
AGRICULTURAL EDUCATION,
TECHNOLOGY & INNOVATION
DEPARTMENT

GRADUATE STUDIES HANDBOOK



Agricultural Education,
Technology & Innovation

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OVERVIEW OF GRADUATE PROGRAM

The University of Arizona College of Agriculture and Life Sciences Agricultural Education, Technology & Innovation (AETI) Graduate Program is designed to equip future agricultural educators, communicators, and leaders with the pertinent knowledge, skills, and opportunities to excel in formal and non-formal educational settings. A Master's degree in this field will also ready students who plan to pursue higher education as their future career.

Students enrolled in the graduate program pride themselves on eight main tenants that guide their success in the program and beyond. Faculty and staff of the AETI department are also expected to adhere to the same code of conduct when engaging with graduate students.



We are looking forward to working with extraordinary students in the graduate program and assisting them in their personal growth and development for their future in the agricultural education field. Our philosophy is student-centered, meaning we focus program, courses, and opportunities to be most beneficial for the students. The success and image of our department is not based on the accolades we are awarded or the amount of funding we receive; our pride is in the progress students make within the program and the knowledge they obtain to become future leaders in the agricultural industry.

For more information regarding the foundation of the AETI Graduate Program and/or department, please visit <https://aed.cals.arizona.edu/>.

DEGREE PATHWAYS

The AETI Department provides students with a variety of career opportunities in agriculture and the life sciences, as well as in formal and non-formal educational settings. The field of Agricultural Education, Technology & Innovation prepares students to teach in secondary agriculture classrooms, serve as Extension educators, and work as entrepreneurs and communicators in the agricultural industry. A Master's degree in Agricultural Education will also prepare students who wish to pursue higher education as a career path.

The department offers programs of study leading to degrees in:

Master of Science (MS)

- Research Emphasis
- Professional Emphasis

Master of Agricultural Education (MAE)

- Career and Technical Education (CTE)
- CTE Accelerated Program (AMP)
- Practitioner

This handbook is designed with a focus on the Research and Professional Emphases for MS students. As the department faculty continue to develop the AETI Graduate Program, more in-depth information regarding the other pathways within the program will be updated. Please contact the AETI Director of Graduate Studies Dr. Amber Rice for current efforts and information on the other programs of study offered through the department.

The Research and Professional Emphases specific credit, coursework, and project requirements for degree completion. Both pathways are designed to prepare students not only for their degree project but also to enter their desired field with pertinent knowledge and skills.

DEGREE PATHWAYS

Master of Science: Research Emphasis

Completion requirements

- Minimum of 30 credits
- Research thesis

Core coursework

- AED 617 Research, Methods, and Project Design
- AED 621 Program Planning and Evaluation
- AED 697C Workshop on Teaching at the College Level
- A statistics course is required (*consult with graduate advisor when selecting course type*)

Other information

- Offered at UA Main Campus - Tucson, AZ
- Geared towards students who are interested in studying on campus full-time

Master of Science: Professional Emphasis

Completion requirements

- Minimum of 30 credits
- Cumulative project capstone

Core coursework

- AED 617 Research, Methods, and Project Design
- AED 621 Program Planning and Evaluation
- AED 697C Workshop on Teaching at the College Level

Other information

- Offered at a distance through UA Online
- Geared towards students who are interested in pursuing a Masters degree while working full-time
- Must be completed within 6 1/2 years of starting the program

CERTIFICATES

The AETI Department provides students with a variety of career opportunities in agriculture and the life sciences, as well as formal and non-formal educational settings. The field of Agricultural Education, Technology & Innovation prepares students to teach in secondary agriculture classrooms, serve as Extension educators, and work as entrepreneurs and communicators in the agricultural industry. A Master's degree in Agricultural Education will also prepare students who wish to pursue higher education as a career path.

The department offers programs of study leading to certificates in:

Certificates

- CTE Administrator
- Adult Teaching
- Agricultural Leadership



COURSE SERIES

The AETI Department provides students with a variety of career opportunities in agriculture and the life sciences, as well as formal and non-formal educational settings. The field of Agricultural Education, Technology & Innovation prepares students to teach in secondary agriculture classrooms, serve as Extension educators, and work as entrepreneurs and communicators in the agricultural industry. A Master's degree in Agricultural Education will also prepare students who wish to pursue higher education as a career path.

The department offers a course series in:

Currently Offered

- **CTE 500** Principles & Philosophy of Career and Technical Education
- **CTE 510** Curriculum Development in Career and Technical Education
- **CTE 520** Classroom Instruction Development for Career and Technical Education
- **CTE 530** Career and Technical Student Organization Development

Pending Approval

- **CTE 540** Maximizing Work Based Learning within Career and Technical Education
- **CTE 550** Assessment in Career and Technical Education
- **CTE 560** Personal Leadership Development in Career and Technical Education



ACCELERATED MASTER'S PROGRAM (AMP)

The Accelerated Master's Program (AMP) is designed for the top undergraduates in participating majors who plan to continue in a graduate program in the same, or closely related, UA discipline. The AETI Department currently offers an AMP in Agricultural Education with an emphasis in Career & Technical Education.

The Graduate College has established minimum AMP admission requirements; however, departments may set additional or more stringent requirements. Interested students should check with the department offering the AMP regarding the graduate program admission criteria. Additionally, undergraduates should become familiar with the general AMP degree and tuition policies prior to applying to the Graduate College.

For an expansion on the information provided, please visit <https://catalog.arizona.edu/policy/accelerated-masters-program-amp#requirements>.

