Steps to First Grad Program Academic Committee (GPAC) Meeting

Prepare The Certification Form:

- o   Meet with your advisor with form. Be sure you have your transcripts and audit information.
- o   Find committee members for your GPAC. Use the graduate committee tool at
    https://uwmadison.co1.qualtrics.com/jfe/form/SV_3OeLFS8KbP46TqJ
    - GPAC requirement High lights
        - o   3 committee members for MS, 4 committee members for PhD
        - o   2 out of the 3 must be UW Madison Grad Faculty for MS and 3 out of the 4 must be UW Grad Faculty for PhD
        - o   At least 3 member of the PhD GPAC must be readers
        - o   More information can be found at
            https://grad.wisc.edu/documents/committees/

Set up First Grad Program GPAC Meeting (Within six months of the start of the Food Science Grad Program.)

- o   Contact your GPAC members and schedule time for the meeting.
- o   You will need to take a Progress Form to the first meeting, which is located in the First GPAC Meeting Forms document. (this PDF document)
- o   Prepare a **short** report about your research status for the meeting.
- o   Be sure to send a meeting reminder to the GPAC at least one day before the meeting.

Bring to your First GPAC meeting:

- o   The completed Certification of Food Science Graduate Course Program Form
- o   A Progress Form
- o   Your transcripts and audit form
- o   A **short** report of your research

After your defense:

- o   Submit the following completed and or signed forms to the Graduate Coordinator
    - o   A signed and dated Certification of Food Science Graduate Course Program form
    - o   A signed and dated Progress Form
    - o   Remember that you need to meet every year for the GPAC annual meeting.
    - o   If your GPAC approves a change in the course certification plan, they should initial changes on the form and that form should be given to the Graduate Coordinator.
    - o   Be sure to submit materials to the Grad Coordinator ASAP so an assessment link can be sent to the GPAC Members.

CERTIFICATION OF FOOD SCIENCE GRADUATE COURSE PROGRAM

Department of Food Science
University of Wisconsin-Madison
Madison, WI 53706

Students wishing to present themselves as candidates for an advanced degree with a major program in the Department should prepare this form for approval by the following groups (a) the practicum requirement by Graduate Program chair, (b) proposed coursework plan by major advisor and (c) and the coursework plan needs the final approval from the Graduate Student Advisory committee. Three copies of this form are needed for MS and four for PhD students. The candidate will bring the original form and sufficient copies, plus transcripts of all college or university work, in person, to a meeting (usually one of the initial meetings) of the Graduate Student Advisory Committee (GPAC) for its consideration. After favorable action by the Committee, one copy will be kept in the Departmental file; one will go to the major professor, one to the student, and one to the minor department, if appropriate. *At the time of the MS Examination or Preliminary PhD Examination, the candidate must present Certification forms, Approval for Examination forms, and transcripts of all college courses.*

DEGREE (check one)

☐ MS

PhD Major

☐ PhD Joint Major

Major Professor: _____   Theme (if distributed minor): _____

Minor Subject (PhD): _____   _____

Minor Professor (PhD): _____   _____

BACKGROUND INFORMATION

Undergraduate   _____

Institution: Country:_____   Dates: _____

Major: _____   Degree & Date: _____

PREVIOUS GRADUATE DEGREES

1. Institution: _____   Country: _____   Dates: _____

    Degree & Date: _____   Major: _____   Minor: _____

    Major Advisor: _____

2. Institution: _____   Country: _____   Dates: _____

    Degree & Date: _____   Major: _____   Minor: _____

    Major Advisor: _____

Enter corresponding graduate degree (GD) and graduate course (GC) credits in right-hand columns **(GD courses = 300+ level, GC courses = 700+ and <700 marked "G50%", including FS 600-679 courses)**	**Credits toward** **GD GC**

TO ENTER GRADUATE PROGRAM AS M.S. OR PH.D. CANDIDATE   *or WILL take

Requirement/Course	MS	PhD	UW-Madison course; or equivalent (specify institution, dept, course# & title)	Credit(s)	Grade(s)	Semester Taken*	
Degree	B.S/ B.E.	M.S.					
Organic Chemistry (1 course)	◆UW Chem 341, 343, 345						__ __
Biochemistry (1 course)	◆UW Biochem 501, 510, 651						__ __

