

Graduate Student Information Packet

Introduction:

Welcome to the UAF Biology & Wildlife Department. This packet provides new students with an introduction to the department and other-related offices. Graduate students will interact with a number of different UAF offices throughout degree progression. For any questions or concerns, please contact the Biology & Wildlife office staff in 211 Irving I, or phone 474-7671.

The Graduate School Manual and UAF General Catalog list various degree, program and course requirements. It is the student's responsibility to ensure timely completion of program requirements. The department and Graduate School maintain student files containing degree-related paperwork and are happy to provide assistance with any issues.

Biology & Wildlife Department:

The Biology & Wildlife Department is responsible for all academic and teaching-related activities for faculty and students.

Name	Title	E-mail	Office Location	Phone 474-
Dr. Rich Boone	Department Chair	rdboone@alaska.edu	122 AHRB	7682
Dr. Perry Barboza	Wildlife Program Chair	psbarboza@alaska.edu	401B Irving I	7142
Dr. Denise Kind	Instructor and Laboratory Coordinator	ffdmk@uaf.edu	309 Bunnell	6298
Dawn Dearing	Office Manager	dmdearing@alaska.edu	211A Irving I	6294
Carol Piser	Student Coordinator	fncap1@uaf.edu	212 Irving I	7100
Deanna Fitzgerald	Fiscal Technician	ffdlc1@uaf.edu	210 Irving I	7542
Carolyn Chapin	Undergraduate Advising Coordinator	fnclp@uaf.edu	305B Bunnell	5548

- Department Chair: Oversees all administrative and academic functions of the department; manages budget; approves academic paperwork. In collaboration with the Wildlife Program Chair, reviews and edits all theses/dissertations; evaluates defenses; oversees graduate student admissions.
- Wildlife Program Chair: Oversees administration and academic functions of the Wildlife program; approves academic paperwork. Reviews and edits all theses/dissertations and evaluates defenses for Wildlife students; collaborates with department chair to oversee admissions to Wildlife program.
- Office Manager: Assistant to the Department Chair; primary liaison for UAF administrative departments and CNSM; manages department budget and is primary Personnel Payroll Assistant (PPA); assigns graduate student offices; supervises department staff and can perform their functions during absences; creates semester schedules solves unforeseen problems.
- Student Coordinator: Liaison to the Graduate School, Admissions, Registrar, and Graduation Office; processes graduate student admissions applications; maintains student files and routes academic paperwork; prepares and distributes instructor evaluations; schedules comprehensive exams. Assigns Teaching Assistantships (TAs) to courses appropriate for their background and expertise, in collaboration with Department Chair.

- **Fiscal Technician:** Liaison to Human Resources, Travel, Financial Services, and Facility Services; manages timesheets, hiring paperwork, contracts, travel, fieldtrips, copy codes, purchasing, textbooks, and reimbursements.
- **Instructor/Lab Coordinator:** Teaches introductory biology and other fundamental courses; purchases and repairs teaching supplies and equipment; maintains the Biology & Wildlife stockroom in 309 Bunnell; oversees BIOL 115/116 labs and provides laboratory support for other courses as necessary.

Department Contact Information:

Mailing Address	Delivery Address	Fax Number
University of Alaska Fairbanks Biology & Wildlife Department PO Box 756100 Fairbanks, AK 99775-6100	University of Alaska Fairbanks Biology & Wildlife Department 902 N Koyukuk 211 Irving I Fairbanks, AK 99775-6100	907-474-6716

Office Space:

The department makes every effort to provide all graduate students an office, desk, shelving and filing cabinet space. To ensure space availability, students are asked to vacate offices upon thesis submittal. The Office Manager grants exceptions on an individual basis.

Computer Lab:

A computer lab is available for graduate student use in 303 Irving I. Mercury accounts are required to use the computers. Courses are taught in this lab, and a current semester schedule is posted on the lab door. Contact the Student Coordinator for a Mercury account application, door combination, or further information.

Teaching Assistantships:

A limited number of Teaching Assistantships (TAs) are provided to graduate students in good academic standing. Students appointed to assistantships are not permitted to engage in other paid positions without prior approval. Requests for exception to this policy may be submitted to the Office Manager. TAs may be required to attend lectures, teach labs sections, grade papers, and clean labs and other work areas. For more information on TA assignments contact the Student Coordinator.