AMP Admission Requirements

1. Completion of a minimum of 75 undergraduate credit hours is required at the time of application; a minimum of 90 undergraduate credit hours is required at the time of entry into the AMP program. If the student's GPA falls below 3.30 at the time they have completed 90 units, the student will not be admitted into the program. Courses taken for audit may not be included in the total number of units counted for eligibility or admission.
2. Completion of at least 12 earned units of undergraduate course work in the major at the UA.
3. Units still graded Incomplete, units graded Pass/Fail, or units taken as audit will not count toward the requirement of the 12 undergraduate units in the major.
4. Completion or near completion of general education requirements.
5. Submission of a graduate application and payment of a graduate application fee.
6. Demonstration of the maturity necessary for success in an accelerated, highly competitive program.
7. Expectation to complete the undergraduate degree within four years. The undergraduate degree requirements must be completed before the student is eligible to have the Master's degree awarded.

ADMISSION PROCESS

Each program of study and their individual emphases has unique application requirements. Regardless of the pathway selected, all students begin at Grad App. Grad App is the online application center for the UA Graduate College. Please visit <https://grad.arizona.edu/admissions/gradapp> for further information regarding using Grad App.

Research Emphasis Application

Application materials

- Statement of Purpose
- Resume/CV
- Letters of recommendation (*must come from outside AETI Dept.*)
- GRE scores and percentile
- Official transcripts

Other requirements

- 3.0 GPA
- Bachelor's degree
- Minimum score of 550 (paper-based); 79 (internet-based) for TOEFL standardized test
- Minimum score of 7 on IELTS standardized test

Professional Emphasis Application

Application materials

- Statement of Purpose
- Resume/CV
- Letters of recommendation (*must come from outside AETI Dept.*)
- Official transcripts

Other requirements

- 3.0 GPA
- Bachelor's degree
- Minimum score of 550 (paper-based); 79 (internet-based) for TOEFL standardized test
- Minimum score of 7 on IELTS standardized test



ADMISSION PROCESS

Both emphases have the same application deadlines listed below. The AETI Department considers the deadlines for each semester to be rolling and will update the deadlines on their website at <https://aed.cals.arizona.edu/>.

UArizona Grad College Application Deadlines

Domestic

- Fall - May 15
- Spring - October 15
- Summer - February 1

International

- Fall - May 15
- Spring - October 15
- Summer - February 1

AETI Dept. Application Deadlines

Domestic

- Fall: March 15 - May 15
- Spring: August 15 - October 15
- Summer: December 1 - February 1

Once admitted to the UA Graduate College, congratulations! The switch will be made from Grad App, the graduate application center, to Grad Path, an online tool that neatly tracks and monitors graduate students' progress throughout their journey. Please visit <https://grad.arizona.edu/gsas/gradpath> for more information on Grad Path.

AETI DEPARTMENT CONTACTS

In the AETI Department, a team of professional and qualified advisors are ready to assist students in their graduate journey. Any interest in the graduate program overall and/or questions should be directed to the two individuals below.



Amber Rice

Director of Graduate Studies

amrice@email.arizona.edu

502-294-6137



Amanda Zaman

Graduate Program Coordinator

amandal@emai.arizona.edu

520-621-5801



Agricultural Education,
Technology & Innovation

ADVISING

For general graduate advising, all students successfully admitted to the program will be assigned one of the AETI departmental faculty listed below.



Robert Torres

AETI Department Head
rtorres1@email.arizona.edu
520-621-7173



Edward Franklin

AETI Associate Professor
uafrank0@email.arizona.edu
520-940-3718



Matthew Mars

AETI Associate Professor
mmars@email.arizona.edu
520-621-1523



Amber Rice

Director of Graduate Studies
amrice@email.arizona.edu
502-294-6137

Regarding advisor selection, graduate advisors will be assigned to students within 90 days of official admittance based on the talents, interest, and current workload departmental faculty members.

DEGREE SHEETS AND COURSE ADDENDUMS

The documents shown on the following pages are Degree Sheets and Course Addendums. Each emphasis has one degree sheet and one course addendum pictured below. Each document holds important information that can aid you in planning your studies for your Master's Degree.

Degree sheets identify the requirements of the specific emphasis area and additional course options within the AETI Dept. in which you may enroll. The general requirements of your degree are outlined as the number of units required - both in total and from specific areas such as AETI and CALS. A program timeline is provided at the bottom of the degree sheet along with the audience for this degree.

More information on additional course options is provided in the course addendums. In this document, you can find options for courses to enroll in during your Master's Degree. It expands on the additional courses listed in the degree sheet and is meant to serve as a guide for other potential courses applicable to your degree not as course requirements for the program.

Both of these documents are designed to guide you in formulating your plan of study with your graduate advisor. All of the degree sheets and course addendums are available at <https://aed.cals.arizona.edu/content/graduate-students> under the Graduate Programs drop-down menu. It is encouraged you print or download these documents for personal use.



