

Dear Prospective Graduate Student:

Your interest in the Graduate Program in the Biology Department is greatly appreciated. The necessary application materials for admission to the Graduate School at Pittsburg State University includes:

1. Biology Department Criteria for Graduate Admission (one page)
2. Application Form for Biology Graduate Studies (one page)
3. Application Form for Biology Grad Assistantship (two pages)
4. Letter of Evaluation and Recommendation (three required, each of two pages)
5. Biology Department Graduate Faculty Information (one page)
6. Graduate Assistant Applicant Check List (one page)

Please review the Biology Department Criteria for Admission first. Particular attention should be given to the Application Procedures on the bottom half of that page. **Although not listed first, one of the most important actions is number 5, contacting a graduate faculty member in the Department and having them agree to serve as your faculty advisor.** Admission to the graduate program in the Department is not an open process. Because of the strong mentoring relationship expected between the graduate student and the graduate advisor, a faculty member must sponsor you in order to be admitted to the program in the Department.

International applicants should pay careful attention to requirements from the PSU Graduate School (<http://www.pittstate.edu/grad/>) and, if accepted as a graduate assistant, requirements regarding employment from PSU Human Resources Services (<http://www.pittstate.edu/hrs/neineo.html>).

Thanks again for your interest in our graduate program. We hope the information and materials we have provided will help direct your application process. Please let us know if you need additional information.

BIOLOGY DEPARTMENT CRITERIA FOR GRADUATE ADMISSION

Persons wishing to pursue a Master's degree in the Department of Biology are required to be admitted to BOTH the Pittsburg State University Graduate School and the Department of Biology. All necessary admission requirements MUST be completed prior to initial enrollment in the Department of Biology.

- REQUIREMENTS:**
1. GPA of 3.0 or higher (based on 4.0). Options I, II, III.
 2. Completed Graduate School application materials. Options I, II, III.
 3. Enroll in and pass any deficiency courses before applying for candidacy. Options I, II, III.
 4. Once accepted, maintain a "B" average. Options I, II, III.
 5. Attend graduate seminar. Options I, II.

- REQUIRED COURSES:**
1. BIOL 801 Introduction to Research. Options I, II.
 2. BIOL 800 Seminar, Options I, II
 3. BIOL 890 Research and Thesis. Option I.
 4. BIOL 891 Research Problems. Option II.
 5. BIOL 892 Grant Writing Seminar I. Option III.
 6. BIOL 893 Grant Writing Seminar II. Option III.

* Other courses will be required by your faculty graduate advisor in conjunction with your graduate committee.

APPLICATION PROCEDURES:

1. Complete application materials for admission to the Graduate School (<http://www/pittstate.edu/grad/>). Be sure to submit official copies of all undergraduate and graduate transcripts to them. Send Graduate School application materials and transcripts DIRECTLY to the Graduate School, NOT the Department of Biology.
2. Complete the enclosed application materials for graduate studies in the Department of Biology. Return to the Biology Graduate Coordinator (address below).
3. Submit to the Biology Graduate Coordinator a letter outlining your academic and career goals.
4. Request three references to complete the Letter of Evaluation and Recommendation form and have them mailed to the Biology Graduate Coordinator.
5. ***You must contact a graduate faculty in your area of specialty and obtain approval from them to serve as your graduate advisor.***
6. Any course deficiencies are to be resolved as early as possible.

Send all appropriate application materials to:

Dr. James R. Triplett, Chairman
PSU Biology Department
1701 S. Broadway
Pittsburg, KS 66762

APPLICATION FORM FOR BIOLOGY GRADUATE STUDIES

PRINT OR TYPE

Date: Day _____ Month _____ Year _____

Name: Last _____ First _____ Mi _____

**Current Address: Street or Route _____

Box Number or Apartment Number _____

City _____ State or Country _____

Zip Code _____ Phone _____

Undergraduate GPA (based on 4.0): Overall _____ Major _____

When do you plan to attend Pittsburg State University: Fall _____ Spring _____ Summer _____ YEAR _____

CHECK THE AREA OF YOUR INTEREST FOR GRADUATE STUDIES:

____ Animal Sciences ____ Aquatic Biology ____ Biology Educ. ____ Cell Biology ____ Environmental
Biology

____ Immunology ____ Microbiology ____ Plant Sciences ____ Wildlife Management

SPECIFIC AREA (if applicable): ____ Conservation ____ Ecology ____ Genetics ____ Molecular

____ Natural History ____ Physiology ____ Taxonomy OTHER (specify) _____

How did you become aware of our Biology Graduate Program?