Institute of Arctic Biology:

The Institute of Arctic Biology (IAB) is responsible for all research and grant-related activities for faculty and students. IAB staff assists graduate students through Research Assistantships (RAs), proposal preparation, grants and contract account tracking, grant purchasing, research-related recruitment, RA payroll, and grant-related travel. IAB administrative offices include the Director's Office (311 Irving I) and Business Office (308 through 310 Irving I).

Name	Title	E-mail	Office Location	Phone 474-
Dr. Brian Barnes	IAB Director	bmbarnes@alaska.edu	311A Irving I	7649
TBD	Asst. to IAB Director		311B Irving I	7649
Deseree Baker	Proposal Coordinator	dmbaker@alaska.edu	311B Irving I	6665
Sandra Preshaw	Proposal Coordinator	slpreshaw@alaska.edu	311B Irving I	6176
Mike Abels	Operations	maabels@alaska.edu	Bldg 965 (behind Reichardt Bldg)	5063
Jennifer Deweese	Fiscal Officer	jennifer.peterman@alaska.edu	308A Irving I	7650
Marie Gilbert	Public Information Officer	megilbert@alaska.edu	416 Irving I	7412
Margo Griffith	HR Coordinator - Benefited Positions	margo.griffith@alaska.edu	309 Irving I	6676
Julie Logsdon	HR Coordinator - Non-Benefited Positions	julie.logsdon@alaska.edu	309 Irving I	2781
Sharon Corbett	Fiscal Technician	sacorbett@alaska.edu	312A Irving I	6517
Kelly Seekatz	Fiscal Technician	fnkls@uaf.edu	312A Irving I	5324
Alicia Barger	Fiscal Technician	aabarger@alaska.edu	312A Irving I	7912
Maria Russell	Fiscal Technician	mtrussell@alaska.edu	310A Irving I	7172
Yanci Brownwon	Travel Technician	yanci.brownson@alaska.edu	310 Irving I	7811
Alyssa Moehle	Administrative Assistant	moehle@alaska.edu	308 Irving I	7658
Genelle Tilton	Stockroom Manager	bgtilton@alaska.edu	108 Irving I	7168
Jami Warrick	Safety Officer	jfwarrick@alaska.edu	308B Irving I	5455
Ed Debevec	IT Programmer	emdebevec@alaska.edu	416 Irving I	5641
Jock Irons	IT Technician	jgirons@alaska.edu	416 Irving I	1176

- **IAB Director:** Directs and administers IAB research programs for B&W faculty and graduate students; provides research support services, including preparation and submission of proposals, travel coordination, maintenance of grants, and laboratory safety training; administers graduate student research assistantships.
- **Assistant to IAB Director:** Supervises Director's Office staff, maintains IAB Director's calendar, special projects, and reviews and ensures all proposal requirements are met prior to processing.
- **Proposal Coordinator:** Assists in developing research proposals, specifically text formatting; budgets; funding agency regulations; and submission of proposals.
- **Executive Officer:** Oversees IAB personnel, IAB Business Office, Animal Quarters, Nutritional Analysis Lab, Nuclear Lab, LARS, Core Lab, Vet Services, vehicle operations, grants management, and field safety programs; serves on management committee for Toolik Station; manages all projects and modifications to labs and offices, equipment installation, and Polar Express access.

- Fiscal Officer: Supervises all IAB Business Office staff.
- Publications Coordinator: Develops, prepares, and coordinates press releases, brochures, annual reports, general publicity materials and special events; solicits, encourages and coordinates local, state and national print, television and radio coverage for IAB; maintains wildlife library.
- HR Coordinator: Prepares and processes all IAB hiring documents, contracts, and payroll.
- Payroll Coordinator: Distributes, collects, records, and proofs all IAB timesheets.
- Employment Coordinator: Advises Principal Investigators on UAF hiring procedures; prepares job announcements, and manages IAB hiring process.
- Administrative Assistant: Manages key slips, petty cash, IAB vehicle rentals, telephone services, work orders, back-up to Travel Coordinator, and collects all purchasing requests.
- Travel Technician: Prepares and tracks all phases of IAB-related travel.
- Fiscal Technicians: Prepares proposal budgets for grant submission, monitors research budgets, and reconciles ProCard transactions.
- Stockroom Manager & Technician: Manages all IAB purchasing and accounts receivable.
- Safety Officer: Teaches all safety courses, and distributes extra lab supplies and chemicals.
- IT Technicians: Maintain IAB website and assist with IT-related issues.

