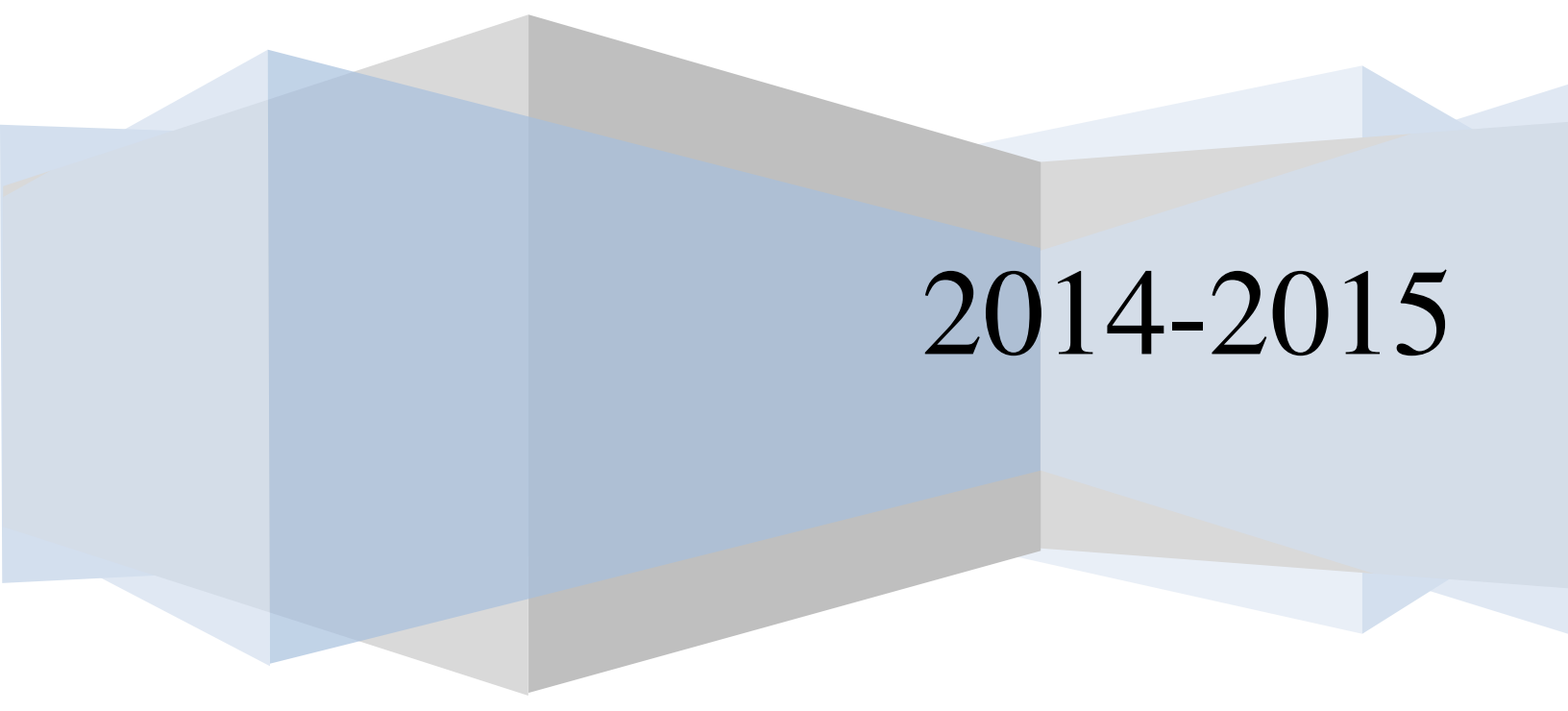


Oregon State University

# GRADUATE HANDBOOK



2014-2015

This "Graduate Handbook" is intended to outline the requirements specific to the M.S. and Ph.D. degrees in Food Science and Technology. Some of the information in this document may be found in further detail in the on-line "Graduate Catalog" <http://oregonstate.edu/dept/gradcat/> . Some information that is applicable to all University Graduate programs may be found only in the "Graduate Catalog" and is not repeated here. The on-line " OSU Graduate Student Success Guide " is a resource from the Graduate School to aid students in adjusting and complying with University requirements. The Food Science & Technology Program check-off sheets (found in the appendix to this handbook) are intended to aid students in complying with FST Departmental requirements and deadlines.

Graduate students should obtain or review the following publications or resources:

1. *The Food Science & Technology "Graduate Handbook"* - <http://oregonstate.edu/foodsci/sites/default/files/pdfs/grad-handbook.pdf>
2. **VERY IMPORTANT TO USE :** *OSU Graduate Student Success Guide*  
– on the web at [http://oregonstate.edu/dept/grad\\_school/docs/student-success-guide.pdf](http://oregonstate.edu/dept/grad_school/docs/student-success-guide.pdf)
3. *The Oregon State University Graduate Catalog.* ONLY on the web at <http://oregonstate.edu/dept/gradcat/>
4. Graduate Student Thesis Guide: <http://gradschool.oregonstate.edu/success/thesis-guide>

**Students: Please note that it is your responsibility to adhere to the requirements and deadlines of the OSU Graduate School and the Graduate Program of the Department of Food Science and Technology.**

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**The Food Science & Technology Graduate Committee:**

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## Table of Contents

<b>Procedures for Entering Students</b> .....	1
<b>Learning Goals for Graduates (LGGs) of Oregon State University</b> .....	3
<b>General Responsibilities of Graduate Students</b> .....	4
<b>General Information</b> .....	5
Student Resources.....	5
Minimum Grade Requirements.....	5
Financial Support.....	6
Enrollment.....	7
Leave of Absence.....	7
Remote Participation.....	7
Departmental Committees.....	7
Thesis Submission Deadlines.....	8
Timelines for Defending Late in a Term.....	8
TA Requirement for MS and PhD Students.....	8
<b>Academic Deadlines</b> .....	9
<b>Purchasing and Travel</b> .....	10
<b>Academic Honesty</b> .....	10
<b>Ethics Requirement</b> .....	10
<b>MS in Food Science and Technology</b> .....	11
50% Rule.....	11
Departmental M.S. Check-off Sheet.....	11
Coursework Requirements.....	12
Core Curriculum.....	12
Graduate Seminar Requirements.....	12
Petition to Waive Core Course Requirement.....	13
Minors.....	13
Thesis.....	13
Thesis Committee.....	13
Final Examination.....	14
Limitations.....	14
Chart for Successful MS Degree Completion.....	15
<b>Master of Agriculture (MAgr)</b> .....	16
<b>PhD in Food Science and Technology</b> .....	17
Doctoral Program.....	17
50% Rule.....	17
Coursework Requirements.....	18
Core Curriculum.....	18
Graduate Seminar Requirements.....	18
Departmental PhD Check-Off Sheet.....	18
Petition to Waive Core Course Requirement.....	19
Minors.....	19
Thesis Committee.....	19
Qualifying Exam.....	19
Oral Preliminary Exam.....	20
Thesis.....	21
Final Examination.....	21
Chart for Successful PhD Degree Completion.....	22
<b>Suggested Courses That Can Be Taken for Graduate Only Credit</b> .....	23
<b>Faculty Research Interests</b> .....	24
<b>Lab Safety</b> .....	26
<b>Appendix</b> .....	28
Petition for Course Waiver.....	I
MS Program of Study Instructions and Form.....	II
PhD Program of Study Instructions and Form.....	III
Master of Agriculture Program of Study Instructions and Form.....	IV
MS Program Check-Off Sheet.....	V
PhD Program Check- Off Sheet.....	VI
Event Scheduling Form.....	VII
Petition for Change in Graduate Program.....	VIII
Change of Degree / Major Request Form.....	IX
Leave Request Form / Intent to Resume Graduate Status.....	X
Diploma Application.....	XI
Graduate Student Review Form.....	XII
FST "Career Plans" Check out Form.....	XIII
Purchasing Instructions.....	XIV
Travel Instructions.....	XV

## PROCEDURES FOR ENTERING STUDENTS

### Registration

Consult the current Schedule of Classes for information and detailed instructions on registration procedures.  
<http://oregonstate.edu/registrar/> .

### Student Identification Card

You must register for at least three credits before obtaining an ID card. (Feel free to ask an experienced graduate student for assistance.) To obtain a student ID card, you must show evidence of official admission to OSU and proper identification (driver's license, passport, military card) to the ID Center (Kerr Administration B094 M-F from 8 to 5). Graduate students may obtain their ID card from **one week before** and throughout their first term of registration. For Fall term, incoming graduate students may obtain their ID card anytime throughout the summer as well.

Your OSU ID Card provides access to the following services. Different fees may apply based on student, employee or other card status. <http://oregonstate.edu/fa/businessaffairs/idcenter>

Athletic Events  
Dixon Recreation Center  
Valley Library  
Campus Dining and Coffee Shops\*  
Campus Convenient Stores  
\* *with OSU Card Cash debit account*

Student Involvement (class notes)  
Corvallis Transit – ride free  
Craft Center (supplies, fees)  
(All students will be charged a one time mandatory fee of \$20 for your first card. The charge will appear on your billing statement. A replacement card costs \$25.)

### Payment of Tuition and Fees

Refer to the fee payment section in the current schedule of classes.

<http://ir.library.oregonstate.edu/xmlui/handle/1957/47477>

Fees are the responsibility of the student. Tuition is waived for appointments of .20 FTE or greater.

Your billing statement will be processed electronically through eBill. eBill statements are processed on the 5<sup>th</sup> of each month and sent to your ONID e-mail account for students who have current balances or credits. You may view your statement at <http://mybill.oregonstate.edu>. Unpaid balances (including fees) after the 1<sup>st</sup> of each month are subject to an interest charge of 12% APR. OSU currently accepts e-checks, paper checks, money orders and cash as acceptable payment methods. Students can use Online Services as a convenience option for making credit card payments.

### Payroll

If appointed to a GRA, see the Office Manager in Food Science for completing hiring paperwork. You will need a Social Security number and photo ID when you meet with the Office Manager.

You will be asked to fill out forms regarding withholding a portion of your salary for tax purposes. Seek advice on taxes from fellow students, payroll personnel, tax booklets (available at library) and <http://www.irs.gov/> .

### Insurance

Graduate students on assistantships are required to have health insurance.

Major medical insurance is available for purchase through OSU. The cost is considerably lower than individually purchased health plans. Insurance is available for purchase during the open enrollment period at the start of each term. Information packets and ordering materials are available by visiting the Student Health Service website at <http://studenthealth.oregonstate.edu> or calling 541-737-7568.

## **ONID Accounts**

Sign up for ONID (OSU Network Identifier).

ONID accounts provide:

- E-mail addresses – your official University e-mail address (required in some classes)
- File storage

Personal Web Pages

- UNIX Shell access
- Other IS (Information Services) services – wireless network, Blackboard, Residential Computer network, IS computer labs, Interlibrary loans

ONID e-mails are more secure than personal e-mail addresses.

TO ACTIVATE YOUR ONID ACCOUNT, access <http://oregonstate.edu/helpdocs/accounts/onid-osu-network-id/getting-started/onid-sign-instructions> from any computer (you will need your GAP number). Your GAP number is created at the time of initial registration.

## LEARNING GOALS FOR GRADUATES (LGGs) of OREGON STATE UNIVERSITY

1. **Competency and Knowledge in Multiple Fields** – As an OSU graduate, you will show a depth of knowledge in one or more majors as it relates to its history, problems, strategic thinking processes and ways of knowing, and vocabulary. You will show a breadth of knowledge across the disciplines, which include the humanities and arts, science, social science and mathematics, from both technical and critical orientations.
2. **Critical Thinking** – As an OSU graduate, you will evaluate and synthesize information from multiple sources and perspectives to make informed decisions and solve problems; you will exhibit intellectual curiosity, including the disposition and ability to engage in evidence-based reason and critical thinking.
3. **Pluralism and Cultural Legacies** – As an OSU graduate, you will acquire knowledge and appreciation of the diversity of human cultural, historical and social experiences, and be able to reflect on how your individual life experience relates to the complex nature of human conditions in other places and times.
4. **Collaboration** – As an OSU graduate, you will develop the ability to be a positive contributor to situations requiring shared responsibility toward achieving a common goal.
5. **Social Responsibility and Sustainability** – As an OSU graduate, you will develop the capacity to construct an engaged, contributing life, and to engage in actions that reflect an understanding of the values of service, citizenship, social responsibility and demonstrate global competence by understanding the interdependent nature of local and global communities.
6. **Communication** – As an OSU graduate, you will be able to present and evaluate information, as well as to devise and exchange ideas clearly and effectively so that you can communicate with diverse audiences in a variety of situations.
7. **Self-Awareness and Life-Long Learning** – As an OSU graduate, you will develop awareness of and appreciation for your personal strengths, values, and challenges, and you will cultivate the ability to use that knowledge to guide your future learning and development.