Agricultural Education, Technology & Innovation: Master of Science

Research Emphasis

GENERAL REQUIREMENTS
<p>30 total units required Minimum of 18 in AETI and minimum 9 from emphasis area – CALS, Education, Psychology, or related discipline</p>

AETI CORE REQUIREMENTS (12 units)		
Course	Term Offered	Semester/ Year Taken
AED 617- <i>Research, Methods, and Project Design</i> (3 units)	Fall	_____
AED 697C- <i>Workshop in Teaching at the College Level</i> (3 units)	Fall	_____
AED 621- <i>Program Planning and Evaluation</i> (3 units)	Spring	_____
Statistics- Suggested HED 611, EDP 541, COM 671, or PSY 510 (3 units)	Fall/Spring	_____

ADDITIONAL AETI COURSE OPTIONS (May be applied to degree if not taken as an undergraduate)		
Course	Term Offered	Semester/Year Taken
ALC 509- <i>Team and Organizational Leadership</i> (3 units)	Spring	_____
ALC 510- <i>Entrepreneurial Leadership in Ag & Life Sciences</i> (3 units)	Spring	_____
ALC 511- <i>Principles and Applications of Organizational Innovation</i> (3 units)	Fall	_____
ALC 522- <i>Communicating Knowledge in Ag & Life Sciences</i> (3 units)	Fall	_____
ALC 514- <i>Interpretation of Invest Opp in Ag & Life Sciences</i> (3 units)	Spring	_____
ALC 597- <i>Assess of Early Stage Invest Opp in Ag & Life Sciences</i> (3 units)	Spring	_____
AED 537- <i>Methods of Facilitating Learning</i> (3 units)	Spring	_____

ADDITIONAL COURSE OPTIONS (Outside of AETI)		
Course	Term Offered	Semester/Year Taken
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
*See addendum for potential course options		

THEIS CREDIT (Max 6 units)
AED 910- <i>Thesis</i> (1-6 units; 3 units/term)

INTERNSHIP/INDEPENDENT STUDY (Max 9 units)
AED 593- <i>Internship</i> AED 597 <i>a and b- Workshops</i> AED 599- <i>Independent Study</i> AED 693- <i>Internship</i> AED 699- <i>Independent Study</i> AED 900- <i>Research</i> (1-3 units)

TRANSFER COURSES (If applicable)
6 units of graduate credit may be transferred from accredited institutions 12 units of graduate credit may be applied to the degree as a non-degree seeking student If combined with transfer units, cannot go over 12 total units

PROGRAM TIMELINE/AUDIENCE
The MS Research Emphasis is designed for on-campus students who wish to pursue a graduate degree in Agricultural Education. Student typically can earn this degree within one year plus a summer of full-time enrollment



Agricultural Education, Technology & Innovation: Master of Science

Research Emphasis

COURSE ADDENDUM

Potential courses offered through other department on campus.
 Some departments may require permission prior to enrolling in the course.
 Please note this is not an exhaustive list of courses offered through the UA.
 Please consult your advisor prior to enrolling in courses.

HIGHER EDUCATION (HED) COURSE OPTIONS

<u>Course</u>	<u>Term Offered</u>	<u>Semester/ Year Taken</u>
HED 636- <i>College Access and Success</i> (3 units)	Spring	_____
HED 630- <i>Values, Consciousness, & Professional Practice</i> (3 units) Online	Spring	_____
HED 606- <i>Qualitative Data Analysis</i> (3 units)	Spring	_____

INSTRUCTION AND ASSESSMENT (IA) COURSE OPTIONS

<u>Course</u>	<u>Term Offered</u>	<u>Semester/Year Taken</u>
IA 697G- <i>Universal Design</i> (3 units) Online	Fall	_____
IA 697A- <i>Learner Centered Teaching</i> (3 units)	Spring	_____

OTHER DEPARTMENT COURSE OPTIONS

<u>Course</u>	<u>Term Offered</u>	<u>Semester/Year Taken</u>
ENVS 508- <i>Scientific Writing</i> (3 units)	Spring	_____
ACBS 571- <i>Risk Assessment</i> (3 units)	Spring	_____
COMM 620- <i>Theories of Social Influence</i> (3 units)	Spring	_____
EDP 510- <i>Learning Theories</i> (3 units)	Spring	_____
ETCV 512- <i>Student Engagement in Online Learning</i> (3 units) Online	Spring	_____
RNR 596L- <i>Leadership & Communication</i> (3 units)	Fall	_____
SLHS 649- <i>Survival Skills + Ethics</i> (3 units)	Spring	_____

PROGRAM TIMELINE/AUDIENCE

The MS Research Emphasis is designed for **on-campus** students who wish to pursue a graduate degree in Agricultural Education.
Student typically can earn this degree within one year plus a summer of full-time enrollment



Agricultural Education, Technology & Innovation: Master of Science

Professional Agriculture Emphasis

GENERAL REQUIREMENTS
<p>30 total units required; all courses available online Minimum of 18 in AETI and minimum 9 from emphasis area – CALS, Education, Psychology, or related discipline</p>

AETI CORE REQUIREMENTS (9 units)		
Course	Term Offered	Semester/ Year Taken
AED 617- <i>Research, Methods, and Project Design</i> (3 units)	Fall	_____
AED 697C- <i>Workshop in Teaching at the College Level</i> (3 units)	Fall	_____
AED 621- <i>Program Planning and Evaluation</i> (3 units)	Spring	_____

ADDITIONAL AETI COURSE OPTIONS (May be applied to degree if not taken as an undergraduate)		
Course	Term Offered	Semester/Year Taken
ALC 514- <i>Interpretation of Invest Opp in Ag & Life Sciences</i> (3 units)	Spring	_____
CTE 500- <i>Principles & Philosophy of Career and Technical Ed</i> (2 units)	Spring/Fall/Summer	_____
CTE 510- <i>Curriculum Development in Career and Technical Ed</i> (2 units)	Spring/Fall	_____

ADDITIONAL COURSE OPTIONS (Outside of AETI)		
Course	Term Offered	Semester/Year Taken
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
*See addendum for potential course options		

