



UNIVERSITY of MARYLAND  
SCHOOL OF MEDICINE

GRADUATE PROGRAM IN LIFE SCIENCES

# Molecular Microbiology & Immunology



## 2021 PhD Graduate Student Guidelines

*This document is not a contract and all information is subject to change at any time at the sole discretion of the Program.*

## Molecular Microbiology and Immunology Graduate Student Guidelines 2021

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Welcome to the Molecular Microbiology and Immunology (MMI) Graduate Program! We hope that you are excited to begin your graduate career with us. The MMI leadership are here to help guide you through the program and support your training towards earning your doctoral degree. Program Director, Dr. Bret Hassel and Program Coordinator, Dr. Heather Ezelle, are always available for student concerns and provide an environment of scholarship, collaboration, and community within the program. As part of the MMI, you will be learning in innovative courses, attending journal clubs, engaging with internationally known seminar speakers, presenting your research at our annual symposium, helping your fellow students at research-in-progress meetings, and conducting your own world class research.

Our program has over 80 faculty of diverse research interests. They are part of the Microbiology and Immunology Department, School of Dentistry, School of Pharmacy, Marlene and Stewart Greenebaum Comprehensive Cancer Center, Institute of Human Virology, Institute for Genome Sciences, Center for Vaccine Development and Global Health, Institute for Marine and Environmental Technology, and several other departments at the School of Medicine. In addition to maintaining their research programs, they are also leaders within their fields serving as journal editors, conference organizers, study section members, and even the President of the American Association for the Advancement of Science!

The following guidelines will provide the program requirements and rules for maintaining good standing in the MMI PhD program. You will also find the necessary forms to be submitted to document your progress. The policies stated are subject to change and you will be notified of any revisions in writing. These guidelines, in addition to the [Graduate Assistant Guide](#) and the [Graduate School Catalogue](#), will provide the policies that govern the MMI Program.

### Graduate Student Responsibilities

- University of Maryland Baltimore graduate students supported by Graduate Research Assistant (GRA) stipends are not permitted to hold outside employment. They may be compensated for teaching opportunities during the summer semester only.
- It is expected that students pursuing a Ph.D. in our program will attend all of their classes and required events and arrive on time except in the case of illness. If a student must miss a class, the student should email the course director or Elice Garcia-Baca for the Core Course. Her phone number is 410-706-6042 and her email is [EGarcia-Baca@som.umaryland.edu](mailto:EGarcia-Baca@som.umaryland.edu). The correct person should be notified before the start of the class.
- In addition to classes, new students are also required to perform three laboratory research rotations. While taking classes, laboratory research rotations will consist of approximately 20 hours per week in the lab you have chosen. If a student is not enrolled in a course, time invested in research will be full time, approximately 40 hours a week.
- Students have the responsibility of informing their research mentor in advance if they require leave to study for an exam, appointments, etc., or if they are ill and unable to come to lab. Students that need to take leave while enrolled in a course should make arrangements and receive prior approval from the course director. Students that need to take leave during lab rotations or thesis work, need approval from their mentor. Vacation and sick leave are outlined in the Graduate Assistant Guide and lab policies should be discussed at the beginning of the rotation and when the mentor agreement is signed.
- Students must adhere to all guidelines in this handbook or future amendments.

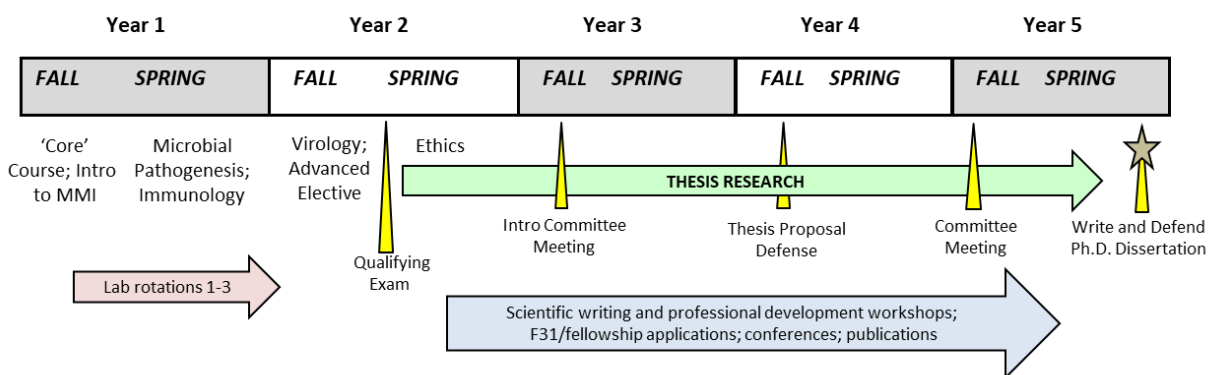
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In an effort to ensure that all Program and University mandated documentation is completed in a timely manner and that MMI student records are kept current, there is a policy entitled “Administrative Probation” in place. Under this policy, students who have not fulfilled administrative requirements such as turning in mandatory forms and documents, completing Title IX training etc., will be placed on Administrative Probation such that administrative support on the student's behalf (e.g. course registration, letters of recommendation, submission of Graduate School documents etc.) will be suspended until the outstanding matters are resolved. The Administrative Probation approach has helped to enhance accountability in other programs and we hope that it will be a rarely implemented incentive with the same effect for the MMI program.

### Timeline

A general timeline is provided below for PhD students. MD/PhD students follow a slightly amended schedule beginning in either their thesis lab or last rotation in July, followed by Principles of Virology and an elective in the fall, Basic Immunology and Principles of Microbial Pathogenesis in the spring, and the qualifying exam the following summer.

### Timeline of MMI Curriculum and Milestones



Seminars, journal clubs and student research presentations occur throughout the program and are not shown. The time for thesis research is not fixed but most students complete the program in five years.

### Classes

Students are required to maintain a 3.0 overall GPA (B average). A “C” in any course other than the Core Course will require retaking the class. A “C” in the Core Course will result in a dismissal from the Program.

#### Required First Semester Courses

*Core Course* (GPLS 601 Section 01, 8 credits)

*Microbiology and Immunology Seminar* (GPLS 608 Section 03, 1 credit)

*Introduction to Molecular Microbiology and Immunology* (GPLS 693, 1 credit)

#### Required Second Semester Courses

*Principles of Microbial Pathogenesis* (GPLS 710, 3 credits)

*Basic Immunology* (GPLS 702, 4 credits)

*Laboratory Rotation* starts in December (GPLS 609, Section 03, 2 credits)

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*Microbiology and Immunology Seminar* (GPLS 608 Section 03, 1 credit)

### Required Third Semester Courses

*Principles of Virology* (GPLS 704, 3 credits)

*Microbiology and Immunology Seminar* (GPLS 608 Section 03, 1 credit)  
and every semester thereafter until the semester before the Dissertation Defense

*Pre-candidacy Research* (GPLS 898, Section 03, 2 credits)

### Elective Third Semester Course (required) a partial list of electives:

*Advances in Immunology* (GPLS 769, 2 credits)

*Advanced Microbial Pathogenesis* (GPLS 725, 3 credits)

*Advanced Parasitology* (when warranted)

*Cancer Biology* (GPLS 665, 3 credits)

*Molecular Mechanisms of Signal Transduction* (GPLS 616, 3 credits)

*Molecular Epidemiology* (PREV 780, 3 credits)

*Infectious Disease Epidemiology* (PREV 749, 3 credits)

### Required Fourth Semester Course

*Research Ethics* (CIPP 907, 1 credit)

Additional Electives can be taken after requirements are fulfilled with mentor approval.

### ***Laboratory Rotations Rules and Timing*** (GPLS 609 Section 03)

Only one MMI rotation student per laboratory is allowed at a time. Three separate laboratory rotations are required during the student's first year. A student may request a 4<sup>th</sup> rotation which can be completed in the summer or fall of 2022.

A Laboratory Rotation Form is required *before the start* of each rotation. The form should be completed with the chosen mentor. The completed and signed form is submitted to the MMI Academic Services Specialist, HH 324C.

The first laboratory rotation (2<sup>nd</sup> for Summer Bridge students) begins immediately following the completion of the Core Course and ends approximately Friday, February 25, 2022

Laboratory Rotation 2 (3<sup>rd</sup> for Summer Bridge students) begins approximately February 28, 2022 and will end on May 20, 2022.

Laboratory Rotation 3 (optional 4<sup>th</sup> for Summer Bridge students) starts approximately May 31, 2022 and will end on August 19, 2022 before the beginning of the Fall Semester.

Laboratory Summaries are due *within 3 weeks* after the end of each rotation. Summaries must be 3-4 pages in length and must have the following sections: Title, Background and Hypothesis, Approach and Results, Conclusions and Future Directions, and References. After completing the summary, attach the required cover page summary which needs to be signed by student and mentor and submit to the MMI Academic Services Specialist, HH 324C.

### ***Core Course (GPLS 601)***

Attendance is informally taken each day, however, if you begin missing classes or are constantly late it will be noted and you will be counseled by our program and/or GPILS. *If you are going to miss more than a day for illness or a required event such as the small group meetings, please notify Elice Garcia-Baca, phone 410-706-6042 or [egarcia-baca@som.umaryland.edu](mailto:egarcia-baca@som.umaryland.edu).*

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### ***Introduction to Molecular Microbiology and Immunology (GPLS 693)***

This course combines lecture and discussion to lay the foundation for advanced study of molecular microbiology and immunology. The subjects covered will complement the GPILS 601 Mechanisms in Biomedical Sciences: From Genes to Disease fall semester course, with particular focus on bacteriology, virology, immunology, parasitology, and fungal pathogenesis. Lecture will include 1) Professional Development (mentorship, funding, publishing, career paths, study approaches, and lab protocol), 2) Scientific Theory and Process, 3) History of Science, and 4) Current Topics. Lectures will include open forums for active discussion and integrated learning. This course meets once weekly and is required for all students in the Molecular Microbiology and Immunology Program.

### ***Program Subject Courses***

Class attendance is required as participation is a major component of the advanced courses. If a student is ill, an email must be sent to the course master. Course guidelines are provided in the syllabus which is provided by the course director and available on Blackboard.

### ***Ethics Course (CIPP 907)***

The Ethics Course will consist of weekly discussions during the second Spring semester. This is a required course that is graded Pass/Fail. A certificate will be awarded when the course is successfully completed which needs to be submitted to the Academic Services Specialist.

### ***Microbiology and Immunology Department Seminar (GPLS 608)***

Students are encouraged to attend Department Seminars in the GPLS 608 Seminar Series in order to fulfill their monthly Program attendance requirements (see below under Attendance Requirements). All speakers from outside the University have lunch with a small group of graduate students to discuss research, careers, and general advice. Students are strongly encouraged to take advantage of this opportunity to network with leaders in the field (lunch is provided).

