

TEXAS TECH™

GRADUATE STUDENT HANDBOOK

2025-2026



DEPARTMENT OF **ANIMAL & FOOD SCIENCES**

TEXAS TECH
Davis College

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INTRODUCTION

Welcome to the Department of Animal and Food Sciences (AFS)! This department ranks high among departments at Texas Tech and among the best in the United States. Our faculty members are a close, cooperative, and competitive group that hold departmental objectives above personal aspirations. Your success and the success of your new departmental home depend upon your aggressive pursuit of the same goals.

This handbook outlines the graduate program policies and procedures of the department. The purpose of this document is to help graduate students understand the transition from an undergraduate program to a graduate program, and to successfully chart your course through a graduate degree program. It is your responsibility to learn and utilize all of the policies and requirements established by Texas Tech, the Graduate School and the Department of Animal and Food Sciences. This document is a supplement to the Undergraduate and Graduate Catalog and does not supersede the policies of the Graduate School.

GRADUATE PROGRAMS

Graduate degree programs provide unique customized opportunities for students to gain knowledge and skills not readily available from baccalaureate studies. Expectations for students in graduate degree programs are quite different from those of students in undergraduate education. Master's and Doctoral students are viewed as professionals with specific responsibilities and obligations. Of paramount importance is the student's participation in research, teaching, and professional service. In addition to completing coursework in a specialized academic area, a major objective of graduate education is to learn the principles of scientific inquiry - learning how to design, conduct, interpret, and report the results of research. These same thought processes are emphasized for non-thesis students as applied to business challenges. Research or teaching assistantships are considered half-time employment; therefore, students are expected to work half time for their major professors and the remaining time should be devoted to their class work, and thesis or dissertation research. Students not on assistantship are expected to join with other graduate students and faculty with the same expectations.

Master of Science Programs

M.S. Thesis in Animal Science or Food Science:

For the M.S. candidate, this is generally the first experience in actually "doing" versus "hearing" about science. Consequently, M.S. candidates need considerable guidance from their major professor and graduate advisory committee. Typically, students will be working on research hypotheses initially generated by the major professor and/or committee members. If the student is working on funded research, it is likely that the major professor wrote the proposal and was awarded a grant or made a successful bid on a contract well before the student arrived. The student's role may be largely that of a data collector and analyst. Research is learned through intimate involvement in a structured example. This may be the individual's only exposure to research if the M.S. is the terminal degree. Regardless of career objectives, the student should be able to understand the scientific process and thus be better able to critically review and use scientific literature in the future.

Most M.S. research programs allow latitude for a student to suggest changes in design, data collection, and analysis. Most of the interpretations of the data should be the student's. The major professor and graduate advisory committee provide guidance, and editorial comment and suggestions. The degree of originality and initiative shown during the M.S. program is often used as an indication of probable aptitude for pursuit of a Ph.D. degree. In addition to completing and defending a thesis, M.S. students, with guidance from their graduate committee, are expected to publish the results of their research in scientific journals and present their results at scientific meetings in the form of presentations or posters.

The final step in the M.S. thesis program is a required, final oral public defense of the student's research and completion of the thesis.

The following M.S. thesis degrees may be pursued in the Department of Animal and Food Sciences:

- M.S. Thesis – Animal Science - Minimum of 30 credit hours required, thesis.
- M.S. Thesis – Food Science – Minimum of 30 credit hours required, thesis.



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M.S. Non-Thesis in Animal Science or Food Science:

Master of Science degrees in Animal Science or Food Science – non-thesis degrees are considered terminal degrees and are not designed to prepare students to subsequently pursue a doctorate degree. These degrees are designed to allow students to obtain additional course work, experience, and professional training in a specific area of Animal Science or Food Science. These degrees are for those that are interested in pursuing employment in the animal and food industries after degree completion. The MS non-thesis in animal or food science requires the completion of an internship or research experience pertinent to the student's area of interest. Also, required is an oral comprehensive public exam (non-thesis degrees) and/or written report in which the student provides a description of their research experience or internship, followed by a comprehensive oral exam administered by the student's graduate advisory committee.

The following are two MS Non-thesis degrees offered in Animal and Food Sciences

- M.S.Non-thesis - Animal Science – Minimum of 30 hours required, internship or research experience required
- M.S.Non-thesis - Food Science – Minimum of 30 hours required, internship or research experience required

Ph.D. Programs

The Ph.D. candidate is treated more as a colleague in science. Attainment of a Ph.D. brings the expectation that the individual can ultimately serve as a faculty member or a research scientist. Therefore, the Ph.D. candidate is generally involved in generation of original hypotheses and ideas, proposal writing, and funding negotiations. The Ph.D. student must show considerable command of the scientific literature, creativity at hypothesis formation, skill at research design, the creative and critical analytical skills, and competence in data analysis. The major professor and graduate advisory committee serve as advisors and critics to give the student a taste of the peer review system used in science. The outcome is judged on its originality and contribution to science. In addition to completing and defending a dissertation, Ph.D. students are expected to publish the results of their research in scientific journals and present their results at scientific meetings in the form of presentations or posters. Additionally, the Ph.D. student must pass a qualifying examination in order to be admitted to candidacy. The exam requires a synthesis and application of knowledge acquired during the course of study for the doctoral degree. A student is eligible to stand for the qualifying examination after receiving approval of the doctoral degree plan from the dean of the Graduate School and after completing most of the course work. The exam consists of written and oral components. In AFS each advisory committee member provides the student with a written exam. Upon completion of all the written exams the student will stand for the oral exam which is administered by the advisory committee and is scheduled usually within two weeks of completion of the written exams.

GRADUATE ADVISORY COMMITTEE

A student's graduate program is under the direction of a major professor or co-major professors and a graduate advisory committee. The major professor chairs the graduate committee. The major professor and student work closely together on all aspects of the student's graduate degree program. A major professor may be changed with mutual consent of all involved, if the guidance of another faculty member would be more appropriate than that of the person initially assigned.