MASTERS CAPSTONE PROJECT CREDIT (Min 3- Max 6 units)
AED 909- <i>Masters Report</i> (3-6 units; 3 units/term)

INTERNSHIP/INDEPENDENT STUDY (Max 9 units total; Max 6 units Internship)
AED 593- <i>Internship</i> AED 597 <i>a and b- Workshops</i> AED 599- <i>Independent Study</i> AED 693- <i>Internship</i> AED 693a- <i>Extension Internship</i> AED 699- <i>Independent Study</i> AED 900- <i>Research</i> (1-3 units)

TRANSFER COURSES (If applicable)
6 units of graduate credit may be transferred from accredited institutions 12 units of graduate credit may be applied to the degree as a non-degree seeking student If combined with transfer units, cannot go over 12 total units

PROGRAM TIMELINE/AUDIENCE
The MS Professional Agriculture Emphasis is designed for off-campus students who wish to pursue a graduate degree from a distance. 6.5 year time limitation to completion.



Agricultural Education, Technology & Innovation: Master of Science

Professional Agriculture Emphasis

COURSE ADDENDUM

Potential courses offered through other department on campus; all courses available online.
 Some departments may require permission prior to enrolling in the course.
 Please note this is not an exhaustive list of courses offered through the UA.
 Please consult your advisor prior to enrolling in courses.

HIGHER EDUCATION (HED) COURSE OPTIONS

<u>Course</u>	<u>Term Offered</u>	<u>Semester/ Year Taken</u>
HED 630- <i>Values, Consciousness, & Professional Practice</i> (3 units)	Spring	_____ _____ _____

INSTRUCTION AND ASSESSMENT (IA) COURSE OPTIONS

<u>Course</u>	<u>Term Offered</u>	<u>Semester/Year Taken</u>
IA 697G- <i>Universal Design</i> (3 units)	Fall	_____ _____ _____

OTHER DEPARTMENT COURSE OPTIONS

<u>Course</u>	<u>Term Offered</u>	<u>Semester/Year Taken</u>
ETCV 512- <i>Student Engagement in Online Learning</i> (3 units)	Spring	_____ _____ _____

PROGRAM TIMELINE/AUDIENCE

The MS Professional Agriculture Emphasis is designed for **off-campus** students who wish to pursue a graduate degree from a distance.
6.5 year time limitation to completion.

USING GRADPATH

GradPath is a one-stop-shop utilized by the UArizona Graduate College for completing, submitting, and storing the various documents and forms involved in the graduate process. Students, The Graduate College, and your supervising department (AETI) are able to effectively monitor and track your progress through your Master's Degree.

Regarding documents and forms, GradPath serves the purpose of ensuring their accuracy (e.g. catching typos, illegible faculty names, etc.), recognizing issues on forms (e.g. courses outside time limit), and notifying individuals for their approval of forms throughout the process.

Accessing GradPath is done through your UAccess account. There is not a separate site to go to for accessing GradPath.

Accessing GradPath

1. Go to uaccess.arizona.edu; sign in to the Student Center
2. Click the Advising tab
3. Select GradPath on the drop-down menu
4. Click on the GradPath Forms box
 - a. Listed under this link are 4 required GradPath forms:
 - i. Responsible Conduct of Research Statement
 1. You must complete this form first in order to access the following forms
 - ii. Plan of Study (to be completed with graduate advisor)
 - iii. Master's/Specialist Committee Appointment Form
 - iv. Master's/Specialist Completion Confirmation
 1. **This form is completed only by the graduate coordinator**
5. If you are submitting a particular form for the first time, click the Create New box
6. After you submit the form, you are able to view who has received the form and who has approved it
 - a. GradPath will automatically contact these individuals via email
7. You can use the View Current button to see forms that are pending approval
8. You can use the View Current or Modify buttons to view forms that have completed approval



USING GRADPATH

More information on GradPath, user guides for different forms, and a Frequently Asked Questions (FAQs) section are available at the following links.

- <https://grad.arizona.edu/gsas/gradpath>
- <https://grad.arizona.edu/gsas/gradpath/gradpath-user-guides>
- <https://grad.arizona.edu/gsas/gradpath/faq?audience=35>



PROJECT GUIDELINES: THESIS

Please note, only Research Emphasis students are required to complete a research thesis.

The accumulation of knowledge learned throughout the graduate program journey lies in the end-of-term thesis. A thesis is essentially an extensive research manuscript in which graduate students design, conduct, and analyze their own empirical study under the guidance of their advisor. Once the thesis has been completed, the student will appear in front of a committee to defend. The committee may approve the thesis or require further revisions before it can be approved and successfully submitted.

In order to have a successful thesis, it must follow the correct format outlined by the University of Arizona's Graduate College. A complete thesis formatting guide and more information regarding thesis submission can be found at <https://arizona.app.box.com/v/grad-gsas-thesisformat>.

A thesis must also be successfully defended, approved by the committee, and submitted by the published deadline in order for the student to graduate on time. If the committee requires more revisions on a student's thesis that extend beyond the graduation timeline, that student must request to change their graduation date with the Graduate College.

Assembling a Committee

- Graduate thesis committees are comprised of at least three faculty members, including the chair (your graduate advisor)
- All research committees must be chaired by a faculty member in the AETI department with graduate status
- At least two of the committee members must have tenure or tenure eligible status. Under the guidance of their major advisor, students will identify committee members and request their participation
- A committee must be in place prior to the proposal

For more information regarding thesis guidelines, please contact your graduate advisor. You may also be directed to the AETI Graduate Degree Counselor Annie Prisbey at aprisbey@email.arizona.edu or 520-621-0119.