### **Other Program Requirements**

#### ***Professor Rounds***

Many of the faculty who would like to host a rotation student will present their work at Professor Rounds beginning in September and ending before the end of your 1<sup>st</sup> semester. Some faculty who can fund a student but are not actively seeking a student may opt to not present here, therefore if you are interested in working with a particular faculty member, you are highly encouraged to contact them even if they did not present at Professor Rounds. Attendance is *mandatory* for all Ph.D. students but optional for MD/PhD students.

#### ***Student Research-in-Progress Seminar Series/MLM***

Micro Lab Meeting (MLM) will be held every week in HSF2 341. Each student gives an informal but organized presentation about their current work. These are not “polished,” conference-style presentations, but should generate discussion about lab successes and challenges – a place for receiving ideas to make projects stronger or more successful. Second year students and above are assigned a presentation date by the third year student organizers. Presenters will be contacted by the organizers at least one week ahead of their presentation and must provide a brief description of their project and the questions/problems they hope to address. Presenters should also notify their thesis committee of their presentation in advance so that they may attend. This is an excellent opportunity for committee members to be updated on your progress. These meetings are currently held on Mondays at noon. These meetings are part of the Program attendance requirements detailed below.

#### ***Journal Clubs***

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All second year students and above should present in one of the three journal clubs organized by the third year MMI students. These meetings are part of the Program attendance requirements detailed below.

Immunology Journal Club (IJC) – Tuesdays, 12:00p.m in HSF3 rm 6020. Students, faculty, and postdocs present current, impactful, and engaging papers for discussion. Papers should be explained with a formal Powerpoint presentation. Presenters will be contacted by the organizers at least one week ahead of their presentation and must provide a pdf of the paper to be discussed as well as a brief explanation of the paper's significance.

Microbial Pathogenesis Journal Club (MPJC) – Every other Thursday at noon in HSF2 rm 431. Students, faculty, and postdocs present current, impactful, and engaging papers for discussion. Papers should be explained with a formal Powerpoint presentation. Presenters will be contacted by the organizers at least one week ahead of their presentation and must provide a pdf of the paper to be discussed as well as a brief explanation of the paper's significance.

Virology Journal Club (VJC) – Alternating Thursdays with MPJC at noon in HSF2 rm 431. While this journal club is heavily dominated by the Frieman, Jackson, and Coughlan labs, it is open to everyone and is included amongst the Program attendance options. Presenters will be contacted by the organizers at least one week ahead of their presentation and must provide a pdf of the paper to be discussed as well as a brief explanation of the paper's significance.

Institute of Human Virology Journal Club – Wednesdays at 5:00 p.m. IHV 3<sup>rd</sup> Floor Lightwell, twice a month. Optional. This journal club does not count towards the required MMI journal club attendance guideline below.

### ***Program Attendance Requirements***

All students are required to attend the Research-in-Progress/MLM, journal clubs (JC), and/or Microbiology Dept Seminars each month. In response to many of the concerns and constraints brought to light last year, the attendance requirements have been modified to the following to provide some relief on your time and flexibility in your scheduling.

- 1<sup>st</sup> years students – attend any 3 MLM/JC/Micro Dept seminars each month for the Fall semester. This will increase to 6 in the Spring.
- 2<sup>nd</sup> and 3<sup>rd</sup> year students – attend any 6 MLM/JC/Micro Dept seminars each month
- 4<sup>th</sup> year+ students – attend any 3 MLM/JC/Micro Dept seminars

If a student does not meet the monthly attendance minimums, a makeup assignment will be required or the student will receive a Fail for the course. Our program cannot graduate a PhD student with a Fail on their transcript.

A make-up assignment for each missed meeting consists of:

1. Choose one of the speakers/paper authors that was missed for every absence.
2. Read 3 papers by said speaker/author
3. Write a 3 to 4 page, double-spaced paper summarizing what was read and demonstrating that the material was understood.
4. Paper is due the same semester as the missed seminars or a due date set by the Dr. Ezelle or Dr. Hassel.

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### *Graduate Research Conference (GRC)*

Each year the Graduate Student Association sponsors the Graduate Research Conference in March. This is a chance for students as well as postdoctoral fellows across all of the UMB schools to enter a poster or an oral presentation of their work. Posters and presentations are judged and awarded. All Molecular Microbiology and Immunology Students are strongly encouraged to participate.

### *PhD Candidacy Ceremony*

As part of the GRC, students who reached candidacy the year prior to the spring semester can participate in the PhD Candidacy Ceremony where their achievement is recognized by the Dean of the Graduate School. Students interested in participating must RSVP to the Graduate School.

### *Student Selected Seminar Speakers*

Each academic year there are four student selected speakers for the Microbiology and Immunology Department's seminar series, one from each discipline, Bacteriology, Virology, Parasitology/Mycology and Immunology. The student committees are comprised of students who have passed their qualifying exams though the committee may ask for input from students that have not passed the exam but are in their final labs. These students however, will not participate in the final vote. Each committee will be convened by the previous year's student host the summer before the new academic year starts. Speaker nominees will be solicited and the student who nominates the agreed upon speaker will serve as the host. The chosen speaker must receive approval of the Program Director, Dr. Bret Hassel and seminar committee chairperson, Dr. William Jackson. Available dates should be obtained from Dr. Jackson *before* the speaker is invited. The student host, with the assistance of the committee, organizes the dinner with the speaker by making the reservations; inviting students to attend the dinner, making sure the State guidelines are followed for reimbursement (currently \$54 a person) and alcohol (none). The host works closely with the Microbiology and Immunology Seminar Coordinator, Ms. Jasmine Hawkins, who will make the travel and honorarium arrangements, contact suggested faculty to meet the speaker, organize the schedule, and order the lunch for the students. All students are invited to have lunch or dinner with the speaker but there will be a limit on the number of attendees – lunch attendees should be different than the dinner attendees whenever possible. The receipt for the dinner should be turned in to Olu Adewunmi, the Administrator in the Department of Microbiology and Immunology.

### *Graduate Student Presentations*

Graduate Student Presentations are held annually in the beginning of June, thus they are commonly referred to as "June Presentations". Attendance and participation is mandatory for each student. Presentations are on a student's thesis project or first years can present on any completed laboratory rotation project. First years should contact their rotation mentor for approval. The primary purpose of these presentations is to improve students' presentations skills and construction of an abstract; it is not an evaluation of their research project. Data is not required. Fourth year students organize this activity each year in coordination with the Academic Services Specialist.

Abstracts will be due in May and are generally submitted to a shared drive established by the organizers. They will be assembled into a symposium abstract book.

Presentations are approximately 15 min for 2<sup>nd</sup> years and above, and 1<sup>st</sup> year rotation presentations are 10-12 minutes. Additional time of about 5 minutes should be allocated for questions from the audience. Modifications can be made due to COVID-19 safety restrictions.

Each student will receive written evaluations of their abstract and presentation from 2-3 non-anonymous reviewers. Reviewers are faculty members, postdoctoral fellows, and senior students who have submitted their Final Committee Nomination Form to the Graduate School.



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### *Advisor Meetings*

The Program Director has assigned a faculty member to be your academic advisor for your first year. The student and advisor should meet monthly to discuss classes, career development, rotations, mentor selection, and skills for being a successful scientist and student. The student is responsible for organizing the meetings in a timely fashion as well as returning the required form (due each semester), completed and signed, to the MMI Academic Services Specialist.

Suggested semester meeting topics, in addition to coursework, rotations, and general progression are below.

### Fall 2021

*November/December*- introductions, background bios and interests; rotations. Feel free to discuss topics covered in the Intro to MMI course such as: how to do a rotation and choose a lab/mentor; how to learn: "Grad School Style"; the Qualifying Exam (note a full description of the exam will be provided in December of your second year).

### Spring 2022

*February* – discuss progress in your first rotation and upcoming second rotation; MMI courses – Basic Immunology and Microbial Pathogenesis. Feel free to discuss topics covered in the Intro to MMI course such as: Grants: how/why are you paid? F31s, foundation grants etc.; how publishing works; writing a paper and responding to reviewers; negotiating issues/conflicts with colleagues

*April* – discuss progress in your second rotation and upcoming third rotation; MMI courses – exam results. Feel free to discuss any of the topics above.

### Summer 2022

*June/July*- discuss semester grades and selection of Fall elective, rotation #3, and selecting a thesis mentor. Feel free to discuss topics covered in the Intro to MMI course such as: posters/meetings; how to pick a career: Academia, Industry, Government, and Other; how to pick a postdoc lab and be a competitive applicant

### *Individual Development Plan (IDP)*

To further support the development of graduate students in their trajectory towards independent careers, the Graduate Program in Life Sciences issued the Individual Development Plan (IDP) as a mentoring guidance document. Each student is required to complete an IDP with their mentor each year. First year students will meet with their faculty advisor to discuss this. Please turn in this completed and signed form to the MMI Academic Services Specialist when requested in the spring semester.

### **Academic Progress**

#### *Selecting a Thesis Mentor*

Numerous considerations go into choosing a thesis mentor, including their temperament, the other lab personnel, their supervisory style, the project and more. Lab rotations are a time to explore these and decide whether the lab and mentor are a good fit for both student and mentor.

Once a student finds the right combination in a mentor and decides on a lab, they should meet with the faculty member and discuss whether they can support a student financially. The mentor must be willing and able to provide at least 2 years of support beginning 15 months (12 months for MD/PhD students) after the student begins in the program. Projects, expectations (for both parties), and lab rules (attendance, meetings etc) should also be discussed. If more than one student wants to join the lab as a thesis student at the same time, the mentor will choose the student able to join, or if the mentor has enough funding, both



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students can be accepted. Having rotated first does not automatically mean someone has priority for joining the lab.

After a thesis lab is decided, the student will submit their Mentor Acceptance Form which is to be signed and returned to the MMI Academic Services Specialist. This form confirms the expectations of the mentor's financial obligation to the student and that the mentor accepts the student into their lab for their thesis work. If a mentor cannot afford to support the student for 2 years, they cannot serve as a mentor.

Further advice on picking a thesis mentor can be sought from other students, a student's first year advisor, the Program Director, or the MMI Academic Services Specialist.

