



Graduate Student Resource Guide 2018

Office of the Dean

**Bonnie Rush, DVM, MS,
DACVIM**

Interim Dean
785-532-4892

brush@vet.k-state.edu

Peggy Schmidt, DVM, MS

Associate Dean for Academic
Programs and Student Affairs
785-532-4011

peggyschmidt@vet.k-state.edu

Frank Blecha, PhD

Associate Dean for
Research

785-532-4537

blecha@vet.k-state.edu

Callie Rost, DVM

Assistant Dean for
Admissions

785-532-4852

cmrost@vet.k-state.edu

Department Heads and Unit Directors

Anatomy & Physiology: Dr. Johann Coetzee; jcoetzee@vet.k-state.edu

Diagnostic Medicine/Pathobiology: Dr. Derek Mosier; dmosier@vet.k-state.edu

Clinical Sciences: Dr. Elizabeth Davis; edavis@vet.ksu.edu

Kansas State Veterinary Diagnostic Laboratory: Dr. Jaime Henningson; henningsn@vet.ksu.edu

Public Health (MPH): Eilyn Mulcahy; emulcahy@vet.k-state.edu

Graduate Studies - Administration

VBS Masters: Dr. TG Nagaraja; tnagaraj@vet.ksu.edu, Director

Other Committee Members:

Clinical Sciences: Dr. Robert Larson, Chair, Dr. Renberg, Dr. Schermerhorn, Dr. Wouda

Pathobiology: Dr. Philip Hardwidge, Chair; Dr. Nguyen, Dr. Nagaraja, Dr. Adams

Physiology: Dr. Peking Fong, Chair, Dr. DeLong, Dr. Lin, Dr. Tamura, Dr. Weiss, Dr. Yu

PhD, Pathobiology: Dr. TG Nagaraja; tnagaraj@vet.ksu.edu, Director;

Dr. Philip Hardwidge; hardwidg@vet.k-state.edu, Chair

Other Committee Members: Dr. Annelise Nguyen, Dr. Robert Larson

PhD, Physiology: Dr. Peking Fong; pfong@vet.ksu.edu, Chair

Other Committee Members: Dr. Robert DeLong, Dr. Zhoumeng Lin, Dr. Masaaki Tamura, Dr.

Mark Weiss, Dr. Jianzhong Yu

Support Staff

Anatomy & Physiology: Gail Eyestone; geyestone@vet.k-state.edu

Medicine/Pathobiology: Brandy Nowakowski; nowakows@vet.k-state.edu

Clinical Sciences: Amy Elswick; aelswick@vet.k-state.edu

Veterinary Biomedical Sciences (VBS): Barb Turner; bturner3@vet.k-state.edu

Public Health (MPH): Barta Stevenson; barta@vet.k-state.edu

Veterinary Diagnostic Laboratory: Barbara Lutjemeier; blutjeme@vet.k-state.edu

Grant Management

Amy Bruska, Grant Manager; abruska@vet.k-state.edu

Ginger Biesenthal, Grant Specialist; biesent@vet.k-state.edu

Lori Garwick, Grant Specialist; lgarwick@vet.k-state.edu

Bailey Starns, Grant Specialist; bjstarns@vet.k-state.edu

CVM Library Services

785-532-6006

vetlib@vet.k-state.edu

<http://www.vet.k-state.edu/education/library/>

CVM CaTS (Computing and Technical Support)