PROJECT GUIDELINES

Please note, only Research Emphasis students are required to complete a research thesis.

Once approved, your thesis is available to be submitted and archived in The University of Arizona repository. Contact Annie Prisbrey for any questions or concerns during this process. **You will also email Annie the Dissertation and Thesis Distribution Rights page - <https://arizona.app.box.com/v/grad-gsas-distrightsthesisdiss>.**



Annie Prisbrey

AETI Graduate Degree Counselor
aprisbrey@email.arizona.edu
520-621-0119

Follow the information from this link - <https://grad.arizona.edu/gsas/dissertations-theses/submitting-and-archiving-your-thesis> - and use the tips & tricks below to be successful.

Tips & Tricks

- Use the title page format when submitting your thesis available at:
 - <https://arizona.app.box.com/v/grad-gsas-thesistitlepage>
- Ensure that you have the Thesis Approval page completed inserted in your final thesis draft (page 2)
 - <https://arizona.app.box.com/v/grad-gsas-thesisapprovncopy>
- For final submission, create an account with ProQuest:
 - <https://www.etsadmin.com/main/home?siteId=63>
 - If there are additional edits/changes that need to be completed, you will be contacted via your personal email by ProQuest

An additional step regarding your final thesis project required by the AETI Dept. is to develop a one page synopsis of your thesis including a short overview, key findings, and recommendations for practice. This one page document will be highlighted on the AETI Dept. website under Thesis Research. This document should be created immediately upon archiving your final thesis.

PROJECT GUIDELINES: CAPSTONE

Please note, only Professional Emphasis students are required to complete a Master's Capstone project.

The accumulation of knowledge learned throughout the graduate program journey lies in the end-of-term Master's capstone project. A capstone is an culmination of experiences that allows the student to prove the ability to synthesize material from course work and to apply information and knowledge to a specific issue or problem under the guidance of their advisor. Students completing a capstone project are required in the AETI Department to have a committee. You will need to adhere to the same guidelines as a thesis committee.

A capstone project must also be successfully defended, approved, and submitted by the published deadline in order for the student to graduate on time. If a committee requires more revisions on a student's capstone project that extend beyond the graduation timeline, that student must request to change their graduation date with the Graduate College. Please note, also, that students completing a Master's Capstone project are not required to archive their project or develop a one-page synopsis of it.

Assembling a Committee

- Master's Capstone project committees are comprised of at least 3 faculty members, including the chair (your graduate advisor)
- A committee must be in place prior to the proposal

For more information regarding Master's capstone project guidelines, please contact your graduate advisor. You may also be directed to the AETI Graduate Degree Counselor Annie Prisbey at aprisbey@email.arizona.edu or 520-621-0119.

UARIZONA INSTITUTIONAL REVIEW BOARD (IRB)

Please note, only Research Emphasis students are required to complete IRB training.

The Institutional Review Board (IRB) is a group dedicated to reviewing and monitoring the use of human subjects in a variety of research projects associated with human subjects research. This group has the authority to approve, require revisions to obtain approval, and reject projects based on their review. The IRB's purpose is to ensure and protect the rights of human subjects involved in research.

Concerning your chose research project and IRB, the first question to ask is - does my project require IRB review? Visit this link to help determine if your project needs to be reviewed by IRB - https://rgw.arizona.edu/sites/default/files/what_is_human_research_v2020-06_0.pdf.

All research emphasis students will need to complete the following trainings:

Collaborative Institutional Training Initiative (CITI)

<https://rgw.arizona.edu/compliance/human-subjects-protection-program/training-requirements>

Research faculty, staff, advisors, and students at the University of Arizona must complete the University of Arizona human subject component of the Collaborative Institutional Training Initiative (CITI) online training program.

1. To complete training, you must first create your CITI account.
2. If you have a CITI account, you can log in through the SSO system, using your UA NetID.
3. Review instructions for logging in through the SSO system.
4. For assistance with either creating an account or using the SSO system, contact the HSPP.

You will be issued a training report after you complete the training program. The HSPP recommends that you print and keep a copy for your records. The CITI certificate is valid for four (4) years, after which refresher training must be completed.

INSTITUTIONAL REVIEW BOARD (IRB)

Conflict of Interest Training (COI)

<https://rgw.arizona.edu/compliance/conflict-interest-program>

All graduate students conducting research must complete the University's Conflict of Interest training. Under the University's Individual Conflict of Interest in Research Policy, all Investigators are required to complete training and disclose Significant Financial Interests and Significant Personal Interests to the University. Because your program will involve research, you must complete your COI training and initial disclosure within 30 days after your start date by accessing the COI disclosure system. You can access the system as soon as you have created your University NetID.

EXPECTED TIMELINE AND FORMS

As you settle into the AETI Graduate Program and begin your studies, you begin the rewarding process of completing your Master's Degree. There are specific steps, actions, and other adventures you may take in achieving your degree. There is a general timeline for both the Research and Professional Emphases you can expect to follow during your studies.

Research Emphasis

- You will present your thesis project proposal in the Fall semester to your committee
- You will defend your completed thesis project in the Spring or Summer semester/session to your committee for final approval

Professional Emphasis

- You will present your master's capstone project proposal in your **final** Fall semester
- You will defend your completed master's capstone project in the following Spring or Summer semester/session

Both emphases are required to submit a Plan of Study after enrolling in your final full semester of classes. A Plan of Study is to be completed with your advisor's guidance as you prepare to enroll in courses that will contribute to your Master's Degree. Research and Professional Emphases students are also required to complete the Committee Appointment Form, which is to be submitted after the proposal meeting is complete.

