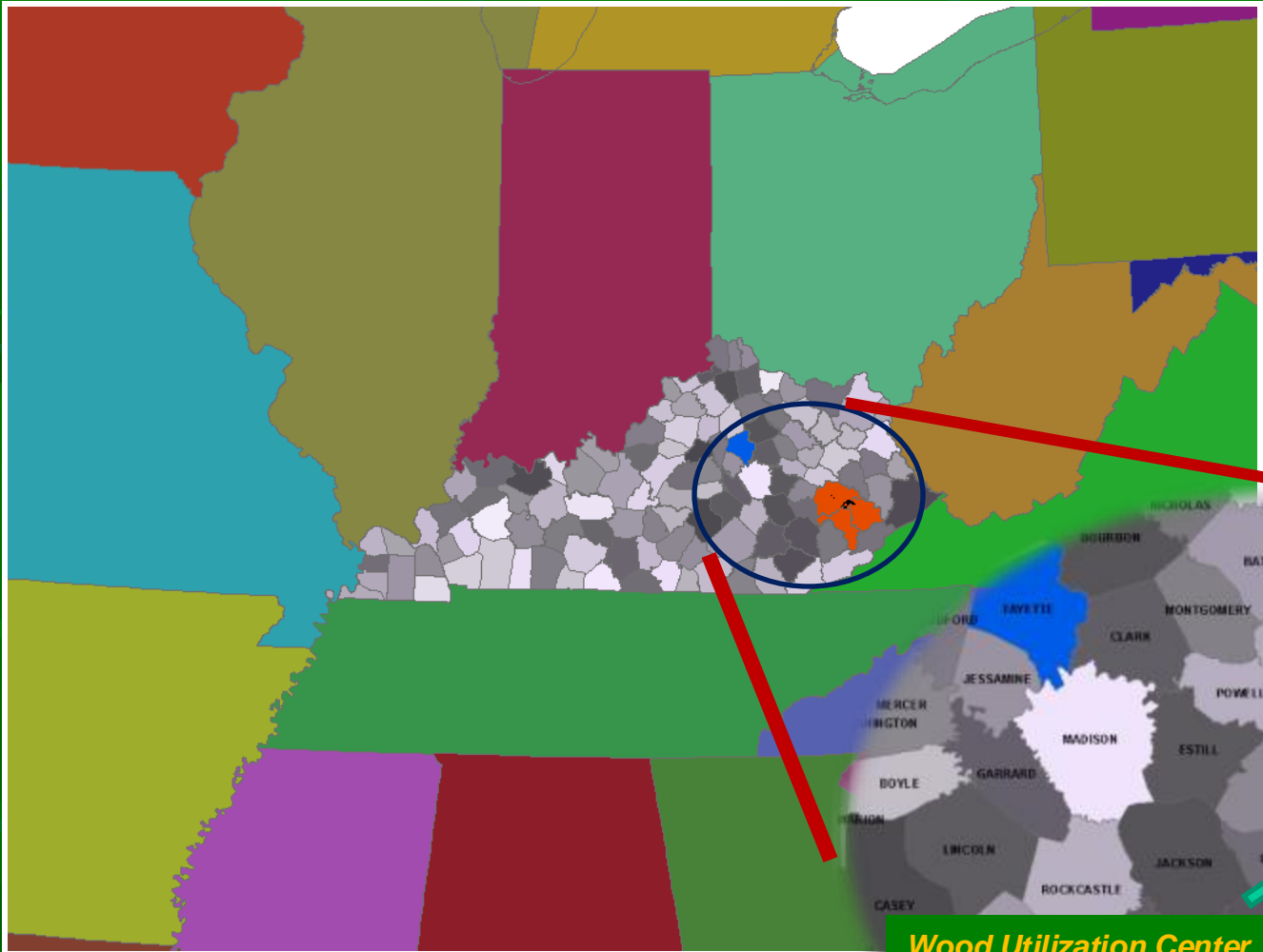
- **Instruction** – B.S. Forestry, graduate degrees in Forest and Natural Resource Sciences, wildlife minor, associated certificates
- **Research** – state, federal and grant funded projects
- **Extension** – state and federal mandated continuing education system using science based information and solutions

Cooperative Extension Service



- 120 county offices
- On campus faculty / staff providing information and solutions to issues
- In FNR Extension
 - 3 faculty (wildlife, forest health, silviculture)
 - 11 extension associates and other staff

Robinson Forest and Wood Utilization Center



Robinson Forest

Wood Utilization Center

UK WOOD UTILIZATION CENTER



**Jackson, KY
Breathitt County**

**UK's Robinson
Center
Established 1963**

14,000 ft² facility

- **Teaching** – undergraduate Forestry Program at UK
- **Research** – studies on wood machining and properties, wood drying, and the use of low quality timber resources
- **Extension** –
 - industry trainings,
 - workshops for public,
 - entrepreneurship program,
 - product development and
 - youth programs



Robinson Forest

Kentucky's Land Grant Forest Laboratory



Then

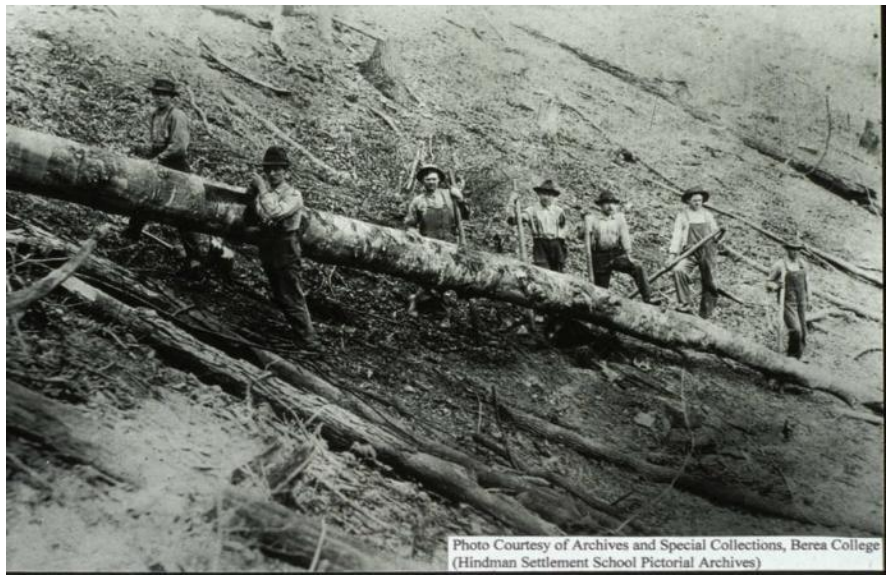


Photo Courtesy of Archives and Special Collections, Berea College
(Hindman Settlement School Pictorial Archives)