◆examples of equivalent courses at UW-Madison

CORE FOOD SCIENCE COURSES FOR M.S. OR PH.D. CANDIDATES   *or WILL take

Requirement/Course	UW Course	UW-Madison course; or equivalent (specify institution, dept, course# & title)	Credit(s)	Grade(s)	Semester Taken*	
Food chemistry (1 course)	FS 410					__ __
Food processing or Preservation (1 course)	FS 432					__ __
Food Microbiology (1 course)	FS 325					__ __

CORE GRADUATE LEVEL FOOD SCIENCE COURSES FOR M.S. OR PH.D. CANDIDATES (CREDIT REQUIREMENTS)[1,2]   *or WILL take

Requirement/Course	MS	PhD	UW-Madison course; or equivalent (specify institution, dept, course# & title)	Credit(s)	Grade(s)	Semester Taken*	
Teaching Practicum (FS 799)	---	2					__ __
Affiliated Instructional course or workshop	---	0-3	(see top of page 4 for additional information)				__ __
Graduate Seminar (FS 900)[3] **GRADED**	1	2	FS 900 FS Grad Seminar	1			__ __
Graduate Food Science Courses (600+, **EXCLUDING 699**)	4	8					__ __

(add to totals on next page)

[1] Not more than 4 credits for UW Food Science equivalent courses may be applied to Ph.D. requirements from prior M.S. degree coursework.

[2] For PhD students, the graduate student advisory committee may advise the student to take a maximum of 2 credits outside the food science program and count those credits towards the 8 credit food science graduate course requirements, these 2 credits must be at graduate level, and should only be used in the case of insufficient food science graduate courses being offered. A course used to fulfill the Food Science graduate credit requirement cannot be used again to fulfill the 10 credit minor requirement.

[3] Students are required to attend Graduate seminar each semester while enrolled in full-time graduate studies, MS students must give 1 public/departmental seminar (graded) while PhD students must give two seminars (graded).

REQUIRED COURSES OUTSIDE OF FOOD SCIENCE *or WILL take

Requirement/Course	MS	PhD	UW-Madison course; or equivalent (specify institution, dept, course# & title)	Credit(s)	Grade(s)	Semester Taken*
Statistics[4]	Yes	Yes				
*Mi*nor[5]	No	Yes				

Credits toward GD GC __ __

__ __

[4]One course is required; Stats 571 or Stats 424 are suggested courses if the student has not taken a prior course in statistics.

[5]There are two options for a minor. Option A requires a minimum of 10 credits in a single department/major field of study. Selection of this option requires the approval of the minor department (Identify Minor professor on the front page of this certification form). Option B (distributed minor) requires a minimum of 10 credits of courses 500+ level conforming to a common theme in more than one department. No more than 6 credits from prior graduate level coursework may be applied toward fulfillment of the minor requirement.

OTHER COURSES REQUIRED BY GPAC AND/OR TO SATISFY 9 CREDIT MINIMUM FOR M.S. Programs[6]

Requirement/Course	MS#	PhD	UW-Madison course; or equivalent (specify institution, dept, course# & title)	Credit(s)	Grade(s)	Semester Taken*
Minimum of **9**# Grad Degree **credits** (300+ courses)						*or WILL take
FS 990 (from table below)	box **I**	box **J**		_____		**various**

[6]Additional courses may be required as decided by individual graduate student advisory committee (e.g. if the student has a perceived deficiency in a key aspect that could be remedied by taking a course, or if a particular course was considered to be an important course to support the research topic of the student). #Research (FS 990) and ungraded Graduate Seminar credits (FS 900) do not count.