### *Qualifying Exam, approximately mid-March 2023 (or mid-July 2022 for MD/PhD students)*

The Qualifying Exam is both a written and oral exam. The written exam is a grant proposal formatted as an NIH F31 fellowship Specific Aims and Research Plan that can be based upon the student's thesis work or a non-related area. Six weeks prior to the exam date, the student must submit their Specific Aims to the Qualifying Exam Director, Dr. Vincent Bruno, for approval. If approved, the Research Plan is due to the QE Director four weeks prior to the exam. The oral exam is approximately 2 hours in length. The student's fundamental scientific knowledge and ability to interpret data, draw conclusions, formulate hypotheses and design experimental approaches is tested utilizing the written proposal as a basis for questioning, but the examination is not restricted to it. The purpose of this exam is to ensure the student's mastery of basic course material and scientific thinking. Successful completion is required for continuation in the graduate program. Only three grades are possible, Pass, Fail, and Remediation with possible re-take. At least 3 of the examining committee members must approve a passing grade. If the student does not pass a required retake exam or refuses to retake the exam, the student will be dismissed with a master's degree.

In preparation for the exam, students may devote time to studying without going to their thesis laboratories. This is typically done once the proposal is submitted and course review begins. This arrangement should be arranged with the mentor, however program leadership can be consulted. It is permissible and typical that senior post-candidacy students distribute study guides and hold "practice" oral exams. Senior students help prepare their younger peers for being tested by the faculty examination panel. The student's primary thesis mentor may also help with preparing the student for the exam. However, to ensure that all students have access to similar preparation resources, other faculty are not permitted to assist in exam preparation.

Further details are discussed at a qualifying exam pre-meeting with the exam chairperson, Dr. Vincent Bruno.

### *Admission to Candidacy*

Admission to candidacy is applied for after passing the Qualifying Exam. The application will be completed by the MMI Academic Services Specialist; the Student will obtain their Mentor's signature and then return the form to the MMI Academic Services Specialist who will then submit it to the Graduate School.

After passing the Qualifying Exam and receiving admission to candidacy, the student's annual stipend will be increased by \$1,000.

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### *Thesis Committee Selection and Introductory Meeting*

A thesis committee consisting of at least five faculty members is selected by the student and their mentor after passing the Qualifying exam and no later than the summer of 2022. A minimum of 3 members must have regular membership on the University of Maryland Graduate Faculty. One member must have *no* affiliation with the Molecular Microbiology and Immunology Graduate Program and should not be part of the University of Maryland Baltimore campus if possible. MD/PhD students must have a member of the MSTP Advisory Committee. After the Committee Nomination form is completed, it should be turned in to the Academic Services Specialist.

An introductory meeting of the thesis committee should take place by the end of the calendar year, 2023, for PhD students, and by October 2022 for MD/PhD students. At this meeting, the student introduces themselves and their project(s) to the committee through an oral presentation. Research may still be in the preliminary stage or multiple projects may be candidates for the final thesis work. The committee will help determine whether the research project will be a viable dissertation and what experiments are necessary to prepare the student for the thesis proposal meeting. The introductory meeting will be followed by mandatory annual meetings of the thesis committee and student. MD/PhD students must meet with their committee every six months per MSTP guidelines. The student is responsible for organizing the meeting in a timely fashion as well as providing and returning the completed, signed form to the Academic Services Specialist.

### *Proposal Defense Guidelines*

The Proposal Defense is intended to allow the student to formulate a sound plan for the final phase of their PhD research project, and to have the student's thesis committee approve that plan. The student should emerge from this meeting with clear goals for the research plan, allowing for possible alternative approaches if necessary. This is a formal exam in which the student must demonstrate strong knowledge of the background material and relevant literature, and clear understanding of other aspects of the project and proposal.

1. The proposal defense should take place by the end of the student's third year in the program, and no later than 12 months after the introductory thesis meeting at the latest. MD/PhD students should hold their proposal within 12 months after their qualifying exam.
2. The proposal document is prepared by the student with advice from the mentor
3. The proposal document should follow guidelines for an NRSA (NIH) F31 (Individual Student Fellowship) application:
  - a. Maximums of 1 page for the Specific Aims and 6 single line spaced pages, including figures and tables, for sections ii-iv below (excluding list of references). Sections ii-iv are the Research Strategy of an F31
  - b. Arial 11 pt font (or similar size font)
  - c. Sections headed:
    - i. Abstract and Specific Aims (0.5-1 page)
    - ii. Significance (~1-1.5 pages)
    - iii. Innovation (~0.5 pages)
    - iv. Approach (~3-4 pages))
    - v. References Cited
  - d. For content descriptions of these sections, see pages 84-86 of the [NIH Research Instructions](#)
4. The document should be sent electronically (with hard copy if requested) to each member of the thesis committee at least 2 weeks prior to the oral defense date. For the oral defense, the student should prepare a presentation lasting 30-45 minutes describing all aspects of the proposal – this presentation file (in draft form if necessary) should be sent to the committee members at least one day before the presentation

5. Although the major purpose of this meeting is for the thesis committee to approve the proposed project and provide suggestions and guidance to the student, this is also an examination that the student must pass to continue in the program. The thesis committee members will ask questions throughout the presentation, testing the student's knowledge of the background material and their understanding of the project significance and approaches used, and will advise on the feasibility of the aims and research design. It is strongly suggested that, within a reasonable time, the student prepares a response to all of the committee suggestions, to be used in subsequent meetings to show that concerns by members of the committee have been properly addressed.
6. For the student to pass the defense, the majority of the committee members must vote to pass (3 votes for a 5-member committee, 4 votes for a 6-member committee).
7. If there are insufficient pass votes, the student will be given one more opportunity to revise the document (if necessary) and retake the oral proposal defense within 6 months of the first date.
8. The Proposal Defense Record form must be signed by the committee members and completed at the defense meeting – the student then returns the form to the MMI Academic Services Specialist.
9. Where possible, the proposal document can be submitted as an F31 Individual Predoctoral Fellowship application to the NIH (or equivalent funding agency).
10. The student must meet with the thesis committee at least annually after this defense to update the committee and seek further advice (every six months for MD/PhD students).
11. The student may meet more frequently with individual members of the committee or the whole committee.
12. The thesis committee may request to meet with the student in 6, 9, or 12 months depending on the student's progress. If the thesis committee requests to meet in less than 12 months, they must indicate what concerns they had at the committee meeting and their expectations for the next meeting.

### *Dissertation Defense*

At least six months before the Doctoral Dissertation Defense, submission of the "Nomination of Members for Final Doctoral Examination Committee" form must be completed and submitted to the Graduate School. Usually the members are the same as the Thesis Committee, however some adjustment of the committee is allowed. The student should also consult the Graduate School [website](#) for graduating students.

Students are *required* to have an accepted first author paper before setting the Defense date. This is a GPILS requirement unless special permission is granted by the Program Director. Students should also consult the Graduate School [website](#) for the last day to defend in any given semester in order to graduate that semester. If you will be a summer graduate, please consult the Academic Services Specialist as tuition costs must be considered for summer graduates.

Students are responsible for reserving a venue for both the public and private defense of their dissertation. The public defense is a one hour oral presentation that is open to the UMB community at which the audience is able to ask questions. Traditionally, the committee members hold their questions until the private defense immediately following. Potential public defense venues must be of a reasonable size to accommodate an audience of faculty and students. Family and friends are also welcome to attend. Potential rooms include the HSFII auditorium, Leadership Hall, Hosick Lecture Hall, HSF-3 rm 1010, various lecture halls in the School of Dentistry, and Davidge Hall. The private defense can either be in the same location or a smaller conference room. Previous policy stipulated that only one committee member could attend virtually, unless permission is given by the Dean of the Graduate School. Currently, greater latitude is given due to social distancing and minimizing travel, but the Academic Services Specialist should be consulted prior to scheduling.

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At least one month before the Defense date, the student's readers are given the document for review. When the thesis is returned to the student, and at least two weeks before the defense, each reader must sign the "Certification of Completion of the Doctoral Dissertation" form. This form is then submitted to the Graduate School, 620 W. Lexington Street, 5<sup>th</sup> Floor. It can be scanned and emailed to [GradInfo@umaryland.edu](mailto:GradInfo@umaryland.edu).

Two weeks before the dissertation defense, each member of the thesis committee must be presented with the amended document.

Also two weeks before the Defense, the student must submit the "Announcement of Doctoral Dissertation Defense" [online form](#) to the Graduate School, and provide a copy of the announcement information to the Academic Services Specialist.

Several days before the Defense, the Dean of the Graduate School will assign one of the committee members to be the Dean's representative. They will receive and be responsible for collecting the signatures of the committee, recording the final grade (pass/fail), and submitting the form to the Graduate School within two days of the Defense.

After successfully defending, the student is required to submit an electronic version of their thesis to the Graduate School through ProQuest before the deadline as detailed on their [website](#). Bound copies of the completed thesis can be purchased by the student.

A checklist of these steps and the necessary links are located in Appendix 1 of the Handbook.

### *Doctoral Hooding Ceremony*

This is held as part of the University commencement ceremonies at the end of the spring semester. All students who defended in the 3 preceding semesters (Summer, Fall, Spring) are invited to participate in the ceremony. The student's mentor and the director of the program participate in the conveyance of the doctoral hood. A reception follows for the faculty, students, and their families.

### *Graduation Ceremony*

Students must apply to graduate at the beginning of the semester they intend to graduate. Defense and application deadlines can be found on the Graduate School [website](#). This campus-wide ceremony is held the last day of the semester at the Baltimore Arena. Graduates can attend this ceremony in addition to the Doctoral Hooding Ceremony. Communications regarding the ceremony, tickets, and regalia will come from the Graduate School.

## **Other Opportunities**

### *University & Community Service*

For students interested in university & community service, several opportunities are available. These activities can also be noted on a student's CV, demonstrating that the student is engaged and is a valuable member of the program, university, and community at large. Below are just some of the campus service opportunities.

### *Teaching*

We recognize that teaching experience is an important skill for MMI students on both academic and non-academic professional paths. Towards this goal, students who have successfully completed their qualifying exam have the opportunity to serve as small group preceptors in the medical school curriculum and/or teach in advanced MMI classes (e.g. Advanced Immunology). Any teaching activity requires prior approval of the student's primary research mentor and should not adversely impact their thesis research.

## Molecular Microbiology and Immunology Graduate Student Guidelines 2021

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Opportunities for undergraduate teaching may be available at affiliated UM System and private local universities (e.g. Towson, Loyola) and MMI faculty may help identify such opportunities as requested on a case-by-case basis.

Jennifer Aumiller is the Director of the Office of Professional Development in GPILS and organizes pedagogy seminars each year. Interested students can also apply for the Collaborative Teaching Fellowship Program in conjunction with Johns Hopkins University that provides hands-on teaching experience with mentorship and coaching from faculty at local institutions. The program is 6 to 8 weeks. The program is offered at least once a year. Students must apply directly to the program and approval is needed from the mentor and Program Director.