Now



Robinson Forest - Teaching



Robinson Forest – Continuing Education (Extension)



Robinson Forest – Research -Demonstration



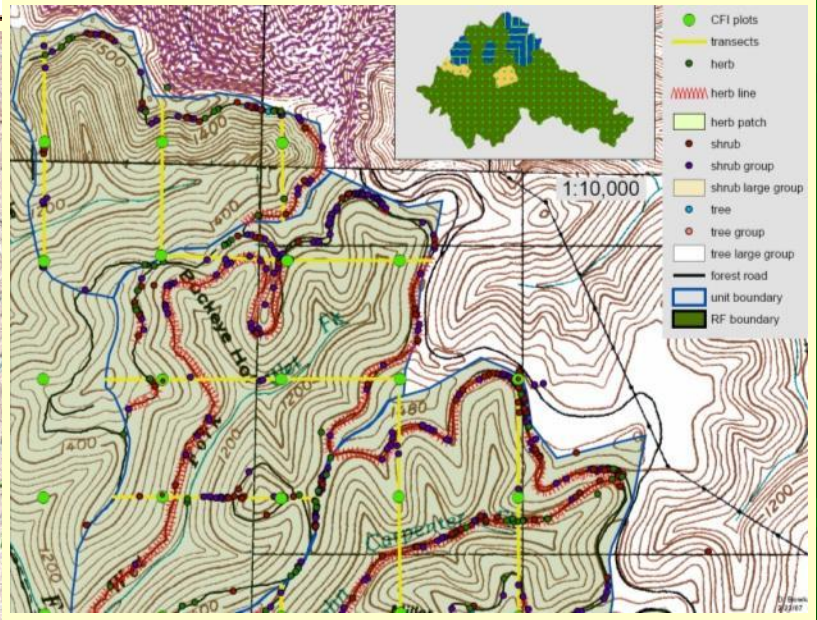
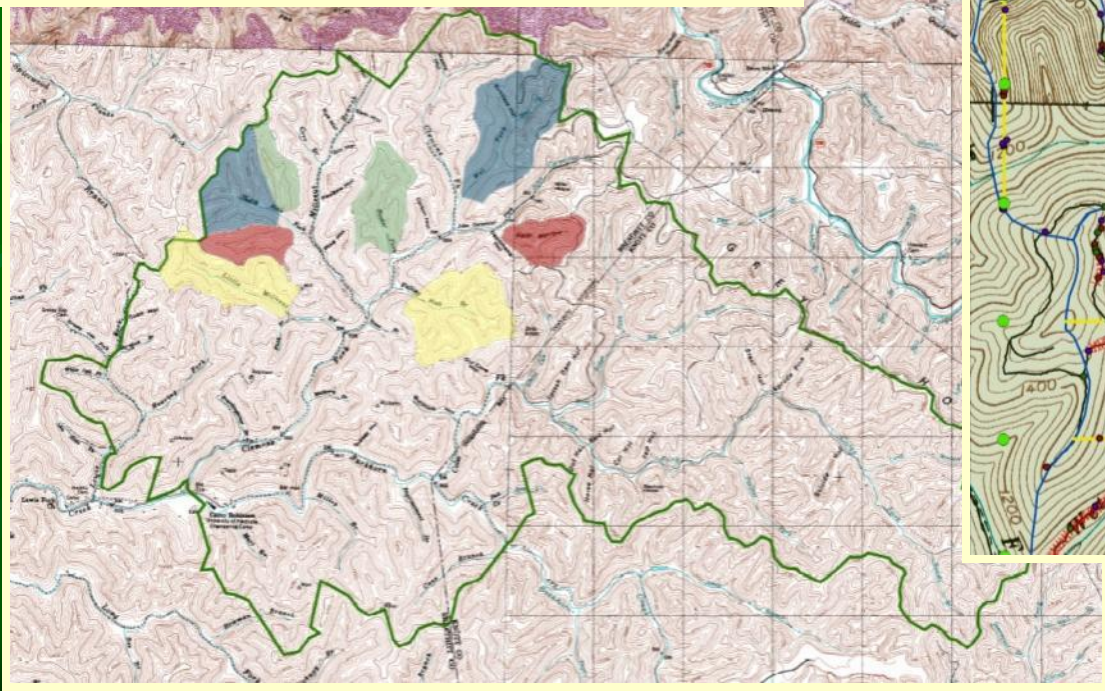
- Basic Upland and Headwater Hydrology
- Forest Ecology
- Aquatic Biology
- Wildlife Population, Habitat, Management
- Silviculture
- Archeology
- Invasive Species Management



Robinson Forest — Water Quality



Robinson Forest — SMZ Study



Robinson Forest — Invasive Species Studies



Robinson Forest — Elk Research



Robinson Forest — Silviculture





Department of Forestry & Natural Resources

Martin-Gatton College of Agriculture, Food and Environment

my 

 Search

Resources 

Robinson Forest

[HOME](#)

[ABOUT »](#)

[RESEARCH »](#)

[TEACHING »](#)

[EXTENSION](#)

[USAGE REQUESTS »](#)

[DIRECTIONS](#)

[WEBCAM](#)

[CONTACT US](#)





Robinson Forest

HOME

ABOUT »

RESEARCH »

TEACHING »

EXTENSION

USAGE REQUESTS »

DIRECTIONS

WEBCAM

CONTACT US



Investigators wishing to conduct research at Robinson Forest should review the RF Use and Users Policy (below) then complete the project proposal and instruction form and remit to Robinson.Forest@uky.edu.

