



School of
Human Ecology

**Graduate
Student
Handbook**

2008-2009

FORWARD

This handbook is designed to provide direction and assistance to graduate students and faculty in the School of Human Ecology. It contains general information applicable to both MS and PhD students. Requirements and procedures specific to each graduate program are discussed in the Handbook and additional information is available on the School of Human Ecology web page at <http://www.huec.lsu.edu>.

This guide is intended as a supplement to the LSU Graduate Bulletin, which is the authoritative source for academic regulation of the University. It is the responsibility of graduate students to be familiar with the contents of the Graduate Bulletin as well as this handbook. Students are also responsible for being aware of and meeting the deadlines printed in the Graduate Calendar which may be obtained from the Graduate School office in David Boyd Hall or on-line at [http://appl003.lsu.edu/grad/gradschool.nsf/\\$Content/Graduate+Bulletin?OpenDocument](http://appl003.lsu.edu/grad/gradschool.nsf/$Content/Graduate+Bulletin?OpenDocument)

The Graduate Studies Committee of the School of Human Ecology hopes that you will find this handbook helpful. The committee values your input regarding updating and improving the handbook and welcomes comments and suggestions concerning any aspect of the graduate program in Human Ecology. The 2008-09 Graduate Studies Committee members are:

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1. GRADUATE PROGRAM GOVERNANCE

The graduate studies committee governs the graduate program in the School of Human Ecology. The membership of the Graduate Studies Committee is comprised of the Graduate Advisor (Chair), Division Heads, one member of the graduate faculty from each division, the Graduate Student Representative, Director and staff (both ex-officio). Job descriptions for the Graduate Advisor, Faculty Division Representative, Graduate Student Representative and Graduate Student Division Representative are provided in Appendix A.

1.1. Purpose of the Graduate Studies Committee

This committee has oversight of the graduate program in Human Ecology. Its purpose is to direct the graduate program, including recommending candidates for graduate scholarships and faculty incentive awards, reviewing and developing graduate study policies, updating the graduate student handbook, reviewing graduate curriculum issues, as well as addressing all other related graduate study matters.

2. GRADUATE CONCENTRATIONS

2.1 Family, Child and Consumer Sciences

Child & Family Studies – MS core requirements:

HUEC 7051 contemporary families	3
HUEC 7055 human development	3
HUEC 7052 special topics & issues (intro to current research in FCCS)	3
HUEC 7061 consumer in the economy	3
HUEC 7057 theories of family science	3
HUEC 7056 theories of child development	3
HUEC 7090 research methods	3
3-4 hours of 7000 level statistics	3-4
6 Hours of 8000 Thesis Research	6

Financial Planning/Consumer Economics – MS core requirements:

HUEC 7051 Contemporary Families	3
HUEC 7055 Human Development	3
HUEC 7052 Special Topics & Issues (Intro to Current Research in FCCS)	3
HUEC 7061 Consumer in the Economy	3
HUEC 7062 Family Financial Counseling	3
HUEC 7090 Research Methods	3
7000 level statistics	3-4
8000 Thesis Research	6

2.2. Human Nutrition and Food

Human Nutrition – MS core requirements

BIOL 4087	Basic Biochemistry or BIOL 4093 and 4094	4 or 6
	Statistics: 7000 level coursework	3 or 4
HUEC 7090	Research Methods in Human Ecology	3
HUEC 7010	Food and Nutrition Seminar*	2
HUEC 7001	Macronutrients	3
HUEC 7002	Topics in Micronutrients	2
HUEC Nutrition Courses		4 or 6
HUEC 8000	Thesis Research	6

*Total of 2 seminar credits, HUEC 7010 or alternate seminar in HUEC

Human Nutrition – PhD core requirements

BIOL 4087	Basic Biochemistry or BIOL 4093 and 4094	4 or 6
HUEC 7090	Research Methods in Human Ecology	3
	Statistics: 7000 level course work	6 or 8
HUEC 7092	Human Ecology Research Seminar, taken three times	3
HUEC 7093	Advanced Research Methods in Human Ecology	3
HUEC 7001	Macronutrients	3
HUEC 7002	Topics in Micronutrients	2
HUEC Nutrition Courses		8
HUEC 9000	Dissertation Research	20

Molecular Nutrition – MS core requirements

BIOL 4093/4094	Basic Biochemistry	6
	Statistics: 7000 level coursework	3 or 4
HUEC 7004	Molecular and Clinical Nutrition I	2
HUEC 7005	Molecular and Clinical Nutrition II	2
HUEC 7090	Research Methods in Human Ecology	3
HUEC 7010	Food and Nutrition Seminar, to be taken twice	2
HUEC 7001	Macronutrients	3
HUEC 7002	Topics in Micronutrients	2
HUEC 8000	Thesis Research	6

Molecular Nutrition – PhD core requirements

BIOL 4093/4094	Basic Biochemistry	6
HUEC 7090	Research Methods in Human Ecology	3
	Statistics: 7000 level course work	6 or 8
HUEC 7001	Macronutrients	3
HUEC 7002	Topics in Micronutrients	2
HUEC 7004	Molecular and Clinical Nutrition I	2
HUEC 7005	Molecular and Clinical Nutrition II	2
HUEC 7092	Human Ecology Research Seminar, taken three times	3
HUEC 7093	Advanced Research Methods in Human Ecology	3
HUEC Nutrition Courses		6
HUEC 9000	Dissertation Research	20

2.3 Textiles, Apparel Design and Merchandising

Areas of Emphasis

Apparel Design/Production
 Merchandising
 Historic/Cultural Textiles and Costume
 Textile Science

M.S. Core Requirements (Thesis):

HUEC 7041 Introduction to Research in Textiles, Apparel & Merchandising	3
HUEC 7043 Seminar in Textiles, Apparel Design, & Merchandising	1
HUEC 7090 Research Methods in Human Ecology	3
Statistics 7000 Level	3-4
HUEC 8000 Thesis Research	6

M.S. Core Requirements (Non-Thesis):

HUEC 7041 Introduction to Research in Textiles, Apparel & Merchandising	3
HUEC 7043 Seminar in Textiles, Apparel Design, & Merchandising	1
HUEC 7090 Research Methods in Human Ecology	3
Statistics 7000 Level	3-4
HUEC 7900 Non-Thesis Project	6

PhD Core Requirements:

HUEC 7041 Introduction to Research in Textiles, Apparel & Merchandising	3
HUEC 7043 Seminar in Textiles, Apparel Design & Merchandising	1
HUEC 7090 Research Methods in Human Ecology	3
HUEC 7092 Human Ecology Research Seminar (taken 3 times)	3
HUEC 7093 Advanced Research Methods in HUEC	3
Statistics 7000 level	6-8
HUEC 9000 Dissertation Research	20-30

3. SELECTION OF MAJOR PROFESSOR & ADVISORY COMMITTEE

3.1. Selection of Major Professor

The division head in the area of concentration or the designated representative assists students in program planning until a major professor is selected. Prior to selection of a major professor, students are responsible for making appointments with all members of the graduate faculty in their area of interest to discuss directions for research development (thesis/dissertation topic) and related suggestions for program planning. The selection of a major professor should be made around the end of the first semester of full-time study or the beginning of the second semester. If an interest develops in another area of work prior to the proposal meeting (M.S. students) or general examination (Doctoral Students), students may change major professors by consulting with the Director of the School, the Graduate Advisor, the Division Head, and the previous major professor. Listings of Graduate Faculty and Adjunct Faculty are provided in Appendix B.

3.2. Graduate Advisory Committee

An advisory committee should be formed as soon as possible after the student enters the graduate program in Human Ecology. The major advisor along with the advisory committee will approve and direct the student's program of study, direct the student in identifying a research topic, and determine the appropriate time and format of the research proposal meeting as well as the format of the research proposal and thesis/dissertation. The Graduate Faculty believe flexibility is important, but the advisory committee is encouraged to meet as early and as often as is necessary to accomplish these tasks. Listings of Graduate Faculty and Adjunct Faculty are provided in Appendix B.

M.S. students must select an advisory committee made up of at least three members of the graduate faculty who will direct their research and program of study. The major professor chairs the graduate advisory committee. The student in consultation with the major professor selects other members. Graduate Faculty in the School of Human Ecology and their research interests are listed in the LSU Graduate Bulletin (a list of adjunct graduate faculty in Human Ecology is available from each Division Head). If there is a minor, one committee member must represent the minor department. Students should ask individual faculty members to serve on the committee. The committee must include at least one full member of the graduate faculty from the School of Human Ecology, and all committee members must be members of the graduate faculty. The Graduate Advisor of the School must approve changes in the advisory committee.

The advisory committee for Ph.D. students consists initially of the major professor and two members of the graduate faculty from the School of Human Ecology. After the graduate program and direction of research have been defined, this special committee is enlarged to five or more members. This enlargement must take place prior to the general examination. For those students not declaring a minor outside of Human Ecology, the committee may consist of five graduate faculty members from Human Ecology (or four if the Dean's Rep is number five), two (2) of whom must be full members of the graduate faculty. Students pursuing a minor outside Human Ecology must include a representative of the minor department on the advisory committee.

For doctoral students, in addition to the advisory committee members selected by the student and the major professor, the dean of the Graduate School appoints a faculty member as the Dean's

Representative on the committee. The purpose of the Dean's Representative is to ensure that the general and final examinations are conducted properly and in a manner consistent with maintaining program quality, and that students are questioned and treated fairly. The Dean's Representative is a full voting member of the advisory committee, with all the rights and responsibilities of the other committee members and may be considered the fifth committee member. This committee member should receive all correspondence and materials in the same manner and time frame as other members.

The initial advisory committee for Ph.D. students is formally appointed when the Program of Study for the Doctoral Degree form is submitted to the Graduate School. The full committee, including the Dean's representative is appointed when the Request for Doctoral General Examination form is filed. Any subsequent requests for changes in the advisory committee must be approved by the Director of the School and the Graduate Advisor and submitted to the Graduate School.