### *Recruitment*

All current students are needed in order for our program to attract the BEST applicants to join our Program. Each January and February, volunteers will be needed to help host applicants and be ambassadors for our program. Amongst all of the recruitment events, there are more jobs than there are students, so everyone is expected to help. Our program also hosts prospective students throughout the year and volunteers will be needed for these smaller events as well.

### *Select campus-wide service opportunities*

Graduate Student Association (GSA, <http://graduate.umaryland.edu/gsa/>)

University Student Government Assoc. (USGA <http://www.umaryland.edu/usga/>)

Project Jump Start (<https://www.umaryland.edu/pjs/>)

GPILS Student Advisory Committee (SAC, <https://lifesciences.umaryland.edu/current/Student-Advisory-Committee/>)

GSA, USGA, and SAC all have student representatives from MMI.

### *Community Outreach*

Public service and education are important components of professional development and many opportunities exist for students on campus.

The UMB CURE Scholars Program is a STEM education and outreach program seeking volunteers to mentor middle and high school youth from West Baltimore (<https://www.umaryland.edu/cure-scholars/>).

The Office of Community Engagement (<https://www.umaryland.edu/occe/>) is a good resource for service opportunities.

GSA, USGA, and SAC also provide volunteer opportunities throughout the year.

## **Resources and Assistance**

The path to a doctorate is long and can be both mentally and emotionally taxing. Whether stressed from experiment challenges or conflicts in the lab, there are resources available to you. Reaching out to your fellow students, mentor, labmates, program coordinator, or director can help clarify guidelines, policies, or expectations which may be helpful. In addition, following are some resource guides and links

## UMB Student Resources for Addressing Conflicts

Given the setting of laboratory research, there are several potential sources of conflict which can arise and be stressful for a graduate student. The first challenge is **identifying when these arise**. The second is to **identify resources** to seek appropriate help, so that the stress is resolved. This document is a quick summary of the various resources available for MMI students. However, realizing when situations may be eased by seeking help is important as well. It is difficult to summarize the various potential scenarios – but perhaps the most important guide should be the students own judgement. The decision to seek help should be based on the student’s wellbeing – not worrying about any (if at all) impact on the lab colleague, faculty mentor, lab funding etc. etc. It should be about you.

The suggested sequence below is focused on students and is designed to address student-student, student-staff and student-faculty engagement that comprises the mainstay of student interactions. Faculty and staff follow similar but distinct steps (no addressed here).

1. **Try talking:** Directly addressing the source of conflict with open and sensitive dialogue is often the most effective and efficient approach to resolving any issue; however, this is not always possible due to a litany of potential conflict-specific circumstances.
2. **Conversation with an informal mentor/friend:** It can be confusing in the beginning, to figure out *if* what you are experiencing is “normal”. Talking with someone outside your immediate circle of friends – who can listen and advise you, may be a valuable. Ideally this would be a faculty member such as your pre-thesis advisor, one of your rotation supervisors, a member of your thesis committee etc.
3. **Conversation with supervisor:** The next step is to approach the supervisor of the person in conflict. Often this is a lab head or PI. Meetings should be scheduled when both parties are *not* time-restricted to provide sufficient time for discussion. If the topic is confidential, this should be stated at the outset. Ideally, the meeting should identify next steps towards resolution, define milestones, and schedule a follow-up to assess progress.
4. **Consult MMI administration:** In the event the student feels more help is required (either because steps 1-3 did not produce results OR the student is not comfortable with steps 1-3) contact the MMI Program Coordinator and Director. MMI leadership will provide suggestions, support and mediation of the issue with the key stakeholders. In addition, they can connect you to independent campus resources to address all aspects of the conflict. *Please note that you should feel comfortable with approaching step 4, even if you did not get through 1-3; this is not sequential.*
5. **Official channel:** While the MMI leadership will in most times make the necessary connections and advocate for you, you are able to take conflicts to the next step if necessary. The next step is to meet with [Dr. James Kaper](#) (Chair of the Department of Microbiology and Immunology, also the SOM Senior Associate Dean). You can email Dr. Kaper directly to make an appointment. Alternate SOM and UMB resources respectively are [Dr. Dudley Strickland](#), Associate Dean for Graduate and Postdoctoral Studies and head of the GPILS program, and [Dr. Erin Golembewski](#), Senior Associate Dean of the Graduate school.
6. **SOM offices:** Student issues that go beyond the steps outlined above typically fall into more serious offences such as Title IX violations and are addressed by dedicated officials and offices. Contact information for these resources is provided below.

Resources that can be contacted in conjunction with or after the above steps:

- The UMB Ombudsperson (<https://www.umaryland.edu/ombuds/>). A confidential resource that can help mediate conflict, seek solutions, and improve communication.
- Workplace Mediation Service (<https://www.umaryland.edu/mediation/>)
- Human Resources (<https://www.umaryland.edu/hrs/>)
- Graduate School Ombuds Committee (mediation between student and adviser/program; <https://www.graduate.umaryland.edu/policies/>)
- UMB Ethicspoint Hotline (includes Core Values, Code of Ethics, Policies or Procedures violations; <https://www.umaryland.edu/umbhotline/>)
- Title IX Office (<https://www.umaryland.edu/titleix/>)



## Student Support Resources

### NIH

The NIH Office of Intramural Training and Education has hosted mental health series that you can participate in or view afterwards on their youtube channel (NIH OITE),

[https://www.youtube.com/channel/UCQQHo\\_QnuBxdfcsRy4INGGw](https://www.youtube.com/channel/UCQQHo_QnuBxdfcsRy4INGGw)

- Mental Health and Wellness Series (ongoing series, register her to participate [https://www.training.nih.gov/new\\_seminar\\_series\\_mental\\_health\\_and\\_well-being](https://www.training.nih.gov/new_seminar_series_mental_health_and_well-being))
  - o Suicide in the Biomedical Research Community (youtube)
  - o Mental Health and Wellness Through a Cultural Lens (youtube)
  - o Managing Addictive Behaviors (youtube)
  - o Supporting the Health and Wellbeing of Biomedical Researchers (youtube)
  - o Anxiety and Anxiety Disorders (Feb 1)
  - o Depression and Depressive Disorders (March 1)
  - o Executive Function (April 6)
  - o Psychology of Career Decision-Making (May 3)
  - o Trauma (Individual and Group) (June 7)
  - o Autism Spectrum (July 12)
- Wellness and Stress Reduction for Scientists (all on youtube)
  - o Strategies and Tools for Dealing with Stress During the Coronavirus Pandemic
  - o Stress Management and Self-Care for Scientists: During COVID-19 and Beyond
  - o Supporting Yourself and Your Trainees During the Coronavirus Pandemic
  - o Navigating Transitions: Going Back to the Workspace
- Becoming a Resilient Scientist (all on youtube)
  - o Becoming a Resilient Scientists... Pandemic Edition
  - o Exploring Our Self-Talk: Cognitive Distortions
  - o Self-Advocacy and Assertiveness
  - o Feedback Resilience
  - o Resilience in the Job Search, Work, and in Life

### UMB

Wellness Hub Programs:

- Open to all students. There are several programs including Stressbusters, a nationwide program addressing stress and anxiety and providing relaxation opportunities, and live webinars on wellness including workshops such as mindful meditation.
- <https://www.umaryland.edu/wellness/>

Human Resources:

- The Launch Your Life program is designed to help maintain health and wellness and includes nutrition information, restorative yoga, and meditation. <https://www.umaryland.edu/launch-your-life/events/>
- They also have a COVID Coping Kit of resources, links to things like Launch Your Life, and webinars on topics like coping and stress. <https://www.umaryland.edu/hrs/benefits/work-life-and-wellness/umb-covid-19-coping-kit/>

- There's an additional resource list for parents/caregivers  
<https://www.umaryland.edu/hrs/benefits/work-life-and-wellness/caregiving/>

Student Counseling Center (<https://www.umaryland.edu/counseling/>):

- Crisis Support Line is available 24/7 at 410-328-8404, then press 7
- Appointments can be scheduled by calling 410-328-8404, then press 3. The SCC offers ongoing counseling services or referrals.
- Mental Health and COVID-19 resource page: <https://www.umaryland.edu/counseling/mental-health-and-covid-19/>
- Self Care and Social Distancing Webinar with links and advice on coping:  
<https://www.umaryland.edu/counseling/mental-health-and-covid-19/self-care-during-social-distancing/>
- Anxiety Toolbox Series 1 is a psychosocial educational session on stress and anxiety management being offered on February 9<sup>th</sup>. Other sessions will be offered during the spring semester.  
<https://umbconnect.umaryland.edu/event/6658746>

Other counseling resources:

- BetterHelp Online Counseling App:
  - o <https://www.betterhelp.com/united/>
  - o This counseling service may no longer be covered by the student health insurance, but does have sliding scale financial assistance. They offer ongoing text/call/video sessions with flexible hours.
- Completely free counseling for residents of Maryland. <https://probonocounseling.org/>
- In-network options that can be found using the behavioral provider link on the Gallagher student health insurance website.
  - o <https://www.gallagherstudent.com/students/provider-networks.php?idField=1356&KosterWebSID=4nsp1to8m310s5rq19j1tr21>
  - o Search directory that Gallagher links to:  
<https://provider.liveandworkwell.com/content/laww/providersearch/en/home.html?siteId=3077&lang=1>

## **Reference Information**

### **Bret Hassel, PhD**

Graduate Program Director, Molecular Microbiology and Immunology  
Associate Professor, Department of Microbiology and Immunology  
Greenebaum Cancer Center  
HH 348, Phone: 8-2344  
[bhassel@som.umaryland.edu](mailto:bhassel@som.umaryland.edu)

### **Heather Ezelle, PhD**

Academic Program Coordinator  
Molecular Microbiology and Immunology  
HH Room 324C, Phone: 6-7126  
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### **Elice Garcia-Baca**

Program Coordinator  
GPILS Core course  
BRB 1-005, Phone: 6-4442  
[EGarcia-Baca@som.umaryland.edu](mailto:EGarcia-Baca@som.umaryland.edu)

### **Celeste Gerhart**

Budget Analyst  
Graduate School  
620 W. Lexington Street 5<sup>th</sup> Floor, Phone: 6-6794  
*Stipend, Health Insurance & Tuition Remission will be handled by Celeste for some of you.*  
[cgerhart@umaryland.edu](mailto:cgerhart@umaryland.edu)

### **Alexandra (Ali) Squires**

Budget Analyst  
GPILS  
655 W. Baltimore Street 1<sup>st</sup> Floor, Room 1-005, Phone: 6-8114  
*Stipend, Health Insurance & Tuition Remission will be handled by Foyeke for some of you.*  
[asquires@som.umaryland.edu](mailto:asquires@som.umaryland.edu)