Our department requires that the graduate committee consists of at least three graduate faculty for M.S. students or five graduate faculty for Ph.D. students. Adjunct faculty can serve in addition to the above, if desired. Typically, at least one member of the M.S. and one or two members for Ph.D. committees come from departments other than Animal and Food Sciences.

Committee members are selected after joint consultation between the student and major professor. Potential committee members should be contacted informally to gain their consent to participate on the committee before the student submits their degree plan. The committee selection is subject to the approval of the Department Chair or Graduate Coordinator, and the Dean of the Graduate School. The composition of the committee may be revised at any time by mutual consent of the faculty involved and the approval of the major professor, the Department Chair or Graduate Coordinator, and the Dean of the Graduate School.

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ADMISSION TO CANDIDACY & DEGREE PLANS

To be formally admitted to candidacy toward a M.S. or Ph.D. degree you must: (1) write a detailed research proposal, complete with a literature review; (2) present your research proposal to your committee; (3) defend the written proposal successfully in a "candidacy" meeting with your graduate advisory committee; (4) obtain your committee's approval of a curriculum of coursework; and (5) submit the required forms to the Department's Graduate Program Administrative Assistant, Charley Cooke or the Graduate Coordinator, Dr. Leslie Thompson.

M.S. students, after completion of items (1) through (4) above, will complete and submit to the Department's Graduate Program Administrative Assistant, Charley Cooke or the Graduate Coordinator, Dr. Leslie Thompson the "Program for the Master's Degree and Admission to Candidacy" form. This form must be signed by the major professor and the graduate coordinator for the department. The degree plan should be submitted by the end of the first semester of enrollment.* The form will then be submitted by Charley Cooke to the Graduate School for approval. Do not submit this or any form directly to the Graduate School. All forms that must be submitted to the Graduate School must be submitted through the departmental graduate program staff member or the graduate coordinator.

Doctoral students are expected to complete items (1) to (4) above then submit the "Program for the Doctoral Degree" form. This form must be signed by the major professor and the graduate coordinator for the department. Doctoral students must file the degree plan during the first year of study and before the second year of work has begun.* The form will then be submitted by Charley Cooke to the Graduate School for approval. Do not submit this or any form directly to the Graduate School. All forms that go to the Graduate School must be submitted through the departmental graduate program staff member or the graduate coordinator. Admission to candidacy is not granted, however until the student successfully completes written and oral qualifying exams which are administered by the student's advisory committee. Once the student completes the qualifying exams and the major professor completes the "Qualifying Exam Report" and submits that report to the departmental graduate program staff member or the graduate coordinator. After successful completion of the exams, the student will be admitted to candidacy. At least four months must intervene between completion of the qualifying exam (admission to candidacy) and the proposed graduation date.

Students are expected to fulfill the requirements for admission to candidacy as soon as possible after the graduate committee has been formed. If you are unable to define a specific Ph.D. research problem during the first two semesters of your program, you should hold a preliminary meeting with your graduate advisory committee to decide on coursework. M.S. students should identify their research topic even earlier. The requirements for admission to candidacy are described in greater detail below.

****Revisions of the degree plan are permitted with approval by your major advisor and the AFS graduate program coordinator. Forms are available at the Graduate School website and must be submitted to the department's graduate program staff or graduate coordinator.***

Research Proposal

Under supervision of the major professor, students should define an original research problem and write a detailed proposal. The proposal should consist of a title, a statement of the problem and rationale for gathering original research data, a statement of objectives including hypothesis to be tested, a review of the literature, and a detailed description of the design, data analysis, and procedures of the study. Students should be aware that the proposal will be judged largely on the basis of whether or not the study design and procedures are likely to permit fulfillment of the stated objectives.

After your major professor has approved the proposal, you should distribute copies to the members of your graduate advisory committee. The committee should be allowed at least two weeks to read and evaluate the proposal before your committee meeting.

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Committee Meeting

During the committee meeting, you will be questioned by your graduate committee on the research proposal. Students should be prepared to summarize orally the content of the proposal, to defend the rationale, objectives, hypotheses, to cite and comment on relevant sources in the literature, and to defend the proposed study designs and procedures. When members of the graduate advisory committee have finished questioning students, they will arrive at a consensus as to whether or not, and under what conditions, the proposal should be accepted. The proposed list of required coursework is also scrutinized in relation to previous coursework, current research, and career objectives. You must comply with any suggested changes and stipulations before admission to candidacy.

Course Work

Students are urged to meet with the major professor shortly after arriving on campus to decide upon a tentative program of course work. After you and your major professor agree on the proposed course work list, the student should distribute copies of it to the members of the graduate committee prior to the meeting at which course work is to be discussed. In this meeting, the committee reviews or revises the proposed list of courses prior to approval.

Master's (Thesis) course work will comprise at least 30 credit hours with a minimum of 24 credit hours of course work to include research and a minimum of 6 hours of thesis. A maximum of 6 hours of ANSC 7000, Research, can be included on the degree plan. A maximum of 2 hours of ANSC 6001 Supervised Teaching, can be included on the degree plan.

Master's (Non-Thesis) course work will comprise of at least 30 credit hours to include 6 hours of internship or a research experience.

Doctoral students are required to complete from 60 to 80 credit hours of course work or research beyond the B.S., plus a minimum of 12 credit hours of dissertation. A maximum of 10 hours of ANSC 7000, Research, can be included on the degree plan. A maximum of 4 hours of ANSC 6001 Supervised Teaching, can be included on the degree plan.

Up to 30 credit hours from the M.S. degree for courses with a grade of "A" or "B" (exclusive of seminar and thesis hours) can be used on the doctoral program with the approval of the student's advisory committee, the departmental graduate coordinator, and the graduate school.

Only classes numbered at 5000, 6000 7000, or 8000 are acceptable for graduate credit.