Those in the Research Emphasis are required to submit an additional form, the Research Agreement. These forms are submitted via GradPath.

GRADUATE TEACHING ASSISTANTSHIPS

In the AETI Dept., our graduate students are an integral part of delivering our core teaching mission. Through the Teaching Assistantship program, graduate students have the opportunity to co-teach with AETI professors and gain valuable teaching experience. Those interested in this opportunity must complete a Teaching Assistant application for the current academic year.

Applying for a Teaching Assistantship typically requires a completed application in addition to three recommendations from individuals related to a student's academic program and professional accomplishments.

The most recent Teaching Assistantship application can be found at <https://aed.cals.arizona.edu/content/graduate-students>. The application must be fully completed and emailed as a PDF to Amber Rice at amrice@email.arizona.edu for consideration. Applications are released in January of the spring semester for the next academic year.

Serving as a Graduate Teaching Assistant (GTA) is a tremendous opportunity.

This unique position is designed to:

- Provide benefits to graduate students while they work to complete their graduate degrees
- Recruit exceptional students to various graduate programs
- Provide support to colleges and departments on campus with teaching, research, and outreach
- Provide hands on learning which allows the student to develop educational and professional skills
- Allow the graduate student to gain an exceptional, varied, and valuable university experience

Graduate College GA Manual, 2019.

Potential GTA's will receive an offer letter from the Director of Graduate Studies explaining the duties of a GTA and the benefits of being in that position. Information in offer letters includes potential stipend amount, professor you may be assisting, orientation information, and other important details and responsibilities associated with employment.

GRADUATE TEACHING ASSISTANTSHIP

Graduate Teaching Assistants (GTA) are also bound to certain expectations as GTAs. These expectations cover the multitude of your graduate studies including, but not limited to office space, code of conduct, and additional responsibilities.

Office Space

- As a GTA, you will receive office space within the AETI Department
- There are two options for where your office space may be:
 - Within an office suite
 - Within a hallway
- As a member of the department and UArizona student, it is important that you represent both entities well in your space
 - Do not lose your keys to your office
 - Close and lock the door when leaving your office
 - Keep your office neat and tidy

GTA Assignments

- As outlined in your offer letter, you will spend .25FTE (10 hours a week) on GTA responsibilities
- You are expected to complete work and specific assignments as assigned by your lead instructor

Communication with Instructor/Supervisor

- Communication with your lead instructor is of the utmost importance
 - Discuss with them the content of the course, policies and procedures, grading process, etc.
- You will receive regular mentoring and feedback from your lead instructor during appointment
- Communicate professionally and effectively with your instructor on all platforms (email, call/text, etc.)

GRADUATE TEACHING ASSISTANTSHIP

Code of Conduct

<https://grad.arizona.edu/funding/ga/appointment-process-and-responsibilities>

- Graduate Assistants are also subject to all rules, regulations, and policies that are set by ABOR (Arizona Board of Regents) and the University of Arizona. These include but are not limited to those governing intellectual property, equal opportunity, affirmative action, conflict of interest, and code of conduct.

<https://equity.arizona.edu/resources-materials/information-students/tips-graduate-teaching-assistants>

- You are not allowed to date or be in a romantic/sexual relationship with a student you teach, supervise, or evaluate
 - If you already have a romantic relationship with a student prior to the start of the semester, inform your supervisor and work with them to avoid any potential conflict of interest
- Exercise caution in requesting your students as friends on any social networking site/platform
 - If a student requests you as a friend, consider waiting until the end of the semester
- Avoid contacting students on their personal cell numbers unless it is class-related and they have provided it for this purpose, even if the number is in a public directory
- Avoid asking students personal questions (e.g. whether they are single, details about their romantic relationships, or where they socialize outside of class)
 - Keep the conversation education-related with questions such as what is their learning style or what interest they have in the subject
- Avoid discussing your personal life with your students, such as dating status
- Be cautious about accepting gifts from students as well as giving gifts to students
- Avoid commenting on your students' appearance or dress
- Avoid touching your students
- Be cautious about holding office hours/study groups at your home or places with alcohol
 - Do be accessible and offer flexibility, such as other on-campus areas during the day (e.g. your on-campus office with the door open)
- Be cautious about asking students to socialize outside of class

TRAININGS FOR GTA

As a Graduate Teaching Assistant (GTA), you are required to complete 5 trainings in order to enter the classroom. Visit <https://grad.arizona.edu/funding/ga/mandatory-online-training> for more information on the details provided below. All GTAs will be required to attend a mandatory AETI department level orientation and a UArizona CALS level orientation prior to the beginning of the fall semester. Please note that all trainings will be available via the AETI Graduate Student Non-Term D2L page and proof of all completed training must be uploaded for approval.

The Federal Education Right Protection Act (FERPA)

<http://registrar.arizona.edu/personal-information/ferpa-tutorial>.

All students are protected by a federal privacy law called FERPA (The Federal Education Right Protection Act). Since GTAs are dealing with student records in an official capacity they are bound by this law. The University of Arizona requires that all employees with access to student records complete an online training course. Failure to complete this course within two weeks of starting your position as a GTA, will render you ineligible to serve as a GTA and your position may be terminated.