### **Jennifer Aumiller, M.Ed.**

Director  
Pre- and Postdoctoral Career Development, GPILS, Office of Postdoctoral Scholars  
655 W. Baltimore Street, Room 4-004, Phone: 6-5490  
*Distributes the GPILS/OPS Career Development Newsletter, organizes workshops, and conducts career counseling*  
[jaumiller@som.umaryland.edu](mailto:jaumiller@som.umaryland.edu)

**Student Counseling Center**

(confidential counseling)

601 W. Lombard Street Suite 440

410-328-8404

<http://www.umaryland.edu/counseling/>

**Student Health Services**

408 W. Lombard Street between Eutaw and Paca Streets

<http://www.umaryland.edu/studenthealth/>

Appointments 667-214-1899

*To reach a doctor after hours and on weekends 667-214-1883*

*Castle Branch vaccination records service desk 1-888-723-4263*

**Graduate School Policies**

<https://graduate.umaryland.edu/policies/>

**University-wide Policies**

<http://www.umaryland.edu/policies/>

**Interactive Campus Map**

<http://www.umaryland.edu/maps/>

**Student Resources Link**

<https://graduate.umaryland.edu/student-resources/>

**University of Maryland Graduate School**

<http://graduate.umaryland.edu/>

**Graduate School Association**

<https://graduate.umaryland.edu/gsa/>

**University of Maryland Baltimore Alerts System**

*Call to see if campus is closed due to snow: 410-706-UMAB (8622)*

**Resources for Conflict Resolution or Reporting Wrongful Behavior**

The UMB Ombudsperson (<https://www.umaryland.edu/ombuds/>)

Workplace Mediation Service (<https://www.umaryland.edu/mediation/>)

Human Resources (<https://www.umaryland.edu/hrs/>)

Graduate School Ombuds Committee (mediation between student and adviser/program;

<https://www.graduate.umaryland.edu/policies/>)

UMB Ethicspoint Hotline (includes Core Values, Code of Ethics, Policies or Procedures, Research, Bias and Discrimination, Sexual Misconduct, Student Welfare, and other violations;

<https://www.umaryland.edu/umbhotline/>)

Title IX Office (<https://www.umaryland.edu/titleix/>)

**All students are welcome to use the MMI Common Student Area**  
**- The Longo Lounge (HH324)-**

- Computers
- Scanner
- Color Printer
- Conference Table
- Refrigerator
- Microwave
- Toaster Oven
- Keurig Coffee Maker

# Appendix 1

## Reference Documents

## Molecular Microbiology & Immunology Ph.D. Required Curriculum Timeline

Year 1	Year 2
<i>Fall Semester (credits)</i> Intro to MMI (1) GPILS Core Course (8) Journal Clubs/MLM Presentations	<i>Fall Semester (credits)</i> Seminar (1) Laboratory Rotation/Pre-candidacy Research (2) Required Elective (2 or 3) Principles of Virology (3) Journal Clubs/MLM Presentations March - Qualifying Examination
<i>Spring Semester (credits)</i> Seminar (1) Laboratory Rotation (2) Principles of Microbial Pathogenesis (3) Basic Immunology (4) Journal Clubs/MLM Presentations	<i>Spring Semester (credits)</i> Seminar (1) Dissertation Research (2) Ethics – (1) Journal Clubs/MLM Presentations

Year 3	Year 4	Year 5
<i>Fall Semester (credits)</i> Seminar (1) Dissertation Research (2) Journal Clubs/MLM Presentations	<i>Fall Semester (credits)</i> Seminar (1) Dissertation Research (2) Journal Clubs/MLM Presentations	<i>Fall Semester (credits)</i> Seminar (1) Dissertation Research (2) Journal Clubs/MLM Presentations
Fall: Intro Thesis Committee Meeting	No later than Fall: Dissertation Proposal Defense	
<i>Spring Semester (credits)</i> Seminar (1) Dissertation Research (2) Journal Clubs/MLM Presentations	<i>Spring Semester (credits)</i> Seminar (1) Dissertation Research (2) Journal Clubs/MLM Presentations	<i>Spring Semester (credits)</i> Dissertation Research (2) Journal Clubs/MLM Presentations

- Spring Seminars also encompass mandatory participation in Graduate Student Presentations held each June
- See handbook guidelines for attendance requirements for JC/MLM/Seminar
- Introductory Thesis Committee Meeting to be completed by the end of the 5<sup>th</sup> semester of study
- Elective course may be chosen from the UMB Graduate Course Listing based upon the student's academic focus and strengths; approval required
- Other Elective courses can be taken with approval the Student's Dissertation Mentor



## Molecular Microbiology & Immunology MD/PhD Required Curriculum Timeline

Year 1	Year 2
<i>Fall Semester (credits)</i> Intro to MMI (1) Pre-candidacy Research (2) Required Elective (2 or 3) Principles of Virology (3) Journal Clubs/MLM Presentations	<i>Fall Semester (credits)</i> Seminar (1) Dissertation Research (2) Journal Clubs/MLM Presentations  Intro Thesis Committee Meeting
<i>Spring Semester (credits)</i> Seminar (1) Pre-candidacy Research (2) Principles of Microbial Pathogenesis (3) Basic Immunology (4) Journal Clubs/MLM Presentations	<i>Spring Semester (credits)</i> Seminar (1) Dissertation Research (2) Ethics – (1) Journal Clubs/MLM Presentations
Summer: Qualifying Exam	Dissertation Proposal Defense

Year 3	Year 4
<i>Fall Semester (credits)</i> Seminar (1) Dissertation Research (2) Journal Clubs/MLM Presentations	<i>Fall Semester (credits)</i> Seminar (1) Dissertation Research (2) Journal Clubs/MLM Presentations
<i>Spring Semester (credits)</i> Seminar (1) Dissertation Research (2) Journal Clubs/MLM Presentations	<i>Spring Semester (credits)</i> Seminar (1) Dissertation Research (2) Journal Clubs/MLM Presentations

- Spring Seminars also encompass mandatory participation in Graduate Student Presentations held each June
- See handbook guidelines for attendance requirements for JC/MLM/Seminar
- Introductory Thesis Committee Meeting to be completed by the end of the 3<sup>rd</sup> semester
- Elective course may be chosen from the UMB Graduate Course Listing based upon the student's academic focus and strengths; approval required
- Other Elective courses can be taken with approval the Student's Dissertation Mentor



## PhD Graduation Checklist

		Deadline
	Submit <a href="#">Nomination of Exam Committee</a>	6 months before defense
	Attend Graduation Seminar	Fall Term - August Spring Term - January
	Complete Application for Graduation in <a href="#">SURES</a>	Varies - see academic calendar
	Review <a href="#">Procedures for Examination for Doctoral Dissertation</a>	
	Review <a href="#">Thesis/Dissertation Style Guide</a> for writing your Dissertation	
	Create Title Page - template provided on the website under Resources for <a href="#">Graduating Students webpage</a>	
	Submit <a href="#">Certification of Completion</a> for the Doctoral Dissertation <i>Certifies that you are ready to defend. It must be signed by committee chair and readers. Submit around the same time as the defense announcement.</i>	At least two weeks before defense
	Submit <a href="#">Defense Announcement</a>	At least two weeks before defense
	Submit Report of Examining Committee Form <i>The Graduate School will original form to the assigned Dean's Representative. It indicates a Pass, Provisional Pass, or Fail.</i>	Two DAYS after defense
	Create & Submit Approval Sheet - template provided on the website under <a href="#">Resources for Graduating Students</a> webpage	Two weeks after defense
	Register for <a href="#">ORCID Identifier</a> <i>Each thesis/dissertation student must sign up for this - ORCID registration creates a unique digital identifier to link your dissertation, manuscripts, and other research activities.</i>	Two weeks after defense

	<a href="#">Submit</a> Dissertation	Two weeks after defense
	Submit <a href="#">Electronic Publication Form</a>	Two weeks after defense
	Submit <a href="#">Survey of Earned Doctorates</a>  <a href="#">Brochure</a> <a href="#">Confidentiality Agreement</a>	Two weeks after defense

If you have questions, contact your [Graduate Program Director](#)

Send all completed forms to [gradforms@umaryland.edu](mailto:gradforms@umaryland.edu)

Matrix of [Graduation Deadlines](#)

## **GRADUATION STEPS & FORMS**

### **Doctoral/PhD Students - Visit Graduation Deadlines for Timeline -**

**<https://www.graduate.umaryland.edu/Current-Students/Information-for-Graduating-Students/Graduation-deadlines/>**

- a. Complete Application for Graduation in [SURFS](#)
- b. Review Procedures for Examination for Doctoral Dissertation - <https://www.graduate.umaryland.edu/media/Graduate-School/Documents/Procedures-for-Examination-of-the-Doctoral-Dissertation-PDF.pdf>
- c. Review Thesis/Dissertation Style Guide for writing their Dissertation - <https://www.graduate.umaryland.edu/media/Graduate-School/Documents/Graduation-and-Degree-Certification/Electronic-Thesis-and-Dissertation-Style-Guide-2017-final.pdf>
- d. Create Title Page, template provided on the website under Resources for Graduating Students webpage - <https://www.graduate.umaryland.edu/Current-Students/Information-for-Graduating-Students/>
- e. Submit Nomination of Exam Committee (needs to be completed at least 6 months before they defend) - [https://www.graduate.umaryland.edu/media/Graduate-School/Documents/Graduation-and-Degree-Certification/doctoral\\_committee.pdf](https://www.graduate.umaryland.edu/media/Graduate-School/Documents/Graduation-and-Degree-Certification/doctoral_committee.pdf)
- f. Submit Defense Announcement - <https://graduate.umaryland.edu/Current-Students/Announcement-of-Defense-/> - Last day to defend is July 7<sup>th</sup>
- g. Submit Certification of Completion for the Doctoral Dissertation - <https://www.graduate.umaryland.edu/media/Graduate-School/Documents/Certification-of-Completion-of-the-Doctoral-Dissertation.pdf> - This basically certifies that the student is ready to defend. It must be signed by their committee chair and readers. This is submitted around the same time as the defense announcement.
- h. Create Approval Sheet, template provided on website. It is a Word downloadable document that must be signed by Committee Chair once you defend- template provided on the website under Resources for Graduating Students webpage - <https://www.graduate.umaryland.edu/Current-Students/Information-for-Graduating-Students/>
- i. Register for ORCID Identifier – each thesis/dissertation student must sign up for this - <https://orcid.org/> - ORCID registration creates a unique digital identifier to link your dissertation, manuscripts, and other research activities.
- j. Submit Report of Examining Committee – I will send to the Dean's Representative in which it will be turned within 2 days after you defend. It indicates a Pass/Provisional Pass/Fail.
- k. Submit Dissertation in ProQuest (must be submitted within two weeks of defense) - <https://www.etdadmin.com/main/home?siteId=153>
- l. Submit Electronic Publication Form - <https://www.graduate.umaryland.edu/media/Graduate-School/Documents/Graduation-and-Degree-Certification/electronic.publication.form.pdf>
- m. Submit Survey of Earned Doctorates - <https://sed-ncses.org/login.aspx>
  - i. Brochure - <https://www.graduate.umaryland.edu/media/Graduate-School/Documents/Academic-Progress/Survey-of-Earned-Doctorates-Brochure-.pdf>
  - ii. Confidentiality Brochure - <https://www.graduate.umaryland.edu/media/Graduate-School/Documents/Academic-Progress/Survey-of-Earned-Doctorates-Confidentiality-Brochure.pdf>

- n. If you have questions, contact your [Graduate Program Director](#)
- o. Send all completed forms to [gradforms@umaryland.edu](mailto:gradforms@umaryland.edu)
- p. Matrix of graduation deadlines <https://www.graduate.umaryland.edu/Current-Students/Information-for-Graduating-Students/Graduation-deadlines/>

# Appendix 2

## Forms

## Individual Development Plan (IDP)

### University of Maryland SOM Pre-Candidacy Student

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

Advisor: \_\_\_\_\_ Program: Molecular Microbiology &amp; Immunology

The Graduate Program in Life Sciences is committed to providing a top-tier research training environment for graduate students. To further support the development of graduate students in their trajectory towards independent careers, the Graduate Program in Life Sciences is pleased to provide the Individual Development Plan (IDP) as a mentoring guidance document. Once completed, please turn in to your June Green.