4. M.S. PROGRAM OF STUDY

Appendix C provides an itemized list to assist you down the "MS Route to Success". Appendix D provides the list of forms and applications that are available through the HUEC website.

4.1. Planning the Program of Study

Students in consultation with the major professor develop a program of study listing the courses to be taken for the degree. All members of the graduate advisory committee must approve the program. This committee must be established and the program of study approved when nine (9) graduate credits have been earned at LSU or before registration for the second semester if more than nine graduate credits are taken during the first semester.

The School of Human Ecology Approval Form for the M.S. Program of Study (available from the HUEC website) must be completed for the program of study to be approved. One copy of the signed Program of Study form is submitted to the School of Human Ecology. The student, the major professor, and other committee members also retain copies.

The student is required to complete all courses as designated on the approved program of study. Changes in the program (course substitutions, deletions, and additions) must be approved by all members of the advisory committee. If these changes are contemplated, a new Approval Form for Program of Study with the necessary signatures must be submitted to the School of Human Ecology.

4.2. Course Requirements

In the thesis option, a minimum of 24 hours of coursework and 6 hours of thesis credit (HUEC 8000) is required for a master's degree. In the non-thesis option, a minimum of 30 hours of coursework and 6 hours of research and project development (HUEC 7900) is required for a master's degree. For both options, at least half (15 to 18 hours) of the minimum required credit must be in courses at or above the 7000 level (this includes the 6 hours of 8000/7900 credit). Additional coursework and/or thesis hours may be taken at students' discretion or on the recommendation of the major professor and the advisory committee to make up deficiencies in previous work. There are also course requirements for each concentration and for emphasis areas.

4.3. Core Requirements

For all:

7090: Research Methods in Human Ecology (3 credit hours)

Statistics (7000 level) (3 credit hours)

For thesis option:

8000: Thesis Research (6 credit hours)

For non-thesis option:

7900: Research and Project Development in Human Ecology (6 credit hours)

4.4. Selection of Minor

A minor is not required; however, if one is declared, the minor department determines the number of hours needed to constitute the minor. A minor may be in another department or another division within the School of Human Ecology.

4.5. Transfer and Extension Credit

A total of 12 semester hours of LSU extension credit and/or transfer credit from other schools may, in some cases, be used in a degree program if approved by the Director of the School of Human Ecology, the Graduate Advisor and the Dean of the Graduate School. To receive transfer credit students should complete the Request for Transfer/Extension Credit Form (available through the HUEC website), obtain the proper signatures, and submit the form to the Graduate School. No credit will be transferred for courses completed with a grade of “C” or below or “unsatisfactory” or the equivalent. Graduate course work taken at other campuses within the LSU system is not considered transfer credit, and any number of hours may be applied toward a degree if approved by the Director of the School.

4.6. Revalidation of Course Work

A revalidation examination will be given to any M.S. student who does not complete the degree requirements in the five-year period established by the Graduate School. The revalidation examination will be administered by the Student’s graduate committee, headed by the major professor and in consultation with the Graduate Advisor. It is recommended that the faculty member who currently teaches the course re-examine the student and report to the committee. In Human Ecology, nine credit hours of course work are the maximum number of credit hours that can be revalidated.

4.7. Audit

Regularly enrolled graduate students may audit courses with the consent of the instructor. Auditors will not receive degree credit, nor will they later be permitted to take a credit examination on work audited. However, courses previously audited may be later taken for credit. Prospective auditors should initiate registration obtaining an “Audit Only” form from the Records Section of the Graduate School.

4.8. Application for Degree

During registration for the final semester of work towards the master's degree, students should obtain materials for applying for graduation from the Graduate School, specifically the Master's Application for Degree (available through the HUEC website). Also, it is the student's responsibility to make sure the "Verification of Graduate Concentration" form is completed by the Administrative Coordinator at this time so that a student's approved concentration will appear on the official transcript once the degree is awarded (See Appendix F for a copy of the form). General deadline dates for submitting these materials to the Graduate School may be found in the Graduate Bulletin, and usually occur within the first two weeks of the semester you intend to graduate. Semester specific dates are provided in the Graduate Calendar, available from the Graduate School. When students do not meet the deadline dates for completion of the degree, new forms must be filed in the semester of graduation.

Additional fees will be collected during registration for the final semester. If students fail to meet graduation deadlines, an additional fee will be assessed the following semester. Ordering of caps and gowns, invitations, and other graduation paraphernalia is the responsibility of graduate students. Orders should be placed at the Union Bookstore.

5. MASTER'S THESIS

5.1. Introduction

The master's thesis is an orderly presentation of student research that follows an acceptable bibliographic style. The faculty on the student's advisory committee must approve the style and guidelines for thesis writing. Details concerning the preparation of theses and dissertations at LSU, including other accepted style manuals, are given in the *Guidelines for the Preparation of Theses and Dissertations*, available on-line from the Graduate School (<http://etd.lsu.edu>).

5.2. Thesis Research Proposal

Students, with the assistance of the major professor, must develop a written proposal for a research problem in their major field of interest. The Human Ecology graduate faculty recommend students take HUEC 7090 (Research Methods in Human Ecology) prior to the completion of the thesis proposal. The format for the cover sheet of the proposal is illustrated in Appendix E.

The thesis proposal includes:

- Statement of problem
- Justification, assumptions and abbreviations
- Objectives, hypotheses, and/or research questions
- Review of literature
- Methodology and plan for analysis of data
- Normally, the proposal contains a thorough draft of the first three chapters of the thesis.

After the major advisor approves the written proposal, students must schedule a proposal meeting with their advisory committee. The purpose of the meeting is to allow the other committee

members the opportunity to evaluate the proposed research and make recommendations for improving and implementing the research. Students should contact each committee member and arrange a time and place for the proposal meeting, and should send all committee members a written confirmation. Rooms for meetings are reserved through the Human Ecology Intranet or through the School office (Room 125). Master's students must furnish a copy of the thesis proposal **at least one week** in advance of the meeting of the committee.

The student should be prepared to make a professional oral presentation of the proposal to the committee. Audio/visual aids should be used, as appropriate, to clarify and facilitate the presentation. Audio/visual equipment may be scheduled through Ms. Gail Coleman, 132 Human Ecology or the Human Ecology Intranet. The major professor will open the proposal meeting and make introductions, as appropriate. Students should begin the presentation of the research proposal with a brief description of their academic and professional background and then present the planned research in an orderly manner. Students should be prepared to answer questions from committee members regarding any aspect of the proposed research and to clarify particular points.

After the presentation and response to questions and concerns raised by the committee, students may be asked to leave the room while the committee members discuss the proposal. After agreement by the members is reached, the committee may formally approve the thesis proposal, or further work may be requested. If the proposal is approved, all members of the committee sign two copies of the cover sheet. One copy is submitted to the School of Human Ecology and the major professor retains the other. It is recommended that students retain a copy in their personal file as well. If the proposed research involves human or animal subjects, approval must be obtained from the appropriate committee before the research is begun.

5.3. Research

Following approval by the LSU Institutional Animal Care and Use Committee (IACUC) or LSU's Institutional review board (IRB) (see Section 9 of this Handbook), students may begin the proposed research. M.S. students should be enrolled in HUEC 8000 (Thesis Research). While enrolled in HUEC 8000, students should schedule regular appointments with their major professor to monitor the progress of the research and address any problems that may arise.

5.4. Writing the Thesis

The handbook, *Guidelines for the Preparation of Theses and Dissertations* is available from the Graduate School and the guidelines required by the graduate faculty at LSU must be strictly followed (for the most recent version of the guidelines visit <http://etd.lsu.edu>). The latest edition of the guidelines should be obtained from the Graduate School. Students should not use theses accepted in prior semesters as a guide for formatting their own thesis because requirements change. This School of Human Ecology Graduate Student Handbook neither summarizes nor supersedes the Graduate School *Guidelines*.

As presented in the *Guidelines*, the Graduate School now accepts a journal style for theses and dissertations. A thesis or dissertation in this style consists of at least one discreet journal manuscript instead of the more traditional single presentation. The decision of which style to select must be made in consultation with the major professor, and, if the journal style is selected, the Graduate School provisions specified in the *Guidelines* must be followed. In addition, the SHUEC requires an extensive review of literature in the introductory chapter. If a manuscript has been accepted for publication, a letter of permission from the publisher must be included as an appendix in the thesis

or dissertation.

5.5. Final Examination

Students must defend the thesis, and the research on which it is based, by successfully completing a final oral examination. The principal focus of the examination is the thesis/dissertation; however, the discussion and questions may extend into subject matter related to major and minor fields, as appropriate.

The procedure for the final examination is similar to that for the proposal meeting. Students are responsible for scheduling the meeting with their advisory committee, reserving the examination room, and obtaining any audio visual equipment necessary for a professional oral presentation of their research. In addition to the formal presentation, students should be prepared to discuss in detail the methodology and results of their research, the relationship to prior published research in the field, and the potential contribution to the knowledge base of the discipline.

The Request for Master's Examination (i.e., Thesis Defense) may be obtained from the Graduate School through the HUEC website. It is the student's responsibility to obtain two copies of the form from the Graduate School and to initiate the examination process with the major professor prior to the deadline printed in the Graduate Calendar. Members of the advisory committee should be contacted to determine a date and place for the examination. The forms are then submitted to the Graduate School, through the Director of the School of Human Ecology, not later than a date specified by the Graduate School or at least three weeks prior to the date of the examination, whichever comes first (e.g., If the Graduate School deadline is September 20, the request for examination cannot be submitted later than September 20; however, if the exam is scheduled less than three weeks after September 20, the request for examination must be submitted before September 20).