Teaching Assistant/Associate Training Online (TATO)

Teaching Assistant/Associate Training Online (TATO) is a collection of self-paced modules about teaching and learning made available via D2L. All students who wish to be appointed as Teaching Assistants/Associates (TAs) must complete the module "TATO 2016" and pass the test with a score of 95% or higher no later than two weeks after the start of classes.

It is recommended that TAs review the information from all modules in TATO before the beginning of each semester. Individual departments may also assign additional modules from TATO.

Please note that the mandatory training Graduate Assistant/Associate Teaching Orientation (GATO) is no longer offered or required by the Graduate College. However, individual departments or colleges may be requiring in-person training. Please contact the appointing department for more information.



TRAININGS FOR GTA

Conflict of Interest Training (COI)

<https://uavpr.arizona.edu/COI/>

All GAs in Research must complete the University's Conflict of Interest training: Under the University's Individual Conflict of Interest in Research Policy, all Investigators are required to complete training and disclose Significant Financial Interests and Significant Personal Interests to the University. Because your position will involve research, you must complete your COI training and initial disclosure within 30 days after your start date by accessing the COI disclosure system. You can access the system as soon as you have created your University NetID.

Title IX

<https://titleix.arizona.edu/training>

The University of Arizona is committed to creating a learning and working environment that is free of harassment and discrimination. GAs have dual roles. They are both Students and Employees working with students. In furtherance of this commitment, all GAs must complete the employee Title IX training to better understand how to prevent and report discrimination/harassment. All employees who work closely with students must complete the Title IX for employees.

To request disability-related accommodations that will facilitate your full participation in this training please contact the DRC at 520-621-3268 or drc-info@email.arizona.edu.

Cultural Comptency

<https://bit.ly/3fZwoPj>

Training in cultural comptency and inclusivity will be completed by viewing a presentation from Dr. Tiffany Drape and Dr. Donna Westfall-Rudd from Virgina Tech using the link above. You will sign a following certificate confirming that you viewed the video and will ask questions of your lead instructor as it relates to practicing inclusive pedagogy.

TRAININGS FOR GTA

TATO and FERPA training may be completed through your D2L page. Follow the steps below to complete it through this method. Contact Margaret Pitts (mjpitts@email.arizona.edu) or Julie Treanor (treanorj@email.arizona.edu) for more information.

Complete Training through D2L

1. Go to <http://d2l.arizona.edu>.
2. Click on the button labeled "UA NetID Login" in the upper left side of the screen.
3. Enter NetID and password.
4. Click on "Self Registration" in the bar under the D2L logo.
5. Click on the hyperlinked course offering name "TATO"
6. Click on the button labeled "Register"; Click on "Submit"; Click on "Finish".
7. When finished, click on "My Home". In the center of the page, find the Student tab and follow the links to complete the TATO module(s).

All the trainings above must be completed prior to the first official day of classes each academic year. **Although not required, it is highly recommended you complete the UArizona Safe Zone training as a GTA.**

Safe Zone Training (Recommended, Not Required)

<https://lgbtq.arizona.edu/safe-zone-training-registration>

The Safe Zone Training is now online, and all learning materials are on D2L (Desire to Learn). This workshop is multimedia, incorporating videos, discussion boards, and online assessments. In order to receive full Safe Zone certification, participants must complete both the General Education and Ally Development workshops. While the General Education workshop can be made mandatory by supervisors or professors, participation in the Ally Development workshop is always elective. We believe that while you can require an employee or student to become educated about the LGBTQ+ community, a person's decision to practice allyship must be fully voluntary and based in genuine commitment and care.

TRAININGS FOR GTA

Your appointment as a GTA will determine not only your different responsibilities but also additional trainings you may need to complete. One such training is The University of Arizona's Defensive Driving course.

Defensive Driving Training (Per Appt. Basis)

https://risk.arizona.edu/sites/default/files/registering_for_defensive_driving_class_tutorial.pdf

This online, self-paced course covers UA driver responsibilities, key Fleet Safety policies, and reviews defensive driving techniques and select Arizona traffic laws. The first part of this course is the driver registration. Make sure you have your driver's license on hand.



GRADUATE RESOURCES AND IMPORTANT CONTACTS

Transitioning to being a graduate student with an increased workload presents new opportunities but also unforeseen challenges. The University of Arizona and the AETI Department are dedicated to the success of their graduate students and provide countless resources for you to utilize.

Health & Wellness

- *UA Counseling and Psych Services (CAPS)*
 - Located at UA Main Campus - Tucson
 - Contact (520) 621-3334 and/or visit <https://health.arizona.edu/counseling-psych-services>
- *UA Campus Health*
 - Located at UA Main Campus - Tucson
 - Contact (520) 621-9202 and/or visit <https://health.arizona.edu/>
- *UA Campus Pantry*
 - Located at UA Main Campus - Tucson
 - Contact uofacampuspantry@gmail.com and/or visit <https://campuspantry.arizona.edu/>

Writing & Publishing

- *UA Writing Skills Improvement Program (WSIP)*
 - Located online and at UA Main Campus - Tucson
 - Contact (520) 621-5849 and/or visit <https://wsip.arizona.edu/>
- *UA Think Tank's Writing Center*
 - Located online and at UA Main Campus - Tucson
 - Visit <https://thinktank.arizona.edu/writing-center>
- *UA Libraries' for Graduate Students*
 - Located at UA Main Campus - Tucson
 - Contact (520) 621-6442 and/or visit <https://new.library.arizona.edu/grads>