(approved by Faculty Senate: 6/10/2010)

## **GENERAL RESPONSIBILITIES OF GRAD STUDENTS**

### **Equipment and Facilities**

Not all labs have equal equipment. If you must borrow equipment, including from the Pilot Plant, **first ask**, then make sure you return it to the same place you found it. Never assume it is acceptable to borrow something without asking. You must always check equipment out from the stockroom so Jeff Clawson knows where it is, when needed for class labs.

### **Building After Hours – Security**

Obtain after hours work permits from Linda Hoyser, office manager. If working after hours in a lab, be certain labs, windows, and equipment are secure and locked before leaving.

### **Keys**

Keys may be issued if your research lab is in Wiegand Hall (this is generally for after hours use). All keys must be turned in at the completion of your program. Lost keys must be promptly reported. Key requests are made through the Office Manager.

### **Photocopying**

A photocopy access code may be obtained from Christina, Debby, or Linda in the office. The access code must be authorized by your major professor. It is to be used for academic / business purposes, not personal use.

### **Vehicle Use**

To operate a motor pool vehicle, you must have a valid driver's license and be on department business under the direction of your faculty advisor. No unauthorized person (spouse, family, friend) may operate a state owned vehicle. The vehicle may not be used for personal use at any time. A driver authorization form must be completed prior to attaining a motor vehicle:

<http://motorpool.oregonstate.edu/drivers/authorization>. Complete the form and get the department head's signature. Submit to Motor Pool via fax (541-737-7093) or take to 3200 SW Campus Way.

## GENERAL INFORMATION

### Student Resources:

	Location	Telephone	Website
Graduate School	Kerr Admin 300	737-4881	<a href="http://oregonstate.edu/dept/grad_school/">http://oregonstate.edu/dept/grad_school/</a>
Registrar	Ker Admin	737-4331	<a href="http://oregonstate.edu/registrar/">http://oregonstate.edu/registrar/</a>
Business Affairs	Kerr Admin 1 <sup>st</sup> floor	737-3031	<a href="http://oregonstate.edu/fa/businessaffairs/">http://oregonstate.edu/fa/businessaffairs/</a>
Media Center	109 Kidder Hall	737-2121	<a href="http://oregonstate.edu/is/mediaservices/">http://oregonstate.edu/is/mediaservices/</a>
Writing Center	123 Waldo	737-2930	<a href="http://cwl.oregonstate.edu/">http://cwl.oregonstate.edu/</a>
Career Center	Basement Kerr	737-0529	<a href="http://oregonstate.edu/career/">http://oregonstate.edu/career/</a>
Counseling and Psychological Services	500 Snell Hall	737-2131	<a href="http://oregonstate.edu/counsel/">http://oregonstate.edu/counsel/</a>
Student Health Services	Plageman Bldg	737-9355	<a href="http://studenthealth.oregonstate.edu/">http://studenthealth.oregonstate.edu/</a>
Parking Permits	100 Adams Hall	737-2583	<a href="http://oregonstate.edu/dept/facilities/taps/node/44">http://oregonstate.edu/dept/facilities/taps/node/44</a>
Saferide		737-5000	<a href="http://asosu.oregonstate.edu/saferide/">http://asosu.oregonstate.edu/saferide/</a>
Academic Calendar			<a href="http://catalog.oregonstate.edu/ChapterDetail.aspx?key=148">http://catalog.oregonstate.edu/ChapterDetail.aspx?key=148</a>
Loans & Grants	218 Kerr Admin	737-2241	<a href="http://oregonstate.edu/admin/finaid/">http://oregonstate.edu/admin/finaid/</a>
Valley Library		737-3331	<a href="http://osulibrary.oregonstate.edu">http://osulibrary.oregonstate.edu</a>

### Minimum Grade Requirements

Graduate students must maintain satisfactory progress in course work and in thesis research. While advisors are urged to discuss performance in the laboratory and classroom with their students on a quarterly basis, progress is monitored formally on an annual basis by advisors who complete the "Graduate Student Review" form that both student and advisor sign (Appendix XII).

Three rules apply to minimum grades: **1-** The Department requires that graduate students obtain no less than a 'B' on courses listed on their graduate programs, **2-** The Department also requires that graduate students obtain no less than a 'B' in core courses. It is the responsibility of graduate students to assure that their grades satisfy the above department requirements, **3-** The Graduate School requires that graduate students maintain satisfactory progress in their academic programs (see on-line Graduate Catalog for details). This means that all graduate students must maintain a minimum cumulative grade point average (GPA) of 3.0 or greater. A grade point average of 3.0 ( 'B' ) is required for all courses included in the graduate program of study. If a student fails to maintain this GPA, a letter of warning will be sent by the Graduate School. Students are expected to improve their grades the following quarter. Students who fail to do so are not automatically dismissed. Cases are handled on an individual basis upon consultation with the student, academic advisor, and department head. *The Department has the option of not extending the assistantships of students who fail to maintain satisfactory progress.*

**Special Note:** Be sure to check "Academic Regulations" found in the "Schedule of Classes" for information on grading and taking courses. <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=75>

#### ***FST Policy on unsatisfactory graduate student grades:***

- If a student's cumulative GPA drops below 3.0, the student is placed on "probation" meaning that the student has been warned that this is unsatisfactory academic progress, and if not corrected by the end of the following term will lead to dismissal from the FST program. Summer term is included only if courses are taken during the summer.*
- If a student's cumulative GPA remains below 3.0 at the end of the following term, the student will be dismissed, unless the major professor intercedes with a plan of action that is approved by the graduate committee. That plan cannot include taking letter-graded "blanket"- numbered courses—except FST 507/607 – to raise the GPA.*



3. *If a student's cumulative GPA remains below 3.0 at the end of the third term, the student is dismissed.*
4. *For PhD students, the Qualifying Exam must be passed successfully before the end of the first year of study. Pass/Fail will be determined by majority vote. If reexamination is granted the second attempt must be completed by the end of the 7<sup>th</sup> term. The exact date of the reexamination is to be determined by the examining committee.*
5. *Unsatisfactory progress with the assigned research project (as determined by the thesis advisor) can result in non-renewal of the graduate research assistantship and a recommendation that the students terminate their FST graduate program.*

## Financial Support

### **Source of Funds:**

Funds for the support of graduate research assistants (GRAs), traineeships, and student research are generally provided by the research grants of faculty advisors. Your duties will likely be tailored to conduct specific research that leads to the completion of your degree.

### **Graduate Research Assistants:**

It is expected that GRAs on an appointment fulfill the following work hours per week as assigned by their graduate advisors.

.49 FTE -	20 hours per week	or	255 hours over 13 weeks
.35 FTE -	14 hours per week	or	182 hours over 13 weeks
.30 FTE -	12 hours per week	or	156 hours over 13 weeks
.20 FTE -	8 hours per week	or	104 hours over 13 weeks

All graduate assistants are required:

- To perform the full duties of service as determined by the department and major advisor
- To be enrolled in a minimum of 12 credit hours each term of their appointment during the academic year ( 9 credits during the summer), and
- To be making satisfactory progress toward an advanced degree
- To be responsible for understanding and satisfying all registration requirements that are outlined in the OSU Online Catalog.
- To be enrolled in University health insurance unless proof can be provided of other coverage.

### **Time Limitation of Assistantships:**

Graduate students are expected to complete the requirements for the M.S. Degree within about 2 years and the Ph.D. Degree within about 3 years beyond completion of the M.S. Degree. Graduate Research Assistantships (GRA's) are generally awarded yearly for a maximum period of 2 years (M.S.), or 3 years (Ph.D.). If a student does not complete degree requirements within the above mentioned time frames, further support is not guaranteed.

For additional information on graduate appointments, please refer to the on-line Graduate Catalog or consult with the Graduate Committee.

### **Hourly Employees:**

Graduate students must get permission from their major professors before accepting hourly student work in the Department. Total gross earnings from any State of Oregon payroll source for students on GRA appointments cannot exceed the equivalent of a 0.49 appointment (0.49 FTE).

Students not on a graduate appointment who are U.S. citizens or resident aliens can work as student workers for a maximum of 20 hours per week while classes are in session.

Eligible student employees, not on a graduate appointment, may work full time (40 hours per week) or more during term breaks and must be paid overtime (1.5 x hourly rate) for all hours over 40 in one week. International students cannot work more than 40 hours per week during term breaks.

## Enrollment

Students on a GRA must register for a minimum of 12 credits fall, winter and spring terms. **Summer enrollment must be 9 credits.**

ALL students are strongly encouraged to register for a maximum of 16 credits all terms, **except summer.**

**Continuous Enrollment Policy** – A graduate student using space and facilities or studying under supervision of a major professor must register for a minimum of 3 credit hours even though the student may have completed all coursework work. *(A minimum of 12 credit hours is required for all Graduate Research Assistants fall, winter and spring terms, and 9 credit hours summer term.)*  
<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804>

## Leave of Absence

Leave of absence forms must be received by the Graduate School (15) fifteen days prior to the start of the term in which the leave is to begin. [http://oregonstate.edu/dept/grad\\_school/forms.php](http://oregonstate.edu/dept/grad_school/forms.php)

- 1) Regular Leave of Absence – granted in cases where student demonstrates good cause (illness, temporary departure from the university for employment, family issues, financial need, personal circumstances). Must indicate reason for on-leave status.

Master's students may request a maximum of three academic terms of regular on-leave status during the course of study for the degree.

Doctoral students may request a maximum of three academic terms of regular on-leave status prior to advancement to candidacy, and they may apply for a maximum of three academic terms of regular on-leave status after advancement to candidacy.

- (2) Planned Leave of Absence – may be granted for a maximum of nine terms, excluding summer session to students enrolled in programs for which planned leave has been approved by the Graduate School. Time spent in planned leave will be included in all time limits pertaining to the student's degree program.  
[http://oregonstate.edu/dept/grad\\_school/current/registration.html](http://oregonstate.edu/dept/grad_school/current/registration.html)

## Remote Participation

FST Graduate Committee recommends that both FST MS and PhD candidates be physically present at the meeting for their final thesis defense, qualifying and preliminary exams (PhD). However, students may submit a petition for an exception with approval by the Graduate Committee.

## Departmental Committees

The Department committees and organization list is updated each fiscal year. A copy of the current list may be obtained from the Office Manager, Linda Hoyser. Students are invited to participate on a number of departmental committees including: Safety, Computer, Special Events, and Awards. Students interested in volunteering for committee assignments should see the Department Head or the Office Manager before the end of the year (June) to be appointed to a committee for the new year.

### **Graduate Committee:**

The Department Graduate Committee formulates the basic policy, procedures, and requirements for all graduate work in the Department within the general authority granted by the Department and the Graduate School. The committee establishes the specific rules and regulations for graduate work, recruits new graduate students, handles student petitions, and handles and approves other work related to graduate study such as graduate teaching assignments. The Graduate Committee consists of five faculty, one or two graduate student representatives, and the Department Academic Programs Coordinator.

**Graduate Student Representative:** A graduate representative is elected each year to represent graduate student interests. The graduate student representative serves as an advocate for fellow FST graduate students, is a peer resource of information concerning graduate student life in the Department, and helps to resolve questions and problems of fellow students. The graduate student representative attends faculty meetings, serves on the FST Graduate Committee, and prepares two departmental newsletters per year.

## Thesis Submission Deadline

The final, corrected, and signed copy of your thesis or dissertation must be submitted to the Graduate School within six weeks after your final oral examination (defense) or before the first day of the following term, whichever comes first. **Note: Continuous Enrollment Policy Applies.** You must be registered for a minimum of three graduate credits until all degree requirements are completed. **To avoid registering for the term following your defense, submit the final corrected and signed thesis or dissertation to the Graduate School before the first day of the following term in which you defend.** For details on this policy see "Continuous Enrollment, I. Minimum Registration" in the Graduate catalog

<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804>.

## Timelines for defending late in a term:

- 1- Students can defend as late in the term as the Friday before classes start the following term. Between summer and fall, students can defend up to the Friday before fall term classes begin (with a summer registration).
- 2- You have only 10 days to submit your thesis copies to the Grad School (if you are not continuing on from MS to PhD).
- 3- You will have an official graduation date into the following term.

## Teaching Assistant (TA) requirement for MS and PhD Students in Food Science and Technology

PhD students are required to serve as a TA for four (4) credits. MS students are required to serve as a TA for two (2) credits. While the students serve as a TA, he or she will register for the Teaching Practicum class (FST 509) and will receive credits with a letter grade.

Each instructor will meet with the course TA before the start of the term to draft a written statement detailing specific expectations based on the following TA activities:

1. Student contact hours
  - a. Formal –present labs/lectures
  - b. Informal – work with individuals or groups in lab
2. Participate in designing specific lab exercise (s)
3. Grade lab reports and / or quizzes
4. Lab preparation and/or clean up

The TA will be graded according to the following formula:

- A Exceeds minimum requirements in all four components
- B Fulfills all minimum requirements
- C Fails to meet minimum requirements
- F Does not participate in lab (without instructor's permission to be excused)

## Academic Deadlines

### Master's Degree

*All master's degree requirements must be met within 7 years.*

#### **Before completing 18 credits of coursework:**

Develop a [Program of Study](#) . This is your plan for completing your degree. Speak with your advisor or graduate coordinator (Linda) for guidance on completing this requirement.