The Graduate School provides a final date for submitting committee examination reports and approved theses. These dates are published in the Graduate Bulletin each semester. It is important when setting examination dates to allow enough time between the examination and the final date for submitting theses to the Graduate School to incorporate corrections and suggestions in the thesis made by the advisory committee during the examination. In no case should the request for the final examination be submitted less than five (5) weeks prior to the final date for submission of approved theses and committee examination reports.

Upon approval of the request for the final examination, the Graduate School will send the major professor the appropriate forms for reporting the examination results. For master's students this document serves as the formal appointment of the advisory committee. Any changes in committee members or examination date must be cleared through the Graduate School before the examination.

A complete draft of the thesis must be delivered to each member of the advisory committee at least two weeks prior to the examination. Following the examination, the students make rewriting and retyping changes required, if any. These changes should be submitted to the major professor or to the major professor and other committee members as requested by the committee.

Following the examination, the major professor and committee members sign the examination cards indicating whether the student has passed or failed (P/F). Also, Approval Sheets are signed in black ink by the major professor and committee members. It is imperative that the date and signatures on the forms are the same as those listed on the examination request forms. At the same time two examination cards are returned to the graduate school. It is advisable to submit the thesis/dissertation to the Graduate School in advance of the final date listed in the Graduate School calendar to allow time for the correction of any items not meeting the Graduate School requirements.

Note: Students should not be allowed to return examination cards to the Graduate School. Please give cards and approval sheets to the staff member responsible for the graduate program. That person will copy the cards for our files and have them delivered to the Graduate School. The approval sheets stay in our office in the student's file until they are required for final submission of the thesis.

5.6. Final Copies

The Graduate School's requirements for final copies of theses and dissertations are included in the *Guidelines for the Preparation of Theses and Dissertations*. **Please note that the graduate school requires electronic submission.** To date, the following are required.

By the Grad School:

- a. Approval sheets with correctly typed name, title and major field and with all signatures in black ink. (Can be found in your file in the HUEC main office).
- b. One cataloging abstract (with special heading).
- c. Agreement form

By the School of Human Ecology:

- a. One copy unbound for the School of Human Ecology (bond paper). This copy is to be turned into the School of Human Ecology.
- b. One final bound copy of the thesis for the major professor. Copies from the defense should be offered to other committee members.

5.7. Publications and Presentations

No research is complete until its results are made available to other researchers. To this end, students are strongly encouraged to publish and/or present the findings of their research through appropriate channels. When the thesis is complete, students (with the aid of the major professor) should immediately begin development of a manuscript or manuscripts for submission to a scientific journal in the field. Although publications usually are based on thesis results, other research projects stemming from class assignments, independent study, or practice may serve as bases for publication. Students may also wish to investigate possibilities for publishing abstracts of the research that are usually associated with presentation of research at meetings of academic societies. The Guidelines for Authorship should be followed in all situations (see Appendix G).

Research presentations at state, regional, or national meetings of professional organizations (see

Appendix H for a listing of relevant professional organizations) are another method for dissemination of results. Students should consult with the major professor regarding submission of papers for presentation. For information on graduate travel funds, see section 8 of this handbook.

5.8. Publication and Authorship

A full discussion of research publication philosophy, procedures, and authorship between the major professor and the graduate student should occur early in the course of study. The major advisor should ensure that students are aware of and understand the LSU School of Human Ecology's philosophy on publication and authorship (Appendix H). Both the "Student Acknowledgment of Guidelines for Authorship" and the "Publication Authorship Agreement" (Appendix H) must be completed by students, and copies must be retained by both major professor and student. Various disciplines may follow different conventions for publication and authorship and this should be clarified and agreed upon prior to beginning research. Avenues of communication between students and major professor should remain open to address changes that may occur as work progresses. The process should be flexible so that unique situations may be evaluated based on specific conditions and individual merit. The communication process should allow for renegotiation of authorship if substantial changes in contribution to the research occur. In all instances, graduate students must be given the opportunity for first authorship of publications based on their research.

6. MASTER'S FINAL PROJECT

In lieu of the thesis, student choosing the non-thesis option will be required to complete a final project which will include a significant research component. Students should enroll in HUEC 7900 during the time they are working on the final project. The student should work with his or her major professor to identify the project and to have the project approved by the students' advisory committee. Upon completing the project, the student should complete the Request for Master's Examination from the graduate school (see section 5.5 above). For students completing a final project, the final exam will be comparable to a thesis defense and examination and will include a defense of the students' project and a written document made available to all committee members at least two week prior to the final exam.

7. DOCTORAL PROGRAM OF STUDY

Appendix I provides an itemized list to assist you down the "PhD Road to Success", and Appendix D provides the list of forms and applications available through the HUEC website.

7.1. Planning the Program of Study

Doctoral students should develop their program with the assistance of the major professor and the advisory committee. Courses completed 10 or more years prior to entry into the Ph.D. program are not eligible for placement in the program of study. The student is responsible for current knowledge in all courses listed in the program of study. The general exam is the test of currency of knowledge for the doctoral program. The courses to be included in the program should be designated on the Program of Study for the Doctoral Degree form (available from the Graduate School through the HUEC website). The form is to be completed and submitted to the Graduate School during the first

semester following students' admission to the Ph.D. program. The form must be typed and the signatures of the initial committee members obtained. Copies of the form should be distributed to the initial advisory committee, to the School of Human Ecology, and a copy retained by students.

The degree candidate is required to complete all courses as designated in the approved program of study. If changes to the agreed upon program of study are contemplated, the Request for Change in Program of Study for Doctoral Degree form (available from the Graduate School through the HUEC website) should be completed. This form must be signed by the major professor, the Director of the School, the Graduate Advisor, the minor professor (if applicable), the chair of the department in which the minor professor resides, and the Graduate Dean. Copies should be retained by all signatories as well as by other members of the initial advisory committee and the School of Human Ecology. Any changes to the program of study must be recorded on the appropriate form and submitted to the Graduate School.

7.2. Course Requirements

A minimum of 60 hours of formal coursework beyond the bachelor's degree is required. Students must also complete a minimum of 20 semester hours in the formulation and execution of original research as demonstrated by production of a dissertation. Additional coursework and/or dissertation hours may be included in the program of study.

Students who otherwise meet the admission requirements but have limited or dated research experience may be admitted conditionally into the Ph.D. program upon recommendation by the graduate faculty within the appropriate division. Specified conditional requirements will be the responsibility of the division head until the student's graduate committee has been identified. Conditional requirements will be determined on an individual basis to provide the student with direct research involvement within the first year of study. This may include required enrollment in such courses as HUEC 7090, 7091, 9091, and/or assignment to a research project as a graduate assistant or as an unpaid participant.

7.3. Core Requirements

HUEC 7090: Research Methods in Human Ecology	(3 hours)
Statistics: 7000 level coursework	(6-8 hrs or more)
HUEC 7092: Human Ecology Research Seminars	(3 hrs – 1 hr. ea)
HUEC 7093: Advanced Research Methods in Human Ecology	(3 hours)
HUEC 9000: Dissertation Research	(20-30 hours)

(Notes:) Students must complete HUEC 7090 and Statistics 1 & 2 before taking HUEC 7093. HUEC 7092 is currently offered every fall and must be taken three times for credit. A presentation is required each time the class is taken for credit, thus the student should take it for credit when ready to present their integrative presentation, their research proposal, or their dissertation research. All other semesters HUEC 7092 may be audited. Division specific seminars are offered in the spring semester, and PhD students should enroll in their division specific seminar each spring semester.

7.4. Selection of Minor

A minor area of study is recommended for doctoral students. The specific content and hours required for the minor (generally 12 hours) will be determined by the minor department. A minor may be in another department or in another division within the School of Human Ecology. The University Graduate Council recommends that the minor field requirement include at least one 7000-level course. If a minor is selected, a faculty member from the minor area must be a member of the full advisory committee.

7.5. Residency Requirement

One full academic year of continuous residence (two consecutive semesters; fall and spring, or spring and fall) as a full-time graduate student must be earned at LSU after the Graduate School receives the Program of Study. If the Program of Study is received early in a semester (on or before the date specified in the Graduate Calendar as the date for submitting to the Graduate school applications for advance degrees to be awarded that semester) and the student is enrolled full-time, that semester may be counted as the first of the two consecutive semesters of full-time residence required.

Students who are in residence for the purpose of this requirement are essentially devoting all of their energies to graduate study on this campus under the direct supervision of a major professor and an advisory committee. Persons holding graduate assistantships and accordingly performing duties clearly relevant to their graduate study programs will, in most cases, be considered full-time students. Persons employed full-time may not also be considered full-time students. Doctoral students must enroll in HUEC 7092 (as audit **or** for credit) each semester in which they are a full-time student.

7.6. General Examination

Students pursuing the Ph.D. degree must successfully complete a general examination in order to continue in the program. The general examination consists of: a written and oral component for demonstration of area subject matter competence (including coursework). In Human Ecology this examination is conceived as an accumulation of knowledge across courses rather than a “super final.” It is a personalized examination to be given at a time appropriate for individual students. The doctoral advisory committee has the authority to determine appropriate questions for a student’s examination.

Occasionally, faculty who taught core courses (HUEC 7092 and 7093) are invited to submit questions. These faculty members are not considered members of the advisory committee and as such do not play an official role in the examination process. Because the general exam is not meant to be a “super final” of specific courses, the involvement of non-committee members in this process should be either non-existent or minimal, as they are not voting members of the committee.

At the discretion of the doctoral advisory committee, the representative of the Dean of the Graduate School may also submit written questions to the student. If the representative of the Dean of the Graduate school is asked to submit questions, the questions should be within the scope of the student’s program of study or research. If the Graduate School representative is not asked to submit questions he/she should be given a copy of the student’s questions and answers prior to the oral examination. The research proposal may also be presented as part of the general examination, or

may be presented in a separate meeting.

