

Department of Entomology

Undergraduate  
Student Handbook

2020-21



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## Welcome

Dear Incoming Insect Biology Students,

On behalf of the entire faculty and staff, I would like to welcome you to the Department of Entomology. We have been blessed with a long legacy of exceptional students, who have learned in our classrooms and worked in our laboratories.

The network of active graduate and professional researchers is extensive, and the opportunity to be part of that network starts now during your time as a student in the department.

This handbook serves as a resource for you. It has information that we feel will help you take control of your career and guide you towards your goals.

We encourage you to become involved in the many activities of the Department. This is an essential way to become invested in your education, challenge yourself and discover new insights as part of your undergraduate educational experience.

I look forward to getting to know you and helping you on your way to a successful career. If you have any questions, please contact me at [apendle@purdue.edu](mailto:apendle@purdue.edu).



Amanda Wilson  
Undergraduate Academic Advisor

# Entomology Faculty

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# Scholarships

Scholarships are awarded at the university, college, and department levels. A complete list of scholarship opportunities and application information are available on the College of Agriculture Scholarship website. Applications for most scholarships become available in the fall semester.

## Department Scholarships

Urban Scholarship Program / Entomology department scholarship: Awarded to select students in each grade level. Approximately \$60,000 in scholarship money is awarded to entomology students each year.

# Awards

Outstanding Student – Each Spring semester, one student from each grade level (freshman, sophomore, junior, senior) will be selected as the department Outstanding Students. These four will move on for consideration in the college level Outstanding Student awards.

# Study Abroad

Purdue University offers students in all fields of study the opportunity to participate in international study programs in more than 40 countries. In most programs, students earn Purdue credit for courses completed. Students may spend a year, a semester, or a summer abroad. For more information about College of Agriculture programs or to request application forms, contact Kara Hartman [khartman@purdue.edu](mailto:khartman@purdue.edu), International Programs in Agriculture, room 26, Agriculture Administration Building.

# Travel Grants

The Department of Entomology offers a \$500 undergraduate travel grant to any student studying abroad. Students are eligible to receive one travel grant per year. Contact Amanda Wilson for details. [apendle@purdue.edu](mailto:apendle@purdue.edu)

# College of Agriculture Ambassadors

Apply each spring to become an Ag Ambassador. Ambassadors communicate with prospective students, lead tours, and assist with college events. For more information contact Amy Jones [jones176@purdue.edu](mailto:jones176@purdue.edu)

# Student Organizations

Purdue has over 1,000 clubs covering a wide variety of interests. A full list of clubs is available at [www.boilerlink.purdue.edu](http://www.boilerlink.purdue.edu)

**Thomas Say Entomological Society** – Housed in the Entomology department, the Thomas Say Society is open to all majors and brings together those students with a passion for insects.

# Outreach Opportunities

Educational outreach includes a variety of activities performed by the graduate and undergraduate students, and faculty and staff in the Department of Entomology. Our purpose in the Entomology Department is to teach members of our community about insects and related arthropods. Outreach activities range from taking part in science fairs to speaking at K-12 classrooms, library events and community gatherings. To learn more about outreach opportunities in the department, contact Gwen Pearson, Outreach Coordinator at [gpearso@purdue.edu](mailto:gpearso@purdue.edu).

# Student Resources

Purdue has many resources available for students. Many are provided without cost. Visit [www.purdue.edu](http://www.purdue.edu) for a complete list.

**Disability Resource Center** – The DRC ensures qualified students with disabilities equal access to all University programs, services and activities. Services include exam accommodations, note takers, closed captioning, and many more. Visit [www.purdue.edu/drc](http://www.purdue.edu/drc) to learn about all their services.

**Emotional Health Resources** - Counseling and Psychological Services, or CAPS, allows you access to therapists and psychologists who are specifically trained in college mental health. Students are entitled to 6 free visits a semester. Visit [www.purdue.edu/CAPS/](http://www.purdue.edu/CAPS/) or call (765) 494-6995 for an appointment.