#### **At least 15 weeks before your Final Oral Examination:**

- Submit your approved program of study to the Graduate School
- Select a [Graduate Council Representative](#) for the Final Oral Exam

#### **At least 2 weeks before your Final Oral Examination:**

- Submit a [diploma application](#).
- Use online form to schedule your [final oral examination](#).
- Distribute a defensible copy of your thesis to your committee.
- Deliver or email pre-text pages of your thesis to the graduate school.

Submit the final copy of your thesis to the Graduate School within 6 weeks after your Exam or before the first day of the following term, *whichever comes first*, to avoid having to register for a minimum of three graduate credits the next term. (continuous enrollment policy)

### Doctoral Degree

#### **Before completing 2 terms :**

- Select program committee members, which must include a [Graduate Council Representative](#)
- Meet with your program committee to create a [Program of Study](#) (Take to the meeting, the Doctoral Program Checklist, all transcripts, list of your eligible transfer credits, your program curriculum, an initial draft of your [Program of Study](#).)

#### **Preliminary Oral Exam**

- At least 6 weeks before your Preliminary Oral Exam submit your signed program of study to the Graduate School.
- At least 2 weeks before your Preliminary Oral Exam schedule your Oral Preliminary Exam by submitting the [online Exam Scheduling Form](#) (after your program of study has been approved by the Grad School.

#### **Final Oral Defense of Dissertation**

- At least 2 weeks before your Final Oral Defense of Dissertation:
  - Submit a diploma application ([in order to participate in Commencement](#) grad students MUST defend by May 3 and have their final copy of their thesis submitted to the Grad School by May 10. (The Graduate School must know the work is complete before diplomas are printed and degree certified.)
  - Schedule your Exam by submitting the [online Exam Scheduling Form](#) to the Grad School.
  - Submit pre-text pages to the Graduate School
  - Give dissertation to all committee members

## Thesis Submission

The final, corrected, and signed copy of your thesis or dissertation must be submitted to the Graduate School within 6 weeks after your Exam or before the first day of the following term, *whichever comes first*, to avoid having to register for a minimum of three graduate credits the next term.

**Note:** [Continuous Enrollment Policy](#) applies.

## Purchasing and Travel

There are *specific guidelines* for the acquisition of lab supplies and travel accommodations. PLEASE FOLLOW directions on forms "PURCHASING", "Food Science Order Form" (Appendix XIV), and "Travel Guide for Students" (Appendix XV).

## Academic Honesty

Academic dishonesty is prohibited and considered a violation of the Student Conduct Regulations. It includes cheating, the intentional use of unauthorized materials, information, or study aids; fabrication, assisting in dishonesty or tampering (intentionally or knowingly helping or attempting to help another commit an act of dishonesty or tampering with evaluation instruments and documents); and plagiarism, intentionally or knowingly representing the words or ideas of another person's as one's own. (Taken from Student Conduct and Community Standards website.)

Demonstrate honesty and integrity in all aspects of your academic work.

## Ethics Requirement

The Graduate School has implemented ethics requirements that are to be carried out at the department level. The purpose is to train graduate students to conduct scholarly or professional activities in an ethical manner. Proof of the training must be shown on the program of study for both MS and PhD levels.

Responsible conduct of research includes nine areas where ethical issues arise: mentoring, data management, research misconduct, human participants, animal subjects, authorship and allocation of credit, intellectual property, conflicts of interest, collaborative science.

These are your current options for fulfilling the ethics requirement:

- 1- Enroll in GRAD 520 Responsible Conduct of Research ( 1 credit, capacity 20, taught fall each year)
- 2- Enroll in **3 CITI** modules through the National Institute of Health (NIH) and file a completion report (2 hours each, on line) (formal program designed by student's advisor)  
<http://oregonstate.edu/research/ori/responsible-conduct-research>
- 3- Course offerings in FST that will integrate ethics related topics, i.e. Graduate Seminar

## MS IN FOOD SCIENCE & TECHNOLOGY

All Master's students must:

- 1- Conduct research
- 2- Demonstrate mastery of subject material
- 3- Be able to conduct scholarly or professional activities in an ethical manner.

The Program for a Master's Degree (form Appendix II) is developed under the guidance of the major professor (and minor professor when a minor is included), and signed by those professors and the Department Head before being filed with the Graduate School.

Though a program of study should be filed with the Graduate School 15 weeks prior to a student's final examination (defense), students must prepare a defined program of study and submit to their major professor for review by the end of the third quarter of enrollment. "Masters Program" form and forms for changes to this program are available online [http://oregonstate.edu/dept/grad\\_school/forms.php#program](http://oregonstate.edu/dept/grad_school/forms.php#program)

A minimum of 45 credits is required for the Master of Science. Thirty credits must be earned at OSU after admission as a graduate student. A maximum of 15 hours of graduate coursework may be transferred into a 45 hour program.

### "50% Rule"—

All graduate programs of study submitted to the Graduate School must consist of 50% graduate stand-alone courses (no matter the number of credits listed on program). All graduate credits other than the 500 or component of slash courses, including thesis, dissertation, research, internship, seminar, reading and conference, and projects are considered stand-alone credits.

## Master Program Requirements

	Maximum allowed thesis credits *	Maximum allowed non- thesis blanket- numbered courses **	Minimum Remaining coursework credits needed ***	Total credits required for degree
M.S.	12	9	24	45

Blanket numbered credits refer to research (501), seminar (507), reading and conference (505) and teaching practicum (509).

\* While no more than 12 thesis credits can be listed on a program, students typically register for far more thesis credits over the course of their graduate career. (Thesis credits should reflect thesis work.)

\*\*More blanket-numbered credits can be taken but only 9 credits can be listed. (Reflects activity other than thesis.)

\*\*\*These courses must include a minimum of 2 "stand-alone" graduate credits. Note that thesis and graduate level blanket-numbered courses are already considered "stand alone" graduate credit.

## Food Science and Technology –Departmental M.S. Check-off Sheet

A file copy of the departmental check-off sheet (Appendix V) is a permanent part of the student's file. As items are completed, the official file copy is updated.

## Course Work Requirements

The following courses constitute a core and must be taken and passed with a grade of B or better by all graduate students. Equivalent courses taken at Oregon State University or elsewhere will be considered by the Graduate Committee as possible alternatives on a case-by-case basis (petition). The credit hours required in the major and the minor fields are stated in the on-line Graduate Catalog

<http://oregonstate.edu/dept/gradcat/>.

**Two hours of seminar (FST 507) are required for the M.S. degree.** Students registering for FST 503 must be working on thesis research under the supervision of a major professor.

### Core Curriculum:

#### a) Food Microbiology:

MB 540 (3 credit hours)

MB 541 (2 credit hours)

#### b) Introduction to Food Engineering Principles:

BEE 572 (5 credit hours)

#### c) Food Chemistry – any **one** of the following FST Food Chemistry offerings:

FST 522 Food Chemistry Fundamentals (4 credits)

FST 523 Food Analysis (4 credits)

FST 525 Food Systems Chemistry (4 credits)

FST 628 Flavor Chemistry (3 credits) \* (offered fall 2014)

FST 639 Food Polymer Science (3 credits)\* (offered fall 2014)

FST 641 Processing Wheat and Other Small Grains: A Molecular View ( 3 credits)\* (offered fall 2013)

\* FST 628, FST 639 and FST 641 will be taught alternate years

## Graduate Student Seminar Requirements (FST 507/607)

The winter term offering of FST 507/607 will be instructional, focusing on methods/approaches for giving effective presentations. MS and PhD students are required to enroll in one winter term offering of FST 507/607 during their program. Students in the winter term course will be assigned a letter grade. The spring term offering of the course will be a series of “departmental seminars”; typically 50 minutes per PhD seminar, 25 minutes per MS seminar. The instructor for the spring term class will schedule the seminars and grade the individual presenters; but students presenting the seminars will prepare them in consultation with their major advisor. MS and PhD students are required to enroll in all of the spring offerings of FST 507/607. Students may attend seminars using remote access. MS and PhD students are required to present one “departmental seminar” as part of their program. Students presenting seminars must be physically present at the OSU-Corvallis campus. For the spring offering of the course, students presenting a departmental seminar will receive a letter grade. Students enrolled in the spring course but not presenting a public seminar will enroll in the P/N grading mode. Grading for the latter will be based on attendance (≥80% attendance =P). All persons attending spring term departmental seminars will be encouraged to politely, but thoroughly, question speakers in order to foster a learning environment.

### Petition to waive core course requirement:

Students may petition the graduate committee to waive core course requirements if equivalent courses have been taken elsewhere. Petitions must provide 1) **a statement indicating the course to be waived**; 2) **a syllabus or course outline** for the substitute course; and 3) **a transcript** for the substitute course. See Sample Petition Letter in Appendix I.

Grades obtained in the proposed substitute courses can be no less than a 'B'.  
Please present petition to Linda Dunn.

### Minor:

A minor is optional, but if a minor is declared, approximately two-thirds of the coursework (30 graduate credits) should be listed in the major field and one third (15 graduate credits) in the minor field. In such cases, the student's thesis committee must include a member from the minor department.

The purpose of the minor is to provide supporting courses in basic and applied science for the thesis research in Food Science. Examples in the basic sciences include chemistry, biochemistry, and microbiology. In the applied sciences, horticulture and bio-resource engineering are sometimes chosen. When minor courses are taken in several departments or areas, the minor is designated as an integrated minor.

### Thesis

A thesis, representing the results of the student's independent research is required. Upload one PDF to ScholarsArchive and submit a signed approval page and title page to the Graduate School. Information on the prescribed style of your thesis may be found on the Graduate School website under Guide to Success, "Thesis Guide" [http://oregonstate.edu/dept/grad\\_school/current/success.html](http://oregonstate.edu/dept/grad_school/current/success.html).

For printed versions, the Major Professor and student will determine the number of bindings to be ordered and the source of funds to be used. Bindings will be paid for as follows:

Major Professor –Professor's Account  
Department - Department Account  
Student – Student or Professor's Account if agreed

Thesis production costs are borne by the student (except for bindings as noted above) with the exception of those photographs, charts, etc. that will be used for subsequent journal publications. These charges will usually be covered by the sponsoring agency.

### Thesis Committee

Your thesis committee serves as your final examining committee. The thesis committee is nominated by the student's Major Professor, subject to the approval of the Dean of the Graduate School, and consists of at least **four** members of the University Graduate faculty: the Major Professor, an additional faculty member from Food Science and Technology, one from the minor field (if applicable), and one from a field not directly connected with the candidate's studies and appointed by the Graduate School as the Graduate Council Representative. When a minor is not included, the fourth member may be from the graduate faculty at large. The Graduate School will provide an online list of potential Graduate Council Representatives. <http://gradschool.oregonstate.edu/success/graduate-committee> Item #3.



## **Final Examination**

An oral thesis defense (public defense and closed oral examination by the Thesis Committee) should be scheduled for two hours and is required for an M.S. degree in Food Science and Technology. Students are required to schedule the final examination through the Graduate School two weeks prior to the defense. [http://oregonstate.edu/dept/grad\\_school/phpforms/event.php](http://oregonstate.edu/dept/grad_school/phpforms/event.php). Copies of the thesis should be submitted to committee members at least two weeks prior to the exam. The thesis committee will examine the student, deliberate, and vote in private after the oral examination has concluded. If more than one negative vote is recorded, the candidate will have failed the examination. Reexamination will take place in consultation with the thesis committee.

## **Limitations**

According to Graduate School regulations, all work toward a Master's Degree, including transferred credits, coursework, thesis, and all examinations, must be completed within seven years.

## Chart for Successful Master's Degree Completion at Oregon State University

### University Graduate Degree Requirements

NOTE: Time critical events are **red text** or in red boxes.

Admission

Registration

Discuss your goals and expectations with your department's graduate student advisor.

Take courses.  
Determine eligibility of transfer credits, if any.

**Before completing 18 credits of coursework:**

Develop a Program of Study\* with your program.\*This is your plan for completing your degree. Your advisor, department chair, or departmental graduate coordinator will help you.

Take courses and work on research, thesis, project, or portfolio

**At Least 15 weeks before your final oral examination:**

- (1) submit your approved program of study to the Graduate School,
- (2) select a Graduate Council Representative (if required) for the final exam, and
- (3) submit a diploma application.

Use online form to schedule your final oral examination. Distribute a defensible copy of your thesis to your committee.

**At least one week before your Final Examination:** Bring or email pre-text pages of your thesis to the graduate school.

Final Examination

At least 2 weeks

pass  
yes  
no

Submit thesis up to 6 weeks after your defense date, but see enrollment requirement.

Note Time Limit

If your master's degree requires a thesis, hand in corrected thesis to Graduate School.  
You must be registered for 3 graduate credits when you submit your thesis to the Graduate School.