- [Robinson Forest Use and Users Policy](#)
- [UK Business Procedures Manual](#) (this will take you to UK Financial Services website)

robinson.forest@uky.edu - goes to John Reinstette, forest manager

Department Overview

- B.S. in Forestry – Society of American Foresters professionally accredited degree – only one in KY
- Supporter of NRES inter-disciplinary program
- M.S. in Forest and Natural Resource Sciences
- Ph.D. Program in Forest and Natural Resource Sciences

Department Overview

- Centers and Programs – housed in the dept.
 - Forest Health Research and Education Center
 - Center for Forest and Wood Certification
 - Kentucky Master Logger Program
 - Urban Forest Initiative
 - Green Forest Works
- ~70 undergraduate students
- 15 M.S. graduate students
- 3 Ph.D. students in the FNRS Program

STUDENT HEALTH PLAN FOR FUNDED GRADUATES

Presented by Chavae Mock
UK Student Health Plan
Administrator



Student Health Fee

- The health fee is a mandatory fee assessed to full-time students. It is not intended to replace health insurance.
- Gives you unlimited access to University Health Services (Student Clinic)
- \$131.35 - this will be charged to your tuition account
- Included in the health fee:
 - Unlimited office visits for
 - Injury (hurt)
 - Illness (sick)
 - Well-patient physical exams
 - Women's services

Services available at UHS

- Primary care visits for injury or illness.
- Women's health (gynecology).
- Behavioral health.
- Health education and wellness services, including:
 - Nutrition counseling.
 - Tobacco treatment counseling.
 - Sexual health education sessions.
- Well-patient, travel and employment physical exams.
- Allergy injections.
- Phone Information Nurse.
- Observation room care.
- On-call physician for after-hours advice.
- Limited medications (four over-the-counter medications, six antibiotics)
- Some STI lab testing.
- CLIA waived in office tests (except rapid flu).
- **Telehealth appointments**

◇ Where is UHS?

◇ 830 South Limestone; Close to KY Clinic.

◇ Clinic Hours:

Monday - Friday: 8:00 a.m. - 6:00 p.m.

Saturday: 9:00 a.m. - 11:00 a.m.

Summer and when school is not in session:

Monday - Friday

8:00 a.m. - 4:30 p.m.

For appointments call **859-323-2778**

Or online through MyChart

Health Fee - What it Does Not Cover

- What is NOT included in the health fee:
 - Diagnostic testing (X-rays, most lab tests)
 - Hospitalization
 - After hours care: Urgent Treatment, Emergency Room
 - Surgical procedures
 - Referrals to specialists
 - Prescriptions
 - Some Vaccines

This is why you must have health coverage

STUDENT HEALTH PLAN (SHP)

- What is SHP?
 - It is your student health insurance plan. This plan helps to provide coverage for matters beyond the health fee, such as surgeries, emergency room visits, etc.
- You do not have to do anything to get this plan. You will be automatically enrolled.
- Your policy start date will be 08/15/2024.

How much does the plan cost?

- As a Funded Graduate student, enrollment is automatic and of no cost to the student.
- You may add dependents (spouse and children only) to your plan.
- The cost for Fall 2024 will be \$1,244 per dependent.
- Installment payment options are available.
- You can add dependents at <https://uky.myahpcare.com/enrollment>.

As a funded international student, when will my insurance charge be paid?

- ❗ After your eligibility as a funded graduate student is confirmed by the Graduate Funding Office, the premium is then paid.
- ❗ Payments are only posted on or around the 28th of each month. In the event of a processing delay on the Graduate School's part; you will not be responsible for late fees incurred.

Using Your Student Health Plan

Designed to have the
cheapest out of pocket
costs when used at UK

Can be used with any
Anthem provider in the
country

UK SHP Works in Tiers

University Health Services (UHS)

- \$0 copay
- \$0 annual deductible
- 0% coinsurance

UK Network Providers

- \$25/\$45 copay for office visits
- \$300 annual deductible
- 20% coinsurance

Anthem Network Providers

- \$30/\$50 copay for office visits
- \$500 annual deductible
- 35% coinsurance

Out of Network Providers

- \$1000 annual deductible
- 50% coinsurance

Using Your SHP

- When you are on campus
 - Always try to make UHS your first choice since those services are provided to you at zero costs.
 - You can use the Telehealth option offered by UHS
 - You can make appointments by calling 859-323-2778 or through your MyChart account
 - If UHS is not an option, using a doctor that is within the UK network will result in the lowest out of pocket cost for you.
 - **KEEP IN MIND THAT IT IS NOT FREE TO RECEIVE MEDICAL CARE ANYWHERE OTHER THAN UHS!**

WHERE TO GO

	Conditions Treated	Your Cost & Time
Emergency Room		
Used for immediate treatment of critical injuries or illnesses. If a situation seems life-threatening, call 911 or go to the nearest emergency room. Open 24/7.	<ul style="list-style-type: none"> • Head injury/major trauma • Uncontrolled bleeding • Severe cuts or burns • Chest pain • Seizure or loss of consciousness 	<ul style="list-style-type: none"> • Costs are highest • No appointment needed • Waiting times may be long, averaging over 4 hours
Urgent Care Center		
For conditions that are not life threatening. Staffed by nurses and doctors and usually have extended hours.	<ul style="list-style-type: none"> • Minor cuts, sprains, burns, rashes • Fever and flu symptoms • Severe headaches • Minor respiratory symptoms 	<ul style="list-style-type: none"> • Costs are lower than an ER visit • No appointment needed • Wait times will vary
University Health Services (UHS)		
The best place to receive care for your non-emergency and non-urgent medical care. Can be used to receive routine or preventive care, for referrals to see a specialist and for numerous illness and injuries.	<ul style="list-style-type: none"> • Primary care visits for injury or illness • Women's health • Behavioral health 	<ul style="list-style-type: none"> • No cost (with the exception of bloodwork) • Must make an appointment • Generally, have very little wait time