Course work is decided upon by the student and the graduate committee (with the exception of the MS in Animal Health program, subject to the approval by department graduate coordinator and the Graduate School. **The Department of Animal and Food Sciences has the following minimum requirements (you must take these course):**

- Biometry/statistics (such as ANSC 5403, PSS 5302, or STAT 5302), one semester, all M.S. and Ph.D. students
- Biochemistry (CHEM 5334), cell biology or advanced nutrition (such as ANSC 5313 or ANSC 5316), or Biochemistry of behavior (ANSC 5001 – 3); one semester, all M.S. (thesis) and Ph.D. students. This is not required for M.S. non-thesis students.
- Graduate seminar (ANSC 5100)
 - M.S. students – two credit hours
 - Ph.D. students – three credit hours (this is in addition to the two hours in the MS program)

It is highly recommended that all grad students attend Seminar whether enrolled or not to support fellow grad students and for comradery.

Students lacking adequate undergraduate preparation in supporting areas may be required to take leveling course work without receiving graduate credit.

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GRADE MAINTENANCE REQUIREMENTS

The Graduate School policy requires that all graduate students maintain an average of "B" or better. If the GPA drops below 3.0 after the first semester, a student will be on probation. If a student's cumulative GPA is still below a 3.0 for a second semester, the student will be suspended from the graduate degree program and any financial assistance will be terminated.

REGISTRATION REQUIREMENTS

All students accepted into the AFS graduate degree program who are on assistantship, fellowship or scholarship are required to register for at least 9 credit hours for each Fall and Spring semester and 6 credit hours for the Summer semester, even if not in residence. These rules apply to every semester up to and including the semester of the thesis or dissertation defense. If completion occurs during a semester other than the semester of the defense, you must register for at least one credit hour of thesis or dissertation.

Ordinarily, the minimum residence for any master's degree candidate is a full academic year or its equivalent of graduate work carrying residence credit. Regardless of the amount of graduate work completed elsewhere, every applicant for the doctorate is required to complete, in residence at Texas Tech, at least one year of graduate study beyond the master's degree or beyond the equivalent of this degree if the student proceeds to doctoral work without taking a master's degree. Residence normally is accomplished by the completion of a full schedule (at least 9 hours) of graduate work in each of two consecutive semesters. Individual allowances for residency under special circumstances can be made subject to the approval of the advisory committee, the department chair or graduate coordinator, and the Dean of the Graduate School.

The Graduate School will submit "Time Tickets" for each graduate student, so you are able to enroll. If you do not have a Time Ticket you will need to contact the Graduate School. Some reasons you may not have a Time Ticket may be that a Degree Plan was not submitted or that you stated a certain graduation date on your Degree Plan and never changed it.

TIME LIMITS ON COURSE WORK

Course work for a graduate degree must be completed within six years for the M.S. program. All work for the doctorate must be completed within a period of eight consecutive calendar years or four years after the applicant has been admitted to candidacy whichever comes first.

PROFICIENCY IN ENGLISH

Since all course work at TTU and written products of graduate research are in English, students must develop a command of English regardless of national origin. Students for whom English is not the native language, but who pass the TOEFL exam, may be given further diagnostic tests by the Intensive English Language Institute upon arrival at TTU. Further English study may be indicated or placement in a few introductory (undergraduate) level subject matter courses may be advised at the outset of your program.

The major professor and committee may verify writing competency at the first committee meeting. Additional course work or writing experience may be required. The major professor and committee will indicate the minimum level of English proficiency required.

QUALIFYING EXAMINATIONS

All Ph.D. candidates in AFS are required to take a set of written and oral comprehensive examinations prepared and administered by the student's graduate committee. The purpose of these examinations is to determine whether a candidate possesses a depth of knowledge in their area of specialization, a breadth of knowledge in supporting areas, an understanding of the scientific method, and the ability to communicate knowledge in an organized and scholarly manner.

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Students should arrange with the major professor to take the comprehensive examinations as soon as most or upon completion of all of their course work. Students should complete all portions of the examinations, preferably at the end of the second year of study, but no later than four months before the planned defense date. An alternative to the written exam is the writing of a proposal for funding as directed by your committee.

The qualifying examination will consist of written exams from each graduate advisory committee members and a comprehensive oral exam administered by the graduate advisory committee. The qualifying exams are usually completed over a two-week period.

RESEARCH AND ITS REPORTING

Students are encouraged to maintain close contact with your major professor and other members of your graduate advisory committee during the search and writing phases of your thesis, professional paper, or dissertation. Such contact serves two functions: (1) it allows you to benefit from the expertise of individual committee members and perhaps avoid pitfalls or wasted time; and (2) it informs graduate committee members of your research progress. You are particularly urged to confer with members of your graduate advisory committee at critical points in your research program – e.g., when you have finished collecting data and are about to start analyzing results and when you are considering the broad organization of your thesis or dissertation. All data collected, slides taken, etc., are the property of the State of Texas or possibly the funding agency and must be left in the safekeeping of your major professor.

Preparation of Thesis, Professional Paper or Dissertation Data

In preparing the thesis, professional papers or the dissertation, students should conform to the style and format currently accepted by the Graduate School. The Graduate School publishes a manual *"Instructions for Preparing and Submitting Theses and Dissertations"* which is available at the Graduate School website. It is imperative that the instructions in this manual be followed. Additionally, the student, in consultation with the advisory committee, will select a scientific journal style to follow. Often the *Journal of Animal Science*, *Journal of Food Protection*, or the *Journal of Food Science* provides a basic guideline. The Council for Biology Editors Guide is also helpful. Pay particular attention to margins and section heading style in theses and dissertations. Departmental secretaries may not be used for typing and/or duplicating any draft of the research proposal, thesis, or dissertation.

An alternative to the traditional style of writing the thesis, professional paper or dissertation is the submission of a paper or collection of papers in a format acceptable for submission in an appropriate professional journal. For a collection of papers, you should avoid redundancy in wording of common passages and provide additional chapters or appendices where appropriate, e.g., overall problem statement, general literature review, details of study area, methods used, overall conclusions, and recommendations for further research. If a paper has been published, a reprint can be included in the thesis or dissertation. Consultation with the major professor and committee is recommended before you choose this alternate style and begin writing.