**NOTE: Check the Graduate Student Catalog for full details on deadlines.**

### Academic Unit Graduate Degree Requirements

Review the graduate degree requirements of your academic unit (college, school, department, or program) with your advisor, the program director/chair, or the graduate program coordinator.

NOTE: A double solid line connected to a University Requirement indicates your department or program may have additional requirements. Check with your academic unit for its specific rules and requirements.

All degree requirements must be met within 7 years.

NOTE: Continuous enrollment required unless leave of absence requested.

Graduation



## MASTER OF AGRICULTURE (MAg)

The Master of Agriculture degree requires a student to attain advanced knowledge and achievement integrated across three fields of study. Areas may be agricultural economics, agricultural education, animal science, botany and plant pathology, crop science, fisheries science, food science, horticulture, rangeland resources, soil science, wildlife science, or other areas approved by the College of Agricultural Sciences. Two of the three fields must be from the College of Agricultural Sciences or closely related areas. The third field can be from any approved graduate major. With appropriate justification, each of these three areas may contain integrated components.

The program is administered by the academic department of the major area and requires the department head's signature. Students getting a MAg with a major in Food Science are subject to the same admission requirements as students getting an M.S. degree in Food Science. The FST graduate committee evaluates MAg applicants just as M.S. applicants are evaluated. One difference is that such students are not required to take the FST core courses as part of their program.

General instructions and sample for completing Masters of Agriculture program form – Appendix IV.

The student's committee will consist of a minimum of 3 members of the Graduate faculty, one from each of the three fields are required, and a Graduate Council Representative if a thesis is involved. The major professor is the member from the major department/program.

A final oral examination is required and may include questions covering coursework and the research paper or thesis.

### Two options:

**Thesis option.** The thesis must coordinate work in the three fields. The requirement is 6 to 9 credits of Thesis 503. The thesis adviser must be a member of the graduate faculty authorized to direct theses.

**Research paper option.** The research paper does not necessarily integrate work from the three fields, but typically investigates a subject from one or possibly two of the three fields. The requirement is 4-7 credits, registered as Research 501 or Reading and Conference 505.

## Ph.D. IN FOOD SCIENCE & TECHNOLOGY

A Ph.D. degree with a major in Food Science and Technology prepares the student for research in a specialized field of study. A Master's degree or equivalent (as evaluated by the Departmental Graduate Committee) is expected for students intending to pursue the PhD degree.

Students currently in an M.S. program may, on occasion, decide that they wish to pursue a Ph. D. degree in Food Science. Situations that can arise include:

2. A student currently enrolled in the MS program who may not wish to complete the MS and desires only to obtain the PhD. This may or may not involve a new professor.
3. A student completes the M.S. degree and wishes to enter a Ph.D. program in Food Science and Technology. Students are required to provide current transcripts, new statement of purpose, one letter of support from the M.S. major professor and two letters from thesis committee members or other faculty members who have had opportunity to observe the student conducting research. A list or copies of publications or pending publications from the M.S. work should be included. Decisions on continuation are made by recommendation of the Graduate Committee.

### Doctoral Program

The Program for a Doctoral Degree (form (Appendix III) is developed under the guidance of the major professor (and minor professor when a minor is included), and signed by those professors and the Department Chair before being filed with the Graduate School. "Proposed Doctoral Program" forms are available on the web at [http://oregonstate.edu/dept/grad\\_school/current/forms.html](http://oregonstate.edu/dept/grad_school/current/forms.html). A minimum of 36 hours of graduate work must be earned in residence (at OSU).

The program of study should be filed with the Graduate School one full term prior to a student's defense. For FST requirements, students must prepare a defined program of study and submit to their major professor for review by the end of the third quarter of enrollment. "Doctoral Program" forms are available online at [http://oregonstate.edu/dept/grad\\_school/current/forms.html](http://oregonstate.edu/dept/grad_school/current/forms.html).

### "50% Rule"—

All graduate student programs of study submitted to the Graduate School must consist of 50% graduate stand-alone courses (no matter how many credits are listed on your program). All graduate credits other than the 500 or 600 component of slash courses, including thesis, dissertation, research, internship, seminar, reading and conference, and projects are considered graduate stand-alone credits.

The table below illustrates a program where the maximum allowable thesis credits and blanket-numbered course credits are used.

### Doctoral Program Requirements

	Minimum allowed thesis credits (No maximum)	Maximum allowed non-thesis blanket-numbered courses *	Total credits required for degree
Ph.D.	36	15	108

\* More blanket-numbered credits can be taken but only 15 non-thesis can be listed.

Blanket numbered credits refer to research (601), seminar (607), reading and conference (605) and (509) teaching practicum.

## Coursework Requirements

The following courses constitute a core and must be taken and passed with a grade of B or better by all graduate students. Equivalent courses taken at Oregon State University or elsewhere will be considered by the Graduate Committee as possible alternatives on a case-by-case basis. **Two hours of seminar (FST 607) are required for the Ph.D. degree.** Graduate students are expected to attend and participate in seminars, when offered.

### Core Curriculum:

a) **Food Microbiology:**

MB 540 (3 credit hours)

MB 541 (2 credit hours)

b) **Intro to Food Engineering Principles:**

BEE 572 (5 credit hours)

c) **Food Chemistry** - any **one** of the following FST food chemistry offerings:

FST 522 Food Chemistry Fundamentals (4 credits)

FST 523 Food Analysis (4 credits)

FST 525 Food Systems Chemistry (4 credits)

FST 628 Flavor Chemistry (3 credits) \* (offered fall 2014)

FST 639 Food Polymer Science (3 credits) \*(offered fall 2014)

FST 641 Processing Wheat and Other Small Grains: A Molecular View (3 credits) \*(fall 2015)

\* FST 628, FST 639 & FST 641 are taught alternate years.

## Graduate Student Seminar Requirements (FST 507/607)

The winter term offering of FST 507/607 will be instructional, focusing on methods/approaches for giving effective presentations. MS and PhD students are required to enroll in one winter term offering of FST 507/607 during their program. Students in the winter term course will be assigned a letter grade. The spring term offering of the course will be a series of “departmental seminars”; typically 50 minutes per PhD seminar, 25 minutes per MS seminar. The instructor for the spring term class will schedule the seminars and grade the individual presenters; but students presenting the seminars will prepare them in consultation with their major advisor. MS and PhD students are required to enroll in all of the spring offerings of FST 507/607. Students may attend seminars using remote access. MS and PhD students are required to present one “departmental seminar” as part of their program. Students presenting seminars must be physically present at the OSU-Corvallis campus. For the spring offering of the course, students presenting a departmental seminar will receive a letter grade. Students enrolled in the spring course but not presenting a public seminar will enroll in the P/N grading mode section. Grading the latter will be based on attendance ( $\geq 80\%$  attendance = P). All persons attending spring term departmental seminars will be encouraged to politely, but thoroughly, question speakers in order to foster a learning environment.

## Food Science and Technology –Departmental Ph.D. Check-off Sheet

A file copy of the departmental check-off sheet (Appendix VI) is a permanent part of the student's file. As items are completed, the official file copy is updated.

### Petition to waive core course requirement:

Students may petition the graduate committee to waive core course requirements if equivalent courses have been taken elsewhere. Petitions must provide 1) a **statement indicating the course to be waived**; 2) a **syllabus or course outline** for the substitute course; and 3) a **transcript** for the substitute course. See Sample Petition Letter in Appendix I.

Grades obtained in the proposed substitute courses can be no less than a B.  
Please present petition to Linda Dunn.

### Minor or Minors:

A minor is optional, but if declared, it must consist of at least 18 credits (15 credits for an integrated minor) and the committee must include a member from the minor department. All committee members must be on the graduate faculty with appropriate authorization to serve on the student's committee.

Minor fields in basic and applied sciences for a Ph.D. program are meant to support the thesis research. Three types of minors are available:

1. One minor - The student wants to become highly specialized in a particular field and declares one department as a minor. Two representatives from the minor department serve on the doctoral committee.
2. Two minors - The student wants a broader training in two fields but may or may not want to become highly specialized in either field.
3. Integrated minor - The student wants a background in several different subject areas. Two of the most emphasized departments would be represented on the doctoral committee through appropriate faculty representation.

### Thesis Committee

The student and his/her major professor formulate the Ph.D. study program that is to be submitted to the student's thesis committee for approval. This committee consists of **five** members including the Major Professor (Committee Chair), at least one other faculty member from Food Science and Technology, and two faculty members from the minor or supporting fields. If no minor is declared, the committee members can be filled with graduate faculty members from any department. A representative of the Graduate Council is appointed by the Dean of the Graduate School as an additional committee member.

The student will make arrangements for a meeting of the thesis committee, generally during the third term. At least one week in advance of that meeting, the student will submit copies of the proposed program and transcripts of undergraduate and graduate studies to each member of the committee. The program must then be approved by the Department Head and the "Proposed Doctoral Program" form must be filed with the Graduate School (with copies to the Department Head and to the Academic Program Coordinator). Any modifications of the program must be approved by the student's thesis committee. This committee conducts both the oral prelim and final exam.

### Qualifying Exam

The purpose of the qualifying exam is to evaluate a student's qualifications and potential for success in the Ph.D. program. Qualifications include competence in basic and applied sciences, ability to discuss and evaluate scientific research relevant to Food Science, ability to formulate and express ideas, ability to critically evaluate the food science literature, and ability to speculate intelligently.

The exam will be oral and will last no more than two hours. The student will begin the exam by giving a 15-20 minute Powerpoint presentation critically evaluating a research paper from the relevant literature. **The student will provide the examining committee with two papers of his or her choice at least two weeks before the exam. The committee will then choose one of the two papers suggested by the student and will inform the student of its choice no later than one week before the exam.** The oral presentation will be followed by an open-ended discussion, **not necessarily limited to the paper.**

***Students should address the following questions:***

Why did you choose the paper and why is it important? What was the objective? What were the scientific methodologies and procedures, and were they adequate? What were the important results and conclusions? What future experiments would you recommend? What did you learn that can be applied to your own research interests?

While the paper will help the student prepare for the examination and will help the committee prepare questions, it is really meant to serve as a **catalyst** for a **broadier discussion** about how one asks scientific questions, designs experiments, and evaluates data. Thus, questions and study should not focus exclusively on the paper.

**Initiating the process-** With the major professor's written approval, students will inform the Graduate Committee in writing of their wish to take the qualifying exam. The Graduate Committee will then form an examining committee. The student will be responsible for scheduling the exam at a time agreeable to all committee members. Students will be required to take the qualifying exam during their first 12 months in the program. In order to maintain satisfactory academic progress, students will be required to pass the exam no later than the end of their 5<sup>th</sup> quarter, with the summer counting as one quarter. A student beginning the Ph.D. program in the fall, for example, would have to pass the exam before the end of the fall quarter of the following year. Students will not be able to schedule the oral preliminary examinations until the qualifying exam has been passed.

**The examining committee-** The examining committee will consist of two members of the Department Graduate Committee and three other FST faculty members, chosen on a rotating basis, but excluding the major professor. One of the Graduate Committee members will serve as chair of the examining committee. "Rotating basis" shall mean that graduate faculty will be asked in alphabetical order of last names. Prior to the examination, the chair will assure that a committee is formed, that a date is set, that the student has provided two possible papers, and that the committee has informed the student of its choice of paper at least a week prior to the exam. During the examination, the chair will serve as a neutral moderator to assure that the examination protocol was followed correctly, questioning is fair and that the student is given adequate time to answer questions. If the student appears excessively nervous, or if other factors preclude a fair examination, the chair may suggest recessing and rescheduling the examination – to be decided by majority vote of the committee. Following the examination, the chair will lead discussion of the evaluation of the student's performance, call for a vote, and inform the student of the results. The chair will take part in the voting. The chair will document the results in writing, copies of which will be provided to the student and major professor. One copy will be placed in the student's file.

**Evaluation criteria –** Evaluation criteria include

- General Reasoning (ability to logically progress from "point a" to "point b")
- Experimental design ( an understanding of the "scientific method")
- Scientific smarts (ability to apply basic scientific principles to research )

Pass/fail will be determined by majority vote. If the candidate fails the examination, reexamination will be at the discretion of the examining committee. If a reexamination is granted, the second attempt at the exam must be completed by the end of the 7<sup>th</sup> term. The exact date of the reexamination is to be determined by the examining committee.

## **Oral Preliminary Examination**

The purpose of the oral preliminary examination is to determine if the student has the preparation and the maturity of thought to advance to candidacy for the Ph.D. degree. The oral examination will be scheduled near the completion of the student's course work. **It is the student's responsibility to schedule the oral prelim exam through the graduate school.**

The oral preliminary examination is scheduled for two hours and is conducted by the student's doctoral committee. The examination can cover the major, minor(s), and supporting fields and the student's research problem. A student must contact members of their committee to schedule the time and place, and report this action to the Graduate School **at least one week before the examination.**

If more than one negative vote is recorded by the doctoral committee, the candidate will have failed the examination and may not repeat the examination until at least three months have elapsed. No more than two re-examinations are permitted by the Graduate School. There must be one term buffer time between the oral prelim and final defense.