Greater cost and time



Lower cost and time

Emergency Room (ER)

- The emergency room is the most expensive place to get medical care. For this reason, it is important that you make every effort not to use the emergency room for matters that are not truly an emergency.
- Emergency Room costs are calculated as follows:
 - Emergency Room services are subject to a \$200 copay + \$300 deductible + 20% coinsurance
 - Using the example of an \$8,000 visit to the ER
 - You would pay \$200 at the time of the visit.
 - You will then be responsible for the first \$300 of the \$8,000. This leave a balance of \$7,700.
 - Next, you will be responsible for 20% of the \$7,700 (\$1,540)
 - This means that this one visit would cost you a total of \$2,040.
 - \$200 copay + \$300 deductible + \$1,540 coinsurance = \$2,040

Emergency Room Continued

- Going to the Emergency Room when it is not a true emergency could result in you being responsible for 100% of the costs as the insurance company can refuse to cover any of the costs.
- Consider using Urgent Treatment Centers if you have an issue that cannot wait until your doctor's office is open and it is not a true emergency.

Dental Insurance



- Basic dental insurance is now available for purchase
- Cost for 2024-2025 coverage is \$280.08 per person.
- **Who is eligible?** Any undergraduate student enrolled in at least 6 credit hrs and any graduate student enrolled in at least one course is eligible to purchase dental insurance for themselves and their dependents.
- **How do I purchase it?** You purchase online at uky.myahpcare.com. The deadline to purchase is September 14th.
- **When can I purchase it?** Anytime during the Fall open enrollment period.
- **What dental services are included in this service?** Available services include Dental Exams, Dental Cleanings, Select x-rays; and Select simple restorative services.
- **Is it free to use the dental insurance?** Some services, such as cleanings, are covered 100% by the insurance, however, other services require you to pay a portion. It is important to discuss cost with your dental provider, prior to receiving services, if you are concerned about your out-of-pocket costs.

For Help Please Contact Us

SHP Office

859-218-0461

studenthealthplan@uky.edu

- Your day to day SHP contact for questions

University Health Services (UHS)

859-323-2778

- Call to make an appointment or to get assistance with medical questions

Academic HealthPlans (AHP)

855-856-2385

Help.ahpcare.com

- Questions about enrollment, adding dependents, waivers

Anthem Blue Cross Blue Shield

844-412-0752

- You will receive information via email from Anthem for printing your coverage ID card

Know Your Rx Coalition

855-218-5979

- For questions about prescriptions/medicines

Q & A

Any questions?

Department Outreach

- Department newsletter, website, social media, digital signage
 - Research updates, award news, GSA activities, etc.
- Job board - <https://forestry.ca.uky.edu/forestry-jobs>
- Student services
- Alumni relations

Laura Lhotka: 859-257-8718; laura.lhotka@uky.edu; Room 108



Department Outreach

- Check out the **job board** for temporary, permanent, and graduate school opportunities.
- <https://forestry.ca.uky.edu/forestry-jobs>

Laura Lhotka: 859-257-8718; laura.lhotka@uky.edu; Room 108



Save the Date

Fall Alumni-Student Picnic

Friday, Sept. 13 on front lawn of TP Cooper.
Starts at 4:30 pm with dinner at 5:30 pm.

RSVP by Sept. 6 to Leslie Queary, leslie.queary@uky.edu

Kentucky Wood Expo 2025 – Student
Volunteers will be needed! (NEXT YEAR!)



Forestry and Natural Resources Graduate Student Association (GSA)

Officers

- President (Megan Buland)
- Autumn Randall— Social Media/Events Coordinator, asra248@uky.edu
- Megan Buland— Graduate Student Congress Rep. , Megan.Buland@uky.edu

Membership

- FNR M.S. or Ph.D. student
- Enrolled full or part-time

Purpose

- Community: develop our own sense of community within the GSA
- Support: help one another in our academic and professional endeavors
- Service: engage the greater Lexington community through service



Forestry and Natural Resources Graduate Student Association (GSA)

- Departmental Facebook Page: @UKForestry

- GSA Social Media:

- X (formerly Twitter): @fieldworkquotes

- Instagram: @FNRS_GSA

- Facebook: UK Forestry and Natural Resources GSA



Forestry and Natural Resources Graduate Student Association (GSA)

Social Events

- Coffee Hour
- Potlucks and cookouts
- Holiday get-togethers
- Game Night
- Trivia Night
- Movie nights?
- Sports events?
- Ecolunches
- Yoga sessions

Service Projects

- Mountain Ag Week
- Tree Week
- Reforest the Bluegrass
- Urban Forest Initiative
- Outreach Events
- Invasive species removal
- Seed Leaf Community Garden

Team Building & Outings

- Escape Room
- Robinson Forest Retreat
- Camping at Land Between the Lakes
- Floracliff Nature Sanctuary
- Cincinnati Zoo & Aquarium
- Kings Island

Make sure to get the calendar link from your email!

Please send any ideas to ???



Forestry and Natural Resources Graduate Student Association (GSA)

Goals:

- **Improve** communication and event planning efficiency
- **Improve** GSA activity
 - Create a more active and involved community among the graduate students
- **Showcase** grad students on department webpage and social media
 - Send ?????? a CV, 1-pg CV summary, and photo to be added to the Department Webpage
 - Send ?????? any project updates, project related photos, awards received, etc. for the GSA social media accounts

Respond to Dr. Laura Lhotka about Graduate Student Highlights in the future



Budget & Other Policies/Procedures



ADMINISTRATIVE STAFF

- Leslie Queary
 - Administrative Coordinator
 - Room 105, 257-7596, leslie.queary@uky.edu
- Debbie Gutierrez
 - Fiscal Officer
 - Room 107, 257-2516, debbie.gutierrez@uky.edu