FINAL EXAMINATION & THESIS/DISSERTATION DEFENSE

An M.S. or Ph.D. candidate who has fulfilled all course work requirements, passed qualifying examinations (Ph.D. only), and gained the major professor's approval of a draft of the thesis or dissertation must pass a final examination to complete the degree program.

Qualifying Exam must be completed at least 4 months prior to graduation.

Thesis, Professional Paper or Dissertation Review

In planning for defense dates students should allow the major professor at least two weeks to review the draft document. After the major professor is satisfied with the condition of the document, the committee members should be afforded at least two weeks for review.



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Final Oral Presentation (Non-Thesis)

The final oral presentation is a publicly announced oral presentation. This presentation is based upon the thesis or dissertation. This presentation is expected to be of a quality suitable for delivery at a scientific meeting. Included in the presentation should be: (1) a clear rationale for the research or field study; (2) a concise statement of objectives; (3) a brief review of procedures; (4) a summary of results; and (5) a discussion of the broad significance of the study.

Defense of Thesis or Dissertation

The purpose of the final graduate committee meeting is to allow committee members the opportunity to evaluate your total academic performance and to arrive at a consensus as to whether you should be granted an advanced degree. During the final meeting, the committee reviews your records to make certain that all prior requirements have been completed satisfactorily and examines you verbally on the subject of your thesis or dissertation. You should be prepared to summarize briefly the objectives and results of your research, to justify the importance of its contribution, and to answer questions pertaining to the form and content of the report, thesis, or dissertation draft.

After the graduate advisory committee has reviewed your records and has verbally examined you, they determine whether or not to recommend conferral of an advanced degree. You will be advised immediately of the committee's decision. The committee has the option of indicating conditional approval, in which case you must meet the specified conditions. Members of the graduate advisory committee indicate ultimate approval by signing the final version of your thesis or dissertation. All committee members must sign for a degree to be conferred.

Final Submission of Thesis or Dissertation

The final committee-approved and Graduate School-approved version of the thesis or dissertation must be converted to a PDF file using Adobe Acrobat. The PDF file then must be submitted to the Graduate School electronically. Many of the computers in the Distance Education classroom, AFS 223, have the capability in creating PDF files.

SUBMISSION OF FORMS AND PAPERWORK TO THE GRADUATE SCHOOL

All forms, notifications and paperwork must be submitted through the department graduate coordinator. DO NOT SUBMIT FORMS DIRECTLY TO THE GRADUATE SCHOOL. Any and all forms should be submitted to the Graduate Coordinator, Dr. Leslie Thompson or the Departmental Business Assistant for the Graduate Program, Charley Cooke.

FINAL REQUIREMENTS FOR GRADUATION

Students who are within four months of completing their graduate degree programs are advised to consult the graduate catalog, the Graduate School website, and personnel in the Graduate School for information on fees, disposition of the departmentally-approved thesis or dissertation, and graduation deadlines. Students wishing to participate in commencement exercises are particularly urged to contact the Graduate School for annually updated information on graduate deadlines. At the beginning of the semester that a student intends to graduate, an "Intent to Graduate Form" must be submitted to the Graduate School by the Graduate School deadline. This is the one form students must submit directly to the graduate school. You, not your advisor, are responsible for meeting all deadlines required for graduation.

OTHER PROFESSIONAL OBLIGATIONS

Integrity

Advancement of knowledge depends on the generation of original truthful information. Stealing someone else's ideas, data or producing fictitious information drastically impedes the progress of science. A scientist must be scrupulously honest with themselves and with those who use the results of their work. Consequently, even a hint of plagiarism or fictitious data will cause a cloud of suspicion to form over your relationship with professors and colleagues. Proof of such activity in your research activities or coursework will be grounds for immediate dismissal.



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Fraud

The University expects that graduate students maintain the highest standards of research honesty. Research fraud is an act of deception; it is different from error. The term fraud is used here to include a broad range of deceptive practices including:

1. Falsification of data -- the intentional and unauthorized altering or inventing of any information or citation, including the purposeful omission of conflicting data with the intent to falsify;
2. Plagiarism—knowingly representing works or ideas of another as one's own;
3. Misappropriation of another's idea--the unauthorized use of privileged information (such as violation of confidentiality in peer review, however obtained).

Research fraud may be reported either during or after a graduate student's program has been completed. If found guilty of research fraud, you will be given a penalty which may include: (1) reprimand; (2) warning or probation; (3) suspension; (4) expulsion; (5) request to rewrite thesis or dissertation; or correct and reanalyze data, and resubmit and re-defend thesis or dissertation; (6) loss of financial assistance; or (7) revocation of degree.

Professional Societies

Graduate students should join and participate in the activities of pertinent professional societies. You are embarking on your professional career; therefore, it is in your best interest to become actively involved in your professional society. Most societies have reduced student dues and subscription rates in recognition of student budgetary constraints. In addition to reading journals and newsletters, you should attend professional meetings whenever possible. Departmental transportation will often be available to off-campus events of these societies. Students presenting papers or posters at professional meetings will usually be able to obtain at least partial travel expenses from the project or department. You need to discuss this with your major professor.

Informal Social and Other Learning Opportunities

Alert graduate students will find as many, if not more, opportunities for learning from fellow students as from classes or conferences with professors. You will gain the most from your graduate years by taking every opportunity to talk with students having experience from other parts of the U.S. and the world. You can learn much by sharing work efforts and traveling to different study areas with other students or professors. AFS will try to facilitate these opportunities for interaction. These interchanges will not be forced. However, a student who quietly keeps to themselves, working only on individual research, will gain only a fraction of the experience, as the social, widely inquiring student will be able to obtain. Lifelong professional ties can be built among fellow students that enhance your long-term chances for success.