## Thesis

The Ph.D. thesis must embody the results of research and give evidence of originality and ability in independent investigation. The thesis must be a real contribution to knowledge, based on the candidate's own investigation. Some costs involved in the production of the thesis may be borne by the related grant or project funds or by the department as described for the M.S. thesis.

Corrections and revisions suggested by the committee members at the time of the examination will be made on the final draft. The Graduate Council Representative will not sign the examination card for acceptance of the thesis until an acceptable final copy is presented.

## Other

Doctoral candidates are required to have a minimum of one manuscript accepted for publication prior to defending their dissertation.

## Final Examination

After completion of all work required by the program, the student must pass a final doctoral examination which includes a public thesis defense and a closed oral examination. The student must be registered during the quarter in which he or she will take the final examination. Students are required to schedule the final exam (i.e. defense) **two weeks in advance** through the Graduate School (Event Scheduling Form). Copies of the thesis should be submitted to committee members at least two weeks prior to the exam. Under normal circumstances the final oral examination should be scheduled for two hours. The thesis defense portion of the final oral exam is open to all interested persons. Following the open portion of the exam, the examining committee should exclude all other persons and will continue with an oral examination of the candidate's knowledge of the field and the evaluation of the candidate's performance. Refer to the current on-line Graduate Catalog for further details  
<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=40#Section2289> .



## Flow Chart for Successful Ph.D. Completion at Oregon State University

### University Requirements for Doctoral Degrees

**Note: Time critical events are in red text or in red boxes.**

Admission

Registration

Discuss your goals and expectations with your department's graduate advisor. Draft a schedule of coursework for your degree.

Determine eligibility of transfer credits, if any.  
Take courses. Start research.

**Before completing 2 terms (if you already have a master's) or 5 terms (if you do not have a master's):** (1) Select program committee members, which must include a Graduate Council Representative. (2) Meet with your program committee to create a Program of Study. (Take to the meeting, the Doctoral Program Checklist, all transcripts, list of your eligible transfer credits, your program curriculum, an initial draft of your Program of Study.)

When most coursework has been completed and **at least 6 weeks before your preliminary oral exam**, submit your signed program of study to the Graduate School. When it has been approved by the Graduate School, you may schedule your Oral Preliminary Exam. Submit the online Exam Scheduling Form **at least 2 weeks before the exam**.

**At least two weeks before Final Oral Defense of Dissertation:**  
(a) Submit Exam Form to the Graduate School,  
(b) Submit pre-text pages to the Graduate School, and  
(c) Give dissertation to your whole committee.

Oral Preliminary Examination

Pass  
Yes  
No

Continue research.  
Submit diploma application **15 weeks before your defense**.

Final Oral Exam (Dissertation Defense)

pass  
Yes  
No

**Hand in dissertation by the end of term or by 6 weeks from the exam, whichever comes first. See Graduate Catalog for details.**

Yea! Hand in corrected dissertation to Graduate School

### Academic Unit Doctoral Requirements

Review the graduate degree requirements of your academic unit (college, school, department, or program) with your advisor, the program director/chair, or the graduate program coordinator.

**NOTE:** A double solid line connected to a University Requirement indicates your department or program may have additional requirements. Check with your academic unit for its specific rules and requirements.

**NOTE: Continuous enrollment required unless leave of absence requested.**

**NOTE: Time Limits.**

**At least one term must elapse, but no more than 5 years may elapse between the Oral Preliminary Exam and the Final Oral Exam.**

**NOTE: This flowchart is only a guide. Check the Graduate Catalog for full details.**

Graduation



10/15/2010

### Suggested Courses That Can Be Taken for Graduate Credit

Course	Credit
<b>Food Science and Technology</b>	
<b>Seminar</b>	<b>FST 507/607 1</b>
Sensory Evaluation	FST 520 4
Food Law	FST 521 3
<b>Food Chemistry Fundamentals</b>	<b>FST 522* 4</b>
Food Analysis	FST 523 4
Food Systems Chemistry	FST 525 4
Brewing Science	FST 560 3
Brewing Analysis	FST 561 3
Wine Production Principles	FST 566 3
Wine Prod Analysis & Sensory Eval	FST 567 5
Fermentation Microbiology	FST 579 3
Food Processing Calculations	FST 590 2
Food Processing Calculations/Lab	FST 591 1
Food Packaging	FST 595 2
Nutraceuticals, Dietary Supplements, Health Benefits of Functional Foods (Fall 2015)	FST 514** 3
Adv Topics in Sensory Sci (Sp2014)	FST 620** 2
Flavor Chemistry (Fall 2014)	FST 628** 3
Food Polymer Science (Fall 2014)	FST 639** 3
Processing Wheat & Other Small Grains: A Molecular View (Fall 2013)	FST 641** 3
<b>Chemistry</b>	
Bioanalytical Chemistry	CH 524** 3
Structure Determined by Spectroscopic Methods	CH 535 3
Physical Chemistry	CH 540,541,542 3,3,3
Separations: Chromatography * Related Methods	CH 661 3
Mass Spectrometry of Organic Compounds	CH 697** 3
<b>Microbiology</b>	
<b>Food Microbiology</b>	<b>MB 540,541 3,2</b>
Bacterial Pathogenesis	MB 530 3
Fish Diseases in Conservation Biology & Aquaculture	MB 591 4
<b>Toxicology</b>	
Target Organ Toxicology	TOX 512* 3
Environmental Tox & Risk Mngmnt	TOX 513* 3
Toxic Substances in Food	TOX 529 3
Advanced Xenobiotic Metabolism	TOX 575 3
Testing for Genotoxicity	TOX 611* 4
Human Carcinogenesis	TOX 675 3
Notes:	

Course	Credit
<b>Biochemistry, Biophysics</b>	
General Biochemistry	BB 550, 551 4,3
Biophysics	BB 581,582,583 3,3,3
Biochemistry	BB 590,591,592 3,3,3
Biochemistry Lab	BB 593,594 3,3
Selected Topics in Biochem/Biophysics	BB 650,651,652 3,3,3
Phys Methods in Biophysics/Biochem	BB 664 3
<b>Statistics</b>	
Methods Data Analysis	ST 511,512*,513* 4,4,4
Sampling Methods	ST 531 3
Statistical Methods	ST 551,552*,553* 4,4,4
Advanced Experimental Design	ST 555* 3
Applied Multivariate Analysis	ST 557** 3
Environmental Sampling	ST 571** 3
<b>Nutrition</b>	
Human Nutrition Science Lab	NUTR 517,518 4,4
Medical Nutrition Therapy	NUTR 520 5
Nutrition & Exercise:Macronutrient & Energy Metabolism	NUTR 535 3
Metabolic Interrelationships in Nutrition	NUTR 617** 1-16
Metabolic Interrelationships in Nutrition	NUTR 618 3
<b>Other</b>	
Electron Microscopy	BI 566 3
Cognitive Engineering	IE 548 3
Intro to Food Engineering Principles	BEE 572 5
<p><b>Key:</b>  <b>Courses in blue are 500/600 only.</b>            *Indicates enforced prerequisites.            **Not offered every year  <b>Courses in red indicate core required coursework.</b></p> <p>The Food Chemistry requirement is to take one of the following Food Chemistry offerings:  <b>FST 522,523,525,628,639,641</b></p>	

## Faculty Research Interests

**Alan Bakalinsky**, Ph.D. Assoc. Prof. Yeast physiology; strain characterization and improvement for fermentation processes including winemaking, biofuels, value-added products. 541-737-6510. alan.bakalinsky@oregonstate.edu

**Mark Daeschel**, Ph.D. Prof. Food microbiology and safety; development of novel antimicrobial intervention systems to ensure food/beverage safety and quality. 541-737-6519. mark.daeschel@oregonstate.edu

**Christina DeWitt**, Ph.D., Assoc. Prof; Director- Astoria Seafood Lab. My research interests are focused on efforts that improve seafood/muscle food quality and safety. Particularly with regard to understanding how injection/marinade and high pressure processes can be used to enhance fresh product quality while minimizing impacts on nutritional value and safety. Interests also center on enhancing utilization of co-products generated from seafood processing and minimization of processing waste. 503.325.4531 Christina.dewitt@oregonstate.edu.

**Lisbeth Goddik**, Ph.D. Prof. Extension Dairy Processing Specialist; Extension dairy processing; dairy product safety; product and process development; optimization of product quality. Economics of artisan cheese production, specialty cheese processing. 541-737-8322. lisbeth.goddik@oregonstate.edu

**Juyun Lim**, Ph.D. Assoc. Prof. Sensory science with emphasis on sensory perception and sensory methodology. Current research focusing on understanding the role of human sensory perception in food preference. Developing sensory and consumer testing methodology. 541-737-6507. juyun.lim@oregonstate.edu

**Robert McGorin**, Ph.D. Department Head. Prof. Focus is primarily in flavor chemistry and trace volatile analysis. Additional research interests are in food analysis, chromatography and separations, spectrometry, and natural products chemistry. 541-737-3131. robert.mcgorin@oregonstate.edu; (currently not supervising graduate students)

**Michael Morrissey**, Ph.D. Professor and Superintendent of the Food Innovation Center. Value-added products, emerging technologies in food processing, seafood safety and health benefits. Helping small and mid-sized food businesses meet new challenges through product and processing innovations. 503-872-6656 michael.morrissey@oregonstate.edu

**James Osborne**, Ph.D. Assoc. Prof. Enology. Wine microbiology with emphasis on malolactic fermentation and the microbial spoilage of wine. Influence of various wine microorganisms on wine quality. 541-737-6494. james.osborne@oregonstate.edu

**Jae Park**, Ph.D. Prof. Fish proteins; surimi processing and by-products utilization; surimi-based seafood products; functional and rheological properties of food additives; advanced food processing techniques. 503-325-4531. jae.park@oregonstate.edu

**Michael Penner**, Ph.D. Assoc. Prof. Bio-based processes for the conversion of plant-derived biomass to fermentable sugars for bioproduct and biofuel production; mechanisms dictating rates of plant-derived biomass biodegradation; analytical approaches for the characterization of plant-derived biomass. 541-737-6513. mike.penner@oregonstate.edu

**Michael Qian**, Ph.D. Prof. Flavor Chemistry, Food Analysis, Dairy Chemistry. Characterization of aroma compounds, chemical and biological generation in dairy, small fruits and wines. Instrumental analysis of food components. 541-737-9114. michael.qian@oregonstate.edu

**Andrew Ross**, Ph.D. Prof. Fundamental and applied research of cereal grain components, wheat-based foods (focused on Asian foods), and bio-products from cereal grain fractions. Located in the OSU Cereal Breeding & Cereal Genetics Program in the Crop and Soil Science Department. 541-737-9149. andrew.ross@oregonstate.edu

**Neil Shay**, Ph.D. Prof. Bioactive compounds in fruits and vegetables that impact human metabolism and disease conditions including atherosclerosis, obesity, and diabetes; investigations on the health benefits of grape and wine consumption; studies include the ability of bioactive compounds to lower blood cholesterol and triglyceride levels. Neil.Shay@oregonstate.edu. 541-737-0685

**Tom Shellhammer**, Ph.D. Prof. Brewing research examines processing and raw material interactions on beer quality with a particular emphasis on hops and their contribution to beer flavor, foam and physical stability. Research studies often combine instrumental and sensory analyses. 541-737-9308. tom.shellhammer@oregonstate.edu

**Yi-Cheng Su**, Ph.D. Prof. Seafood microbiology and safety with a focus on improving quality, increasing shelf-life, and reducing bacterial contamination of seafood. 503-325-4531. yi-cheng.su@oregonstate.edu

**Elizabeth Tomasino**, Ph.D. Asst Prof .Enology. Relationships between wine sensory and chemical data; determination and importance of chiral aroma compounds in wine; differentiation of regional wine styles. 541-737-4866. Elizabeth.tomasino@oregonstate.edu

**J. Antonio Torres**, Ph.D. Assoc. Prof. Novel and conventional applications of high pressure processing and pressure-assisted thermal processing. Applications of optical methods for process control and research. Functional properties of natural polymers. 541-737-4757. j\_antonio.torres@oregonstate.edu

**Joy Waite-Cusic**, Ph.D. Asst. Prof. Food microbiology with food safety emphasis; specifically interested in pathogen prevalence studies and risk assessment, method development and validation for detection of pathogens, and process validation and surrogate development. 541-737-6825. joy.waite-cusic@oregonstate.edu.