Travel



- Before trip
 - Work with supervisor and/or Leslie (Room 105) to book various travel needs (vehicle, lodging, etc.)
- Enjoy your trip!
- After trip
 - Complete online CONCUR document through myUK portal (Leslie can provide one-on-one assistance)
 - Attach original receipts to CONCUR document in pdf format
 - Reimbursement through direct deposit
- Need help? . . . Ask us!



http://sevencolors.org/images/photo/original/globe_west.jpg



Budgets

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



HR and Payroll



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



Worker's Comp

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



Mailings

FedEx and UPS

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



Mailings cont'd

USPS

- Package item
- Attach the domestic meter card (manila)
- For international shipments, attach pink meter card
- Leave in mail room (Room 209) for pick up



Mailings cont'd

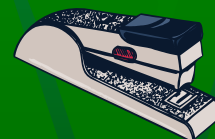
Campus Mail

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





Supply Purchases



■ Office Supplies

- First check supply closet, Room 116
- If item not available, please have an account number and see Leslie in Room 105

■ Lab Chemicals/Supplies

- Please have an account number
- You may use:

VWR, new vendor for ALL chemical/lab supplies:

Phone: 855-834-9035, Email: UK_Support@vwr.com

Tammy Curtis, Central Kentucky Sales Representative, dedicated representative for the University account.

- If all else fails, see Millie for assistance in room 221



Pro Card (credit card)

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



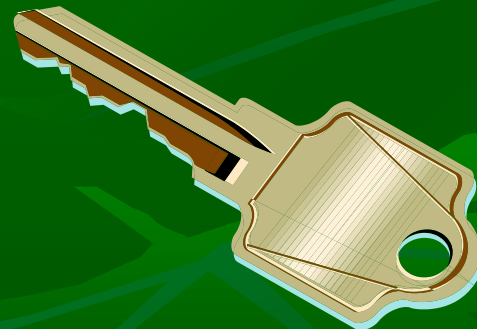
Reimbursements

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



Key Shop

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





Car Reservations

- Cars or trucks may be reserved through CONCUR with various rental car agencies.
- Please see your major professor or Leslie to reserve a car.
- You will need:
 - departure and return day and time
 - phone & email
 - type of vehicle needed (truck, car, van, *etc.*)
 - who is traveling



Vans

If you will be driving an 11-passenger van:

- You will need to be certified first
- See Leslie Queary for help



Chemicals

If you will be using chemicals

- You will need to complete a chemical hygiene test first
- Ask Millie Hamilton for details (TPC Room 221)



You need to know Darryl!

Darryl Cremeans, Ph.D.
Data Systems Manager



Darryl wears many hats

- Many of which can help facilitate your success here



- Office: TPC 121A

Space Committee Chairman

- Desk assignments
- Keys – Leslie or Darryl
- Office allocation
- Lab space needs
- Storage
- Renovation projects
- *etc.*



The committee has ratified a protocol for making these decisions



Departmental Safety Contact

- COVID-19 safety
- Oversee lab inspections
- Remedy any safety issues identified by the Fire Marshall
- *etc.*



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



Inventory Control Officer

- Capital equipment (Oct-Dec)
- Minor equipment inventory (off campus equipment forms)
- Federal Surplus inventory
- Space inventory
- Vehicle inventory



Data Systems Manager

- Tech support
 - dcremean@uky.edu
 - Office 257-1396
 - Ag Helpdesk – 257-3335
 - UK Helpdesk – 218-HELP
- Network Administrator
- Computer Lab
- Security administrator
- *etc.*
- *etc.*



Your Computer

- The department endeavors to provide each graduate student with a pc (desktop or notebook) and printing access
- Network printers in TPC 1, 114 and 218
 - Please do not print frivolous documents.



Safe Computing

- If you just perform *work related* tasks on your pc, you should be able to avoid problems
- Avoid Phishing links
- Install Dell and Microsoft security patches monthly
 - Notifications in lower right corner



Computer Resources

- TPC 121
 - Poster printing
 - You can email me your poster and I will print it
- TPC 220
 - **Instruction**
 - General use otherwise – schedule posted on door



Network Resources

- File servers
 - Allocated as needed
 - Will map virtual drive(s) to your computer
- Printers
- Software - download.uky.edu
 - Login with UKID



Departmental Listservs

- Forestry-all@lsv.uky.edu – every full time employee
- Forestry-ext@lsv.uky.edu – all extension people
- Forestry-fac@lsv.uky.edu – all faculty
- Forestry-grads@lsv.uky.edu – all graduate students (even if not hosted by Forestry) - **best way to insure you are on the list is to email me at dcremean@uky.edu**
- Forestry-ps@lsv.uky.edu – professional staff
- Forestry-res@lsv.uky.edu – research folks
- Forestry-teach@lsv.uky.edu – forestry instructors
- All-students-fore@lsv.uky.edu – all forestry students (both undergrad and graduate)



Forestry Department Web Site

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

If you want your own web page visit with
Laura Lhotka (TPC 108) and provide
the information to her.