The Department of Biology has a limited number of teaching or research assistantships. What will be your means of support while in graduate school if you are not awarded an assistantship? If you plan to work outside the department, provide the approximate number of hours per week you will need to work in order to support yourself and/or your family.

Number of hours per week _____

I HAVE READ AND UNDERSTAND THE DEPARTMENTAL CRITERIA FOR ADMISSION TO GRADUATE STUDIES IN THE DEPARTMENT OF BIOLOGY AT PITTSBURG STATE UNIVERSITY.

SIGNATURE

DATE

Mail completed and signed form to:
Dr. James R. Triplett, Chairman
PSU Biology Department
1701 S. Broadway
Pittsburg, KS 66762

APPLICATION FORM FOR BIOLOGY GRAD ASSISTANTSHIP - PAGE 1

PRINT OR TYPE

Date: Day _____ Month _____ Year _____

Name: Last _____ First _____ Mi _____

**Current Address: Street or Route _____

Box Number or Apartment Number _____

City _____ State or Country _____

Zip Code _____ Phone _____

List names and addresses of three individuals you have asked to write letters of recommendation for an assistantship.

1. _____

2. _____

3. _____

List all degrees held and granting institutions (most recent first)

1. _____

2. _____

3. _____

Undergraduate Major _____ Undergraduate Minor _____

What area (if known) of biology do you plan to emphasize in graduate school? Conservation Ecology
 Genetics Molecular Natural History Physiology Taxonomy

OTHER (specify)

List all graduate courses you have taken at other institutions.

What is the number of graduate hours you have taken at Pittsburg State University?

Have you ever held a fellowship or assistantship? If so, please give name and the institution where held.

1. _____ 2. _____

Undergraduate GPA (based on a 4.0 scale): Overall _____ Biology _____

APPLICATION FORM FOR BIOLOGY GRAD ASSISTANTSHIP - PAGE 2

PRINT OR TYPE

List undergraduate honors, scholarships, society affiliations, etc.

1. _____
2. _____
3. _____
4. _____

List any employment you have had that would be relevant to an assistantship.

1. _____
2. _____
3. _____

What are your plans or goals after completing graduate studies at Pittsburg State University?

SIGNATURE

DATE

*NOTE: Graduate assistantships are awarded only to students who are pursuing masters or education specialist degree programs. Letters and complete official transcripts of all courses taken and degrees previously received must be sent directly to: **PSU Office of Graduate Studies; 1701 S. Broadway; Pittsburg, KS 66762**, from the appropriate registrar(s) in support of this application. Assistantships are awarded to those whose records are substantially above average. This application and documents will not be returned to the applicant.*

Pittsburg State University is committed to a policy of educational equity. Accordingly, the University admits students, grants financial aid and scholarships, conducts all the educational programs, activities, and employment practices without regard to race, color, religion, sex, national origin, age, marital status, ancestry, or disabilities.

The Immigration Reform and Control Act of 1986 requires PSU to verify the identity and employment eligibility and complete an I-9 form for every employee (including Graduate Assistants) hired after November 6, 1986. Visit the PSU Human Resources web site at <http://www.pittstate.edu/hrs/neoga.html> for more information. You will not be allowed to start work without providing appropriate documentation.

Mail completed and signed application to:
Dr. James R. Triplett, Chairman, PSU Biology Department
1701 S. Broadway, Pittsburg, KS 66762

**LETTER OF EVALUATION AND RECOMMENDATION
FOR GRADUATE STUDIES - Page 1**

PRINT OR TYPE

TO APPLICANT: Please sign either number 1 or number 2 below.

Evaluation of (applicant's name) _____ Date _____

1. I wish to have access to this statement and understand that under Public Law 93-380 I shall have the right to read this document.

Signature _____ Date _____

2. I wish this statement to be confidential, and hereby waive any and all rights of access granted me by Public law 93-380 to this document.