**The specific goals of the review process are to:**

- Identify the graduate student's goals to promote enhanced productivity
- Identify graduate student's professional development needs to foster career growth
- Help ensure graduate student's expectations and goals are aligned with their faculty advisor and program

**Instructions**

**Graduate students and faculty advisors** should complete **Section A** together, and the **graduate student** should complete **Section B** to bring with them to their meeting with the faculty advisor. During this meeting, both parties should discuss the graduate student's responses to the career development section and also ensure that the graduate student and the faculty advisor are aware of the expectations of their studies.

**Part A** completed by graduate student and faculty advisor

## Plans for upcoming year

### 1. Research Interests

### 2. Courses Required for 1<sup>st</sup> Year Students

**1<sup>st</sup> Semester** – Core Course, Lab Rotation (winter), Seminar**2<sup>nd</sup> Semester** – Basic Immunology, Microbial Pathogenesis, Lab Rotation, Seminar**3<sup>rd</sup> Semester** – Virology, Laboratory Rotation, Seminar, Elective \_\_\_\_\_**Attending: Student Seminar Series** \_\_\_\_\_ **Journal Club (which ones)** \_\_\_\_\_



**3. Research rotations (completed and in progress)**

Mentor name	Rotation dates	Project title

**4. Plans for improving scientific writing and oral presentation skills in the upcoming year (if any)****5. Anticipated meeting and workshop attendance in the upcoming year****6. Which professional societies are you a member of? Or which ones would you like to join?****Part B. Professional Development Goals for the Upcoming Year  
(completed by graduate student )****Professional Development Goals for the Upcoming Year****1. Current career goal (s) Please indicate short, mid and long term goals.**

*By signing this form, both parties confirm that they have discussed all items outlined in the document. This form does not constitute a binding contractual agreement between both parties.*

---

Student's Signature

---

Date

---

Advisor's Signature

---

Date

---

Bret Hassel, PhD, Graduate Program Director's Signature

---

Date**Additional Resources**

Jennifer Aumiller (Director, Pre/Postdoctoral Career Development) is available to meet individually with graduate students and/or faculty advisors to provide additional guidance in preparing this document. For additional information, please contact at [jaumiller@som.umaryland.edu](mailto:jaumiller@som.umaryland.edu).

More information regarding IDPs are available through FASEB and Science Careers. These materials are available at: [http://opa.faseb.org/pages/PolicyIssues/training\\_links.htm](http://opa.faseb.org/pages/PolicyIssues/training_links.htm) ; <http://myidp.sciencecareers.org>

## Individual Development Plan (IDP) for University of Maryland School of Medicine PhD Candidate Graduate Students

**Name of Graduate Student:**

**Review Date:**

**Mentor:**

**Program:** Molecular Microbiology & Immunology

**Start date in lab:**

**Anticipated end date:**

**Primary funding source for student stipend (include Activity and Institute Code for NIH grants, i.e. AI R01):**

The Graduate Program in Life Sciences is committed to providing a top-tier research training environment for graduate students. To further support the development of graduate students in their trajectory towards independent careers, the Graduate Program in Life Sciences is pleased to provide the Individual Development Plan (IDP) as a mentoring guidance document. Once completed, please turn in to your program administrator.

### **Goals:**

- Provide constructive feedback to trainees regarding their progress during the past year.
- Identify trainee's short-term research project goals to promote enhanced productivity.
- Identify trainee's professional development needs, long term goals and foster career growth.
- Help ensure trainee's expectations and goals are aligned with those of the faculty advisor.

### **Instructions**

**Graduate Students** should complete Section A and provide their complete responses to their faculty mentor prior to the scheduled review meeting. During this review meeting, both parties will discuss the graduate student's responses. **Faculty Mentors** will provide Section B. This is designed to elicit feedback on the student's overall performance as well as targeted areas for improvement.

### **Part A (completed by Graduate Student )**

### **SUMMARY OF YOUR RESEARCH PROJECT**

**Initial IDP:** Briefly describe the aims and experimental approaches of your research project. What is the significance of the research? Are collaborations or use of specialized resources/cores anticipated? If yes, indicate formal arrangements. (1/2 page sufficient)

**OR**

**Annual IDP:** Briefly summarize your research project and major accomplishments in the past 12 months

**2. What new skills and education/training in new research areas would enhance your project and your professional development?**

**3. CV should be included.**

**4. Selection of Thesis Committee** – *if you have selected your thesis committee, please list the members here. )*

<b>Thesis Committee Member Name</b>	<b>Department</b>	<b>Graduate Faculty Status</b>

#### **PLANS FOR COMING YEAR**

**1. List research project goals**

**2. Scholarship or other funding applications planned for the upcoming year**

**3. Potential collaborations in the coming year, if appropriate**

**4. Plans for improving scientific writing and oral presentation skills in coming year. Brief outline of accumulating results toward a research paper or presentation in coming year.**

**5. Which professional societies are you a member or wish to become a member of?**

**6. Which of the following workshops and seminars offered by GPILS or by partner groups on campus have you attended or do you plan to attend?**

	Yes	Plan
NRSA Workshop	<input type="checkbox"/>	<input type="checkbox"/>
Getting your research published	<input type="checkbox"/>	<input type="checkbox"/>
Presenting your research	<input type="checkbox"/>	<input type="checkbox"/>
Scientific Leadership and Project Management	<input type="checkbox"/>	<input type="checkbox"/>
Networking	<input type="checkbox"/>	<input type="checkbox"/>
Writing a CV or resume	<input type="checkbox"/>	<input type="checkbox"/>
Individual consultation	<input type="checkbox"/>	<input type="checkbox"/>
"Careers in Science" seminar	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

### **CURRENT CAREER GOALS**

List your primary career goal and several alternatives if appropriate. If close to completion/graduation, what are your plans for your next position? (Career options may be explored at <http://myidp.sciencecareers.org>)

Signature of Faculty Mentor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Graduate Trainee \_\_\_\_\_ Date \_\_\_\_\_

*By signing this form, both parties confirm that they have **discussed** all items outlined in the document. **This form summarizes their discussion; it does not constitute a binding contractual agreement between the parties.***

## Part B: (completed by the Faculty Mentor)

### Please summarize the following points:

- Research project progress.
- Trainee's strengths.
- Trainee's capabilities and performance needing improvement.
- Comment on the Graduate Trainee's supervisory and/or group management skills, oral and written communication skills, and participation in group meetings and seminars.
- Additional major points discussed during the IDP meeting

### Additional topics that may be addressed below:

- Is the Graduate Trainee's career development on-track?
- What skills should the trainee improve or acquire in order to advance his/her career?
- If performance has been unsatisfactory, what are the specific goals that the trainee must meet?
- How can the Graduate Program in Life Sciences as a whole or the Molecular Microbiology and Immunology Program assist in helping your trainee achieve his/her overall goals?

Signature of Graduate Trainee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Faculty Mentor \_\_\_\_\_ Date \_\_\_\_\_

*By signing this form, both parties confirm that they have **discussed** all items outlined in the document. **This form does not constitute a binding contractual agreement between both parties.***

Signature of Program Director \_\_\_\_\_ Date \_\_\_\_\_

### For assistance/guidance, please contact GPILS Director of Career Development:

[jaumiller@som.umaryland.edu](mailto:jaumiller@som.umaryland.edu).

**Additional resources and discussion** regarding IDPs are available widely, including via FASEB and Science Careers, e.g.:

<http://www.faseb.org/portals/2/pdfs/opa/idp.pdf>

<http://myidp.sciencecareers.org>

### SUGGESTIONS TO IMPROVE IDP PROCESS AND FORMS

We would like to improve the IDP process and forms continuously. We would appreciate your constructive suggestions, which will be treated confidentially. If you prefer, please provide written or oral suggestions separately to Jennifer Aumiller

[jaumiller@som.umaryland.edu](mailto:jaumiller@som.umaryland.edu).

## Student Advisement Record

*Guidelines:* Each new student is required to meet with his or her Advisor every month for the first 12 months in the program. At the end of each indicated semester, return completed form to the MMI Academic Services Specialist in HH 324C.