**Yanyun Zhao**, Ph.D. Prof. Food processing and packaging techniques for enhancing food quality and safety. Development and characterization of edible and biodegradable packaging materials from food and agricultural byproducts. 541-737-9151. Yanyun.zhao@oregonstate.edu

#### **ADJUNCT FACULTY:**

**Mahfuz Sarker**, Ph.D. Assoc Prof. Bacterial Pathogenesis; molecular pathogenesis of food-borne pathogen *Clostridium perfringens*, food poisoning, non-food-borne human gastrointestinal (GI) diseases, GI diseases in domestic animals. 541-737-2950. \_sarkerm@oregonstate.edu

## LAB SAFETY

### In Case of Fire

1. Activate the building fire alarm by pulling the nearest wall "fire pull" to alert occupants. The alarm does not always call fire fighters to the scene, but most alarms are connected to the campus notifier system that is monitored by the Public Safety Dispatch Center. (In Wiegand Hall there are seven fire pulls; three on the first floor and three on the second floor and one in the Pilot Plant.)
2. Call the Corvallis Fire Department (911), and give the exact location of the fire.
3. Evacuate occupants from the building. Follow building evacuation procedures. Send someone outside the building to direct fire fighters to the scene.
4. For small fires, use the closest appropriate fire extinguisher. Do not use water on electrical fires. Make sure while you are working in a lab that nothing is blocking the fire extinguisher.

### Building Evacuation

When the alarm sounds, walk to the nearest usable exit. Use the stairways and NEVER use the elevator because it can quickly become filled with smoke and be a firetrap when electrical power is lost. Be aware of alternate exits from the building.

Before leaving the workstation, take personal valuables and lock up any valuable materials or documents. Do not, however, endanger life through delay. Assist non-ambulatory persons leaving the building.

Use fire escape ladders only when the stairways are closed by fire. Before opening a door during a fire, feel each door with the back of your hands before opening it. If it feels hot, use an alternate exit. If caught in smoke, keep low where the air is better. Take short breaths through the nose.

When outside the building, do not block doorways or driveways. Stay a minimum of 100 feet from the building. Do not return to the building until advised to do so by personnel in charge.

### Personal Protective Equipment (PPE)

Each lab will be responsible for issuing its own personnel protective equipment. It is impossible for the Food Science Department to keep track of each procedure a lab performs and its associated safety equipment. If you are performing a new procedure or one you haven't done in a long time it's your responsibility to go over it with your professor.

### Emergency Treatment

Determine the extent of a person's injury by checking for breathing, pulse, bleeding, possible fracture, and pain. Administer first aid appropriate for the injuries if you are properly trained.

If the injured person is:

- not conscious or ambulatory**, dial 911 on any campus phone for the Corvallis Fire Department ambulance. The ambulance crew will determine whether injured students should be transported to the Student Health Center or to the hospital.
- conscious and ambulatory STAFF**, arrange for transportation by car or ambulance to the hospital or doctor's office as desired by injured person. If a supervisor or fellow employee is not available to provide transportation, contact Public Safety at 7-7000 because they are responsible for ensuring that appropriate transportation is obtained.
- conscious and ambulatory STUDENT**, arrange transportation to the Student Health Center in Plageman Hall by calling Public Safety (7-7000) day or night. Students may also go to their personal physicians if desired.

## **Fume Hood Safety**

If a fire starts inside the fume hood should you:

Leave it in the safety hood, close the sash, activate the building fire alarm, call 911, and evacuate the building. All fume hoods in Wiegand Hall can withstand a fire burning inside for a minimum of fifteen minutes. Most hoods in this building will last even longer. This gives you a little bit of time to catch your breath and think about what steps you need to take next to protect yourself, lab mates, and the building.

## **MSDS**

It is your right to know of any dangers you may be exposed to during your laboratory work. To check the MSDS (Material Safety Data Sheet) of chemicals you are concerned about please go to <http://oregonstate.edu/ehs/msds> . Or-OSHA Hazard Communication Standard (HCS, Right-to-Know Act) specifies that both employees and employers know the identity and safety/health hazards of substances used in the work place, in order to reduce occupational illnesses due to harmful chemical exposures.

The PI you work for is required to log/register chemicals used in your lab at the Environmental Health and Safety Chemical Inventory website <http://oregonstate.edu/ehs/cheminv> . New chemicals coming into your lab should be registered – check with your PI.

## **Saferide**

To schedule a ride, call: **737.5000** or email: [asosu.saferide@oregonstate.edu](mailto:asosu.saferide@oregonstate.edu)

For more safety related regulations go to <http://oregonstate.edu/dept/budgets/SAFManual/SAFTOC.htm> .

## Appendix

- I. Sample petition letter for core course waiver
- II. Masters Program of Study Form sample copy and Instructions  
<http://gradschool.oregonstate.edu/forms#program>
- III. Doctoral Program of Study Form sample copy and Instructions  
<http://gradschool.oregonstate.edu/forms#program>
- IV. Master of Agriculture Program of Study Form and Instructions  
<http://gradschool.oregonstate.edu/forms#program>
- V. MS program check off sheet
- VI. PhD program check off sheet
- VII. Event Scheduling Form  
[http://oregonstate.edu/dept/grad\\_school/phpforms/event.php](http://oregonstate.edu/dept/grad_school/phpforms/event.php)
- VIII. Petition for Change in Graduate Program  
[http://oregonstate.edu/dept/grad\\_school/forms.php#change](http://oregonstate.edu/dept/grad_school/forms.php#change)
- IX. Change of Degree/Major Request Form  
[http://oregonstate.edu/dept/grad\\_school/forms.php#changemajor](http://oregonstate.edu/dept/grad_school/forms.php#changemajor)
- X. Intent to Resume Graduate Status  
[http://oregonstate.edu/dept/grad\\_school/Survival\\_Guide/Graduate\\_Forms/LeaveofAbsence.pdf](http://oregonstate.edu/dept/grad_school/Survival_Guide/Graduate_Forms/LeaveofAbsence.pdf)
- XI. Diploma Application  
[http://oregonstate.edu/dept/grad\\_school/forms.php#diploma](http://oregonstate.edu/dept/grad_school/forms.php#diploma)
- XII. Graduate Student Review Form
- XIII. FST “Career Plans” Check –out Sheet
- XIV. Purchasing Instructions
- XV. Travel

## Petition for course waiver

Date

Graduate Committee  
Food Science and Technology

Dear Graduate Committee:

I am submitting this petition to waive the following FST core course requirements based on previous coursework taken at (give University name). Attached are syllabi for each proposed substitute course and an unofficial transcript containing highlighted grades received for each.

Thank you for your consideration.

(Example)

OSU Core Course	Proposed substitute course	Grade in substitute course	Where taken?
FST 522 Food Chem	FSN 599 Physical chem. of foods	B	Serenity College, Bent Fork, TN
MB 540 Food Micro	BAC 478 Food safety	B+	Univ of Hope, Paris, France

Sincerely,

Your Name

My signature below indicates my support for this petition.

\_\_\_\_\_  
Major professor

\_\_\_\_\_  
Date



LAST Name (Family)		First Name, Middle Initial	
OSU ID #		Day Phone #	
		Email Address	
Highest Degree Held		Institution/Year Rcvd	

Academic Unit			Major	
Check One:	Thesis <input type="checkbox"/>	Non-Thesis <input type="checkbox"/>	Minor	

G*	Thesis (6-12 Credits) If applicable	Course		Cr.	Gr.
		Dept.	No.		
				12	
			503		
G*	Non-Thesis Project or Research (3-6 credits) If applicable	Course		Cr.	Gr.
		Dept.	No.		
Total					

Ethical Research Training	
---------------------------	--

Transfer School	University
T1	
T2	
T3	
T4	

<b>Total Blanket Hour Credits</b>	
<b>Total Graduate Standalone Credits</b>	
<b>Total Non-Graduate Standalone (4XX/5XX) Credits</b>	
<b>TOTAL CREDITS ON PROGRAM</b>	

Transfer School	G*	Title of Major Courses	Course		Cr.	Gr.
			Dept.	No.		
				501		
				505		
				507		
				509		
If additional lines are needed, use a second form					Total	

If additional lines are needed, use a second form

Total	
-------	--

	G*	Title of Minor Courses	Course		Cr.	Gr.
			Dept.	No.		
If additional lines are needed, use a second form					<b>Total</b>	

The **program of study will be audited** to determine if it is accurate and it meets the minimum requirements for this degree as established by the OSU Faculty Senate. Please be sure that the following items are correct:

1. The correct degree is indicated in the first row. Please refer to and attach a copy of your unofficial OSU transcript.
2. Student name, phone, ID number, email address, degree held, year the degree was awarded, and institution from which it was received are filled in.
3. The academic unit, major, minor, if applicable, and thesis or non-thesis are indicated.
4. If your degree includes a thesis, the program of study must include from 6 to 12 credits of XXX503 Research, where XXX is the course code of your major.
5. If your degree is non-thesis, the program of study must include 3 to 6 credits of project such as XXX501, XXX505, or XXX506 unless your degree has been approved for an alternative capstone requirement.
6. The maximum number of blanket numbered courses is 9 on a 45 credit degree program.
7. A transfer symbol is indicated for each transfer course (T1 for the first university, T2 for the second, etc.)
8. Transfer courses have been approved by your major advisor and minor advisor if they are in the minor field. All transfer courses must be either:
  - a. Graduate courses taken at OSU while I was a special, non-degree student, or
  - b. Graduate courses taken at OSU and reserved for graduate credit while I was an undergraduate student, or
  - c. Graduate courses taken at OSU and reserved for graduate credit while I was a postbaccalaureate student, or
  - d. Graduate courses taken at other accredited universities after I had received a baccalaureate degree.
9. All courses listed as transfer courses must comply with policies :
  - a. be graded B, B+, A-, A, or A+ (no P/N, S/U, credit/no credit graded courses will be allowed), and
  - b. not have been used on a previous master's or doctoral degree, and
  - c. grades of "B" (3.00) or better have been earned.
10. Thirty (30) credits must be taken at OSU after having been admitted as a regular, degree-seeking graduate student. (Transfer courses, as defined above, cannot be counted toward this residence requirement.)
11. For each standalone graduate course a G is entered in the G column.
12. Each course in the major and minor has a title, abbreviated if necessary, a department code, a course number, number of credits and a grade, if the course has been completed.
13. Grades of non-transfer courses listed on this program will be either C or above, or P, or R for research.
14. The total number of credits at the 4XX/5XX level is entered. And the number of 5XX or 6XX credits is entered.
15. No more than 50% of the credits are slash courses (the 5XX component of a 4XX/5XX course). To determine if a course is a slash course examine the OSU course catalog for the term that you took 5XX course. If there is a 4xx course with the same title during the same term, then this is a slash course.
16. Your plan includes training in the conduct of scholarly or professional activities in an ethical manner. This could be a course offered by your degree program, IST 520, RCR training modules, training in research groups, etc. For more information on the requirement, see [http://oregonstate.edu/dept/grad\\_school/assessment.php](http://oregonstate.edu/dept/grad_school/assessment.php).
17. Your total number of credits must be at least 45. (Your major may require more credits—check with them.)
18. All work toward this degree will be completed within seven (7) years. This includes transfer credits, all course work, all examinations, and final library copies of thesis, if applicable.
19. Your major professor must be a member of the Graduate Faculty in your major. Your minor professor, if you have a minor, must be a Graduate Faculty member in your minor.
20. The examining committee consists of two Graduate Faculty members from the major, a Graduate Faculty member from the minor (if a minor is listed) and, if a thesis is required, a Graduate Council Representative.
21. The program of study must be signed by the student, the major professor, the minor professor, if a minor is declared, and the academic unit chair.