**Job Placement Assistance** – The Center for Career Opportunities, or CCO, offers workshops, job counseling and job placement assistance. Visit [www.cco.purdue.edu](http://www.cco.purdue.edu) or call (765) 494-3981

**Office of Dean of Students** – ODOS can assist you in many ways. The most common is helping you notify professors of an absence due to illness or the death of a relative. They also assist students who are withdrawing from the university or need short term, interest free loans. Visit [www.purdue.edu/odos/](http://www.purdue.edu/odos/)

**Student Success** – The Student Success office offers resources, workshops, and study sessions. They run a peer mentoring program and match students with tutors. Visit [www.purdue.edu/studentssuccess](http://www.purdue.edu/studentssuccess) to learn more.

#### **Department resources**

**Was Up!** - The College of Agriculture will send upcoming events, deadlines and department specific information out to students via email each week.

## Capstone Experience

Baccalaureate degree plans of study in the College of Agriculture at Purdue University must include a capstone course or experience. The capstone experience aims to challenge students to integrate their accumulated knowledge and technical and social skills in order to identify and solve a problem relevant to issues encountered by professionals in their chosen discipline, and to communicate the results of their efforts to their peers. In doing so, students have the opportunity to demonstrate their ability to adapt to professional situations. It is hoped that this experience will stimulate students' appreciation of the need for lifelong learning and initiate professional and personal liaisons. Furthermore, the capstone experience can help build students confidence and solidify a professional attitude as they enter their careers.

By the penultimate semester, all students must complete capstone element I (ENTM 49310). Students must complete the second element of the capstone experience (ENTM 49390) (project and report) by the end of their final semester as an undergraduate student.



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## Academic Services

As an Insect Biology student, we want you to succeed. We will work with you to ensure you get the most out of your education, both during your time on campus and afterward. To help you on your journey, it is important that you understand *YOUR* role.

Success in college requires that you take ownership for your educational and professional development. Here are some tips to help you understand *YOUR* role in your degree progress.

- **Check your email:** Your Purdue email is the official method of communication used by the University.
- **Understand degree requirements:** Review the Plan of Study, ask questions!
- **Keep track of *your* degree progress:** You should regularly update your plan of study!
- **Take action:** You are required to take action on any academic or financial notices. Failure to do so can result in termination of your registration or holds on your account.



# Plan of Study

Your Plan of Study is the list of courses and experiences that are required to meet the requirements for a Purdue Degree. The Insect Biology Plan of Study can be found in the Purdue University Catalog

Link:

[http://catalog.purdue.edu/preview\\_program.php?catoid=9&pooid=10200&hl=%22insect+biology%22&returnto=search](http://catalog.purdue.edu/preview_program.php?catoid=9&pooid=10200&hl=%22insect+biology%22&returnto=search)

Your Plan of Study can also be found in MyPurduePlan, linked through your Purdue Academic Home Page. MyPurduePlan opens in worksheet format that shows requirements that are complete, in progress, or not yet met.

MyPurduePlan contains a Plans Page. Prior to registration, you should complete a Plan for your academic career. This will guide your registration and be the basis of your meeting with your academic advisor. Your Plan should be updated every semester prior to registration. Plans change as your goals change or become more specific.

There are 3 sets of requirements that you must meet:

- University Core Curriculum Requirements (See MyPurduePlan)
- College of Agriculture Core Requirements  
See Link for specifics: [https://ag.purdue.edu/oap/Pages/core\\_requirements.aspx](https://ag.purdue.edu/oap/Pages/core_requirements.aspx)
- Insect Biology Degree Requirements (See MyPurduePlan)

MyPurduePlan works for Purdue Courses. Credits earned through AP or transferred from another institution do not always apply correctly in MyPurduePlan. Contact your academic advisor if you have questions about MyPurduePlan

# Registration

Registration for the next semester begins mid semester and proceeds with weekly windows that open and close according to student priority status. It is important that you check MyPurdue to determine the dates of your registration window. Failure to register during your priority status will move your registration window to open enrollment, the lowest priority.

Prior to registration, you are required to meet first with your assigned faculty mentor, and then your academic advisor to receive a Personal Identification Number (PIN). You will complete a pre-registration worksheet to take faculty mentor meeting. You must also complete or update your IBIO progression guide and send to your academic advisor prior to your advising appointment. You should also check for holds on your registration. Holds typically arise from financial issues (including parking tickets). Holds must be satisfied before Purdue will permit you to register for classes.