IAB Contact Information:

Mailing Address	Delivery Address	Fax Numbers
University of Alaska Fairbanks Institute of Arctic Biology PO Box 757000 Fairbanks, AK 99775-7000	University of Alaska Fairbanks Institute of Arctic Biology 902 N Koyukuk 311 Irving I Fairbanks, AK 99775-7000	Director's Office: 907-474-6967 Business Office: 907-474-7666 Stockroom: 907-474-1955

Alaska Cooperative Fish and Wildlife Research Unit:

The Alaska Cooperative Fish and Wildlife Research Unit (**AKCFWRU**) is part of a nationwide program created in 1935 to foster college-level research and graduate student training in support of science-based management of fish, wildlife and their habitats. The Unit program is part of the Biological Resources Discipline (BRD) of the U.S. Geological Survey. As Unit “cooperators,” the Alaska Department of Fish and Game, University of Alaska Fairbanks, U.S. Geological Survey, U.S. Fish and Wildlife Service, and Wildlife Management Institute each make substantial contributions to the continuing operation of the Alaska Unit. In return, these partners enjoy the Unit products: research published in peer-reviewed journals; students trained as entry-level professionals; and technical assistance provided by recognized experts. Students with major advisors who are Unit scientists, or who receive funding through the Unit, are considered “Unit students.”

Unit Student Services:

- Assistance with payroll, purchasing, and travel on Unit-funded projects
- Maintenance of accurate research-related financial records on Unit-funded projects
- Use of field equipment and vehicles
- Postage for research-related documents
- Networking with agency personnel to enhance employment prospects

Unit Student Responsibilities:

- Route all RA timesheets through Travel Coordinator
- Provide Unit with accurate mailing and office addresses and emergency contact information
- Supply a digital photo for Unit website (<http://www.akcfwru.uaf.edu/>)
- For Unit-funded projects, route all purchases through the Fiscal Technician and all travel through the Travel Coordinator
- Prepare poster or talk for Unit Annual Research Review (last week of March)
- Prepare a short progress report for the Unit Annual Research Report
- Report conference attendance, presentations, publications, scholarships, and other honors to Administrative Assistant
- Recognize Unit support in bylines and acknowledgments of publications and conference abstracts

Name	Responsibility	E-mail	Office Location	Phone 474-
Karen Enochs	Fiscal Technician	krenochs@alaska.edu	216A Irving I	5924
Vacant	Travel Coordinator		216 Irving I	7661
Kathy Pearse	Administrative Asst	fnkrp@uaf.edu	216B Irving I	5521
Dr. Joe Margraf	Unit Leader - Fisheries	joe.margraf@uaf.edu	210A Irving I	7661
Dr. Dave McGuire	Asst Unit Leader – Ecology	amcguir3@alaska.edu	214 Irving I	6242
Name	Responsibility	E-mail	Office Location	Phone 474-
Dr. Brad Griffith	Asst Unit Leader - Wildlife	ffdbg@uaf.edu	209C Irving I	5067
Dr. Abby Powell	Asst Unit Leader - Wildlife	ffanp@uaf.edu	209B Irving I	5505
Dr. Mark Wipfli	Asst Unit Leader - Fisheries	mark.wipfli@uaf.edu	138 Arctic Heath	6654

- **Fiscal Technician:** Prepares proposal budgets for grant submission, monitors research budgets, and reconciles ProCard transactions.
- **Travel Coordinator:** Unit receptionist; coordinates all UAF Unit-funded travel; assists graduate students with academic paperwork.
- **Administrative Assistant:** Prepares Unit annual reports, coordinates all federal Unit travel, and manages theses, publications, and federal vehicles and equipment.
- **Unit Leader (Unit Scientists):** Serve as major advisors for graduate students, teach graduate level courses, conduct federal and state-funded research.

