

Date: \_\_\_\_\_

To: \_\_\_\_\_ (temporary advisor)

\_\_\_\_\_ (student)

From: Graduate Committee, Department of Entomology

Subject: Temporary Adviser Assignment

The Graduate Committee has arranged for the above named faculty member to serve as the temporary adviser for the above named student until a permanent adviser is selected. Please refer to the Entomology Graduate Handbook for all procedures regarding establishment of a permanent advisory committee, and in particular the following (excerpts from the handbook):

Each entering student is encouraged to select an advisor (or sponsor) before their arrival. The advisor helps the student select an advisory committee and notifies the Department Graduate Committee of this selection. The advisory committee is composed of the advisor plus two (M. S. programs) or three (Ph. D. programs) additional faculty members and it is expected to function throughout the student's career, conducting the proficiency conference, the candidacy examination (for Ph.D. students) and the thesis or dissertation examination. At least one of the committee members in addition to the advisor must be from the department. If needed, a temporary advisor will be assigned who will help the student select a temporary advisory committee. This committee will assist the student in course selection and other matters until a permanent advisor is selected. The permanent advisor should be selected no later than the end of the student's second quarter in residence, and must be a member of the graduate faculty willing to serve as the student's advisor. The advisor and student inform the Graduate Committee of their mutual acceptance by using Form Ent-5.

Some time during the student's first quarter in residence the student will meet with the advisory committee for a "proficiency conference", with the advisor acting as chairman. If a permanent advisor (and advisory committee) is not selected before the end of the student's first quarter in residence, this conference will be conducted by the temporary advisor and committee.

The proficiency conference will be in the form of an open discussion, with free exchange of thoughts and ideas between student and faculty. The objective is to ascertain strengths and weaknesses of the student in entomology and other relevant areas of study. Once this objective is satisfied, the advisory committee and the student will plan a course of study, using Department Forms Ent-6MA, Ent-6MB, or Ent-6P for candidates for Masters' Plan A, Masters Plan B, or Ph.D. respectively. One copy of this form will be retained by the student, one by the advisor, and one will be submitted to the Chairman of the Graduate Committee.

If this conference is conducted by the temporary advisor and committee, the proposed course of study will be given to the permanent advisor by the Graduate Committee. The permanent advisor and committee will review the recommendations of the temporary committee and advisor and amend the course of study accordingly.