Student: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Advisor: \_\_\_\_\_  
(Print Name)

### Summer Bridge Rotation (if attended)

1<sup>st</sup> Laboratory Rotation Mentor: \_\_\_\_\_

What was your opinion of the Summer Bridge Course? : \_\_\_\_\_

\_\_\_\_\_

### Semester 1 Fall YR1

Fall Coursework: GPLS 601 Core Course, GPLS 608 Seminar, Intro to MMI

1<sup>st</sup> Laboratory Rotation Mentor: \_\_\_\_\_

Please feel free to review the following items from the Intro to MMI course in your discussions this semester:

☐ Rotation basics: do's and don't's   ☐ Selecting a mentor   ☐ The Qualifying Exam   ☐ Learning in Grad School

Assessment of Coursework/Advisory Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Discussion of Research Interests \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Feedback/Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Advisor Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_

## Student Advisement Record

Student: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Advisor: \_\_\_\_\_  
(Print Name)

### Semester 2 Spring YR1

**Review of Fall Grades:** GPLS 601 Core Course Grade\_\_\_\_, GPLS 608 Seminar Grade\_\_\_\_,  
Intro to MMI Grade\_\_\_\_\_

**Spring Coursework:** GPLS 710 Microbial Pathogenesis, GPLS 702 Basic Immunology,  
GPLS 608 Seminar, GPLS 609 Lab Rotation

***2<sup>nd</sup> Laboratory Rotation Mentor:*** \_\_\_\_\_

*Please feel free to review the following items from the Intro to MMI course in your discussions this semester:*

- ☐ Writing Papers and Responses to Reviewers      ☐ Grants and Funding      ☐ The Publishing Process  
☐ Collegiality and Conflict Resolution

### **Meeting #1 - February**

**Assessment of Coursework/Advisory Comments** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Discussion of Research Interests** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student Feedback/Comments** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Meeting Date:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Student Signature:** \_\_\_\_\_



*Semester 2 Spring YR1*

**Meeting #2 - April**

**Assessment of Coursework/Advisory Comments**\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Discussion of Research Interests**\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student Feedback/Comments**\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Meeting Date:** \_\_\_\_\_

**Advisor Signature:**\_\_\_\_\_ **Student Signature:**\_\_\_\_\_

## Student Advisement Record

Student: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Advisor: \_\_\_\_\_  
(Print Name)

### Summer YR1

**Review of Spring Grades:** GPLS 710 Microbial Pathogenesis, Grade: \_\_\_\_\_ GPLS 702 Basic Immunology,

Grade: \_\_\_\_\_ GPLS 608 Seminar, Grade: \_\_\_\_\_ GPLS 609 Lab Rotation, Grade: \_\_\_\_\_

**Fall Coursework:** Elective Course: \_\_\_\_\_, GPLS 704 Virology,

GPLS 608 Seminar, GPLS 609 Lab Rotation

**3<sup>rd</sup> Laboratory Rotation Mentor:** \_\_\_\_\_

**Thesis Mentor:** \_\_\_\_\_

*Please feel free to review the following items from the Intro to MMI course in your discussions this summer:*

☐ Conferences and Presentations

☐ Career Exploration

☐ How to Pursue a Postdoc

**Assessment of Coursework/Advisory Comments** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Discussion of Research Interests** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Student Feedback/Comments** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Meeting Date:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Student Signature:** \_\_\_\_\_

Today's Date\_\_\_\_\_

## Laboratory Rotation Form

Complete form (Project Description can be attached to this form), obtain signatures and submit form to the MMI Academic Services Specialist, HH 324C *before* the start of each rotation.

**Students should be in the lab 40 hours per week unless taking classes when it is 20 hours per week**

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

**Rotation:** ☐ One ☐ Two ☐ Three ☐ Four **Semester:** ☐ Fall ☐ Spring ☐ Summer

**Class Schedule:** \_\_\_\_\_

**Rotation Mentor:** \_\_\_\_\_ **Lab Location & Phone:** \_\_\_\_\_

**Project Hypothesis or Goal:** \_\_\_\_\_

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**Project Description:**

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Student Signature \_\_\_\_\_

Date

Mentor Signature

Date

Bret Hassel, PhD, Program Director Signature

Date

## Rotation Summary Report Cover Sheet

Name: \_\_\_\_\_  
*please print*

Mentor: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Rotation Number: ☐ One ☐ Two ☐ Three ☐ Four

Semester: ☐ Winter ☐ Spring ☐ Summer

### *Directions:*

The Rotation Summary must be between 3-4 pages in length and must incorporate these headings:

Title  
Background and Hypothesis  
Approach and Results  
Conclusions and Future Directions  
References

Attach completed cover sheet to the summary.

Submit form and summary to Dr. Heather Ezelle, Academic Services Specialist, HH 324C **within 3 weeks** of the completion of the current Laboratory Rotation.

### *Signatures:*

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mentor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bret Hassel, PhD, Program Director

\_\_\_\_\_  
Date



GRADUATE PROGRAM IN LIFE SCIENCES

<b>Student Name:</b>	
<b>Dissertation Mentor:</b>	<b>Email:</b>
<b>Faculty Rank</b> (Assistant, Associate, or Full Professor):	<b>Department:</b>
<b>Mentor's Accountant:</b>	<b>Email:</b>

### General Mentor Responsibilities

In addition to guiding your student through their dissertation research, the Molecular Microbiology and Immunology Program (MMI) requests your assistance in several additional aspects of the student's doctoral training process. Student progression expectations are outlined in our student handbook which can be found at <https://lifesciences.umaryland.edu/microbiology/>.

### Financial Support

As mentor, you will be expected to support the student for the duration of their studies and research. You will be responsible for securing funds to cover the student's stipend, medical insurance, and fees for the duration of their graduate career. The pre-candidacy stipend is currently \$30,000.00 per year and \$31,000.00 following admission to candidacy.

- You will begin funding your student on \_\_\_\_\_. This will include your student's stipend, health insurance, and registration fees. Your accountant will need to provide Alexandra Squires ([asquires@som.umaryland.edu](mailto:asquires@som.umaryland.edu)) with the funding account information from which the student's stipend will be covered. Alexandra will contact you to complete a Memo of Commitment concerning the financial arrangements
- Please note that the account information will also be required on the student's tuition remission application each fall and spring semester, though the account will not be charged as the student will be supported through the employee pool. The student will complete the tuition remission application online which will then be routed to the appropriate administrator for approval.
- An internal payment form should be completed by your accountant to pay for the student's health insurance and registration fees for each fall and spring semester. Your student will submit the billing documents to either you or your accountant.
- If a circumstance arises in which the student will be best served by leaving the laboratory, the departure and conditions must be agreed upon by the Program Director and GPILS Leadership. If the student needs to find a new mentor to continue in the program, the current mentor will be responsible for the student's stipend, health insurance, and fees for a time determined by the Program Director and GPILS Leadership, but not to exceed three months.
- In order to accept a student into their lab, it is GPILS policy that the mentor has secure funding to support the student for at least two years after the student passes their



qualifying exam. In the unlikely event the mentor will be temporarily unable to meet this obligation, the program will assist in finding an alternative funding source.

- Nearing the student's dissertation defense, written notification of the student's term date/last day of work must be received by Dr. Heather Ezelle and Alexandra Squires no later than two weeks prior to the anticipated end date.

### GRA Information

GRA's start date:	Mentor funding begins 15 months (PhD)/12 months (MD/PhD) after GRA's start in the program. If a student passes their qualifying exam during the initial GPILS-supported GRA period, the date of the exam marks the end of GPILS funding and the GRA's start on mentor's funds.:
July 1 <sup>st</sup>	October 1 <sup>st</sup>
September 1 <sup>st</sup>	December 1 <sup>st</sup>

Expenses supported by mentor*	Details
Stipend	Stipend is currently \$30,000.00 pre-candidacy and increases to \$31,000.00 once admitted to candidacy. This amount is subject to change.
Tuition Remission	It is the student's responsibility to apply for tuition remission each fall and spring. You or your accountant may be contacted for a funding account number as part of the documentation, but the account will not be charged.
Health Insurance	Current cost of student health insurance per semester is \$2346.00. Current cost of accident insurance is \$15.00 per semester.
Auxiliary Fees	Link to current fee amounts: <a href="http://www.umaryland.edu/media/umb/af/sa/grad.pdf">http://www.umaryland.edu/media/umb/af/sa/grad.pdf</a>
Dental Insurance (optional)	For more information: <a href="https://www.umaryland.edu/studenthealth/university-administered-insurance-plans/">https://www.umaryland.edu/studenthealth/university-administered-insurance-plans/</a>
Vision Insurance (optional)	For more information: <a href="https://www.umaryland.edu/studenthealth/university-administered-insurance-plans/">https://www.umaryland.edu/studenthealth/university-administered-insurance-plans/</a>

\* If the student is supported by a T32 training grant: 1) The mentor may be required to supplement the stipend (using non-federal funds) in order to achieve parity with GPILS stipend levels. 2) The training grant pays a percentage of the tuition and the remainder is remitted through the mentor's department or through the department in which the T32 is housed. 3) The training grant may cover a portion of the cost of health insurance and fees. Consult the funding administrator of the training grant for further guidance.

### Current Mentoring Status

	Current Number of Students in Mentor's Lab, <i>by</i> Program, <i>by</i> Year of Study								Notes/ Comments (Indicate Number of MD/ PhD's if Applicable)
	1st	2nd	3rd	4th	5th	6th	7th	8th	
Biochemistry & Molecular Biology									
Epidemiology & Human Genetics									
Gerontology									
Molecular Medicine									
Mol. Microbiology & Immunology									
Neuroscience									
Physical Rehab. Science									
List number of Postdocs, Techs, or other paid employees in Mentor's lab									

### Faculty Mentoring Funding Status

#### CURRENT FUNDING

Award Name	Award Number	Funding Agency	Start Date	End Date	Direct costs

#### GRANTS PENDING REVIEW

Award Name	Award Number	Funding Agency	Start Date	End Date	Direct costs

**Note:** Should the faculty mentor encounter a lapse in research funding and be unable to support his/her graduate student, the Department, Center or Program agrees to work with GPILS to cost-share bridge funding related to the PhD student's financial support and training.

## Fellowships

MMI strongly encourages all students to apply for individual fellowships from federal and/or private sources. In addition to reducing the mentor's financial burden, the process of applying for a fellowship, receiving feedback and potentially being awarded funding for dissertation research provides an important experience for our students. It is anticipated that the student's Thesis Proposal will provide the basis for an external grant application.

## Dissertation and Thesis Advisory Committee

You, as the mentor, along with the Thesis Advisory Committee, are primarily responsible for guiding the student's dissertation research. Please review the following guidelines for you and the committee:

- The Thesis Advisory Committee should be composed of faculty members who have the necessary expertise to assist you and your student in the design and execution of the dissertation research. Specific committee composition requirements are outlined in the handbook.
- In order to take full advantage of the committee's expertise, the Thesis Advisory Committee is expected to meet with the student a minimum of once per year unless the Committee deems more frequent meetings necessary. In addition to providing a forum for the committee to offer guidance to the student, these meetings create an excellent opportunity for the faculty to assist the student in professional development and for the student to train in oral presentation of their research results. Students will be required to track progress and submit a form after each meeting.
- Students are required to assemble their Thesis Advisory Committee and hold an introductory meeting before December of the year of their qualifying exam. Within 12 months following their introductory meeting, the student must prepare a written Thesis Proposal for review by their Committee after collecting sufficient data in the laboratory to support the feasibility of his/her thesis. The Thesis Proposal includes a written document formatted as a NIH F31 fellowship application and must be defended

## Program Activities

Although students are expected to spend most of their time and efforts conducting research, it is essential that they continue to keep abreast of progress in the field. For this reason, it is imperative that students attend and actively participate in the MMI Program seminars, journal clubs and research-in-progress presentations (Micro Lab Meeting), as well as in other appropriate career development activities. Attendance requirements are outlined in the student handbook. You are encouraged to consult the MMI program handbook periodically including the student progression timeline. Feel free to contact the Program Director or Coordinator with suggestions for improvement, for clarification on expectations of students, or for any other assistance you may require.