Publication of Research

A thesis, professional paper or dissertation is not considered a publication. These documents are not readily accessible to the research and management community. Anyone who accepts public monies to conduct research has an obligation to make the results available to the public that paid the tax dollars or donated the money enabling the research to be accomplished. Consequently, every student is expected to get at least the main elements of their research into a widely available journal. The stature of the department and its continuing ability to attract research funds depends on this process. Maintenance of departmental stature is an overall value to all past and potential recipients of graduate degrees. Present graduates draw on the past departmental reputation as they view for positions in the current job market.

You are strongly encouraged to write up your research in a form acceptable for publication before you leave campus. If you fail to meet this obligation within one year after leaving, the responsibility for getting the work in published form will fall on your major professor. This, in turn, may change the professor's opinion when answering your requests for job references and awards. It can also be grounds for your relinquishing senior authorship.

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CARE AND USE OF UNIVERSITY FACILITIES & EQUIPMENT

Nearly all of our activities entail use of facilities, equipment, and operational budgets provided through state and/or federal funds. When private monies are accepted, they become public. The use of these funds for conducting teaching and research entail accountability to those who provide this support. This means that use of facilities, equipment, and appropriate authorities may audit budgets at any time. Those who use university property for reasons other than intended (i.e., private versus public gain) are liable for legal prosecution and/or dismissal. Always think before using property and have a logical reason for your action if queried by those in authority. Avoid the temptation to use telephones, copiers, mail (this includes job applications), vehicles, etc. for private use. If in doubt about the difference between official and private actions, ask before doing something which may be illegal. Any of the secretaries can readily answer or investigate your questions.

Even though equipment and facilities obtained with public monies technically belong to everyone, "what is everybody's becomes nobody's" and "the tragedy of the commons" results in facilities and equipment in disrepair. Accordingly, professors have been assigned responsibility for facilities and equipment. They may in turn assign responsibilities to a graduate student for short periods. A current inventory of all equipment owned by the department is available in the main office. This listing includes location of the equipment and the professor designated as responsible for its care. Each department must conduct an annual inventory.

Common sense and protocol requires that you ask permission before using facilities or equipment. This usually saves time and yields better data if you learn idiosyncrasies of operation and maintenance of a piece of equipment. This procedure also prevents conflicting uses from emerging. An overall efficiency of use of expensive or scarce equipment and use of limited workspace can be coordinated smoothly if you consider the needs of your colleagues before you act. If you borrow or utilize equipment, vehicles etc. you should return the item in as good as condition or better than when you originally got it.

Insurance

The University carries third-party injury and property damage liability insurance on graduate students who are on assistantship, but this insurance does not cover costs for repairs from collisions of our vehicles nor is it valid when accidents occur in connection with unauthorized use of equipment. It also is not valid if the users are breaking the law (e.g., speeding, drinking alcoholic beverages in a state vehicle) at the time of the accident. The lawbreaker is also personally responsible for all fines (e.g., traffic tickets). You must maintain your personal automobile liability insurance. A current Texas driver's license in good standing is required of all drivers of university vehicles. Anyone driving 15-passenger vans is required to annually to take 15-passenger van safety training and pass a drug screening test. University trailers should be towed by a University vehicle; however, if you do tow a University trailer with a personal vehicle, the towed vehicle is covered under the private vehicle's insurance not the University.

Worker's Compensation covers university employees in case of injury on the job. You need to report any on-the-job accident and other accidents to your major professor as soon as possible. In addition, you must fill out paperwork in the Business Manager's office.

Personal effects of employees are not covered by any kind of University insurance. We advise that you check your homeowner or renter's policies for more complete personal property insurance coverage.

Vehicles

AFS has many vehicles that are necessary to accomplish our teaching and research missions. These vehicles cannot be used without appropriate faculty approval. The department has several vehicles that can be scheduled for intermittent use in Animal and Food Sciences Room 103. Each driver must have a valid Texas driver's license, liability insurance, and be listed on the departmental insurance sheet for each vehicle operated.

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An additional requirement is that to be able to drive a 15-passenger van, you must attend 15-Passenger Van Safety Training and pass a drug test. Failure to follow the laws jeopardizes our privilege of having project or departmental vehicles. Several critics have suggested that all vehicles be assigned to a common state motor pool where more stringent accounting can be maintained. The department would appreciate your help in seeing that we minimize our chances of losing our present vehicle flexibility. Questions about using departmental vehicles should be directed to Blanca Vasquez in the downstairs business wing or email blanca.vasquez@ttu.edu.

For obvious safety reasons, do not text while driving a university vehicle or piece of heavy equipment!!! Your driving privileges will be revoked for texting and driving.

P-Card

Any purchase on a university P-Card must be tax-exempt and have an itemized receipt. Receipts must be submitted monthly.

Departmental Labs

The department has laboratories available for use by all graduate students. These labs are under the direction of faculty laboratory supervisors and laboratory technicians. All use and scheduling must be coordinated through the laboratory supervisor or technician. Safety is of utmost importance when working in the labs. Be sure you follow all safety rules. The labs are shared workspaces, shared by a wide variety of faculty, students and staff. Be considerate of your fellow workers:

- Clean up after yourself.
- Return items that you borrow. Return them in better condition than you found them.
- Ask permission to use equipment and chemicals if you are unsure to whom they belong.
- No food or beverages allowed in the labs.

The laboratory supervisor will maintain all equipment and stock all glassware and chemicals. Training will be provided in each of the analyses normally performed in the department.

All graduate students will be required to complete mandatory laboratory safety, animal care training or human subjects training as required by the university and the department. Student may not work in a lab, or with animals or human subjects until the required training is complete.

Waste Disposal

The custodial staff only empties waste cans containing normal office trash. Waste cans containing sample materials must be emptied by whoever generated the waste. Animal parts or byproducts have to be double bagged in plastic and placed in a dumpster. Do not throw broken glass into waste cans. Place broken glass in appropriate locations. Syringes must be disposed of in special boxes, which should be readily available in the labs (they can be ordered from Central Warehouse). If you are not sure how to dispose of something, please ask the laboratory supervisor. Do not put your waste (boxes, etc.) in the hallways for someone else to have to remove.