# Semester Goals

## Freshman Year – Reflection

### Fall Semester

- Reflect on your place in the world; be grateful where you are and set yourself up to be successful.
  - Update your LinkedIn and Facebook profiles
  - Be mindful of online comments and pictures you post
- Meet with your faculty mentor (*See Appendix B*)
- Get involved; join clubs and organizations
- Create a resumé and your CCO account
- Inquire about research opportunities and departmental jobs
- Attend the Agriculture Career Fair
- Complete scholarship applications

### Advising Tips

- Attend all classes during week 1 including those you may want to add. Make all registration changes
- If a class offers SI – attend at least one SI session to learn if it would be helpful. If you need help later in the semester, you will know where to go and who to ask
- If you have issues with instructors switch to a different section during the first week of classes
- October break / Midterm grades: evaluate your standing in all your classes. If you are in danger of receiving a D or F in any class see your academic advisor. Week 8 is the time to make necessary adjustments to your schedule

### Spring Semester

- Evaluate your Fall semester, how were your grades, should you take fewer credits?
- Meet with your faculty mentor (*See Appendix B*)
- Are you overcommitted with clubs/organizations? Do you have too much free time?
- Are you undecided in your career track? Perhaps you should speak with a faculty advisor and make an appointment with CCO.
- Finalize your summer plans. Internship – Work – Classes

## Sophomore Year – Career Exploration

### Fall Semester

- Evaluate your summer – what did you like/dislike
- Update your resumé
- Meet with your faculty mentor
- Attend the Agriculture Career Fair
- Complete scholarship applications

### Spring Semester

- Work with your advisor to complete a plan for your last two years
- Meet with your faculty mentor
- Finalize your summer plans. Internship – Work – Classes

### Junior Year – Get Experience

#### Fall Semester

- Evaluate your summer – what did you like/dislike
  - Compare to last summer
  - Consider what jobs might incorporate your “likes”
- Meet with your faculty mentor
- Engage in your Insect Biology Practicum
  - Expand your knowledge in varied fields of entomological study
- Update your resumé
- Attend the Agriculture Career Fair
- Look for out of state internships
- Complete scholarship applications

#### Spring Semester

- Meet with your faculty mentor
- Research your career interests
  - Evaluate the job market and research the industry
- Do you plan to continue for a graduate degree?
  - See **Appendix A** for a Graduate School Timeline
- Finalize your summer plans. Internship – Work – Classes

### Senior Year – Job Searching

#### Fall Semester

- Evaluate your summer
- Meet with your faculty mentor
- Update your resume
- Visit CCO for interviewing tips
- Attend the Agriculture Career Fair – *employers are more selective and interviews are tougher for full time positions vs. internships!*

#### Spring Semester

- Meet with your faculty mentor
- Follow up with companies / schedule interviews
- Research competitive pay levels & benefits
  - Be educated about the location when negotiating and comparing job offers

# Faculty Mentors

These faculty members serve as research and professional development mentors.



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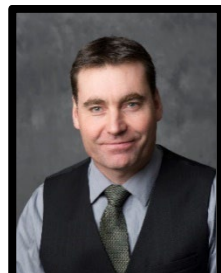
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# Faculty Mentor Conversation Starters

What types of career opportunities are available with an insect biology degree?

Could we have a discussion about my job search plan?

What are the differences between working for government vs. private companies?

What should I look for in an internship or summer job?

How can I get more involved in undergraduate research?

Can you suggest a professor who would best fit my interest for an undergraduate research project?

Are there any opportunities for me to publish or show off my research results?

Express what your interests and goals are. Can we discuss my options for how I can reach my goals?

How might a minor benefit my long-term goals? Is a double major a good idea?

Are there any professional organizations or groups that you recommend I research and/or join?

What professional development opportunities would set me apart from other graduating students?

At what point should I start taking graduate level courses? What courses would you recommend?

Do you think Graduate School would be a good option for me?

What are the advantages/disadvantages of getting a MS vs. PhD degree? Is skipping the MS a good option for me? How difficult is it to get a job as a professor?

# Grades

A student must complete 120 credits, meet all university, college and departmental major requirements and maintain at least a 2.0 GPA to earn a Bachelor's degree.