Departmental Facebook Page

<https://www.facebook.com/UKYFNR/>



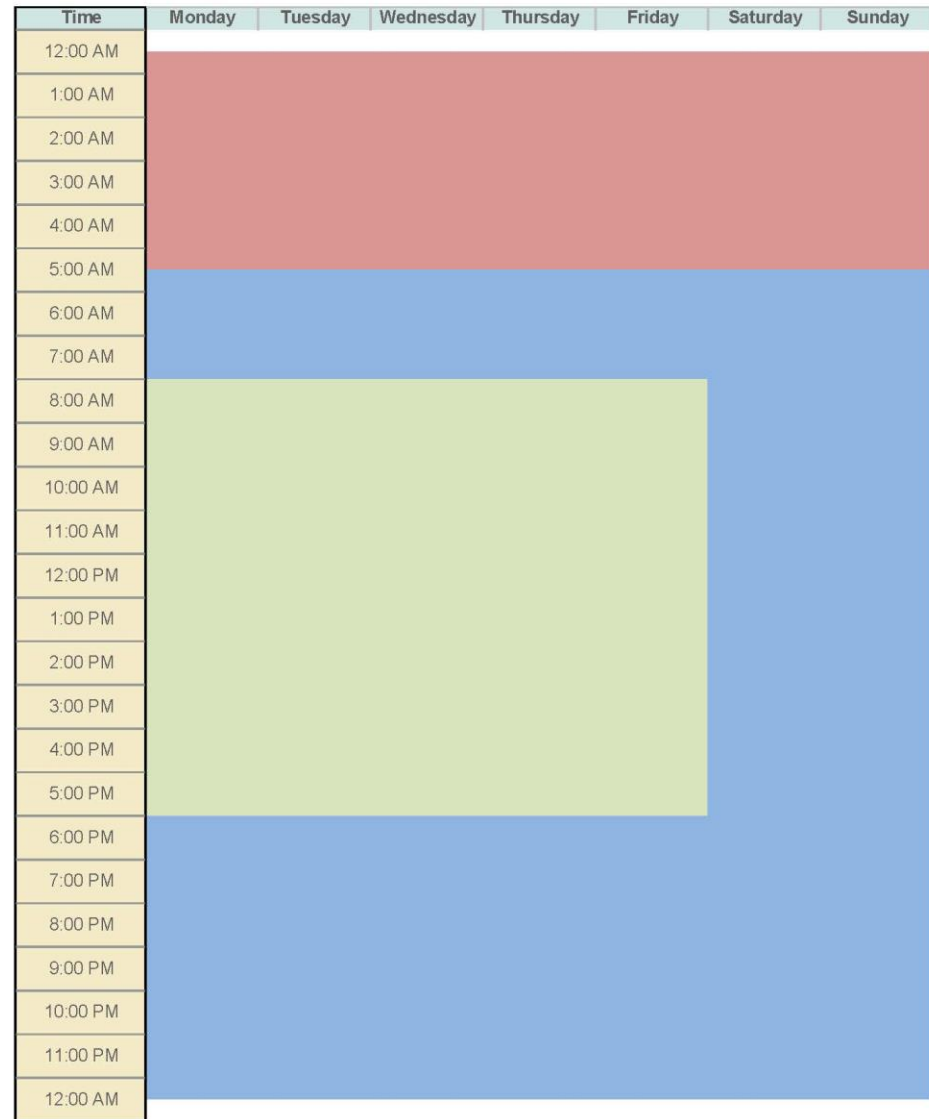
Parking at the Cooper Building

- 8 spaces used for departmental discretion (visitors mostly)
- 2 loading zone spaces (black/yellow curb, 15 minutes maximum)
- 3 service spaces (white/yellow curb), no parking
- Sign in on white board, don't abuse the parking (~under an hour)
- Don't make me have you towed.



Security System

- Front door -Access card not needed during business hours
- Blue: access card needed to enter (see me to add your card)
- Red: no entry although you can always exit (I can give exceptions if needed)



KEY
unlocked
locked
card access

Laboratory Technician Research Analyst Support

- Laboratory Technician

- David Collett, dcollett@uky.edu
- Louise Hosburgh, louise.hosburgh@uky.edu
- Josh Castle, Joshua.Castle@uky.edu

- Research Analyst

- Zach Hackworth, zachary.hackworth@uky.edu
- Milinda Hamilton, millie.hamilton@uky.edu



Forest and Natural Resource Sciences Graduate Program

- Graduate Program Committee
- Resources
- How do I earn my degree?
- TA/RA positions
- Services



Forest and Natural Resource Sciences Graduate Program Committee

■ Faculty Members

John Cox
Thomas Ochuodho
Steven Price
Jian Yang

■ Student Members

Logan Baker



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

- Home page: <http://gradschool.uky.edu/>
- Click on “Current Students”
 - Bulletin
 - Key Dates
 - Degree Forms
 - Health Plan
 - Thesis and Dissertation Prep
 - *Etc.*



- CURRENT STUDENTS
- BULLETIN
- GRADUATE BULLETIN ARCHIVE
- KEY DATES
- DEGREE FORMS
- STUDENT FORMS
- HEALTH PLAN
- THESIS AND DISSERTATION PREPARATION
- GRADUATE STUDENT TRAVEL POLICIES
- SCHEDULED DISSERTATION DEFENSES
- GRADUATE STUDENT RESOURCES
- GRADUATE STUDENT CONGRESS
- GRADUATE SCHOOL NEWSLETTER ARCHIVE

THE GRADUATE SCHOOL

Offices of The Graduate School

Admissions & Recruitment



Finance, Funding, & Analytics



Professional Enhancement



Academic Services



Key Dates for Graduation

Fall 2024 Semester

September 20, 2024	Last day doctoral candidates for a December 2024 degree can submit a Notification of Intent to schedule a final examination in the Graduate School.
November 1, 2024	Last day to apply for a December 2024 graduate degree in myUK.
December 5, 2024	Last day candidates for a December 2024 degree can sit for a final examination. All scheduling requests must be submitted at least two weeks prior to the proposed examination date.
December 13, 2024	Last day candidates for a December 2024 degree can submit their thesis/dissertation for format review to the Graduate School via UKnowledge.
December 20, 2024	Last day for December 2024 degree candidates to submit final revised thesis/dissertation (ETD) to the Graduate School for students who first submitted December 13th.
December 20, 2024	Commencement for December 2024 graduates.

Spring 2025 Semester

February 20, 2025	Last day doctoral candidates for a May 2025 degree can submit a Notification of Intent to schedule a final examination in the Graduate School.
April 1, 2025	Last day to apply for a May 2025 or August 2025 graduate degree via myUK.
April 24, 2025	Last day candidates for a May 2025 degree can sit for a final examination. All scheduling requests must be submitted at least two weeks prior to the proposed examination date.
May 2, 2025	Last day candidates for a May 2025 degree can submit their thesis/dissertation for format review to the Graduate School via UKnowledge.
May 9, 2025	Last day for May 2025 degree candidates to submit final revised thesis/dissertation (ETD) to the Graduate School for students who first submitted May 2nd.
May 9 - 10, 2025	Commencement for May 2025 graduates.