Texas Tech University Research and Experimental Farm (New Deal Farm)

The Texas Tech University Research and Experimental Farm is located six miles east of New Deal on FM 1729. This farm consists of a swine unit, beef unit, sheep and goat unit, the Burnett Center, a feed mill, a dairy calf facility, a canine unit, a feline unit, plus several research buildings situated on about 900 acres of land. Much of our research is conducted at these facilities for teaching, research, and public service.

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Texas Tech University Equestrian Center

The TTU Equestrian Center is located about 15 minutes from main campus in Wolfforth, TX just off of 50th Street west of Upland (5712 CR 1500). TTEC is home to the Therapeutic Riding and Therapy Center, the TTU Rodeo Team, the TTU Equestrian Team, the TTU Ranch Horse Team and many other horsemanship and equine-related activities.

Offices and Computers

It is the responsibility of the major professor to notify the departmental secretary of the impending arrival of new students, the return of non-resident students, or the departure of students. It is to your advantage to advise the department as soon as change in status is known. If possible, desks will be assigned when new personnel arrive on campus or their name will be placed on the priority lists. When student numbers exceed desk capacity, students on assistantship will have priority, over those not on assistantship.

Once assigned a desk, it is your responsibility to utilize it to the fullest. Office space and desks are at times a scarce resource. If desks are used only as book storage areas or "part-time" study areas, you will be asked to share the desk with another such student or find a carrel in the library. You may also wish to occupy one of these until departmental office space and a desk become available. The department has computers in room 223, Distance Education classroom, Animal and Food Sciences building, for our departmental graduate students to use. Since many graduate students may use one computer, it is expected that you will maintain your files on a CD or disk. Do not save your work to the Desktop. Graduate students should not use departmental admin assistant's computers.

Copying and Office Supplies

The Department makes every effort to support graduate research to the fullest extent possible. However, we place some stipulations on the use of office supplies and equipment provided by the State of Texas. General office supplies (e.g. paper, pens, etc.) are available to faculty and staff. They are available to graduate students only by special request from their graduate advisors.

The copy machines in the department are intended to support research and teaching activities. It is not intended for copying course work material or books. Commercial copy centers are located both on campus and throughout the city for such material and any personal material. With permission from your major advisor, you may wish to purchase a copy card from the Library using an account from one of your major advisor's funded projects.

Remember that any copying that needs to be done for a faculty member's class preparation takes precedence. You may have to step aside while a secretary makes copies for a faculty member.

MISCELLANEOUS POLICIES

Travel

A travel application must be processed when leaving headquarters (TTU) for university business. The forms must be completed, approved and processed prior to the planned trip. See Mindi Cooke in AFS room 103 who is responsible for processing travel applications and vouchers, for details for details on reimbursements, keeping receipts, per diem rates, etc. There are maximum lodging and meal rates for every state and country.

The Graduate School allows travel funding for conference presentations. You may find the request form at <http://www.depts.ttu.edu/gradschool/current/travel.php>. They can support no more than two nights in Texas or three nights

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outside of Texas. A departmental financial commitment is required in order to receive Graduate School funding, preferably matching dollars.

Additionally, AFS is able to provide limited funding for conference and meeting presentations. Request funds by emailing the Departmental Graduate Coordinator, Dr. Leslie Thompson at leslie.thompson@ttu.edu with the name of the conference/meeting, place, dates, whether you are presenting a poster or paper, and the title of the poster or paper.

Alcohol

Texas law prohibits consumption of alcoholic beverages in vehicles and on all state property. Drinking of such beverages in public is illegal and any person in charge of a field trip or property is responsible for such conduct. Any student's refusal to comply with these laws could leave no option but to request the assistance of law enforcement officials.

Smoking

Texas Tech prohibits smoking in all structures on campus. In the Animal and Food Sciences building, any type of tobacco is prohibited. This includes chewing, vaping, and smokeless tobacco. Additionally, use of any type of tobacco product is prohibited in certain areas of campus (laboratories, greenhouses, and food service facilities). Smoking is also prohibited in all University vehicles.

Drugs

To continue receiving federal monies for teaching and research, TTU maintains a drug-free workplace. Accordingly, discovery of illegal (non-prescription) drugs or their use while on university property or while conducting university business elsewhere requires notification of appropriate authorities. Conviction will be followed by dismissal.

Vacations

Part-time appointments do not carry provision for vacation or sick leave. Arrangements for absences from campus or field sites should be made between you and your major professor. You should indicate when you expect to be absent. If intended leave conflicts with needs for data collection, analysis, or preparation of reports to administrators or funding agencies, you may expect to have requests for extended leave denied. Student holidays are provided for undergraduates and do not necessarily apply to graduate students. All leave time must be approved by your major professor.

Mail

Mailboxes are established for each new grad student. Please see the departmental secretaries for location of mailboxes. You are expected to look through your mailbox on a regular basis. Do not use your mail box for storage.

Email

Students are expected to check their ttu.edu email daily and respond in a timely manner.

Keys

Appropriate keys are requested by your major professor to the Department Chair's secretary. The student will be required to sign for keys. It is illegal to duplicate university keys or have unauthorized keys in your possession. Do not give your keys to anyone else. After the completion of your program, the keys must be returned to the Blanca Vasquez in AFS room 103.

Safety Regulations

Safety standards for Texas Tech University are regulated by the Attorney General's Office and enforced by the Texas Department of

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Health. These standards are at least as stringent as O.S.H.A. (Occupational Safety and Health Administration) requirements. Stiff fines and penalties exist for non-compliance.

Before working in the lab you must complete lab safety training appropriate to the lab and procedures you will be using. Before starting any analytical procedure, you must be trained in the safe use and handling of chemicals involved. You must sign a form attesting to this training. Safety Data Sheets (SDS) for all chemicals in the department are available from under your PI's profile on the EHS website. Please read and refer to any of these sheets for chemicals you will be handling. They contain all the necessary information regarding the chemical.