Before successfully completing the written portion of the examination, students are responsible for obtaining the Request for Doctoral General Examination form from the Graduate School (available through the HUEC website). This form must be typed and contain all relevant signatures. The form must be submitted to the Graduate School at least three (3) weeks prior to the oral examination date. Upon receipt, the Graduate School assigns the outside committee member. Students are also responsible for all arrangements for the oral defense meeting including notification of advisory committee members, scheduling of the meeting room, and obtaining any audio/visual equipment that is necessary.

<p>Note: Neither the oral portion of the general exam or the final exam (dissertation defense) may be scheduled between semesters (see LSU Graduate Bulletin).</p>

The time allowed for writing the general exam is 20 hours, although time should not be a limiting factor for students in answering questions. Students who are required to take the TOEFL exam for admittance into the Graduate School may be allowed up to a total of four (4) additional hours to complete their general examinations to facilitate their writing of the exam in English. The exam must be submitted in English within this allotted time limit. It is preferred that the general exam be closed, but the student may receive open-book questions and a list of allowable resources. After the written exam, the student will be given a copy of the questions and answers. The student should be encouraged to review, correct, and make additions to improve the quality of responses.

Both portions of the general examination must be passed. Copies of the written examination will be submitted to all committee members, at least two (2) weeks prior to the scheduled oral examination. The student must pass the written portion of the exam before being allowed to take the oral portion of the exam. At the meeting, committee members may comment on the student's examination, ask for further clarification, or probe specific answers. Passing the general examination is dependent on successful completion of the written examination, adequate discussion of the written examination, and, if included as part of the meeting, presentation of a satisfactory research proposal. No grade of pass or fail will be communicated to the student until after the oral exam. Following the exam, the members of the advisory committee complete the "examination cards" and returned to the graduate school.

The student will be allowed to take each part of the exam twice. The student's committee will provide explanations of reasons why the exam was failed and suggestions on what the student should do to improve his/her chance for passing the examination in the future (e.g. readings, courses, etc.). The committee will also determine the time interval between the exams, with an interval of six (6) months being strongly recommended. Failure to successfully complete both the written and oral portions of the exam will result in termination of the student from the Ph.D. program.

There is no penalty in recording the first failed examination if the student is to be given a second attempt. The student is not placed on probation and no entry is made on the student's academic record in the Office of the Registrar. A failed exam does not become part of the student's record until the student has exhausted her/his attempts – in most cases this will be after the second failure. The Graduate School requests that one of the following actions takes place after a scheduled examination: (1) examining cards are voided and returned when an examination is postponed; (2) cards are returned with the failed examination results accurately recorded, along with a brief memo stating that the student will be allowed a second attempt in the future; (3) cards are returned with the

failed examination results accurately recorded, along with a brief memo stating that the student will NOT be allowed a second attempt and thus is dismissed from the program; or, (4) cards are returned with the passed examination results recorded.

At the time of the General Exam, it is the student's responsibility to make sure the Administrative Coordinator submits the verification of concentration form so that a student's approved concentration will appear on the official transcript once the degree is awarded (See Appendix F for a copy of the form).

Note: Students should not be allowed to return examination cards to the Graduate School. Please give cards to the staff member responsible for the graduate program. That person will copy the cards for our files and have them delivered to the Graduate School.

8. DOCTORAL DISSERTATION

8.1. Introduction

The doctoral level dissertation is based on research that makes an original contribution to the literature and research in the student's chosen discipline. The doctoral degree is granted in recognition of a marked capacity for research and familiarity with its tools, demonstrated through long study, independent and comprehensive scholarship, and competence in a particular field of learning.

The student's committee must approve the style and manual for dissertation writing. Details concerning the preparation of theses and dissertations at LSU are given in the *Guidelines for the Preparation of Theses and Dissertations*, available on-line from the Graduate School (<http://etd.lsu.edu>). LSU requires the electronic submission of theses and dissertations.

8.2. Dissertation Proposal Meeting

Students, with the assistance of their major professor, must develop a proposal for a research problem in their major field of interest. The Human Ecology graduate faculty recommends that students take HUEC 7090 (Research Methods in Human Ecology) and HUEC 7093 (Advanced Research Methods in Human Ecology) prior to completing their dissertation proposal. The format for the cover sheet of the proposal is illustrated in Appendix J. The proposal normally includes:

- Statement of problem
- Justification
- Objectives, hypotheses, and/or research questions
- Review of literature
- Methodology and plan for analysis of data

Note: It is particularly important to involve a student's committee in decisions about the dissertation research early and often. It is strongly recommended that doctoral students, particularly those writing a journal style dissertation, secure approval in a pre-proposal meeting(s) for their dissertation research, especially if their data collection will begin prior to the general examination.

After the major advisor approves the written proposal, students must schedule a proposal meeting with their advisory committee. The purpose of the meeting is to allow experienced faculty members the opportunity to evaluate the proposed research and related methodology and make recommendations for improving and implementing the research. The dissertation proposal may be presented at the general examination or at a separate meeting. The proposal meeting may occur whenever the student's committee believes the student is ready to begin his/her research. Students should contact each committee member and arrange a time and place for the proposal meeting, and should send all committee members a written confirmation. Rooms for meetings are reserved through the Human Ecology intranet or through the School office (Room 125). Students must submit their research proposal to all committee members at least **two weeks** prior to the scheduled committee meeting.

The student should be prepared to make a professional oral presentation of the proposal to the committee. Audio/visual aids should be used, as appropriate, to clarify and facilitate the presentation. Audio/visual equipment may be scheduled through the Human Ecology intranet or through Ms. Gail Coleman, 132 Human Ecology. The major professor will open the proposal meeting and perform introductions, as appropriate. Students should begin the presentation of the research proposal with a brief description of their academic and professional background and then present the planned research in an orderly manner. Students should be prepared to answer questions from committee members regarding any aspect of the proposed research and to clarify particular points.

After the presentation and response to questions and concerns raised by the committee, students may be asked to leave the room while the committee members discuss the proposal. After agreement by the members is reached, the committee may formally approve the dissertation proposal, or further work may be requested. If the proposal is approved, all members of the committee sign two copies of the cover sheet. One copy is submitted to the School of Human Ecology and the major professor retains the other. It is recommended that students retain a copy in their personal file as well. If the proposed research involves human or animal subjects, approval must be obtained from the appropriate committee before the research is begun.

8.3. Research

Following approval by the LSU Institutional Animal Care and Use Committee (IACUC) or LSU's Institutional review board (IRB) (see Section 9 of this Handbook), students may begin the proposed research. Ph.D. students should be enrolled in HUEC 9000 (Dissertation Research) while carrying out their research. While enrolled in HUEC 9000, students should schedule regular appointments with their major professor to monitor the progress of the research and address any problems which may arise.

8.4. Writing the Dissertation

The handbook, *Guidelines for the Preparation of Theses and Dissertations* is available from the Graduate School (<http://etd.lsu.edu>) and the guidelines required by the graduate faculty at LSU must be strictly followed. The latest edition of the guidelines should be obtained from the Graduate School. The School of Human Ecology Graduate Student Handbook neither summarizes nor supersedes the Graduate School *Guidelines*.

As presented in the *Guidelines*, the Graduate School accepts a journal style for dissertations. A dissertation in this style consists of at least two discreet journal manuscripts instead of the more traditional single presentation. The decision of which style to select must be made in consultation with the major professor, and, if the journal style is selected, the Graduate School provisions specified in the *Guidelines* must be followed. In addition, the School requires an extensive review of literature in the introductory chapter. If a manuscript has been accepted for publication, a letter of approval from the publisher must be included as an appendix in the dissertation or dissertation.

8.5. Final Examination

Students must defend the dissertation, and the research on which it is based, by successfully completing a final oral examination. The principal focus of the examination is the dissertation; however, the discussion and questions may extend into subject matter related to major and minor fields, as appropriate.

The procedure for the final examination is similar to that for the proposal meeting. Students are responsible for scheduling the meeting with their advisory committee, reserving the examination room, and obtaining any audio visual equipment necessary for a professional oral presentation of their research. In addition to the formal presentation, students should be prepared to discuss in detail the methodology and results of their research, the relationship to prior published research in the field, and the potential contribution to the knowledge base of the discipline. Students should demonstrate a mastery of research techniques, competence in conducting original, independent, comprehensive research, and skill in formulating conclusions that enlarge upon or modify accepted ideas.

The Request for Doctoral Examination (Dissertation Defense) is obtained from the Graduate School (available through the HUEC website). It is the students' responsibility to obtain two copies of the form from the Graduate School and to initiate the examination process with the major professor prior to the deadline printed in the Graduate Calendar. Members of the advisory committee, including the Dean's Representative, should be contacted to determine a date and place for the examination. The forms are then submitted to the Graduate School, through the Director of the School of Human Ecology, not later than a date specified by the Graduate School or at least **three weeks** prior to the date of the examination, whichever comes first (e.g., If the Graduate School deadline is September 20, the request for examination cannot be submitted later than September 20; however, if the exam is scheduled less than three weeks after September 20, the request for examination must be submitted before September 20).

The Graduate School gives a final date for submitting committee examination reports and approved dissertations. These dates are published in the Graduate Calendar each semester. No extensions will be granted. It is important when setting examination dates to allow enough time between the examination and the final date for submitting theses to the Graduate School to incorporate

corrections and suggestions in the dissertation made by the advisory committee during the examination. In no case should the request for the final examination be submitted less than five (5) weeks prior to the final date for submission of approved dissertations and committee examination reports.

Upon approval of the request for the final examination, the Graduate School will send the major professor the appropriate forms for reporting the examination results. Any changes in committee members or examination date must be cleared through the Graduate School before the examination.

A complete draft of the dissertation must be delivered to each member of the advisory committee at least **two weeks** prior to the examination. Following the examination, the students make rewriting and retyping changes required, if any. These changes should be submitted to the major professor or to the major professor and other committee members as requested by the committee.

During registration for the final semester of work, students should obtain the Application for Degree from the Graduate School (available through the HUEC website). The date for submitting the application to the Graduate School is listed in the Graduate Calendar. When students do not meet the deadline dates for the final examination and completion of the dissertation, new forms must be filed in the semester of graduation.