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

The term you intend to graduate:

Application for Degree: _____ (Date Submitted)
<http://myuk.uky.edu/> Click on Student Services / myRecords / Apply for Degree

Due the term in which you intend to graduate:

- May degree – April 1
- August degree – April 1
- December degree – November 1

If you submitted a degree application for a previous term, but did not graduate you must complete a new degree application for the current term.

A minimum of 2 weeks prior to examination:

Request for Final Master's Examination: _____ (Date Submitted)
https://ris.uky.edu/cfdocs/gs/MastersCommittee/Student/Selection_Screen.cfm

Conduct a review of your transcript and Degree Audit if available for your program to ensure the following:

- You have completed or are in progress to complete the required number of earned hours for the degree in your program of study and all additional degree requirements are being met.
You do not have any missing or "I" grades prior to the current semester.
- Your GPA is 3.00 or higher. Anything still 'red' in the audit during the final semester will need be resolved. Contact DGS/advisor as soon as possible.
- Use MyGPS degree audit to review your progress towards earning your degree!
- **Be advised, toward the end of the semester, with increased volume of submissions, it will likely take longer to receive feedback regarding your thesis review.**

Check the Graduate School Calendar <http://gradschool.uky.edu/key-dates> for term deadlines for the scheduling of final examinations.

Committee Info:

The examining committee should consists of at least three qualified faculty members recommended by the Director of Graduate Studies and appointed by the Dean of the Graduate School. At least two committee members (including the chair or co-chair) must be members of the Graduate Faculty, and at least one of the two must be a Full member of the Graduate Faculty. It is expected that at least two members of the committee will be from the student's program/department.

M.S. (Forest and Natural Resource Sciences) Degree Requirements

- Total graduate (5xx, 6xx, 7xx) credits:
 - Plan A: **30** (plus thesis)
 - Plan B: **30** (plus project)
 - FOR 4xxG credits do not count
 - 4xxG credits do count if the prefix is not FOR
 - All students can take 6 FOR 768 (Residence for MS degree) credits
 - FOR 748 (Master's thesis research) do not count
- Plus additional requirements of
 - Forestry Graduate Program
 - Graduate School
 - Council on Postsecondary Education (CPE)



M.S. (Forest and Natural Resource Sciences) Degree Requirements (Plan A and Plan B)

- **Specific Courses**
 - FOR 601 (3 credits; take this your 1st Fall Semester)
 - FOR 602 (3 credits; taught odd-year Fall Semesters) **or** FOR 603 (3 credits; taught even-year Fall Semesters)
 - FOR 770 (take 3 times; taught every Fall & Spring)
- **Instructional experience in undergraduate course**
- **Department Seminar (usually semester after FOR 601)**
- **Exit seminar**
- **Oral final exam**



Degree Requirements (Plan A)

Graduate School & CPE Course Requirements:

- **16 graduate credits in “regular” courses**
 - FOR 599, 748, 768, 781, 791 do not count as “regular” courses except: FOR 599 does count if it has a subtitle and regular weekly classroom meeting pattern.
- **12 graduate credits in 600- or 700-level courses**
 - → 12 credits for Plan A
 - FOR 748 , 768 do not count.
 - FOR 781, 791 do count.
- **All students can take up to 6 FOR 768 credits**

FOR 599	Independent work in Forestry
FOR 748	Master's Thesis Research
FOR 768	Residence Credit for Master's Degree
FOR 781	Special Problems in Forestry
FOR 791	Research in Forestry



Degree Requirements (Plan A)

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

- 12 graduate credits in courses with *FOR* prefix
 - FOR 748, 768 do not count.
 - FOR 599, 781, 791 do count.

- 9 graduate credits in FOR courses at 600- or 700-level
 - FOR 748, 768 do not count.
 - FOR 781, 791 do count.



Degree Requirements (Plan A – Thesis)

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

- At least 16 graduate credits in “regular” courses
- Other coursework can be fulfilled by one, 3-credit, 600- or 700-level, FOR course (taken in addition to FOR 601, FOR 602 **or** FOR 603 & FOR 770 x 3). (But FOR 748, 768, do not count. FOR 781, 791 do count.)
- All students can take FOR 768 (for 6 credits)
- Best way to search for classes, use MyUK (Student Services; Plan and register for courses)

Ph.D. Program



Forest and Natural Resource Sciences Doctoral Program

Specific Courses Required by the Graduate Program for All Doctoral Forest and Natural Resource Sciences Students

- FOR 601 (Research Methods in Forestry; 3 credits; taught every fall semester)
- FOR 602 (Renewable Natural Resources in a Global Perspective; 3 credits; taught in the fall semesters of odd-numbered years)
- FOR 603 (Foundations in Forestry, Wildlife and Natural Resource Sciences; 3 credits; taught in the fall semesters of even-numbered years)
- FOR 770 (Forestry Seminar; three (3) credits are required of this 1-credit course; several sections are available most semesters, each with a unique topic and instructor)

Coursework Requirements of the Graduate School and Council on Postsecondary Education

- At least 36 graduate credits (normally 5XX, 6XX, 7XX courses; FOR 768 credits do not count; 4XXG counts only if prefix is other than FOR)
- At least 24 graduate credits must be in "regular" courses. "Regular" courses are defined to be those that meet in a classroom at regularly-scheduled times each week. FOR 599, 748, 768, 781, 791 do not count as "regular" courses, except; FOR 599 does count if it has a subtitle and regular weekly classroom meeting pattern. For most students, this requires 7 credits of "regular" courses in addition to the specific courses required by the Forest and Natural Resource Sciences Graduate Program.
- At least 18 graduate credits must be in 600- or 700-level courses. Thesis, practicum, and internship credits (e.g., FOR 768) do not count toward this requirement. FOR 781 and FOR 791 do count toward these credits.
- At least 18 graduate credits must be in the major area (i.e. courses with the FOR prefix). These credits do not have to be in "regular" courses, but thesis, practicum, and internship credits (e.g., FOR 748, 768) do not count toward this requirement. FOR 599, FOR 781 and FOR 791 do count toward these credits.
- At least 12 graduate credits must be in 600- or 700-level courses that have the FOR prefix. This requirement is met automatically by the FOR 601, FOR 602, FOR 603 and FOR 770 credits specifically required by the Forest and Natural Resource Sciences Graduate Program.
- FOR 599, 781, and 791 credits (and combinations thereof) must not exceed allowable semester or lifetime totals for PhD students (for details, refer to the course descriptions in the UK Bulletin).
- A MS degree may stratify up to 18 of the 36 required credits (as determined by the student's advisory committee)