GRADUATE RESOURCES AND IMPORTANT CONTACTS

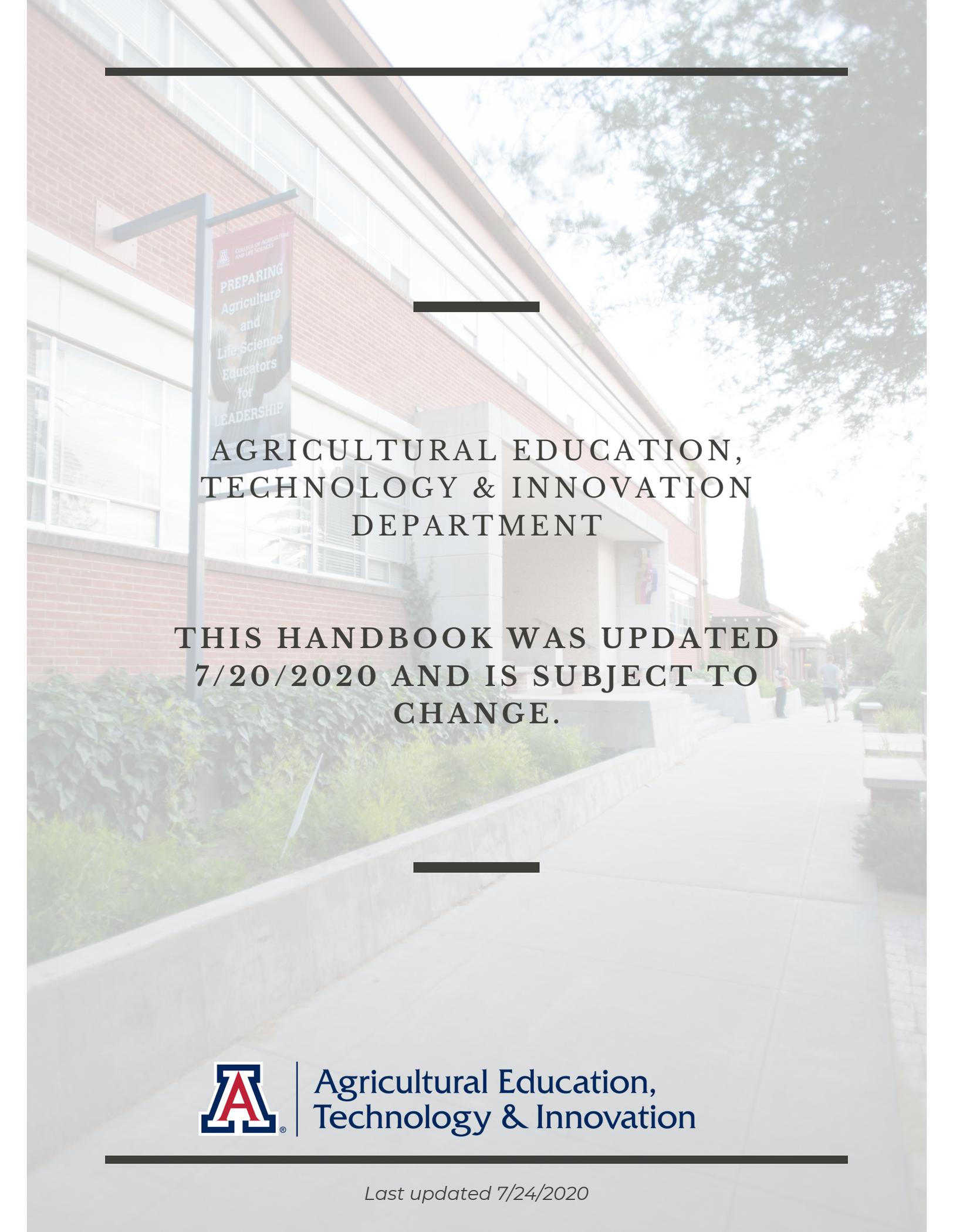
Technology

- *Microsoft Office 365 Software Download*
 - Office 365's online and downloadable productivity software is available at no cost to active members of the campus community
 - Visit <https://it.arizona.edu/service/microsoft-office-365>
- *Desire2Learn (D2L)*
 - Visit <https://it.arizona.edu/service/d2l>
- *24/7 IT Support*
 - Contact (520) 626-TECH (8324) and/or visit <https://it.arizona.edu/service/247-it-support>
- *Borrow Technology from UA Libraries*
 - Located at UA Main Campus - Tucson
 - Contact (520) 621-6442 and/or visit <https://new.library.arizona.edu/tech/borrow>

Financial Aid

- *GradSense.org*
 - An online resource produced by the Council of Graduate Schools that provides financial literacy information and strategies for students pursuing graduate education
 - Visit <https://gradsense.org/gradsense>
- *UA Office of Fellowships and Community Engagement*
 - The OFCE, a unit of the Graduate College, helps graduate students identify and apply for grants, fellowships and other external sources of funding, in addition to application advice and workshops on a variety of topics
 - Visit <https://grad.arizona.edu/ofce/>
- *The Graduate & Professional Student Council*
 - Offers funding to help graduate students with travel, research and projects, club funding, and professional development activities
 - Visit <http://www.gpsc.arizona.edu/grantsawards>





AGRICULTURAL EDUCATION,
TECHNOLOGY & INNOVATION
DEPARTMENT

THIS HANDBOOK WAS UPDATED
7/20/2020 AND IS SUBJECT TO
CHANGE.



Agricultural Education,
Technology & Innovation

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