<b>Student's Signature</b>		<i>Signature</i>	<i>Date</i>
<b>APPROVED - Major Professor</b>		<i>Signature</i>	<i>Date</i>
	<i>Typed Name</i>		
<b>APPROVED - Minor Professor</b>		<i>Signature</i>	<i>Date</i>
	<i>Typed Name</i>		
<b>I affirm that the above program of study meets the minimum requirements of our master's degree program.</b>			
<b>APPROVED - Academic Unit Chair</b>		<i>Signature</i>	<i>Date</i>
	<i>Typed Name</i>		
<b>APPROVED - Graduate School</b>		<i>Signature</i>	<i>Date</i>

a. Total Major Hours	
b. Total Minor 1 Hours	
c. Total Minor 2 Hours	
d. Total 4XX/5XX Program Credits	
e. Total Graduate Standalone Credits	
TOTAL CREDITS ON PROGRAM (d+e)	

The **program of study will be audited** to determine if it is accurate and it meets the minimum requirements for this degree as established by the OSU Faculty Senate. Please be sure that the following items are correct:

1. Student name, phone, ID number, email address, degree held, year awarded, and institution from which it was received.
2. The academic unit, major, and minor, if applicable, are indicated. Please run an **unofficial** copy of your OSU transcript to attach to this form: [https://adminfo.ucsadm.oregonstate.edu/prod/twbkwbis.P\\_WWWLogin](https://adminfo.ucsadm.oregonstate.edu/prod/twbkwbis.P_WWWLogin)
3. The program of study satisfies the residence requirement. That is, (1) a minimum of 36 credits on the form are courses taken at OSU after admission as a regular, degree-seeking graduate student and (2) a minimum of three terms of full-time graduate academic work (at least 9 credits/term) will be spent on site at the Corvallis campus or at an off-campus site approved by the Graduate School. Transfer courses as defined above are not counted toward this residence requirement.
4. The maximum number of blanket numbered courses is 15 on a 108 credit degree program.
5. A transfer symbol is indicated for each transfer course (T1 for the first university, T2 for the second, etc.)
6. Transfer courses have been approved by your major advisor and minor advisor if they are in the minor field. All transfer courses must be either:
  - a. Graduate courses taken at OSU while I was a special, non-degree student, or
  - b. Graduate courses taken at OSU and reserved for graduate credit while I was an undergraduate student, or
  - c. Graduate courses taken at OSU and reserved for graduate credit while I was a postbaccalaureate student, or
  - d. Graduate courses taken at other accredited universities after I had received a baccalaureate degree.
7. All courses listed as transfer courses must comply with policies :
  - a. be graded B, B+, A-, A, or A+ (no P/N, S/U, credit/no credit graded courses will be allowed), and
  - b. not have been used on a previous master's or doctoral degree, and
  - c. grades of "B" (3.00) or better have been earned.
8. For each standalone graduate course a G is entered in the G column.
9. Each course in the major and minor has a title, abbreviated if necessary, a department code, a course number, number of credits and a grade, if the course has been completed.
10. Grades of non-transfer courses listed on this program will be either C or above, or P, or R for research.
11. The total number of credits at the 4XX/5XX level is entered. And the number of 5XX or 6XX credits is entered.
12. No more than 50% of the credits are slash courses (the 5XX component of a 4XX/5XX course). To determine if a course is a slash course examine the OSU course catalog for the term that you took 5XX course. If there is a 4xx course with the same title during the same term, then this is a slash course.
13. Your total number of credits must be at least 108. (Your major may require more credits—check with them.)
14. Your major professor and at least one other member of your committee must be members of the Graduate Faculty in your major. Your minor professor, if you have a minor, must be a Graduate Faculty member in your minor. All other committee members must be members of the OSU graduate faculty with authority to serve on doctoral advisory committees.
15. The program of study must be signed by the student, the major professor, the minor professor, if a minor is declared, other members of the advisory committee, and the academic unit chair.

<b>Student's Signature</b>		<i>Signature</i>	<i>Date</i>
<b>APPROVED – Major Professor</b>		<i>Signature</i>	<i>Date</i>
	<i>Typed Name</i>		
<b>APPROVED – Committee Member</b>		<i>Signature</i>	<i>Date</i>
	<i>Typed Name</i>		
<b>APPROVED – Committee Member</b>		<i>Signature</i>	<i>Date</i>
	<i>Typed Name</i>		
<b>APPROVED – Committee Member</b>		<i>Signature</i>	<i>Date</i>
	<i>Typed Name</i>		
<b>APPROVED – Committee Member</b>		<i>Signature</i>	<i>Date</i>
	<i>Typed Name</i>		
<b>APPROVED – Minor Professor (if minor is declared)</b>		<i>Signature</i>	<i>Date</i>
	<i>Typed Name</i>		
<b>APPROVED – Graduate Council Rep</b>		<i>Signature</i>	<i>Date</i>
	<i>Typed Name</i>		
<b>APPROVED – Academic Unit Chair</b>		<i>Signature</i>	<i>Date</i>
	<i>Typed Name</i>		

### Appendix III

Academic Unit	
Major	

[illegible]

Total	
-------	--

Ethical Research Training	
---------------------------	--

Transfer Symbol	University
T1	
T2	
T3	
T4	

Check One	<input type="checkbox"/> Research Paper	<input type="checkbox"/> Thesis
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SECOND FIELD	
--------------	--

[illegible]

Total	
-------	--

THIRD FIELD	
-------------	--

[illegible]

Total	
-------	--

Total 4XX/5XX Program Credits	
Total Graduate Standalone Credits	
<b>TOTAL CREDITS ON PROGRAM</b> (minimum of 45 hours)	

\*Mark courses that will be graduate standalone with the letter "G" in this column.

Food Science and Technology  
Graduate Handbook

The **program of study will be audited** to determine if it is accurate and it meets the minimum requirements for this degree as established by the OSU Faculty Senate. Please be sure that the following items are correct:

1. Student name, phone, ID number, email address, degree held, year the degree was awarded, and institution from which it was received are filled in.
2. The academic unit, major, minors, and thesis or non-thesis are indicated.
3. If your degree includes a thesis, the program of study must include 6 credits of XXX503 Research, where XXX is the course code of your major.
4. If your degree is non-thesis, the program of study must include 3 to 6 credits of project such as XXX501, XXX505, or XXX506.
5. The maximum number of blanket numbered courses is 9 on a 45 credit degree program.
6. A transfer symbol is indicated for each transfer course (T1 for the first university, T2 for the second, etc.)
7. Transfer courses have been approved by your major advisor and minor advisor if they are in the minor field. All transfer courses must be either:
  - a. Graduate courses taken at OSU while I was a special, non-degree student, or
  - b. Graduate courses taken at OSU and reserved for graduate credit while I was an undergraduate student, or
  - c. Graduate courses taken at OSU and reserved for graduate credit while I was a postbaccalaureate student, or
  - d. Graduate courses taken at other accredited universities after I had received a baccalaureate degree.
8. All courses listed as transfer courses must comply with policies :
  - a. be graded B, B+, A-, A, or A+ (no P/N, S/U, credit/no credit graded courses will be allowed), and
  - b. not have been used on a previous master's or doctoral degree, and
9. Thirty (30) credits must be taken at OSU after having been admitted as a regular, degree-seeking graduate student. (Transfer courses, as defined above, cannot be counted toward this residence requirement.)
10. For each standalone graduate course a G is entered in the G column.
11. Each course in the major and the minors has a title, abbreviated if necessary, a department code, a course number, number of credits and a grade, if the course has been completed.
12. Grades of non-transfer courses listed on this program will be either C or above, or P, or R for research.
13. The total number of credits at the 4XX/5XX level is entered. And the number of 5XX or 6XX credits is entered.
14. No more than 50% of the credits are slash courses (the 5XX component of a 4XX/5XX course). To determine if a course is a slash course examine the OSU course catalog for the term that you took 5XX course. If there is a 4xx course with the same title during the same term, then this is a slash course.
15. Your plan includes training in the conduct of scholarly or professional activities in an ethical manner. This could be a course offered by your degree program, IST 520, RCR training modules, training in research groups, etc. For more information on the requirement, see [http://oregonstate.edu/dept/grad\\_school/assessment.php](http://oregonstate.edu/dept/grad_school/assessment.php).
16. Your total number of credits must be at least 45. Each field must include at least 9 credits, but the major field must not exceed 21 credits.
17. All work toward this degree will be completed within seven (7) years. This includes transfer credits, all course work, all examinations, and final library copies of thesis, if applicable.
18. Your major professor must be a member of the Graduate Faculty in your major. Your minor professors must be Graduate Faculty members in the programs for which you are completing second and third fields.
19. The examining committee consists of your major professor and your two minor professors, and, if a thesis is required, a Graduate Council Representative.
20. The program of study must be signed by the student, the major professor, the minor professors, and the academic unit chair.

<b>Student's Signature</b>		<i>Signature</i>	<i>Date</i>
<b>APPROVED – Major Professor</b>		<i>Signature</i>	<i>Date</i>
	<i>Typed Name</i>		
<b>APPROVED – Minor Professor (SECOND FIELD)</b>		<i>Signature</i>	<i>Date</i>
	<i>Typed Name</i>		
<b>APPROVED – Minor Professor (THIRD FIELD)</b>		<i>Signature</i>	<i>Date</i>
	<i>Typed Name</i>		
<b>APPROVED – Academic Unit Chair</b>			
<b>APPROVED – Graduate School</b>		<i>Signature</i>	<i>Date</i>

## FOOD SCIENCE AND TECHNOLOGY: M.S. PROGRAM CHECK-OFF SHEET

STUDENT \_\_\_\_\_ ENTRY DATE \_\_\_\_\_

Date of Program Meeting (Prior to 4<sup>th</sup> Term) \_\_\_\_\_

Committee Members

<u>Core Courses*</u>	<u># Hrs</u>	<u>Course #</u>	<u>Term Taken</u>	<u>Grade</u>	<u>Approved for Substitution</u>
Food Microbiology	3	MB 540	_____	_____	_____
Food Micro Lab	2	MB 541	_____	_____	_____
Intro to Food Engineering Process Design	5	BEE 572	_____	_____	_____

**One courses** from the following Food Chemistry offerings:

FST 522 Food Chemistry Fundamentals (4)	_____	_____
FST 523 Food Analysis (4)	_____	_____
FST 525 Food Systems Chemistry (4)	_____	_____
FST 628 Flavor Chemistry (3)	_____	_____
FST 639 Food Polymer Science (3)	_____	_____
FST 641 Processing Wheat and Other Small Grains: A Molecular View (3)	_____	_____

**Write in course substitutions where necessary and obtain approval for them from the head of the Graduate Committee.**

	<u>Term taken</u>	<u>Grade</u>
Graduate Seminar FST 507 (2 terms)	_____	_____
Presentation term	_____	_____
Graduate teaching assistant _____		
Course (s), credits earned, grade		

Date of Final Oral (Thesis) Exam \_\_\_\_\_

Date Thesis approved (within 6 weeks of Exam) \_\_\_\_\_

Date \_\_\_\_\_

## FOOD SCIENCE AND TECHNOLOGY: Ph.D. PROGRAM CHECK-OFF SHEET

STUDENT \_\_\_\_\_ ENTRY DATE \_\_\_\_\_

Date of Program Meeting (Prior to 4<sup>th</sup> Term) \_\_\_\_\_

Committee Members

<u>Core Courses*</u>	<u># Hrs</u>	<u>Course #</u>	<u>Term Taken</u>	<u>Grade</u>	<u>Approved for Substitution</u>
Food Microbiology	3	MB 540	_____	_____	_____
Food Micro Lab	2	MB 541	_____	_____	_____
Intro to Food Engineering Process Design	5	BEE 572	_____	_____	_____
One courses from the following Food Chem offerings:					
FST 522 Food Chemistry Fundamentals (4)			_____	_____	_____
FST 523 Food Analysis (4)			_____	_____	_____
FST 525 Food Systems Chemistry (4)			_____	_____	_____
FST 628 Flavor Chemistry (3)			_____	_____	_____
FST 639 Food Polymer Science (3)			_____	_____	_____
FST 641 Processing Wheat and Other Small Grains: A Molecular View (3)			_____	_____	_____

**Write in course substitutions where necessary and obtain approval for them from the head of the Graduate Committee.**

	<u>Term taken</u>	<u>Grade</u>
Graduate Seminar FST 607 (2 terms)	_____	_____
Presentation term	_____	_____

Graduate teaching assistant \_\_\_\_\_

Course (s), credits earned, grade

Date of qualifying exam \_\_\_\_\_

Date of Final Oral (Thesis) Exam \_\_\_\_\_



## Graduate Student Progress Evaluation by Major Advisor and Graduate Committee

### Department of Food Science and Technology

**Return completed form to FST Academic Programs Coordinator (Linda Dunn) by August 30, 20XX**

### FST Graduate student review 2013-2014

Graduate student: \_\_\_\_\_

Major advisor: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Date entered program: \_\_\_\_\_

Expected completion date: \_\_\_\_\_

Major Professor's assessment of student performance (continue on separate page as needed)

<i>Evaluation/Guidance</i>	<i>Does Not Meet Expectations</i>	<i>Meets Expectations</i>	<i>Exemplary Performance</i>	<i>N/A</i>
<b>1.Motivation:</b> Shows self-motivation for undertaking the research				
<b>2.Knowledge in Research Area:</b> Has sound knowledge of literature in the research area, and of prior work on the specific research problem				
<b>3.Critical Thinking:</b> Is able to think critically to solve the defined problem and to come up with relevant hypotheses				
<b>4.Laboratory Proficiency:</b> Is able to apply research methods/tools to solve the defined problem				
<b>5.Communication Skills:</b> Communicates research plan and/or outcomes clearly and professionally in written or oral form				

- Overall Progress toward degree 7/1/2013-6/30/2014:

*Overall student's performance:*

\_\_\_\_\_ Satisfactory      \_\_\_\_\_ Satisfactory with Conditions      \_\_\_\_\_ Unsatisfactory

- Where improvements are required:
- *Goals for 7/2013-6/2014:*

**Lists of achievements:**

Publications:

Presentations at National and International Meetings:

Awards received:

<u>Requirement</u>	<u>Circle one</u>	<u>Date</u>
Coursework	Completed / Anticipated	_____
Program filed with Grad. School	Completed / Scheduled / Anticipated	_____
Qualifying exam (Ph.D. only)	Completed / Scheduled / Anticipated	_____
TA requirement	Completed / Scheduled / Anticipated	_____
Written prelim exam (Ph.D. only)	Completed / Scheduled / Anticipated	_____
Oral prelim exam (Ph.D. only)	Completed / Scheduled / Anticipated	_____
Thesis defense	Completed / Scheduled / Anticipated	_____

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Major Professor

*Graduate student's acknowledgement:*

I have reviewed this assessment document with my major professor. I understand that I may, at my discretion, provide a written response to the evaluations herein and, if I choose to do so, my response will become a part of my personnel record file. I also understand that I have the option of meeting with the FST Graduate Committee to discuss the content of this evaluation.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Graduate student

## Food Science and Technology Career Plans and Check-Out (Confidential)

Completion of this form (after degree completion) is optional, but appreciated if completed.  
Please return the form to the Academic Programs Desk (Linda), 100 Wiegand Hall. Thank you.