You may have to ask the laboratory supervisor to order any substance that requires a SDS. Basically, this will be anything that contains a chemical. All containers within the labs must be appropriately labeled. An inventory must be maintained and a SDS must be available for each and every chemical in the department. Please inform the lab supervisor of any chemical that is brought into the department so accurate records can be maintained.

Do not remove or relocate any inventory lists or signs posted in the lab. Food and drinks are prohibited in the labs.

Animal Care and Use Regulations

Texas Tech University's Animal Care and Use Committee (ACUC) requires that the appropriate ACUC form be submitted for all research and teaching project involving the handling of live vertebrates, including animals used for food and fiber production. This form must be submitted either by the Principal Investigator (PI) at the time the research proposal is submitted to the Office of Research Services or no later than the time you meet with your graduate committee.

The ACUC form requires a detailed description of the handling protocol, purpose of the investigation, and justification for the use of the specified animal. Approval or disapproval is based on compliance with the Animal Welfare Act, the Public Health Service Policy on Humane Care and Use of Animals by awardee institutions, and the National Institute of Health Guide for the Care and Use of Laboratory Animals. Approval must be granted before any animal may be ordered or used within Texas Tech University or handled in the wild.

ACUC forms may be obtained at <http://www.acuc.ttu.edu> at "Form Downloads." All protocols are renewed annually. The PI and the Department Chair must sign the forms. ACUC regularly meets every month to review all applications.

Human Subjects Review

Any use of human subjects in research (this includes trained and consumer taste panels) must be approved by the Institutional Review Board prior to the study. Details of the IRB process can be found at the Office of Research Services website.

CAMPUS RESOURCES/SERVICES FOR STUDENTS

Texas Tech University offers a wide array of student support services such as health services, judicial and legal services, counseling services, financial aid, disability services and others. Information on these services can be found on the Texas Tech University website. Most of the services available are paid for through your student services fees so use them if the need arises.

Student Counseling Center:

During your time in graduate school, we know there will be situations that may cause challenges in one's life. Whether it deals with relationships, graduate student concerns, or family, resources are available if you need to speak to someone in private. The Student Counseling Center celebrates and affirms differences among people from all walks of life. It embraces a definition of diversity that includes ethnic/racial identity, sexual orientation, age, sex, religious beliefs, socioeconomic status, gender identity, nationality, body shape/size and differences in physical ability. It is their commitment to serve students and the campus community is built on the framework of values as a multicultural agency that affirms the uniqueness and potential of individuals and that strives towards promoting social justice for all persons. About eight sessions of therapy/year plus workshops and group therapy are available if the student services fee is paid.



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Website: <http://www.depts.ttu.edu/scc/>

Location: Second floor of the Student Wellness Center Room 201 (on the corner of Flint Ave. & Main St.)

Hours of Operation: Monday – Friday, 8:00 a.m. to 5:00 p.m.

Phone: 806-742-3674

Walk-In Clinic Hours: Monday – Friday, 10:30 a.m. to 3:30 p.m.

Scope of Care

The Student Counseling Center provides short term counseling and consultation to students who are experiencing emotional and psychological problems that are interfering with their ability to be successful in school and with their individual personal development. Our purpose is not to provide intense treatment for severe, chronic, or long-term mental illness or mental health problems.

How to Get Started

In order to see a counselor, you can come by the Student Counseling Center (SCC) during our Walk-In Clinic. There are certain hours available each day when you can come into the Center and see a counselor on a first-come, first-served basis. Those hours are from 10:30 am to 3:30 pm every weekday. When you initially arrive, you may be asked to complete important paperwork, so please allow yourself enough time. During the Walk-In session itself, which normally lasts 20-30 minutes, a counselor will work with you to determine how and where your needs can be best met. You may be referred to any variety of our services including but not limited to individual counseling, group therapy, and your mind/body lab or be referred to another agency on campus or in the community if appropriate. Your intake counselor will identify the best service or services to meet your individual needs.

Confidentiality Statement

Information shared by you in a counseling session, or through testing, and your attendance at the SCC will be kept in strict confidence. The SCC staff operates as a team in order to provide the best possible services to clients. As professionals we confer with each other within the agency. These consultations are for professional and/or training purposes only. Information will not be disclosed outside of the SCC without your written permission, with the exception of the following:

- Abuse of Children, Elderly, or Disabled Persons. If a staff member has reason to believe that a child under the age of 18, an elderly person, or a disabled person is being abused or neglected, they are legally obligated to report this situation to the appropriate state agency.
- Imminent Harm to Self. If a staff member has reason to believe that you are in danger of physically harming yourself, and if you are unwilling or unable to follow treatment recommendations, they may have to make an involuntary referral to a hospital and/or contact a family member or another person who may be able to help protect you.
- Imminent Harm to Others. If a staff member has reason to believe that you are seriously threatening physical violence against another person, or if you have a history of physically violent behavior, and if they believe that you are an actual threat to the safety of another person, they may take action (such as contacting the police, notifying the other person, seeking involuntary hospitalization, or some combination of these actions) to ensure that the other person is protected.
- Reports of Sexual Exploitation by a therapist.

Sexual Harassment

The objective of the university is to provide a positive and respectful environment in which faculty, staff, and students may pursue their careers and studies with a maximum of productivity. Behavior or conduct that interferes with this goal will not be tolerated. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment. If you feel you have been sexually harassed, it is recommended that you report this by starting at the bottom of the chain of command – your major, advisor, department chair, college dean. You may also go straight to the campus EEO office to file a complaint.

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Student Legal Services

Student Legal Service (SLS) provides legal advice, counsel and limited representation for currently enrolled students at TTU/TTUHCS. Services include document preparation, notary, advising and research. The attorneys can represent students in landlord/tenant disputes, uncontested family matters, name changes, essential needs licenses, expunctions and small claims consumer disputes. Representation must be in Lubbock County. SLS is staffed by three full-time licensed attorneys, two clerical staff and several law clerks and interns.