<http://www.vet.k-state.edu/about/admin-finance/units/cats/index.html>

K-State Writing Center

108 English and Counseling Services Building

785-532-0842

writing@ksu.edu

<https://www.k-state.edu/english/writingcenter/>

Electronic Theses, Dissertations, and Reports

<https://www.k-state.edu/grad/etdr/>

Lafene Health Clinic

1105 Sunset Avenue

Manhattan, KS 66502-3761

785-532-6544

lafene@k-state.edu

<https://www.k-state.edu/lafene/>

Wildcat Walk Escort Services

<http://www.k-state.edu/studentlife/wildcatwalk/>

Office of Financial Aid

104 Fairchild Hall

1601 Vattier Street

785-532-6420

finaid@k-state.edu

<https://www.k-state.edu/sfa/>

On campus counseling services

1105 Sunset Ave.

Room 101

Manhattan, KS 66502

785-532-6927

counsel@k-state.edu

<https://www.k-state.edu/counseling/>

K-State Family Center

139 Campus Creek Complex

1405 Campus Creek Rd.

Manhattan, KS 66506

785-532-6984

<http://www.he.k-state.edu/familycenter/>

CVM Counseling Services

1 Trotter Hall (Basement)

Manhattan, KS 66506

<http://www.vet.k-state.edu/education/counseling/index.html>

Graduate Faculty Memberships

- Three categories:
 - 1) Membership with Certification: Can be a major advisor for MS or PhD student. Can serve on MS or PhD Committee.
 - 2) Membership: Can be a major advisor for MS student only. Could serve as a Co-Advisor for a PhD student, if the other Co-Advisor is certified. Can serve on MS or PhD Committee.
 - 3) Associate Membership: Can serve on MS or PhD Committee. Cannot be a major advisor.
- On the [graduate catalog](#) page for Kansas State if the advisor has a star by their name they are a member with certification

Master Program Requirements

- 30 credits
 - Thesis option: 6 to 12 credit hours of research + 18 to 24 hours of courses
 - AP/DMP/CS 899 MS Research
 - Report option: 2 credits of research +28 credits of courses
 - MS report (AP 898)
 - Course work option: 30 credits of courses
- Course requirements
 - In A&P and Pathobiology
 - Two credits of seminar (AP 803 or DMP 870)
 - In CS:
 - Two credits of seminar (CS 859 or 879. Applied Production Animal Medicine) and a course in Statistics
 - No more than 3 credits of problem course
 - At least 18 hours at 700 level or above (includes research and problem credits)
 - 600 level may be included
 - 500 level outside the major field and no more than 6 credits.
 - Students with DVM or concurrently enrolled in DVM can use up to 12 credits of DVM courses towards the MS.
- Program requirements
 - Supervisory Committee
 - Should be formed in the second semester (within one year).
 - Memberships:
 - Three members (minimum)
 - Major professor is the chair
 - Two members from any department/program
 - Members of Graduate Faculty
- Prepare and submit a Program of Study

Additional Information

All of the University regulations and requirements for graduation can be found in the Graduate Handbook available on the web through the Graduate School Home Page (<http://www.k-state.edu/grad/graduate-handbook>).

Graduate Forms are available on the web at <http://www.k-state.edu/grad/academics/forms/index.html>

PhD Program Requirements (A&P or Pathobiology)

- 60 credits after MS; 90 credits after BS
 - Minimum of 30 credits must be research credits (AP999/DMP 999).
 - Minimum of 15 hours at \geq 800 level courses.
 - Rest could be any combination of courses and research credits.
- Course Requirements:
 - AP Core Curriculum: www.vet.k-state.edu/education/anatomy-physiology/academics/core-curriculum.html
 - Pathobiology, www.vet.k-state.edu/education/dmp/graduate/courses/
 - 500 level courses should be outside the major field. No more than 6 hours.
 - No more than 6 hours of problem courses (AP 995; DMP 980).
 - 12 credit hours can be transferred from DVM degree or for those concurrently enrolled.
- If you are on a GRA (0.5 tenths):
 - Maximum credits are 12 in Fall or Spring and 6 credits in summer.
 - Minimum credits are 6 in Fall or Spring and 3 credits in summer.
- If you are not a GRA:
 - No restrictions on number of credits.
- Supervisory Committee
 - Should be formed in the second semester (within one year).
 - Memberships:
 - Four members (minimum)
 - Major professor is the chair
 - One from outside the department
 - Minimum two members from within Pathobiology
 - Members of Graduate Faculty
- Prepare and submit a Program of Study
- Preliminary Examination
 - Designed to test the student's 'competency' in the field of specialization
 - Scheduled after the program of study is filed and at a time deemed appropriate by the supervisory committee.
 - Must be completed at least 7 months before the final dissertation defense examination.
 - Graduate School should be notified.
 - Types
 - Traditional
 - Written examination from each committee member
 - Grant
 - Writing a grant proposal (USDA/NIH guidelines)
 - Student should develop three pre-proposals and submit to the committee
 - Committee will pick one and will allow 4 to 6 weeks to write the proposal.
 - Oral examination
- Graduate Program Evaluations
 - Student Learning Outcomes: PhD
 - Abilities to formulate and design a hypothesis-driven research project (s), independently carry out the research methodology, critically analyze the data, and disseminate the research findings in the form of presentations at scientific meetings and peer-reviewed publications.
 - Professional and technical expertise in their chosen areas of study or disciplines.
 - Abilities to apply knowledge through critical thinking, to interpret or analyze and integrate information, to respond and adapt to changing situations, to make decisions, to solve problems, and to evaluate actions.
 - Effective oral and written communication skills.
 - Annual Progress Report by Students
 - Annual Progress Assessment of Students by Major Professor