Following the examination, the major professor and committee members sign the examination cards indicating whether the student has passed or failed (P/F). Also, Approval Sheets are signed in black ink by the major professor and committee members. It is imperative that the date and signatures on the forms are the same as those listed on the examination request forms. It is advisable to submit the dissertation to the Graduate School in advance of the final date listed in the Graduate School calendar to allow time for the correction of any items not meeting the Graduate School requirements.

Note: Students should not be allowed to return examination cards to the Graduate School. Please give cards and approval sheets to the staff member responsible for the graduate program. That person will copy the cards for our files and have them delivered to the Graduate School. The approval sheets stay in our office in the student's file until they are required for final submission of the thesis.

8.6. Final Copies

The Graduate School's requirements for final copies of theses and dissertations are included in the *Guidelines for the Preparation of Theses and Dissertations* (see <http://etd.lsu.edu>). **Please note that the graduate school requires electronic submission of these documents.** To date, the following are required.

By the Grad School:

- a. Approval sheets with correctly typed name, title and major field and with all signatures in black ink.
- b. Two cataloging abstracts (with special heading).
- c. One extra title page.

- d. Survey of PhDs form.
- e. University Microfilms form.
- f. If copywriting, forms and money.

By the School of Human Ecology:

- a. One copy unbound for the School of Human Ecology (bond paper). This copy is to be turned into the School of Human Ecology.
- b. One final bound copy of the dissertation for the major professor. Copies from the defense should be offered to other committee members.

8.7. Publications and Presentations

No research is complete until its results are made available to other researchers. To this end, students are strongly encouraged to publish and/or present the findings of their research through appropriate channels. When the dissertation is complete, students (with the aid of the major professor) should immediately begin development of a manuscript or manuscripts for submission to a scientific journal in the field. Although publications usually are based on dissertation results, other research projects stemming from class assignments, independent study, or practice may serve as bases for publication. Students may also wish to investigate possibilities for publishing abstracts of the research that are usually associated with presentation of research at meetings of academic societies. The Guidelines for Authorship (Appendix G) should be followed in all situations.

Research presentations at state, regional, or national meetings of professional organizations (See Appendix H for a list of relevant organizations) are another method for dissemination of results. Students should consult with the major professor regarding submission of papers for presentation. For information on graduate travel funds, see section 8 of this handbook.

8.8. Authorship

A full discussion of research publication philosophy, procedures, and authorship between the major professor and the graduate student should occur early in the course of study. The major advisor should ensure that students are aware of and understand the LSU School of Human Ecology's philosophy on publication and authorship (Appendix G). Both the "Student Acknowledgment of Guidelines for Authorship" and the "Publication Authorship Agreement" (Appendix H) must be completed by students, and copies must be retained by both major professor and student. Various disciplines may follow different conventions for publication and authorship and this should be clarified and agreed upon prior to beginning research. Avenues of communication between students and major professor should remain open to address changes that may occur as work progresses. The process should be flexible so that unique situations may be evaluated based on specific conditions and individual merit. The communication process should allow for renegotiation of authorship if substantial changes in contribution to the research occur. In all instances, graduate students must be given the opportunity for first authorship of publications based on their research (see Guidelines for Authorship).

9. FINANCIAL AID

9.1. Graduate Research and Teaching Assistantships

Graduate assistantships (GA) are usually half-time appointments involving a minimum of 20 hours per week. Only graduate students with acceptable academic records may be appointed to graduate assistantships. LSU policy statements PS-21 and PS-85 govern graduate assistantship policies and procedures (available via the LSU website). Job descriptions are included in Appendix K.

The standard length of graduate student support through assistantships is two (2) years for Masters and three (3) years for PhD. Assistantships are awarded annually with reappointment based on satisfactory performance (evaluation forms are available through the HUEC website). In special circumstances, students may be considered for an extension of appointment; however, these cases are rare.

Assistantship applications can be obtained from the School of Human Ecology Office or via our website. To maintain an assistantship, LSU students must maintain a 3.00 average and carry a full-time course load (nine hours fall and spring semesters and six hours summer semester). Dissertation hours are counted in determining a full-time course load; courses taken for audit do not count.

Graduate teaching assistantships (GTA), primarily funded through the Baton Rouge (LSU A&M) campus, are usually nine-month (academic year) appointments. GTA's work under the direction of one or more faculty members and assist with courses and other departmental administrative duties and follow the same calendar as academic (9 mos.) faculty members (generally speaking, from orientation through graduation for each semester).

Graduate research assistantships (GRA) are usually funded through the Louisiana Agricultural Experiment Station or through grants obtained by individual professors. The assistantships may be nine-month (academic year) or twelve-month (fiscal year) appointments depending on the funding source. GRAs work under the direction of a faculty member performing duties such as literature searches, laboratory work, data collection & analysis, and manuscript preparation. The graduate assistant begins work on the date of appointment and continues up to and/or including date of termination (if date of termination is on graduation day, students will not work on that day). Graduate assistants on a 12-month appointment normally follow the schedule of university holidays for fiscal personnel. However, faculty members who have research in progress during holiday periods may request and expect graduate assistants who have fiscal year appointments to work during holiday periods. Final decision regarding the need for assistance rests with the faculty member involved. Graduate assistants are personally responsible for the payment of tuition and fees if they leave the assistantship. For policy statements regarding assistantships refer to the LSU AgCenter webpage (<http://www.Lsuagcenter.com>).

9.2. Scholarships

The available graduate scholarships and their selection criteria are listed in Appendix L. The Graduate Studies Committee makes recommendations for awarding of scholarships given through the School of Human Ecology. All students must update their file with an application form annually (due in mid-March) to be considered for an award. The forms can be obtained from the HUEC

main office or via the HUEC website.

9.3. Harvey Lewis Graduate Student Travel Fund

The Dr. Harvey F. Lewis Endowed Graduate Student Travel Fund is for Human Ecology graduate students applying for funds to travel to professional meetings. To be eligible, students must be presenting research, accepting an award, providing service to a professional society or other appropriate professional activities and be enrolled at least in 6 credit hours. Funding for graduate students will be awarded at the beginning of the fall, spring, and summer semesters each year (the second Friday of every September, February and May). Available funds will be divided among eligible graduate students. The maximum for an individual travel award is \$300. Applications for the Lewis Travel Fund are available on the HUEC website. Ordinarily, an individual graduate student may receive only one Harvey F. Lewis award per year. Appropriate LSU travel forms (available via links on the Human Ecology Intranet) must be completed, including Permission to Travel prior to departure.

**Air travelers being reimbursed by LSU must use
the state contracted travel agency
(email: information@latravel.com).**

9.4. Graduate Research and Development Support (GRADS) Funding

The GRADS funding program provides travel grants (transportation) to full-time graduate students for support of graduate activities. Currently enrolled graduate students may receive these funds for:

- Conference participation: for students presenting papers, giving seminars, and/or serving as panelists.
- Research trips: for students to do essential fieldwork, to utilize scientific equipment unavailable at LSU, to use unique library holdings, or to interview individuals important to particular projects. In this category strong preference would be given to students working on dissertations.

To be eligible for GRADS funds, students must be enrolled full-time and be in good academic standing. These awards are made on a competitive basis. Application forms may be obtained from Room 131, David Boyd Hall. The completed form, along with a written recommendation from the student's major professor and an endorsement from the Director of the School, should be sent to the Dean of the Graduate School at least 10 days prior to departure. Because funds generally are committed early in the academic year, needs should be anticipated and requested as soon as possible.

10. Research Oversight

10.1 Human Subjects

Ordinarily, Dr. Keenan is the representative that faculty and students will work with when a new research protocol needs review. Dr. Bob Matthews serves as a backup if the protocol is going through LSU A & M, and Dr. David Morrison serves if the protocol is through LSU Agcenter when

Dr. Keenan is not available. THERE ARE NO SCHOOL OF HUMAN ECOLOGY FORMS. When a researcher is planning a new research protocol with human subjects there are two possible routes for review, the LSU campus IRB or the LSU AgCenter IRB. Each IRB has its own separate forms. The LSU campus forms (full review and exempt, expedited same as full) can be down-loaded from the LSU website <http://www.lsu.edu>. [Click on the letter “I” under LSU A to Z from the main website and then click on IRB.] The AgCenter forms (full and exempt and no expedited reviews) are available from the LSU AgCenter Intranet. [Students will need to work with the faculty advisors to download the forms as they don’t have access this intranet.] The route for submission for review is determined by the appointment of the principal investigator. Usually any split appointment between LSU campus and AgCenter for a principal investigator means the protocol will go through the AgCenter IRB. The LSU campus and the AgCenter have a cooperative agreement and the LSU campus IRB maintains a database of all protocols that required a full review by either IRB. For review of possible exempt protocols for LSU campus review, submit to Dr. Keenan a copy of the LSU campus completed exempt form along with a one page description of the protocol, copies of instruments used (questionnaires), and a copy of the consent form (note: if the study will be anonymous and is considered exempt, a consent form is not required by either LSU campus or AgCenter IRBs). Submit the same materials (except different form) to Dr. Keenan for review of possible exempt protocols for the AgCenter IRB. If Dr. Keenan is unavailable, submit the protocol to the chair of the AgCenter IRB, in the Veterinary Science Department. Campus researchers should submit protocols for either expedited or full review to Dr. Robert Mathews, chair LSU campus IRB, in the Psychology Department or to the IRB office located in 203 B-1 David Boyd Hall (578-8692, IRB@lsu.edu). AgCenter researchers should submit protocols for full review to Dr. Keenan or to the chair if Dr. Keenan is not available. Researchers need to remember that the LSU campus IRB meets every three months usually on the second Friday of the month. The LSU AgCenter IRB meets monthly, usually on the third Tuesday of the month. Submission to both committees should be approximately a week in advance and include the completed forms, instruments, and the consent form. A description of the research is needed for LSU campus submission, but not needed for the AgCenter because the form includes a section for a description of the research. NOTE: LSU AgCenter IRB does not perform expedited reviews.