## Dean's List

At the conclusion of each semester, the registrar shall indicate which undergraduate students are scholastically eligible to be included on the Dean's list. To qualify one must:

- Have at least 12 credit hours included in the cumulative GPA
- Have at least 6 credit hours included in the semester GPA
- Attain at least 3.5 cumulative GPA
- Have a least a 3.0 current semester GPA

## Semester Honors

At the conclusion of each semester, the registrar shall indicate which undergraduate students are scholastically eligible for Semester Honors. To qualify one must:

- Have at least 6 credits hours included in the semester GPA
- Attain at least a 3.5 semester GPA
- Have a t least a 2.0 GPA

## Pass/No Pass Option

The College of Agriculture allows up to 21 credit hours in a student's plan of study to be taken under the pass/no pass option. Students must be classified as sophomore or higher and have at least a 2.0 cumulative GPA. Courses listed on a plan of study that are required by number (i.e. ENTM 206) cannot be taken as pass/no pass. Students must earn a C- or higher to earn a "pass" grade.

# Academic Probation and Deficiency

## Academic Probation

A student at Purdue University shall be placed on academic probation if his/her fall or spring semester or cumulative GPA at the end of any fall or spring semester is less than a 2.0.

A student on academic probation shall be removed from that standing at the end of the first subsequent fall or spring semester in which he/she achieves semester and cumulative GPAs equal to or greater than 2.0.

Any grade change due to a reporting error will result in a recalculation of the GPA and determination of probation standing. *Academic standing will not be assessed in summer sessions.*



### **Dropping of Students for Academic Deficiency**

A student on academic probation shall be dropped from the University at the close of any fall or spring semester in which his/her semester and cumulative GPA is less than a 2.0.

Any grade change due to a reporting error will result in a recalculation of the GPA and determination of drop status.

**Readmission** A student who is academically dropped from the University for the first time is not eligible to enroll for at least one fall or spring semester. A student who is academically dropped for the second time is not eligible to enroll for at least one year.

A student dropped by this rule must apply to the appropriate office or readmission committee for the Purdue campus of choice. A fee is assessed for processing the readmission application (Board of Trustees Minutes, June 5-6, 1970). Readmission is not guaranteed, but any student who gains readmission is readmitted on probation and is subject to stipulations in effect as a condition of readmission. (For more detailed information about readmission, visit the following web site: <http://www.admissions.purdue.edu/readmission/>)

# Appendix A

## Graduate School Timelines

### **Spring of Junior Year**

- Explore programs of interest; discuss strengths and weaknesses of programs (both at your home university and elsewhere) with your professors
- Identify faculty doing research that interests you, do your homework on their research
- Contact faculty, introduce yourself and express specific interest in their research. Find out if they are accepting new students and whether they have funding available
- Identify departmental faculty or mentors who could provide letters of recommendation
- Register for required exams (GRE/TOEFL), study, and take exams during the summer if possible

### **Fall of Senior Year**

- Write your Statement of Purpose and resumé using a service like Purdue's Online Writing Lab (OWL)  
Visit their office to have materials proofread and critiqued. Take time and care preparing these documents
- Complete and submit applications and supporting materials well before scholarship and fellowship deadlines, usually by December 1

- Ask faculty or mentors to write recommendation letters. Ask for letters 4-6 weeks before deadline and be prepared to check in 1 week before to make sure letters have been submitted

### **Spring of Senior Year**

- Visit campuses for a tour and to meet possible faculty mentors
- Research funding packages and options, cost of living, local amenities
- Notify competing programs once you've accepted an offer elsewhere

**Entomology Graduate Committee:** Chair Dr. Ian Kaplan [ikaplan@purdue.edu](mailto:ikaplan@purdue.edu)

The departmental Graduate Committee implements graduate program policies in Entomology. The Graduate Committee reviews all incoming applications and recommends appropriate policy changes to the graduate program for consideration by the faculty.

**Entomology Graduate Program Administrator:** Amanda Wilson [apendle@purdue.edu](mailto:apendle@purdue.edu)

The Graduate Program Administrator works with the Graduate committee and serves as the liaison for prospective and current students.

**Graduate Program Admissions Requirements can be found here:**

<https://www.entm.purdue.edu/prospective-grads/index.html>