Additional Information

All of the University regulations and requirements for graduation can be found in the Graduate Handbook available on the web through the Graduate School Home Page (<http://www.k-state.edu/grad/graduate-handbook>).

Graduate Forms are available on the web at <http://www.k-state.edu/grad/academics/forms/index.html>

Program of Study

The student and the Committee Members must develop a Program of Study, which is a listing of courses required for the individual's degree. Program of Study forms are available in the Graduate School website (<http://www.k-state.edu/grad/academics/forms/index.html>).

Departmental requirements should be met before signing the form by the student, committee members, and Program Chair before being submitted to the Graduate School. When the Graduate School has approved the Program of Study the student and major professor will be notified via email.

All changes in an approved Program of Study must be made in the appropriate form found on the Graduate School website, with the signature of the student, committee members, and Program Chair. The form should be sent to Graduate School for approval.

Graduate Student Association

The College of Veterinary Medicine Graduate Student Association (GSA), is the student organization representing all graduate students from the departments of Anatomy & Physiology, Clinical Sciences, Diagnostic Medicine/Pathobiology and Master of Public Health Program.

Objectives

- * Enrich the quality of academic and social life by supporting the academic, professional and personal development of the CVM graduate students.
- * Advocate for graduate students and voice their concerns.
- * Develop a community among the CVM graduate students by organizing social and professional activities

Executive committee 2018- 2019

President: Joaquin Baruch; jbaruch@vet.k-state.edu

Vice President: Sydney Hancock; sydney59@vet.k-state.edu

Secretary: Savannah Luu; swluu@vet.k-state.edu

Student Representative: Victoria Ayers; vayers1@vet.k-state.edu

Social Chair: Robbie Smith; robs32@vet.k-state.edu; Christian Cook; christiancook@vet.k-state.edu

Treasurer: So Lee Park; parkslee@vet.k-state.edu

GSA Advisory Team

Dr. Frank Blecha; blecha@vet.ksu.edu

Dr. Philip Hardwidge; hardwidg@vet.k-state.edu

Graduate Student Rights and Grievance Procedures

<https://www.k-state.edu/grad/graduate-handbook/appendixa.html>

Graduate Student Rights and Responsibilities

<https://www.k-state.edu/grad/graduate-handbook/appendixa.html> - [grad-student-rights-responsibilities](#)

Travel Awards

The Office of the Associate Dean for Research

- ❖ Funding for limited number of travel awards.
 - ❖ Eligibility limited to graduate students enrolled in a KSU CVM graduate program.
 - ❖ Preference given to students who have submitted or will submit an abstract for presentation.
 - ❖ Awarded twice a year:
 - November 15: travel occurring between Jan. 1 & June 30
 - April 30: travel occurring between July 1 & Dec. 31
- <http://www.vet.k-state.edu/education/graduate/>

Scholarships

The Office of the Associate Dean for Research

- ❖ Eligibility limited to graduate students enrolled in a KSU CVM graduate program.
 - ❖ Funding awarded according to the specific requirements of each scholarship.
 - ❖ Awarded once a year: November 15 application deadline.
- <http://www.vet.k-state.edu/education/graduate/>