<u>Type of Required Review</u>	<u>Institution</u>	<u>Contact Person</u>
Exempt	LSUA&M (BR)	Dr. Keenan
	LSU AgCenter	Dr. Keenan
Expedited	LSUA&M only	Dr. Robert C. Matthews*
		Dr. Keenan
Full	LSUA&M (BR)	Dr. Robert C. Matthews
	LSU AgCenter	Dr. Keenan

*who assigns a person to conduct the expedited review

All LSU A&M researchers conducting sponsored research protocols (external funding) and all those who interact with human subjects as part of sponsored research must document completion of NIH web-based human subjects training. Researchers conducting projects without extramural funding and graduate students are encouraged to also complete the training. The link for the training is at the LSU IRB website accessed through the letter I on the LSU A to Z link on the main LSU website. The training takes about two hours to complete. Dr. Keenan has completed the training and found

it very adequate. Each person completing the training can print copies of a certificate. One copy is sent to the campus IRB office and one copy should be turned into the School of Human Ecology office and placed in your file. The LSU AgCenter does not yet require the NIH web-based human subjects training.

10.2. Research with Animals

The direction for review of animal research is determined by the ownership of the facility in which the animals will be housed, LSU campus or LSU AgCenter, rather than the appointment of the principal investigator. Rats or mice are housed in campus facilities and the LSU campus IACUC reviews protocols with these animals. The protocols are submitted to the Division of Laboratory Medicine in the School of Veterinary Medicine. The LSU campus IACUC and the AgCenter IACUC meet once a month. Note that Dr. Keenan is a member of the LSU campus IACUC and can assist researchers with questions about submission of protocols to that IACUC. Submit protocols for the LSU campus IACUC to [Ms. Dawn Best-Desjardins in the Department of Laboratory Animal Medicine \(DLAM\) at the School of Veterinary Medicine](#) and protocols for the AgCenter IACUC to Dr. Phil Elzer in the Department of Veterinary Medicine. The AgCenter IACUC may exempt protocols involving normal animal husbandry, but all protocols are reviewed as full protocols by the LSU campus IACUC.

11. GRADUATE STUDENT ASSOCIATION

The HUEC Graduate Student Association was created for the benefit of all graduate students and it is encouraged that all students become a member. It is run by elected graduate student officers, and the Graduate Advisor also serves as the association advisor. The benefits of becoming a member include:

- Monthly informational meetings with topics related to graduate studies.
- Many social & volunteer activities throughout the semester to get to know your peers & faculty.
- Members can apply to receive funds from the Graduate Student Association Travel Fund for conference travel, and money is given preferentially to applicants with high participation in the organization's events.

12. FREQUENTLY ASKED QUESTIONS

12.1. What classes will get me off of probation?

Only graded (i.e., not pass/fail, not thesis hours), graduate-level courses contribute to a student's GPA, therefore only graded, graduate-level courses can be used to meet the requirements for being removed from probation. For example, students admitted on probation will remain on probation until the completion of nine hours of graduate-level, graded courses with at least a 3.00 average.

12.2. How do I enroll in a dual-degree program in Human Ecology?

Students already admitted to the LSU graduate school wishing to add a Human Ecology degree program will be asked to complete an application that will be reviewed and evaluated in the same manner as a new student wishing to enter the program. Note that the same procedure is used for M.S. students who desire to continue in the PhD program.

12.3 How do I go about getting re-admitted?

Students seeking re-admission to a Human Ecology Graduate program will be asked to complete a new admission application that will be reviewed and evaluated in the same manner as a new student wishing to enter the program.

12.4 Who can answer my questions?

See Appendix M for a listing of people who can help you through your graduate studies.
See Appendix N for travel regulations and procedures.

Appendix A

Graduate Governance Job Descriptions

Graduate Advisor **in Human Ecology**

The Graduate Advisor is appointed by the Director and serves as the chair of the graduate studies committee. The Graduate Studies committee oversees all aspects of the graduate program including recruitment, advising, graduate courses, advisory committees, and policies.

Responsibilities of Graduate Advisor:

- Serve as liaison with the Graduate School regarding all policies
- Attend Graduate School orientation each fall to learn about new policies and procedures
- Network with other Directors of Graduate Studies on campus and at state and national levels to monitor trends and get new ideas for improving our program
- Assist faculty with the Graduate Faculty Applications (renewed every 7 years)
- Consult with the Graduate committee in order to:
 - Develop recruitment materials for mailing and for the website
 - Nominate graduate students for awards
 - Develop policies
 - Recommend courses and course requirements
- Manage the following:
 - Keep the School informed about the graduate program, such as number of applicants, number of new students, number of students graduating, and new policies from the graduate school
 - Respond to phone, mail, and email requests for information and applications to the program
 - Remind students and faculty of important deadlines for selection of committees, completing required forms, completing coursework, submitting dissertation, etc.

Faculty Representative

- Serve on graduate studies committee as the faculty representative of the division: FCCS, HNF and TAM
- Communicate with division graduate faculty about graduate program issues and events, especially those occurring within School of HUEC
- Communicate to the Graduate Advisor and graduate studies committee concerns and issues, including suggestions for program improvement, of the division graduate faculty
- Lead division specific recruitment efforts, including responses to inquiries beyond the initial response and scheduling of campus visits/interviews
- Maintain follow-up communication with new admits to ensure enrollment/registration in HUEC at LSU, particularly those who will be new to LSU and Baton Rouge
- Present division-specific graduate-level curricula changes to the graduate studies committee
- Assist with division nominations for graduate faculty
- Attend Graduate Studies-sponsored events and activities
- Chair and serve on selected sub-committees

HUEC Graduate Student Representative

- Serve on Graduate Studies Committee
- Responsible for helping all grad students feel a part of grad community in HUEC
- Communicate with graduate students via email about events occurring within School of HUEC and around LSU campus. Ex:
 - Notices about scholarships, fellowships
 - Reminders about meetings, deadlines
 - Requests from faculty and staff
- Write/edit contributions to Graduate Student Newsletter
 - Published each semester.
- Chair Recruitment event and other selected committees
- Coordinate and lead new graduate student orientations in fall and spring
- Coordinate and monitor copy code program for grad students
- Coordinate business card acquisition for grad assistants
- Solicit and follow up on improvements for HUEC grad program
- Represent grad students with requests to faculty, staff
- Answer/follow up on questions from grad students

Division Graduate Student Representative

- Facilitate communication between the Grad Student Rep and grad students within division
- Assist with recruitment efforts within the Division
- Serve on recruitment event committee
- Establish contact/communicate with new admits to ensure enrollment/registration in HUEC at LSU, particularly those who will be new to LSU and Baton Rouge
- Attend selected Division faculty meetings
 - submit brief reports to Grad Student Rep
 - submit items for our newsletter, *HUEC Grad Report*
- Solicit and follow up on improvements for HUEC grad program

Appendix B

Graduate Faculty

See LSU Graduate Bulletin for list of faculty research interests.

Family, Child and Consumer Sciences

Faculty Name	Title	Contact Info	Graduate Faculty Membership
Jennifer Baumgartner	Assistant Professor	338B HUEC 578-3329 jbaumgartner@agcenter.lsu.edu	Associate
Cassandra Chaney	Assistant Professor	336 HUEC 578-1729 cchaney@agcenter.lsu.edu	Associate
Cyndi DiCarlo	Assistant Professor	338D HUEC 578-7005 cdicar2@lsu.edu	Associate
Betsy Garrison	Professor and Associate Dean, College of Agriculture	142 Ag Admin 578-2081 hcgarr@lsu.edu	Full
Frances Lawrence	Gerald Cire and Lena Grand Williams Endowed Professor	237 HUEC 578-1726 flawrence@lsu.edu	Full
Loren Marks	Associate Professor	341 HUEC 578-2405 lorenm@lsu.edu	Associate
Sarah Pierce	Associate Professor	327 HUEC 578-1725 pierce@lsu.edu	Full

Adjunct Faculty FCCS

Faculty Name	Title	Contact Info
Robert Laird	Adjunct Associate Professor	University of New Orleans Department of Psychology
Pamela Monroe	Adjunct Professor	311 Longfield House 578-1351 School of Social Work pmonroe@lsu.edu
Diane Burts	Emeritus Professor	

Human Nutrition and Food

Faculty Name	Title	Contact Info	Graduate Faculty Membership
Carol Lammi-Keefe	AB Clark Professor and Division Head	297B Knapp Hall 578-1518	Full
Michael Keenan	Associate Professor	209 Knapp Hall 578-1708 mkeenan@lsu.edu	Full
Roy Martin	Gordon Cain Chair and Director	129 HUEC 578-2284 rjmartin@lsu.edu	Full
Carol O'Neil	Ann Armstrong Pelteir Professor	261 Knapp Hall 578-1631 coneill@lsu.edu	Full
Richard Tulley	Professor and Director of BEST	201 Knapp Hall 578-7879 rtulley@agctr.lsu.edu	Associate
Georgianna Tuuri	Assistant Professor	255 Knapp Hall 578-1722 gtuuri@lsu.edu	Associate
Marlene Most	Associate Professor	763-2663 mmost@agctr.lsu.edu	Associate

Adjunct Faculty HNF

Faculty Name	Title	Contact Info
George Argyropoulos	Adjunct Associate Professor	Pennington Biomedical Research Center
Nikhil Dhurandhar	Adjunct Associate Professor	Pennington Biomedical Research Center
Tom Gettys	Adjunct Professor	Pennington Biomedical Research Center
Frank Greenway	Adjunct Professor	Pennington Biomedical Research Center
Maren Hegstead	Emeritus Professor	
Christopher Morrison	Adjunct Assistant Professor	Pennington Biomedical Research Center
Jianping Ye	Adjunct Associate Professor	Pennington Biomedical Research Center
Marlene Most	Adjunct Associate Professor	Pennington Biomedical Research Center
Catherine Champagne	Adjunct Associate Professor	Pennington Biomedical Research Center
Jun Zhou	Adjunct Instructor	Pennington Biomedical Research Center
Aamir Zuberi	Adjunct Assistant Professor	Pennington Biomedical Research Center