AKCFWRU Contact Information:

Mailing Address	Delivery Address	Fax Number
University of Alaska Fairbanks AKCFWRU PO Box 757020 Fairbanks, AK 99775-7020	University of Alaska Fairbanks AKCFWRU 902 N Koyukuk 216 Irving I Fairbanks, AK 99775-7020	907-474-7872

Academic Information:

Committee Formation:

Graduate students must form an advisory committee during the first semester of study. The committee is chaired by the major advisor, and requires two additional faculty members for Masters students and three additional faculty members for Ph.D. students. Scientists who are not University of Alaska faculty may serve as committee members if approved through the affiliate faculty approval process. Please see the Student Coordinator in 212 Irving I for more information as needed.

The committee chair will assist the student in completing all required paperwork to document appointments and changes to the committee, scheduling annual committee meetings, and completing required paperwork for the program of study approved by the committee, Department Chair, and Graduate School Dean. Students, committee chairs, and committee members may all contact the Student Coordinator or Office Manager if there are questions regarding academic and administrative requirements, deadlines, formatting, or other issues.

Examinations:

M.S. Candidates: Assessment Interviews: Assessment interviews are conducted at the start of incoming students' first semester to evaluate their breadth of previous training and to direct them into appropriate courses early in their graduate training. Assessment interviews consist of a review of prior courses, a conversation with students regarding their prior training, and discussion of course work to ensure a general understanding of biological principles relevant to the student's research and career goals. Students will develop the majority of their class plans in discussion with their major advisor and graduate advisory committee; assessment interviews are designed to identify weaknesses in breadth of training and direct students into appropriate course work at the outset of their graduate program. Interviews are conducted prior to the start of classes and administered by two individuals from the department exam committee, the student's major advisor, and a potential graduate advisory committee member. Students are expected to have a background in at least three areas of biology plus experimental design. Examples of subdisciplines include Ecology, Animal Behavior, Plant Biology, Microbiology, Evolution, Genetics, Physiology, Cell Biology, and Wildlife Biology.

M.S. Students: Comprehensive Exam: M.S. students are required to write and defend a research proposal to their graduate advisory committee by the end of their second semester in the graduate program. Research proposals must consist of a minimum of two pages (not including references, figures, tables, or appendices) and follow the general format of a Grant-in-Aid or introductory thesis chapter. Proposals must be submitted to the graduate advisory committee **two weeks** prior to oral defense. For the oral defense, students will give a 15-20 minute presentation of their proposal followed by an oral examination administered by the graduate advisory committee on the theoretical background, the experimental design, and significance of the proposed research. Proposal defense questions will require students to justify the importance and feasibility of research in a broader context.

Successful defense of the proposal, satisfactory completion of at least nine semester credits of graduate study at UAF, and approval of the finalized Graduate Study Plan (GSP) will constitute a pass for the M.S. comprehensive exam (Report on Comprehensive Examination). After passing the comprehensive exam, students are eligible to advance to candidacy. Failure to complete a proposal and/or adequately defend the research will result in a conditional pass for the M.S. comprehensive exam and unsatisfactory progress on the student's annual report; the student must complete the proposal and defend the research by the end of the following semester.

Ph.D. Students: Students without a Masters: Ph.D. students entering our graduate program with a bachelor's degree only (no Masters degree) must take a qualifying exam in their first semester to demonstrate competence in biology. The exam consists of both a written and oral portion. Students will be tested on three of four categories including 1) genetics and evolution; 2) cellular and organismal physiology; 3) ecology and behavior; 4) research design and statistics. You will be able to choose which three categories you want to be tested on when you are given the written exam.

The Comprehensive Exam Committee sets the date for the written exam, which is given on a Saturday morning. The written exam is three hours. The oral exam is conducted the following week. Two Comprehensive Exam Committee members and two members of the student's graduate advisory committee (including the major advisor) attend the oral exam. The oral exam usually lasts about 1½ – 2 hours. It is your responsibility to contact the Biology and Wildlife Student Coordinator about your intention to take the exam. You also need to coordinate and provide 2-3 dates and times when you and the faculty examiners are available for the oral exam. The Biology & Wildlife Student Coordinator will assign the date, time, and location of your exams.