Signature _____ Date _____

TO BE COMPLETED BY THE EVALUATOR

Evaluator's Name _____ Profession _____

Evaluator's Address _____
P.O. Box/Street/Route

_____ City _____ State or Country _____ Zip Code _____

_____ Phone _____ Fax _____ E-Mail _____

Please Mark the Appropriate Category
Excellent Good Average Poor No Opinion

Self Motivation _____

Oral Expression _____

Writing Skill (written expression) _____

Ability to Work with Others _____

Self-Confidence _____

Independence _____

Reliability & Responsibility _____

Enthusiasm for Studies _____

Breadth of Intellectual Interest _____

***LETTER OF EVALUATION AND RECOMMENDATION
FOR GRADUATE STUDIES - Page 2***

PRINT OR TYPE

How long have you known the applicant?

In what capacity have you known the applicant? Student Employee Friend

Overall Recommendation? Highest Recommendation Strongly Recommended

Recommend as Satisfactory Would Not Recommend Insufficient Evidence to Evaluate

Please make comments or attach a letter concerning the above student's qualifications to pursue graduate studies.

Send Evaluation and Recommendation to:

Dr. James R. Triplett, Chairman
PSU Biology Department
1701 S. Broadway
Pittsburg, KS 66762

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TO BE COMPLETED BY THE EVALUATOR

Evaluator's Name _____ Profession _____

Evaluator's Address _____
P.O. Box/Street/Route

_____ City _____ State or Country _____ Zip Code _____

_____ Phone _____ Fax _____ E-Mail _____

Please Mark the Appropriate Category
Excellent Good Average Poor No Opinion

Self Motivation _____

Oral Expression _____

Writing Skill (written expression) _____

Ability to Work with Others _____

Self-Confidence _____

Independence _____

Reliability & Responsibility _____

Enthusiasm for Studies _____

Breadth of Intellectual Interest _____

***LETTER OF EVALUATION AND RECOMMENDATION
FOR GRADUATE STUDIES - Page 2***

PRINT OR TYPE

How long have you known the applicant?

In what capacity have you known the applicant? _____ Student _____ Employee _____ Friend

Overall Recommendation? _____ Highest Recommendation _____ Strongly Recommended

_____ Recommend as Satisfactory _____ Would Not Recommend _____ Insufficient Evidence to Evaluate

Please make comments or attach a letter concerning the above student's qualifications to pursue graduate studies.

Send Evaluation and Recommendation to:

Dr. James R. Triplett, Chairman
PSU Biology Department
1701 S. Broadway
Pittsburg, KS 66762

**LETTER OF EVALUATION AND RECOMMENDATION
FOR GRADUATE STUDIES - Page 1**

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Signature _____ Date _____

TO BE COMPLETED BY THE EVALUATOR

Evaluator's Name _____ Profession _____

Evaluator's Address _____
P.O. Box/Street/Route

_____ City _____ State or Country _____ Zip Code _____

_____ Phone _____ Fax _____ E-Mail _____

Please Mark the Appropriate Category
Excellent Good Average Poor No Opinion

Self Motivation _____

Oral Expression _____

Writing Skill (written expression) _____

Ability to Work with Others _____

Self-Confidence _____

Independence _____

Reliability & Responsibility _____

Enthusiasm for Studies _____

Breadth of Intellectual Interest _____

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In what capacity have you known the applicant? Student Employee Friend

Overall Recommendation? Highest Recommendation Strongly Recommended

Recommend as Satisfactory Would Not Recommend Insufficient Evidence to Evaluate

Please make comments or attach a letter concerning the above student's qualifications to pursue graduate studies.