Textiles, Apparel Design, and Merchandising

Faculty Name	Title	Contact Info	Graduate Faculty Membership
Bonnie Belleau	Beverly Griffin Shea Professor and Division Head	145 HUEC 578-1535 hcbell@lsu.edu	Full
Jonathan Chen	Professor	227 HUEC 578-2407 chenyan@lsu.edu	Full
Jenna Kuttruff	Professor	151 HUEC 578-1600 jkutt1@lsu.edu	Full
Ioan Negulescu	Professor	232A HUEC 578-1684 inegule@lsu.edu	Full
Haesun Park	Assistant Professor	229 HUEC 578-0883 hpark@lsu.edu	Associate
Chuanlan Liu	Assistant Professor	330 HUEC 578-2400 chuanlan@lsu.edu	Associate

Adjunct Faculty TAM

Faculty Name	Title	Contact Info
Grace Wasike Namwamba	Adjunct Associate Professor	Southern Univeristy Department of Family and Consumer Science
Carl Kuttruff	Adjunct Assistant Professor	Kuttruff and Associates
Teresa Summers	Emeritus Professor	Louisiana State University

Appendix C

M.S. Route to Success

1. Admission to program.
2. Selection of major professor and advisory committee.
3. Complete program of study form (in house) minimum 30 hours (Available on HUEC website).
4. Select thesis topic & determine style (traditional vs. journal). Use thesis guidelines from Graduate School.
5. Prepare thesis proposal (usually first three chapters).
6. Distribute proposal to committee at least 1 week in advance.
7. Develop oral presentation, usually with PowerPoint.
 - a. Reserve equipment and room, and have a back up plan for technical failures.
8. Hold thesis proposal meeting. Get approval form signed (in house) (Appendix F).
9. Obtain IRB approval.
10. In the 1st week of the semester you intend to graduate:
 - a. Complete “Application for Degree” and
 - b. “Request for final exam” forms (both on HUEC Website)
11. Finish thesis.
12. Distribute thesis to your committee at least 2 weeks in advance.
13. Make an appointment with thesis editor at the graduate school.
14. Develop oral presentation, usually with PowerPoint.
 - a. Reserve equipment and room, and have a back up plan for technical failures.
15. Hold Final Exam.
 - a. Must be held during a regular session of classes from orientation to graduation.
 - b. Give cards and approval sheets to office secretary.
16. If passed, complete changes requested by committee.
17. Visit the thesis editor.
18. Make requested changes and get Graduate School approval of your hard (paper) copy. Complete cataloging abstract & agreement form.
19. Electronically submit the final approved copy.
20. Provide bound copy to major professor and committee.
21. Graduate. Congratulations!

Appendix D

List of Forms and Applications on HUEC Website

<http://www.huec.lsu.edu/graduate/gradforms.htm>

Forms for All Students

HUEC Graduate Assistant Job Description (HUEC Form)
HUEC Graduate Assistantship Application (HUEC Form)
HUEC Graduate Research Assistantship Evaluation Form (HUEC Form)
HUEC Graduate Teaching Assistantship Evaluation Form (HUEC Form)
HUEC Graduate Scholarship Application (HUEC Form)
Lewis Graduate Student Travel Fund Application (HUEC Form)
HUEC Guidelines for Authorship (HUEC Form)
HUEC Authorship Agreement (HUEC Form)

Forms for M.S. Students

M.S. Program of Study Form (HUEC Form)
Request for Transfer/Extension Credit Form (Grad School Form)
Application for M.S. Degree (Grad School Form)
Request for M.S. Examination/Thesis Defense (Grad School Form)

Forms for Ph.D. Students

Doctoral Program of Study Form (Grad School Form)
Change Doctoral Program of Study Form (Grad School Form)
Application for Doctoral Degree (Grad School Form)
Doctoral General and Final Examination Form (Grad School Form)

Appendix E
Sample Thesis Proposal Cover Sheet

LOUISIANA STATE UNIVERSITY
SCHOOL OF HUMAN ECOLOGY

Thesis/Dissertation Proposal

of

(Student Name)

(Title)

Changes:

_____ Chair

Date Approved _____

Appendix F

GRADUATE SCHOOL LOUISIANA STATE UNIVERSITY

VERIFICATION OF GRADUATE CONCENTRATION

Instructions:

Departments with approved concentrations are responsible for verifying that concentration requirements have been met by each student. This verification, by the appropriate faculty and department concentration coordinator, must be submitted with the results of the master's examination or the doctoral general examination. Approved concentrations will appear on the official transcript once the degree is awarded. Please note that concentrations will not be added after the degree is conferred.

The department must enter the correct concentration code on the UGPG screen on the student information database (IMS). This should be done as early in the student's program as possible for tracking and degree audit purposes.

Student's name: _____ ID# _____

Department: _____

Major Field: _____

Concentration: _____ Code: _____

The undersigned certify that the requirements for the above concentration have been met:

_____ Committee Chair

_____ Concentration Coordinator

Appendix G

SCHOOL OF HUMAN ECOLOGY GUIDELINES FOR AUTHORSHIP

Note: These guidelines are intended to apply to all forms of scholarly work, including but not limited to, student projects, class projects, unfinished projects, designs, data, theses, dissertations, or any type of collaborative effort.

1. Authorship assigns credit for major contributions and designates responsibility and accountability for the results of the work.
2. Joint authorship/publication credit is reserved for the individuals who have made substantial and significant professional/scientific contributions to the work reported.
3. The name of the principal contributor should appear first, with subsequent names listed in order of decreasing contributions.
4. Minor professional contributions and extensive clerical or nonprofessional assistance may be acknowledged in footnotes.
5. The principal (first) author of manuscripts generated by graduate theses/dissertations is assigned to the individual who writes the article. Students should always be included as an author even if they did not participate in preparing the manuscript for publication.
6. Because student research is greatly influenced by the major professor's scholarship and experience, the student should include the major professor as a joint author of the publication.
7. If the dissertation/dissertation or other research project concept is student generated, the research conducted independently, and the faculty member does not participate in preparing the manuscript and is not interested in joint authorship, the student may be the sole author of the publication of results. However, the faculty member, department, and university must be credited in a footnote.
8. Graduate students have the right to be given first opportunity to draft the manuscript. Students are usually allowed up to six (6) months from the date of graduation to submit to joint authors a draft of a manuscript as first author. However, specific disciplines may need to disseminate research results more quickly. In that instance, students and major professor will negotiate a briefer time allowance for student submission of a manuscript for publication.
9. If students decline to write the first draft of the article or do not meet the agreed upon deadline, the major professor is granted the right to proceed as first author. Students must be given co-authorship. This policy should be reviewed with students prior to graduation and their written agreement obtained.
10. All joint authors should consent in writing to the final draft of the manuscript according

to their contribution.

11. Agreement acknowledging contribution to the research through sole or joint authorship, order of authors' names, and acknowledgments through the use of footnotes should be obtained in writing from all potential authors prior to preparation of a manuscript for publication. This should be completed after data collection and analysis have been finalized and should be the first step in the group planning process for manuscript preparation.
12. Disputes over authorship will be resolved by the School of Human Ecology Graduate Studies Committee and the Director of the School of Human Ecology. An aggrieved party may appeal for relief to the Director of the School of Human Ecology or the Graduate Advisor, who are authorized to mediate disputes and render judgments concerning authorship. Disputes also may be referred to the Graduate Studies Committee, or a subcommittee thereof, for review and recommendations to the Director of the School or to the Graduate Advisor. This appeals process does not preclude students' rights to appeal and seek redress under existing University policies, particularly PS-48.
13. Responsibility for payment of page charges and preparation of figures and other camera-ready materials should be determined by the authors before manuscripts are submitted.
14. Students working with faculty members on research projects should be aware that various research products such as data, original laboratory notebooks, photographs, and analyses are the property of LSU, the School of Human Ecology, the AgCenter, or other funding agency. Students are entitled to copies of such materials, at the student's expense.

SCHOOL OF HUMAN ECOLOGY
STUDENT ACKNOWLEDGMENT OF GUIDELINES FOR AUTHORSHIP

I have read and understand the LSU School of Human Ecology Guidelines for Authorship.

DATE

NAME

Appendix H

Professional Organizations in Human Ecology

Human Ecology

American Association of Family and Consumer Sciences (AAFCS)
Gamma Sigma Delta (Agriculture Honor Society)

Family, Child and Consumer Sciences

American Council on Consumer Interests (ACCI)
American Educational Research Association (AERA)
Association for Financial Counseling and Planning Education (AFCPE)
Eastern Association of Family Economics and Resource Management (EFERMA)
Groves Conference on Marriage and the Family (invitation only)
National Association of Early Childhood Teacher Educators (NAECTE)
National Association for the Education of Young Children (NAEYC)
National Council on Family Relations (NCFR)
Society for Research in Child Development (SRCD)
Western Region Home Management Family Economics Educators (WRHMFEE)

Human Nutrition

American Dietetic Association (ADA)
American Society of Nutrition
Federation of American Societies for Experimental Biology (FASEB)
Institute of Food Technologists
Society for Nutrition Education

Textiles, Apparel Design and Merchandising

American Association of Textile Chemists and Colorists (AATCC)
American Chemical Society
American Institute of Conservation
American Society for Testing and Materials
Costume Society of America
Fashion Group International
International Textiles and Apparel Association (ITAA)
National Retail Federation
Textile Society of America

Appendix I

Ph.D. Route to Success

General Examination

1. Admission to the program.
2. Selection of major professor and at least 2 members of your advisory committee.
3. Complete program of study form. Submit to graduate school.
4. Complete approved Program of Study coursework.
 - a. Including fulfillment of residency, 2 sequential semesters (no summers) of full-time enrollment.
5. In conjunction with your major professor, plan the written portion of your general examination (20 hours). You may need to add another person to your committee so that there are at least 4 members of the graduate faculty.
6. Three weeks prior to the date of your exam:
 - a. Complete “Request for Doctoral General or Final Exam” form. This form signals to the Graduate School that you need a Dean’s representative added to your committee to review the written portion of the exam.
 - b. Reserve room.
 - c. Must be held during a regular session of classes from orientation to graduation.
7. Finish the written portion of the exam.
8. Distribute it to your committee at least 2 weeks in advance.
9. Confer with major professor about the written portion of your exam. Upon permission of your major professor, you may also contact the rest of your committee.
10. Hold Oral Exam.
11. Congratulations, you are now a PhD Candidate!

