

## **Proposal Seminar Department of Botany**

Approved by the Department of Botany 13 November 2012;  
Amended 10 February 2015

### **Background**

Each student in a research degree program (M.S. Plan A, Ph.D.) is required to give a seminar in which he or she describes the research that will be done. The intent is to inform all members of the department and to gain valuable feedback about the planned work that will be helpful for the research before it has begun.

### **Policy**

All research proposals will be presented at a Departmental Proposal Symposium. This symposium will be held in April or May at a time when as many students and faculty as possible are able to attend. Additional symposia may be scheduled in the fall semester if needed.

Each student who enters the program in the fall will automatically be included on the schedule for the following spring's proposal symposium unless a form requesting deferral is submitted to the Graduate Chair by March 1 (see below).

Each student who is scheduled to present a proposal must do four things prior to the Proposal Symposium:

- Respond to the Graduate Chair or Symposium Organizer's request for confirmation of participation (or deferral).
- Establish their permanent graduate committee.
- Provide a written proposal to the graduate committee, succinctly describing the background of the problem, the questions to be addressed, specific hypotheses to be tested, and the methods that will be used to address the hypotheses (typically around 5 pages long). This must be delivered at least one week prior to the Symposium.
- Provide a title and a brief abstract (250 words or less) to the Graduate Chair or Symposium Organizer when requested (approximately one week prior to the Symposium). This title and abstract will be used in the Symposium Program and in announcements of the event.

The format of each proposal presentation will be a 20 minute seminar followed by a 10 minute period for questions.

Students must meet with their graduate committee within one month of presenting their proposal

to review their proposed research and to incorporate feedback from their committee.

It is expected that each student will present a research proposal at the Proposal Symposium that is scheduled during his or her second semester in the graduate program. If circumstances do not allow this (e.g. English Language Institute coursework during the first year of study), a form requesting postponement to the third semester and explaining these circumstances must be filled out by the student, endorsed by his or her committee chair, and submitted to the Graduate Chair before March 1 for April Proposal Symposia and October 1 for November Proposal Symposia. If a seminar presentation is not made and if no approval is sought for deferring the proposal presentation to the third semester, the student will be placed on notice within the department.

A student may request to defer proposing until his or her fourth semester, but the Graduate Chair will recommend to Graduate Division that the student be placed on probation unless the student is deferring due to substantial ELI coursework in their first year of study.

Any student who has been granted a deferral (except in cases where the deferral has been requested due to ELI coursework) or who has been placed on notice will be asked to meet with the Botany Department Chair, the Graduate Chair, and his or her advisor. This meeting will be used to discuss the student's progress and to establish specific goals with a timeline. A student on notice who does not meet his or her goals within this agreed upon timeline will be placed on probation, and a student on probation who does not meet his or her goals within this agreed upon timeline will be dismissed from the program.