Possible results of the exams are Pass, Conditional Pass, and Fail. A Report on Comprehensive Exam form must be completed and signed by the examination committee members present, then submitted to the Department Chair for signature. A conditional pass can require that the student complete additional course work, obtain lab or teaching experience, or acquire other training. Once conditions are met, a new Report on Comprehensive Exam form must be completed, signed and submitted as above. Students failing the exam must retake and pass the exam the following semester.

Ph.D. Students: Comprehensive examination: All Ph.D. students are required to pass a written comprehensive examination typically within two academic years of entering the program, but no later than two academic years before the expected completion of the degree (whichever is earliest). The Ph.D. student's graduate advisory committee may choose to give an oral examination to supplement the written comprehensive examination. Each Ph.D. student must pass the comprehensive examination prior to advancement to candidacy.

Time Limits for Degrees:

The university has a time limit for degree completion. Masters students may be enrolled no more than 7 years without requesting an extension from the Department Chair. Ph.D. students may be enrolled no more than 10 years without requesting an extension from the Department Chair. Requests must include a reason for the delay, expected graduation date, a plan to meet requirements for the graduation date, and signatures from the advisory committee. Students who do not comply with these regulations will not Advance to Candidacy.

Thesis/Dissertation:

A thesis topic should be defined by the end of the first year of enrollment. The advisory committee will guide students through the research, analysis, results, and written portions of the thesis. All thesis credits will receive a DF (Deferred) grade until thesis submission. Thesis DF grades will be changed to a P (Pass) upon graduation.

Students will work closely with advisory committee members to review, edit, refine, and format a thesis that will be ready for submission. Graduate students who are required to complete a thesis in partial fulfillment of degree requirements must pass an oral defense of the thesis. The defense will consist of a public presentation followed by questions on the research, analysis, and written presentation. After the public session the exam will continue in a closed session with the student and committee members. The committee members will further assess the student and the dissertation research, will determine if the student has passed the exam, and will set any conditions

if necessary for degree completion. All committee members must be present for the defense of thesis. Ph.D. students are required to request an outside examiner, representing and appointed by the Graduate School, for their dissertation defense. Please see the General Catalog, and Defense Advertising Protocol at the end of this packet, for more information.

Most defenses require revisions to the written thesis, in accordance with UAF formatting guidelines, before submission to the advisory committee. See the Thesis Format Workbook for more information. Have the Student Coordinator proof the signature page for errors before obtaining signatures. Once the committee has approved the thesis, it is reviewed by the Department Chair (or the Wildlife Program Chair) and the CNSM Dean. Revisions may be required as each person reviews the thesis.

Before submitting the thesis to the Graduate School, a Thesis Submittal Form must be completed. To complete the form, be sure to list the number of copies and the department's address. The department will keep one copy on file in the IAB library and will pay via a journal voucher. Please see the B&W Fiscal Technician for the voucher. The form and voucher must be submitted to the Business Office with payment for the binding. Then take the payment receipt, the form and one copy of the thesis on non-thesis paper to the Graduate School. They will check the formatting and notify the student of any errors. Once the Graduate School approves the thesis, submit one copy on thesis paper and the remaining copies, according to the Thesis Submittal Form, on plain paper.

Acronyms:

AHRB	Arctic Health Research Building
AKCFWRU	Alaska Cooperative Fish and Wildlife Unit
B&W	Biology & Wildlife Department
BNZ LTER	Bonanza Long-term Ecological Research Program
BECRU	Boreal Ecology Cooperative Research Unit
BRIN	Biomedical Research Infrastructure Network
BUNN	Bunnell Building
CANHR	Center for Alaska Native Health Research
CNSM	College of Natural Science and Mathematics
COBRE	Center for Biomedical Research Excellence
CRISAR	Center for Rapid Influenza Surveillance & Research
EPSCoR	Experimental Program to Stimulate Competitive Research
ESTES	Engineering, Science & Technology Experiment Station
IAB	Institute of Arctic Biology
IGERT	Interdisciplinary Graduate Education & Research Training
INBRE	IDeA Networks of Biomedical Research Excellence
IRVI	Irving I Building
LARS	Large Animal Research Station
RA	Research Assistant
RAP	Resilience and Adaptation Program