Student Name \_\_\_\_\_ Degree(s) Earned at OSU \_\_\_\_\_

Thesis Title \_\_\_\_\_

What is your Forwarding Address? \_\_\_\_\_

Future E-mail address \_\_\_\_\_

What mail would you like forwarded from the department? (The U.S. Post Office will not forward mail from a campus address.)

\_\_\_\_\_ All First-class Mail \_\_\_\_\_ Personal mail only \_\_\_\_\_ Publications (Note: The department will only forward these to you if your major professor agrees to pay the postage).

To whom in the department should we give your un-forwarded mail? \_\_\_\_\_

What are your plans upon completion of your degree?

Do you have a job? \_\_\_\_ Yes \_\_\_\_ No

If yes: Employer \_\_\_\_\_

City, State, Country \_\_\_\_\_

Position \_\_\_\_\_ Starting Salary \_\_\_\_\_

If no: Will you be continuing your studies? \_\_\_\_ Yes \_\_\_\_ No

If yes: Institution \_\_\_\_\_

Degree you will be working toward \_\_\_\_\_

Research interest \_\_\_\_\_

If no: What will you be doing? If you will be looking for a job, please be sure to give us the above information about your new job when you get one. We are interested in your careers as Food Scientists, and it helps the accuracy of our statistics.

**PLEASE complete the check-off list below:**

**University/Community:**

\_\_\_\_\_ Submit change of address notices to U.S. Post Office, including all subscribed magazines.

\_\_\_\_\_ Turn in all keys to OSU Key Shop.

\_\_\_\_\_ Return all books to Valley Library and FST Library

\_\_\_\_\_ Check with Business Affairs for all outstanding debts, traffic fines, refunds

**Department:**

\_\_\_\_\_ Return all borrowed equipment, materials, to labs or appropriate areas

\_\_\_\_\_ Return lab workbook to advisor

\_\_\_\_\_ Clean lab space including all items in cold storage (freezers, refrigerators, walk-ins). Items remaining should be clean and labeled with a designated recipient. This applies especially to chemicals. Hazardous waste should be handled via OEHS guidelines (ask at stock room for assistance).

\_\_\_\_\_ Remove personal and completed research files from computer hard drive. Copy computer research files to CD's and prepare a brief "diskette-content" description list. Give the disk and descriptive list to faculty advisor.

Faculty Advisor's

Signature \_\_\_\_\_ Date \_\_\_\_\_

## PURCHASING

Order forms are available from Christina or on the web page at [http://oregonstate.edu/dept/foodsci/internal\\_fst/index.htm](http://oregonstate.edu/dept/foodsci/internal_fst/index.htm) under the link 'Food Science Order Form'. An order form must be filled out for every order. Completed forms should be submitted to Christina's mailbox or emailed to [Christina.hull@oregonstate.edu](mailto:Christina.hull@oregonstate.edu) and the order will be placed as soon as possible.

Once your order arrives it will be checked in and a slip will be placed in your mailbox letting you know it has arrived. If everything is okay with the order, sign the packing slip and return it and the attached slip to Christina's mailbox. If there is a problem with the order let Christina know immediately!

Please see **Christina** prior to charging an item with a local business or for purchasing an item that you will be requesting reimbursement for.

Filling out an order form, see corresponding order form on next page:

- ① Enter order date
- ② Specify the vendor to order from, their phone number and website address
- ③ Name of person who should receive the delivery
- ④ Mark whether the item description and price are from the catalog, verbal or written
- ⑤ Indicate anything special that needs to be done with the order, ex. Rush shipping
- ⑥ List each item to be ordered on a separate line, numbering them as item 1, 2, 3, etc.
- ⑦ Enter the vendors catalog number for the item to be purchased
- ⑧ Provide a brief description of the item
- ⑨ Indicate how many of the item should be ordered
- ⑩ Specify the unit of the item, ex. Ea, pk or cs
- ⑪ Indicate the vendors listed price for this item
- ⑫ Enter the index the purchase should be charged to (six characters)
- ⑬ If applicable, enter the activity code for the index (four characters)
- ⑭ Signature of the person who is placing the order
- ⑮ Signature of the principle investigator responsible for the index

To print the order form, go to the internal web site above, click on "downloadable order form" at the left.

## TRAVEL GUIDE FOR STUDENTS

When preparing to travel, PLAN AHEAD. **Travel must be pre-approved by either your major professor or the department head**, (acting department heads MAY NOT approve out of state travel requests).

If you are unsure of the pre-approval process, please contact Debby Yacas, ph: 541.737.6483, email: [deborah.yacas@oregonstate.edu](mailto:deborah.yacas@oregonstate.edu), and ASK for assistance.

### ARE YOU TRAVELING OUT OF STATE?

If you are traveling out of state, **you must complete and submit an OUT OF STATE TRAVEL AUTHORIZATION FORM**. This form is located online at: <http://oregonstate.edu/foodsci/node/183>

- Complete ALL highlighted areas including funding source (*index to be charged*)
- Give brief explanation why travel is necessary
- Obtain your professor/advisor's signature

Give completed and signed form to Debby Yacas in the main office (100 Wiegand). **This form must be completed with ALL REQUIRED SIGNATURES before airfare can be authorized or your reimbursement request processed.**

### ARE YOU PURCHASING AIRFARE THROUGH AZUMANO or TEEL'S?

After your Out of State Travel Authorization form is approved and signed you may contact one of the OSU contracted travel agents (Azumano or Teel's) to make your airline reservation.

#### Contact information for Azumano Travel Services and Teel's Travel Planners:

Azumano Travel Services

Teel's Travel Planners

Ph: 541.757.9792 Toll free: 800.334.2929

Ph: 541.758.0808 Toll free: 800.824.1028

email: [azcorvallis@azumano.com](mailto:azcorvallis@azumano.com)

email: [travel@travel-planners.com](mailto:travel@travel-planners.com)

- Please work directly with the contracted agent to determine your itinerary
- Once you've selected and approved your itinerary with the travel agent, cc Debby to avoid any delay in purchasing your airfare
- **Airfare purchase will not be authorized until the traveler reviews and approves his/her itinerary**

### ARE YOU PURCHASING AIRFARE ONLINE OR THROUGH A NON-OSU AGENT?

You may purchase airfare online or through a non-OSU agent without obtaining a comparative quote from an OSU contracted travel agent. If you purchase your airfare online or through a non-OSU travel agent:

- You must do so in an economical and reasonable way
- Only regular, coach class fares are allowed to be used - additional charges for upgrade or premium seats will not be reimbursed
- You are responsible for cancellations, itinerary changes, or other charges unless necessary for OSU's business needs, or are outside of your control

**If you purchase your airfare online or through a non-OSU travel agent, you must SUBMIT THE FOLLOWING ITEMS TO BE REIMBURSED:**

- Receipt of purchase
- Itinerary which states class of service (must be economy or coach)
- Boarding stubs/passes from each leg of the flight

### **DO YOU PLAN TO DRIVE YOUR PERSONAL VEHICLE IN LIEU OF FLYING?**

- Travelers who choose to drive rather than fly will be reimbursed for an amount equal to the lesser of the mileage reimbursement or the cost of round-trip airfare that would have been incurred for commercial air travel.
- Travelers must obtain a comparison quote from one of the contracted travel agencies (prior to travel), showing the cost of the most economical direct-route airfare.
- The comparative quote will be used to calculate the "mileage in lieu of airfare" reimbursement allowance, once the trip is completed.
- Expenses resulting from the additional time required to drive are not reimbursed.

### **ARE YOU PLANNING TO RENT A VEHICLE OR USE GROUND TRANSPORTATION?**

Travelers may use either ENTERPRISE/National Rent-A-Car or OSU Motor Pool for rental vehicles.

**ENTERPRISE/National Rent-A-Car** Toll free: 888.714.3484 Corvallis Office: 541.758.0000

**Direct bill # (available from department travel coordinator, 541.737.6483 or business center-AMBC, 541.737.6484)** *You must provide this number to obtain OSU rate and liability insurance coverage*

**To make reservations through Enterprise, renter must provide: 1) Direct bill # (see above), 2) Department index, and 3) contact person and phone number to ensure that charges are being billed correctly.** OSU's contract covers the Limited Damage Waiver (LDW/CDW) insurance; therefore, no other insurance should be purchased.

**University Motor Pool** Ph: 541.737.4141 Campus address: 3400 Campus Way

Reservations: <http://motorpool.oregonstate.edu/vehicles/reservations>

Driver authorization: <http://motorpool.oregonstate.edu/drivers/authorization>

#### **Ground Transportation:**

- Itemize all ground transportation expenses such as taxis, shuttles, buses, etc. on the reimbursement request and provide receipts.
- Tips for taxi/shuttle drivers are included in the daily per diem meal/incidental expense allowance. Please do not include them on your reimbursement request.

### **MEAL/LODGING PER DIEM**

Meals - receipts are not required for reimbursement. OSU allows a "per diem" amount for meals depending on location.

- You can find per diem rates (meals & lodging) for both domestic and international travel at: <http://oregonstate.edu/foodsci/node/183>

#### ***Things to keep in mind regarding reimbursement of meals***

- The daily meal per diem allowance includes gratuities
- Paying for a meal for OSU employees/students only is NOT considered a hosting situation, therefore is NOT reimbursable
- Individuals should pay and submit reimbursement requests for their meals only

### **LODGING**

As with meals, OSU allows a "per diem" amount depending on location, however RECEIPTS ARE REQUIRED for reimbursement of lodging expense. **Check the lodging per diem allowed for your area of travel before making your reservations.**

- You can find per diem rates (meals & lodging) for both domestic and international travel at: <http://oregonstate.edu/foodsci/node/183>

***Things to keep in mind regarding lodging***

- Per diem rates DO NOT include lodging tax
- You will be reimbursed for single occupancy rate only
- TIPS to waiters, bellpersons, maids, taxi drivers, etc. are included in the daily per diem allowed. Please do not include them on your reimbursement request.

**Exception to lodging per diem maximum - Conference Site Lodging:** You can be reimbursed for actual lodging costs (receipt required) if staying at a conference site hotel. In addition to a receipt, documentation of the lodging facility's designation as a conference site hotel is required. Submit a copy of the conference brochure or registration form stating name of event, date(s), and location.

**SUBMITTING YOUR TRAVEL REIMBURSEMENT REQUEST**

**A travel reimbursement request must be submitted within 60 days after the trip is completed**, but no later than the close of the fiscal year in which the travel occurred. Submit your completed Travel Reimbursement Request Form and receipts to Debby Yacas, Room 100, Wiegand Hall.

Travel reimbursement requests are processed as quickly as possible but please be aware there may be other reimbursement requests ahead of yours. Once your reimbursement request is processed it will be placed in your mailbox for your signature. Please sign and date in the box labeled CLAIMANT'S SIGNATURE and return to Debby.

**Include the following information (as it pertains) on your travel reimbursement:**

- OSU ID#
- Purpose of travel
- Initial departure (from Corvallis) date/time and return (to Corvallis) date/time
- If you are attending a conference or meeting, include a copy of the agenda.
- If your lodging exceeds the daily per diem allowance but you are at a conference site hotel, provide documentation showing your hotel is a conference site hotel.
- Receipts – All receipts MUST show method of payment. If your receipt does not show method of payment please include a copy of a credit card and/or bank statement listing the charge as back-up documentation. Please make sure your name is on the statement but that all other sensitive information is hidden or removed.
- If you are combining personal leave with travel, please identify personal leave on your reimbursement request and remember that travel expenses while on personal leave are not allowed.
- If you purchase your own airfare you must submit a receipt, itinerary and boarding stubs for reimbursement. A comparative quote from either Teels or Azumano is no longer required.
- If flying (either from Portland or Eugene) please include method of transportation to/from airport even if you are not claiming reimbursement (i.e. shared a ride, used motor pool vehicle, or bill direct rental car)
- If there are any details needed to process your reimbursement request (i.e. shared lodging expenses, shared ground transportation, have missing receipts, not claiming certain expenses, etc.) please provide this information in the notes section or a separate email if necessary.

**WHERE CAN I FIND THE OUT OF STATE TRAVEL AUTHORIZATION AND TRAVEL REIMBURSEMENT REQUEST FORMS?**

You can find the Out of State Travel Authorization and Travel Reimbursement Request forms and other travel related information at: <http://oregonstate.edu/foodsci/node/183>. Please bookmark this page for future reference.