Student Health Services

Student Health Services offers a variety of health-related services. Examples are given below:

- Offering confidential HIV Testing/Counseling
- Certified HIV Counselors on staff
- Free and Confidential or Anonymous Testing
- Hepatitis Testing also available
- Primary Care Clinics
- Sports Medicine Clinics
- Dermatology Clinics
- Allergy Clinics
- Mental Health Referrals
- Nutrition Counseling

Student Disabilities Services

The mission of Texas Tech Student Disability Services is to enhance each student's learning through the provision of programs and services for students with a disability. Their goal is to assist students in attaining academic, career and personal goals – regardless of any physical, learning psychological, psychiatric, or other documented disability that a student might have.

SDS Office provides reasonable in-class accommodations based on the documented needs of a student. SDS offers skill-building workshops designed to enhance a student's in-class learning. The topics are focused on area such as organization, time management, note taking, tips for test-taking and many others.

Various services offered by SDS include:

- Assistance in arranging course, classroom and testing accommodations
- Assistance in working with instructors
- Campus accessibility and service/resource information
- Campus disability awareness education
- Sign language interpretation services
- Coordination of support programs and services with other campus departments
- Consultation, counseling and assistance in resolving problems
- Information regarding a variety of campus and community resources
- Leadership and interpersonal skills development opportunities
- Loaning of some assistive devices
- Registration priority

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RESPONSIBILITIES OF THE MAJOR PROFESSOR

1. Advise student of opportunities and appropriateness of intended coursework and research for meeting career objectives.
2. See that the new student obtains keys, desk, mailbox and use of computer.
3. Advise on selection of graduate committee, course work, and research plan.
4. Organize and attend all graduate committee meetings.
5. Advise as needed during progress of research.
6. Organize qualifying (Ph.D. only) and final exams.
7. Read and critique drafts of thesis or dissertation in a timely and constructive manner.
8. Attend seminars and advise students during preparation of presentations.
9. Submit grades by appropriate deadlines for the student's graduation. Remember: Grades for 6000 and 8000 should be "CR" until the student's final semester. The last semester the student should be given a letter grade. There is no need to submit change of grades for "CRs" in previous semesters.
10. Read and sign final version of thesis or dissertation.
11. Answer requests for employment or further study recommendations.
12. Make sure that funded research results in publication in the open literature.
13. Ensure safety in research laboratories and other research spaces.

RESPONSIBILITIES OF THE GRADUATE STUDENT

1. Give thoughtful consideration to your personal, educational and career goals.
2. Acquire a basic familiarity with your own academic program, including all applicable Departmental, College and University requirements and policies.
3. Give thoughtful consideration and preparation to the planning of your courses, research, thesis/dissertation and other assigned responsibilities such as teaching and service activities.
4. Ask questions about all policies and procedures that you do not fully understand.
5. Keep your major professor, the department and the university apprised of your current local and permanent addresses, phone numbers and email address so you can be contacted when necessary. Also make sure you update your information in Raiderlink. The information you have in Raiderlink will be the contact information in case the Department, the Graduate School, Registrar's office, etc. may need to get a hold of you.
6. Check your email and mail daily; answer phone messages promptly.
7. Take responsibility for being aware of all important deadlines, such as deadlines for submission of information and forms, payment of fees, etc. Visit the Graduate School website frequently to keep apprised of requirements and deadlines.
REMEMBER: Do not submit forms directly to the graduate school. All forms, except the "Intent to Graduate," must be submitted to the department graduate program coordinator or departmental business assistant for the graduate program.
8. Accept responsibility for your choices and decisions.
9. Meeting required university and graduate school deadlines are the responsibility of the student!
10. Ensure safety during all research activities.

For information and questions regarding your graduate program the following resources are available:

- The Graduate School - <http://www.depts.ttu.edu/gradschool/>
- The University Catalog - <https://www.depts.ttu.edu/officialpublications/>
- Your major advisor and committee
- AFS Graduate Coordinator – Dr. Leslie Thompson leslie.thompson@ttu.edu
- AFS Business Assistant – Charley Cooke Charles.cooke@ttu.edu

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PUBLICATION INCENTIVE

Graduate students are strongly encouraged to publish their original work (thesis or dissertation projects) during their graduate career. Doing so can be challenging under the demands of graduate school. Therefore, the department offers to celebrate the discipline and hard work it takes to publish during your program through a \$300 award. Below are the criteria of the program.

- Publication must occur while a student is actively enrolled in the Animal Science (MS, PhD) or Food Science (MS) graduate degree programs.
 - Article acceptance via official correspondence from the journal must be provided to the graduate coordinator.
- The publication must be in a peer-reviewed journal relevant to the field of study or of high prestige.
- The student must have collected the data and formulated the manuscript as a portion of their TTU thesis or dissertation. Work from theses or dissertations completed at institutions other than TTU is not eligible for the incentive.
 - Prior data from a past student or other such orphaned data does not meet the intent of this program.
- MS students in Animal Science or Food Science may be awarded a maximum of 2 times.
- PhD students in Animal Science may be awarded up to 3 times.
 - A maximum of 1 publication is eligible to be carried over from a student's MS work if they remain at TTU and pursue a PhD in Animal Science. This award will count against the student's eligible total of 3 awards.
- Request for publication incentive should be emailed to Dr. Leslie Thompson (leslie.thompson@ttu.edu).

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EVENTS CALENDAR

January

- Graduate School Fellowship Applications Due

February

- Davis College Fellowships due
- Outstanding AFS MS and PhD Nominations Due

March

- Bob Albin Poster Competition
- Texas Cattle Feeders Association (TCFA) Education Spring Scholarship Application Due
- Helen Devitt Jones Fellowship Application Due

April

- AFS Awards Banquet

May

June

- TCFA Education Summer Scholarship Application Due

July

- Houston Livestock Show and Rodeo Graduate Fellowship Nominations Due

August

- New Graduate Student Orientation

September

October

- AFS Friends and Family Event

November

December

Note: Some dates are subject to change.

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