GD GC

Enter cumulative graduate degree (GD) and graduate course (GC) below in Table boxes a-d Σ

__ __

TOTAL CREDITS TOWARD GRADUATE RESIDENCE REQUIREMENT: MS (≥16) _____ PhD (≥32) _____ (300+ level, includes FS 990)
[students earning an MS degree at UW-Madison <5 years prior to entering PhD see Graduate Program Coordinator for assistance]

THESIS CREDITS (FS 990) REQUIRED TO SATISFY GRADUATE DEGREE (30/51; MS/PhD) AND COURSE (15/26) CREDITS[7]

∑ Credits toward Requirements	MS	PhD	Deficit in ∑ Credit Requirement based on coursewok required for degree program	MS	PhD
Enter ∑ **Graduate degree credits** (300+ courses)	a ___	b ___	Enter deficit of **Graduate degree credits** to attain 30 for MS program and 51 for PhD program: 30-a or 51-b	e ___	f ___
Enter ∑ **Graduate course credits** (FS 600+, 700 level & "**G50%**" courses)	c ___	d ___	Enter deficit of **Graduate course credits** to attain 15 for MS program and 26 for PhD program (300+ courses): 15-c or 26-d	g ___	h ___
FS 990 credits required to satisfy Graduate School requirements	✕	✕	MS, select larger of "e" or "g"; PhD, select larger of "f" or "h" (taken various semesters) **FS990**	**I** ___	**J** ___

[7]Certified coursework for M.S. and Ph.D degrees must reach a respective minimum of 30 and 51 graduate degree credits, with ≥50% of those credits defined as "Graduate Course Credits" (numbered 700 and above; numbered 300-699 that are specifically designed for graduate students in a graduate program; numbered 300-699 that assess graduate students separately from undergraduate students – Such courses will be designated as "G50%"). **Additional elective courses should NOT be listed on this certified coursework form.**

TEACHING (PRACTICUM) REQUIREMENT (PhD ONLY)

(See "Graduate Student Handbook" section V.F. and Appendix B)

This section must be approved and signed by the Graduate Program Chair before receiving Graduate Course Program Approval.

Part I: Completion of a teaching/learning class or workshop

- **International students** are required to complete an International Students Assistants (ITA) workshop (available both semesters and summer).
- **All TA and practicum students** must take CALS/COE TA training session: either "TIP": http://wendt.engr.wisc.edu/tip/ for continuing TAs or "NEO" http://wendt.engr.wisc.edu/neo/ for new TAs and practicum students
- In addition, the Delta Program offers courses that can be found at their web site: http://www.delta.wisc.edu/Courses/grad_courses_main.html
- It is recommended that this part of the teaching requirement be completed before participating in part two: class room or laboratory teaching.

Which instructional workshop/optional course(s) has been or will be taken?

Workshop/Course*   **Date taken or planned**

☐ ITA workshop
☐ *EPD 654 Teach.Sci&Engineer.(DeltaProg, 2-3 cr) _____
☐ *Plant Path 800: Inquiry-based Biol. Teach. (1-2 cr)_____
☐ *Other Course: _____ (provide syllabus + cr)_____

> *Enter course with credits on pg 2

Part II: In-class laboratory teaching   TA for FS 514 spring 2020

If you previously completed a practicum experience at another University attach supporting documentation including a description of the course.

Graduate Program Chair Signature   Date:

Pre-approval of coursework plan as submitted to GPAC for certification

Major Professor   Date:

- -
PROGRAM APPROVAL

Action of Graduate Student Advisory Committee

☐ Approved

☐ Resubmit

☐ Approved pending the following:

Graduate Student Advisory Committee Signatures: Date:

Print Names: Signatures:

_____ Advisor   _____

_____ Member   _____

_____ Member   _____

_____ Member   _____

_____ Member   _____

Student Progress Evaluation Form

Student Name

Major Advisor

Date of Meeting

Type of Meeting (check one box)

PhD ☐ *Initial Meeting* ☐ *Proposal* ☐ *Exit Seminar* ☐ *Final Defense* ☐ *Additional Meeting*

MS ☐ *Initial Meeting* ☐ *Final Defense*

Consensus comments from meeting (e.g. additional courses suggested, was course work certified, statement of current progress, suggestions on research topic) attach additional page if necessary:

Only to be completed for MS Final Defense Meeting:
If the candidate would desire to enter the UW-Madison Food Science PhD Program, does the committee think (s)he would be successful ☐ **yes** ☐ **no** ☐ **maybe** (please provide rational in the box above)

Committee Members: Printed Names   Signatures

*** one signed copy for departmental student record, one to student and one for each committee member***