Additional Degree Requirements

- Each student must meet with the major professor prior to registering for classes for the first time, to decide on a schedule of coursework that will meet the course requirements for the doctoral degree in Forest and Natural Resource Sciences (including tentative necessary undergraduate courses for a student who enters the degree program without an undergraduate

Quick Links

- [Graduate Program Overview](#)
- [Masters Program \(Thesis Option\)](#)
- [Masters Program \(Non-Thesis Option\)](#)
- [Ph.D. Program](#)
- [Instructional Experience](#)
- [Related Graduate Programs](#)
- [FOR 770 Courses](#)
- [Graduate Funding](#)
- [Research Faculty](#)
- [Graduate Student Resources](#)
- [FNR Graduate Student Association](#)
- [Forestry and Natural Resources Job Board](#)

Admission to M.S. Program

Admission to Ph.D. Program

[National Science Foundation Graduate Research Traineeship \(NRT\) - IN Fellows & an Academy of Innovators at the Nexus of Food, Energy, & Water Systems \(INFEWS\)](#)

Director of Graduate Studies

[Jian Yang, Ph.D.](#)

Associate Professor of Forest Landscape Ecology
(859) 257-5820 | jian.yang@uky.edu | 213 T.P. Cooper Building



Ph.D. Degree Requirements

- 36 credits (18 can be transferred from MS degree)
- Specific Courses
 - FOR 601 (3 credits; take this your 1st Fall Semester)
 - FOR 602 (3 credits; taught odd-year Fall Semesters)
 - FOR 603 (3 credits; taught even-year Fall Semesters)
 - FOR 770 (take 3 times; taught every Fall & Spring)
- Instructional experience in undergraduate course
- Department Seminar (usually semester after FOR 601)
- Qualifying exam (proposal, oral presentation, and oral exam)
- Final exam (dissertation, oral presentation, oral exam)

FOR 770

Fall 2024

- University Teaching (Price)
- Discussion on Department Seminar Topics (Springer)
- Scientific Presentation (Muller)

Spring 2025

- University Teaching (Price)
- TBD
- Spatial Analysis with R (Yang)



Course Plan

- Meet with major professor(s) to develop tentative course plan (semester-by-semester) before registration
- Submit plan to DGS for audit
- Meet with advisory committee to review / modify / approve tentative course plan (before end of first semester)
- Submit to DGS:
 1. Completed committee meeting report form (<https://forestry.ca.uky.edu/files/forest-and-natural-resource-sciences-advisory-committee-meeting-report-Nov2018.pdf>)
 2. List of courses required by your committee



Tips for Smooth Progress

1. Your advisory/examination committee

- Establish during your 1st semester for review of course plan (consult major professor)
- Rules for composition of the committee
 - At least 3 faculty members
 - At least 2 FNRS graduate faculty members (including committee chair or co-chair)
 - At least 1 “full” member of the graduate faculty
 - PhD students require 4 faculty members (2 FNRS, 1 outside; 3 full members of graduate faculty)
 - Majority must belong to FNR faculty

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

<https://gradschool.uky.edu/graduate-faculty>



Tips for Smooth Progress (*continued*)

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



Tips for Smooth Progress (*continued*)

5. Stay on top of deadlines

<http://gradschool.uky.edu/calendar>

- “Application for Degree” (due near beginning of final semester; file online using “myUK”)
- “Request for Final Examination” (at least 2 weeks before exam)
- Final Examination: Each semester, there is a “latest possible date”
- Thesis final copy (due within 60 days of successful final examination)
- DON’T assume your PI is aware of these deadlines

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

<http://gradschool.uky.edu/studentforms>



Gradschool.uky.edu/studentforms

entforms

Students in Master's/Specialist Programs

- [Check sheet for Master's Non-Thesis Students for personal use \(pdf\)](#)
- [Check sheet for Master's Thesis Students for personal use \(pdf\)](#)
- [Concurrent Master's Degrees \(pdf\)](#)
- [Request for Final Master's Degree Examination \(login required\)](#)
- [Master's Exam Survey - \(Completed after exam\)](#)
- [Request for Specialist Examination \(login required\)](#)
- [Graduate School Application for Degree - Click on Student Services / myRecords / Graduate Degree Application](#)
- [Transfer of Credit: Master's or Specialist *Login required](#)
- [Information on Degree Certification](#)
- [Request for Degree Certification form \(pdf\)](#)
- [Electronic Thesis or Dissertation \(ETD\) Approval Form for Final Copy \(pdf\)](#)

Electronic Thesis

- Hard copy thesis no longer accepted
- Rapid worldwide access *via* UKnowledge
- Format instructions at:
<http://gradschool.uky.edu/electronic-thesis-preparation>



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

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



Full-Time TAs & RAs: Tuition for Undergraduate Courses

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



Health Insurance Coverage for Funded Graduate Students

“Funded Graduate Student” health insurance

- A complement to “University Health Service”
- TAs & RAs may enroll dependents (but student pays extra insurance premium)
- For more information . . .
 - <https://ukhealthcare.uky.edu/university-health-service/student-health>
 - Chavae Mock—Student Health Plan Administrator, 115 Scovell Hall
 - Email: chavae.mock@uky.edu



Recreation and Student Health Fees

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



Recreation and Student Health Fees

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

Assistantships: Responsibilities



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



Definition



Full-time Graduate Student:

Enrolled in at least 9 graduate credits in fall / spring semesters

PhD candidates (post qualifying exams(QE)) require FOR 767 (2 credits) to maintain full time status; FOR 767 can be taken during the semester of QE



Questions? Comments?