Dissertation

1. Admission to candidacy.
2. Fine tune dissertation topic & determine style (traditional vs. journal).
3. Prepare dissertation proposal (first three chapters or introduction and methods).
4. Distribute proposal to committee at least 2 weeks in advance.
5. Develop oral presentation, usually with PowerPoint.
 - a. Reserve equipment & room; plan a back up for technology failures.
6. Hold proposal meeting. Get approval form signed (in-house).
7. Obtain IRB approval.
8. In the first week of the semester you intend to graduate:
 - a. Complete “Application for Degree” and
 - b. “Request for Doctoral Final Exam” forms.
9. Finish dissertation.
10. Distribute dissertation to your committee at least 2 weeks in advance.
11. Make an appointment with the dissertation editor at the graduate school.
12. Develop oral presentation, usually with PowerPoint. Reserve equipment and room, and have back up plan for technology failures.
13. Hold Final Exam (Dissertation Defense) – Must be held during regular session of classes from orientation to graduation.
14. If passed, complete changes requested by committee.
15. Visit the dissertation editor.
16. Make requested changes & get Graduate School approval of your hard (paper) copy. Complete cataloging abstract & other required forms. Approval sheets are in your file in our main office.
17. Electronically submit the final approved copy.
18. Provide bound copy to major professor & committee.
19. Graduate. Congratulations!

Appendix J
Sample Dissertation Proposal Cover Sheet

LOUISIANA STATE UNIVERSITY
SCHOOL OF HUMAN ECOLOGY

Dissertation/Dissertation Proposal

of

(Student Name)

(Title)

Advisory Committee

_____ Chairman

Date Approved _____

Appendix K
JOB DESCRIPTION

**GRADUATE ASSISTANTS
SCHOOL OF HUMAN ECOLOGY
LOUISIANA STATE UNIVERSITY**

The position of Graduate Assistant requires approximately 20 hours per week either on an academic or fiscal term depending on the nature of the financial support.

Research Assistant (RA)

- Review of research literature.
- Development and testing of research apparatus.
- Collection and analysis of research data.
- Preparation of scholarly manuscripts, professional presentations, and grant proposals.

Teaching Assistant 1 (TA1)

- Preparation of course materials, including laboratory experiments.
- Grading of tests, quizzes, assignments, or lab reports.
- Proctoring of exams.
- Tutoring sessions.
- Maintenance of class records.
- Preparation of scholarly manuscripts, professional presentations, and grant proposals.

Teaching Assistant 2 (TA2)

In addition to the duties of a TA1,

- Direction of laboratory sessions, or assistance in laboratory sessions.
- Presentation of classroom or laboratory lectures.
- Direction of discussion groups.

Teaching Assistant 3 (TA3)

In addition to the duties of a TA2,

- Teach classes for credit as the instructor of record.

SACS Requirements (TA3),

- At least 18 hours of graduate-level course credit in the teaching discipline.
- During the first semester of teaching, an assigned faculty mentor who observes classes, reviews lesson plans and course materials, and evaluates the TA3. TA3s with unacceptable performance are continued in the mentor program.
- Evaluation by his/her students at the end of each semester.
- Participate in either departmental or University programs on pedagogy.
- If an international student, certified as proficient in English.

I have received the above job description and understand fully the duties outlined.

Student Signature

Date

Appendix L

Human Ecology Scholarships

Edith Spring Arnold

Eligibility and Criteria:

- Awarded for the purpose of recruitment of outstanding graduate students
- Recipients selected on the basis of scholarship, financial need, and commitment to the profession of Human Ecology

Larry & Barbara Chachere

Eligibility and Criteria:

- Must be a graduate student enrolled in the College of Agriculture, majoring in or working toward an advanced degree in Human Ecology with a concentration in Human Nutrition and Food.
- Must be born and reside in Louisiana.
- Overall GPA of at least 3.0
- Financial need shall be a consideration
- Recipient may retain fellowship for an additional year(s) provided funds are available and he/she continues to meet eligibility requirements. Will lose fellowship if he/she fails to remain enrolled as full-time in Human Ecology.

Lillie & Alvin Harper

Eligibility and Criteria:

- Human Ecology full-time or part-time if working at least 30 hours/week
- Overall GPA of 3.5
- Financial need shall be a consideration
- When practical, preference shall be given to students from North Louisiana
- A recipient may retain this scholarship for up to three years provided he/she continues to meet the eligibility requirements.

Neva Olsen Nolen

Eligibility and Criteria:

- Full-time Human Ecology graduate student and enrolled in the PhD program or qualified for with intentions of enrolling.
- Consideration will be given to student motivation and leadership

Clyde E. Mobley

Eligibility and Criteria:

- Human Ecology graduate student, enrolled or eligible for admission
- Louisiana resident with B.S. degree in Human Ecology from a Louisiana institution
- Evidence of becoming able to make a worthwhile contribution to the profession of Human Ecology

SHUEC Alumni Graduate

Eligibility and Criteria:

- Human Ecology full-time graduate student in good academic standing
- Either MS or PhD student
- Need is a consideration
- Typically not renewable

Clara Tucker

Eligibility and Criteria:

- Human Ecology full-time graduate student in good academic standing
- Consideration given to motivation and leadership.

Appendix M

HUEC People to Know

Questions about or ideas for improvement to the HUEC graduate program	Dr. Jenna Kuttruff <i>or</i> Mr. Ryan Aldridge (Room 151)
Questions about your student file	Ms. Melinda Mooney (Room 125)
Questions about checking out keys to an office or room	Ms. Hazel Johnson (Room 125)
Questions about your paycheck or other financial matters	Ms. Cheryl Kennedy (Room 143) Ms. Lori Dowden (Room 131)
Questions about travel, extension accounts, or other financial matters	Ms. Jenny Schexneider (Room 143)
Questions about grant accounts, LSU Baton Rouge campus accounts, or other financial matters	Ms. Lori Dowden (Room 131) Ms. Jenny Schexneider (Room 143)
Questions about using the copy or FAX machines	Ms. Anne Boerner (Room 130)
Questions about computers/checking out computer equipment	Ms. Gail Coleman (Room 132)
Questions about your program of study or class schedule	Your major professor <i>or</i> Dr. Jenna Kuttruff (Room 151)
Questions about getting a copy code	Mr. Ryan Aldridge (Room 151)

Appendix N

TRAVEL

Staff Contact: Jenny Schexneider Marceaux, 143 Human Ecology Building, 8-1509,

FORMS:

LSU Main Campus:

- AS292- Request for Authorization to Travel
- AS300-Travel Expense Reimbursement

LSU AgCenter:

- Request for Travel Authorization
- Travel Expense Voucher Request (

All forms are available on the Human Ecology Intranet

NOTE: Use LSU ID#, never use your SS# on Travel forms

BEFORE YOU TRAVEL....

1) Complete a Travel Authorization form

2-Types LSU or AgCenter Forms

- This form must be turned in before you travel; allow a week or two for processing. The earlier you turn in – the faster you will be authorized.
- Complete & sign a travel authorization form, turn into department travel person (Jenny).
 - Travel paid by the main campus/LSU account 101-40-XXXX: Use form AS292 – Request for Authorization to Travel.
 - If you are receiving funds from Graduate School you must use LSU AS292, regardless of account number.
 - Travel paid by either LSU AgCenter account 940-36-XXXX or a combination of 940-36 and another account, use the AgCenter's Advance Travel Authorization form.
 - If you are traveling within Louisiana on AgCenter funds, an AgCenter Advance Authorization form is not needed.
- Main campus forms must be approved by Dr. Martin and Dean Koonce; the AgCenter form must only be approved by Dr. Martin.
- International travel requires that you procure signature authorization from the Vice Chancellor and Provost as well.
- Once completely approved, the original will be filed in with department travel person.
- You must book Air Travel through Carlson Wagonlit Travel-LA Travel Services-ask your Faculty advisor for help.

LSU: BY 15TH OF MONTH FOLLOWING YOUR RETURN;

AGCENTER: WITHIN 30 DAYS OF YOUR RETURN...

For faster processing turn in immediately following your trip.

Travel Voucher

Use Voucher to match authorization form.

LSU or AgCenter

- When you return from the trip you must have the voucher submitted in a timely fashion.
 - Main Campus form: AS300 – Travel Expense Reimbursement Request
 - AgCenter form: Travel Expense Voucher
- Be sure to attach all applicable receipts and trip documentation. If you claim mileage, include map quest print out.
- Receipts Information:
 - Confirmation of Payment for Conference Fees/Registration
 - Hotel receipt must have zero balance. If hotel is booked at conference rate, must have documentation listing conference hotels. If your Hotel is booked at a conference rate include paper work listing conference hotels.
 - Receipts are required for all reimbursement claims except for daily per diems.
 - Refer to FY 08-09 Travel Orientation Brochure for rates and instructions.
- Voucher Reimbursements will need to be approved by Dr. Martin before it is sent to Accounts Payable for further processing.