UAF Information:

- Outdoor Adventures (www.uaf.edu/outdoor, x6027), located in the Wood Center, offers guided outdoor trips of various kinds (hikes, kayak trips, ice climbing, skiing, etc.) and duration during the academic year and summer. The office also rents outdoor equipment (skis, snow shoes, canoes, etc.) at a very affordable price.
- The Student Recreation Center (SRC) and Patty Gym offer a swimming pool, gym (with indoor track, weights, exercise equipment, and rock climbing wall), sauna, and ice skating rink (with skates for rental). The SRC runs intramural recreation leagues (basketball, ice hockey, broom ball, etc.).
- The North Campus is a roughly 1000-acre forested parcel immediately adjacent to the main campus. It includes approximately 30 miles of trails with roughly 20 miles of groomed ski trails in the winter.
- Ski lessons are available through UAF and the Nordic Ski Club of Fairbanks.
- Excellent theater and music performances are regularly offered through the UAF theater and music departments.

Fairbanks Information:

- The Fairbanks Visitor's Center (456-5774) has information on events and points of interest.
- Birch Hill, on the west side of town, is a world class Nordic skiing facility that is open free to the public.
- Regal Cinemas is a 16-screen theater located on Airport Way.
- The Blue Loon (on the Parks Highway in Ester) offers a theatre/pub atmosphere with live music, events, and art-house movies.
- The College Coffee House (intersection of College Rd. and University Ave.) features live acoustic music.
- The Marlin features local bands.
- Bobby's restaurant (downtown) often offers jazz.
- The Azucar (intersection of College Rd. and University Ave) offers live Cuban music Friday and Saturday nights.
- Shopping areas include downtown Fairbanks, east end of the Johansen Expressway, Bentley Mall on the east end of College Road, two malls on the south side of Airport Way at University Avenue, Washington Plaza on Airport Way, and a number of smaller areas. Buses run to most of these locations.
- The Friday edition of the Daily-News Miner (the local) paper gives the weekly schedule for all local entertainment and cultural events (music, dance, art, public lectures, etc.).
- Beaver Sports, the Prospector, and Big Rays all sell excellent outdoor clothing and footwear.
- There are several ski swaps (one at West Valley High School) in the fall; it is a great way to buy a good pair of skis.

Restaurants:

- American/Alaskan – Pump House, Lavelle's, Pikes Landing, Boston's, Wolf Run, Gulliver's Books (lunch on 2nd floor), Chili's, Brewster's, Food Factory, The Grille, Last Roundup, Turtle Club, The Cookie Jar, Two Rivers Lodge
- Bars and Clubs – Blue Loon, The Silver Gulch (brewpub), Campus Pub, Pump House Restaurant and Saloon, Howling Dog (summer only), The Marlin
- Chinese – Ichiban Noodle, Bamboo Panda, Wok-N-Roll, Panda Garden, Pagoda

- Coffee Shops – Alaska Coffee Roasting Company, Lu Lu’s (bagels), College Coffee House, River City Café and Espresso, Mocha Dan’s Café, McCafferty’s, Bruegger’s
- Cuban – Azucar (live music on Friday and Saturday nights)
- Greek – Bobby’s
- Ice Cream – Hot Licks and Cold Stone Creamery
- Italian – Geraldo’s Restaurante & Pizzeria, Gambardella’s Pasta Bella, College Town Pizzeria, The Vallata
- Japanese – Osaka, Todai
- Mexican – Taco Azteca, Los Amigos, El Sombrero, Hot Tamale, Jalapenos, Taqueros
- Middle Eastern – Pita Place (falafels, seasonal)
- Sandwiches/Soups/Salads – The Chowder House, Base Camp
- Thai – Lemon Grass, Siam Dishes, Thai House, Bahn Thai, and Sweet Basil.

Transportation:

The Fairbanks Metropolitan Area Commuter System (MACS) offers three different bus routes around Fairbanks, North Pole and other nearby areas and all are free to UAF students and employees who show their Polar Pass (UAF ID card).

Please see <http://www.co.fairbanks.ak.us/Transportation/default.htm> for routes and timetable information. Wood Center carries MACS schedules and monthly passes.

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