Send Evaluation and Recommendation to:

Dr. James R. Triplett, Chairman
PSU Biology Department
1701 S. Broadway
Pittsburg, KS 66762

Biology Department Graduate Faculty Information

- Joseph A. Arruda, Ph.D. Professor of Zoology.
Specialties: limnology, water quality and biological monitoring, aquatic invertebrates, environmental biology
Advising Areas: environmental management, ecology
Phone: (316)235-4738; e-mail: jarruda@pittstate.edu
- Nancy L. Brooker, Ph.D. Associate Professor of Genetics.
Specialties: molecular genetics, plant pathology, fungal taxonomy, mycology
Advising Areas: pre-physical therapy, genetics
Phone: (316)235-4744; e-mail: nbrooker@pittstate.edu
- Hugh T. Campbell, Ph.D. Professor of Pathogenic Bacteriology.
Specialties: immunology, pathogenic bacteriology
Advising Areas: medical technology
Phone: (316)235-4733; e-mail: hcampbel@pittstate.edu
- James T. Dawson, Ph.D. Professor of Botany.
Specialties: algology, plant physiology, medical mycology
Advising Areas: pre-dental, pre-medical, botany
Phone: (316)235-4734; e-mail: jdawson@pittstate.edu
- R. Leon Dinkins, Ph.D. Professor of Zoology.
Specialties: entomology, invertebrate zoology
Advising Areas: pre-vet, pre-optometry, pre-medical, pre-forestry
Phone: (316)235-4735; e-mail: rdinkins@pittstate.edu
- Cynthia S. Ford, Ph.D. Assistant Professor of Biology.
Specialties: natural history, parasitology, environ. education, biological illustration
Advising Areas: natural history, ecological restoration
Phone: (316)235-4728; e-mail: cford@pittstate.edu
- Steven D. Ford, Ph.D. Professor of Zoology.
Specialties: vertebrate zoology, mammalogy, ornithology, ecology, wildlife management, anatomy
Advising Areas: pre-wildlife, zoology, ecology
Phone: (316)235-4745; e-mail: sford@pittstate.edu
- R. Harvard Riches, Ph.D. Professor of Biology.
Specialties: genetics, science education
Advising Areas: secondary education
Phone: (316)235-4741; e-mail: rriches@pittstate.edu
- Virginia Rider, Ph.D. Associate Professor of Zoology.
Specialties: gene regulation, reproductive physiology, implantation, mammalian oocyte maturation
Advising Areas: pre-medical
Phone: (316)235-4739; e-mail: vrider@pittstate.edu
- Stephen L. Timme, Ph.D. Professor of Botany and Director, T. M. Sperry Herbarium.
Specialties: bryology, biosystematics, tropical biology
Advising Areas: plant systematics, botany
Phone: (316)235-4740; e-mail: slt@pittstate.edu
- James R. Triplett, Ph.D. Chairperson and Professor of Zoology.
Specialties: ichthyology, limnology, fisheries management, aquaculture
Advising Areas: pre-fisheries, aquaculture
Phone: (316)235-4730; e-mail: jtripler@pittstate.edu
- Daniel Zurek, Ph.D. Assistant Professor of Biology.
Specialties: cellular and molecular biology
Advising Areas: pre-health
Phone: (316)235.4746; e-mail: dzurek@pittstate.edu

Graduate Assistant Applicant Check List

- _____ Application made to Pittsburg State University Graduate School
- _____ Application made to PSU Department of Biology
- _____ Application made for Department Graduate Assistant (if desired)
- _____ Financial aid forms completed and sent to ACT (U.S. residents only). This is important. Delay in processing your financial aid package may make you ineligible for an assistantship. In the event you are appointed to a graduate assistantship, your financial aid status may change. You must contact Financial Aid Office for a reassessment of your aid package.
- _____ Make arrangements for TOEFL and TSE testing (international students who have not previously passed these tests only).

If you are recommended for a graduate assistantship, you will receive a recommendation letter from the Office of Graduate Studies. Your official appointment will be contingent on (but may not be limited to) the following conditions being met. You will receive an official appointment letter from the Office of Graduate Studies upon your appointment.

- _____ Acceptance to the Pittsburg State University Graduate School
- _____ Acceptance by the PSU Department of Biology
- _____ Passing the TOEFL and TSE tests (international students only)
- _____ Contacting Financial Aid Office for a reassessment of your aid package (U.S. residents only).
- _____ Your acceptance of the appointment as indicated by returning a signed appointment letter.

After your official appointment , but before beginning work, you must do the following:

- _____ Go to the PSU Human Resources Services office to complete the required I-9 and W-4 forms. You must provide documentation establishing your identity and authorization to work. You will not be allowed to start work without providing appropriate documentation. Contact Human Resources or the Graduate School for information on appropriate documentation.