The success of our training program ultimately depends on the quality of mentoring provided by our faculty. The MMI Program and its leadership will extend all possible assistance to you in this important process.

The above form is to be completed and then reviewed by the Graduate Program Faculty Director and the Faculty/Mentor's Department (or Program/Center) Chair (or Director). The signatures below acknowledge the information provided is correct and signify agreement that the faculty mentor in question should be permitted to take a new student into their laboratory for completion of their dissertation research.



<b>Faculty-Mentor Name</b>	<b>Signature</b>	<b>Date</b>

<b>Chairperson or Director Name</b>	<b>Signature</b>	<b>Date</b>

<b>Funding Administrator Name</b>	<b>Signature</b>	<b>Date</b>

<b>GPILS Program Director Name</b>	<b>Signature</b>	<b>Date</b>
<b>Bret Hassel, PhD</b>		

## Qualifying Exam Record

The Qualifying Exam consists of two parts: 1) a research grant proposal written in NIH F31 format (without budget etc.) on a subject of the student's choosing, including their proposed dissertation research, and 2) a comprehensive oral examination including, but not limited to subjects in the proposal. The Qualifying Exam Committee will be composed of five faculty. Only three grades are possible for the examination: Pass, Pass with Conditions, and Fail. At least three of the five committee members must approve a passing grade. This form must bear the signatures of all examining faculty. Please return the original to Dr. Heather Ezelle, HH 324C. This document will not be distributed to the student but is a document of record.

Student \_\_\_\_\_

Student ID \_\_\_\_\_

Student's Mentor \_\_\_\_\_

Date of Qualifying Exam \_\_\_\_\_

## Examination Committee

Printed Names of Committee Members	Signature of Committee Members	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The written qualifying exam research proposal was: Acceptable\_\_\_\_ Requires Modification \_\_\_\_

Final grade for the Qualifying Exam: Pass\_\_\_\_ Pass with Conditions\_\_\_\_ Fail\_\_\_\_

\_\_\_\_\_  
Vincent Bruno  
*Qualifying Exam Chairperson*

\_\_\_\_\_  
*Signature*

## Recommendations & Comments

*(A grade of 'fail' or any remediation for a grade of 'pass with conditions' or modification to the written proposal must be described below)*

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# Application for Admission to PhD Candidacy

- |   |  |  |  |            |  |
|---|--|--|--|------------|--|
| Last Name:  |  | Title  |  | First Name |  |
|   |  | <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.            |  |            |  |
| Student ID Number:  |  | E-mail address:  |  |            |  |
| @   |  |  |  |            |  |
| Mailing Address:  |  |  |  |            |  |
| Street  |  |  |  |            |  |
|   |  |  |  |            |  |
| City  |  | State  |  | ZIP        |  |
|   |  |  |  |            |  |
| Graduate Program:   |  | Date admitted to Graduate Program:                                   |  |            |  |
|   |  |  |  |            |  |
| Number of credits earned toward this PhD Degree (not including 899):  |  | List course(s) in which a incomplete (I) or no mark (NM) was earned: |  |            |  |
|   |  |  |  |            |  |
| List course(s) earned at other institutions which will count towards this PhD degree (grade earned must be ≥B, attach official transcript): |  |  |  |            |  |
|   |  |  |  |            |  |

Revised: 10/10/2019

Today's Date \_\_\_\_\_

## Nomination of Members for the Dissertation Committee

### Directions:

- 1) This form is to be filed with the MMI Academic Services Specialist, at the end of the 4<sup>th</sup> semester of study.
- 2) The student selects the Dissertation Advisor. The Dissertation Advisor must be a Regular Member of the University of Maryland Baltimore Graduate Faculty, be a member of the Graduate Program in Life Sciences Molecular Microbiology and Immunology Program and be publishing in the area of the proposed dissertation research. In addition to supervising the dissertation research the Dissertation Advisor will aid the student in selecting the Dissertation Committee.
- 3) There must be a minimum of five (5) members on the Dissertation Committee (including your Mentor), of whom at least three (3) must be Regular Members of the University of Maryland Baltimore Graduate Faculty. All members must hold the doctorate degree. It is recommended that you select 6 members part of your Committee.
- 4) At least one (1) committee member must be from outside the candidate's program and preferably from *outside the University of Maryland Baltimore*, if at all possible.
- 5) The Dissertation Committee will serve as the Examining Committee for the Defense of the Dissertation Proposal and as the Doctoral Examining Committee during the final Thesis Defense.
- 6) At *least* six (6) months prior to the final Thesis Defense, the student is to file the *Nomination of Members for the Final Doctoral Examination Committee* form with both the Program and the Graduate School. The Committee can be amended before it is submitted to the Program and Graduate School.

The following individuals are nominated to serve on the Dissertation Committee of

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's ID Number

### Dissertation Committee

Name	Graduate Program/Department	Graduate Faculty Status*
1. Dissertation Advisor	_____	_____
2. Outside Member	_____	_____
3. Committee Member	_____	_____
4. Committee Member	_____	_____
5. Committee Member	_____	_____
6. Committee Member	_____	_____

***This student is expected to host their Dissertation Proposal Defense no later than \_\_\_\_\_.***

Signature of Graduate Program Director: \_\_\_\_\_

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

*\*Graduate Faculty membership status can be found online:*

<http://www.graduate.umaryland.edu/About/Faculty-and-Staff/Graduate-Faculty/>

Today's Date \_\_\_\_\_

## Nomination of Members for the Dissertation Committee

### Directions:

- 1) This form is to be filed with the MMI Academic Services Specialist, at the end of the 2<sup>nd</sup> semester of study.
- 2) The student selects the Dissertation Advisor. The Dissertation Advisor must be a Regular Member of the University of Maryland Baltimore Graduate Faculty, be a member of the Graduate Program in Life Sciences Molecular Microbiology and Immunology Program and be publishing in the area of the proposed dissertation research. In addition to supervising the dissertation research the Dissertation Advisor will aid the student in selecting the Dissertation Committee.
- 3) There must be a minimum of five (5) members on the Dissertation Committee (including your Mentor), of whom at least three (3) must be Regular Members of the University of Maryland Baltimore Graduate Faculty. All members must hold the doctorate degree. It is recommended that you select 6 members part of your Committee.
- 4) At least one (1) committee member must be from outside the candidate's program and preferably from *outside the University of Maryland Baltimore*, if at all possible. At least one (1) committee member must also be a member of the MSTP Advisory Committee.
- 5) The Dissertation Committee will serve as the Examining Committee for the Defense of the Dissertation Proposal and as the Doctoral Examining Committee during the final Thesis Defense.
- 6) At *least* six (6) months prior to the final Thesis Defense, the student is to file the *Nomination of Members for the Final Doctoral Examination Committee* form with both the Program and the Graduate School. The Committee can be amended before it is submitted to the Program and Graduate School.

The following individuals are nominated to serve on the Dissertation Committee of

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's ID Number

### Dissertation Committee

Name	Graduate Program/Department	Graduate Faculty Status*
1. Dissertation Advisor	_____	_____
2. Outside Member	_____	_____
3. Committee Member	_____	_____
4. Committee Member	_____	_____
5. Committee Member	_____	_____
6. Committee Member	_____	_____

***This student is expected to host their Dissertation Proposal Defense no later than \_\_\_\_\_.***

Signature of Graduate Program Director: \_\_\_\_\_

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

*\*Graduate Faculty membership status can be found online:*

<http://www.graduate.umaryland.edu/About/Faculty-and-Staff/Graduate-Faculty/>

Today's Date: \_\_\_\_\_

## Introductory Thesis Committee Record

\_\_\_\_\_  
Title of Thesis Project

This meeting should be held by December 31<sup>st</sup> of the Qualifying Exam year if it was taken in the winter. MD/PhD students should hold this meeting in the spring of their first year. This form must bear the signatures of all present committee members. Please submit the original or scanned form to Dr. Heather Ezelle, Academic Services Specialist, HH 324C. Copies, if requested, can be distributed to each committee member. Include appropriate mailing addresses on the reverse side for any off campus locations.

Student \_\_\_\_\_

Student Number \_\_\_\_\_

### Thesis Committee

*Thesis Committee Member names **PRINTED***

***Signatures of Thesis Committee Members Present***  
(please note reasons for any absences on signature line)

\_\_\_\_\_  
*Chair*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Recommendations & Comments – Required

*(include attachment if necessary)*

The next thesis committee should be in \_\_\_\_ 1 year \_\_\_\_ 9 months \_\_\_\_ 6 months  
(MD/PhD students must hold committee meetings every 6 months to comply with MSTP guidelines)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Today's Date: \_\_\_\_\_

## Pre-Proposal Thesis Committee Record

\_\_\_\_\_  
Current Title of Thesis Project

If you missed having an Introductory Committee Meeting and you are getting close to your Proposal Defense, you *must* have a Pre-Proposal Meeting to help you stay on track. This form must bear the signatures of all present committee members. Please return the original form to the MMI Academic Services Specialist, HH 324C. Copies, if requested, can be distributed to each committee member. Include appropriate mailing addresses on the reverse side for any off campus locations.

Student \_\_\_\_\_

Student Number \_\_\_\_\_

### Thesis Committee

Thesis Committee Member names **PRINTED**

**Signatures of Thesis Committee Members Present**  
(please note reasons for any absences on signature line)

\_\_\_\_\_  
*Chair*

### Recommendations & Comments - Required

(include attachment, if necessary)

The next thesis committee should be in \_\_\_\_ 1 year \_\_\_\_ 9 months \_\_\_\_ 6 months





Today's Date: \_\_\_\_\_

Date of Last Meeting: \_\_\_\_\_

## Thesis Committee Record

\_\_\_\_\_  
Title of Thesis Project

This form must bear the signatures of all present committee members. Please return the original form to Dr. Heather Ezelle, Academic Services Specialist, HH324C. Copies, if requested, can be distributed to each committee member. Include appropriate mailing addresses on the reverse side for any off-campus locations. Committee meetings are **MANDATORY** at least every 12 months unless more frequent meetings are deemed necessary by the committee (see below). MD/PhD students must hold committee meetings every 6 months to comply with MSTP guidelines.

Student \_\_\_\_\_

Student Number \_\_\_\_\_

## Thesis Committee

*Thesis Committee Member names **PRINTED***

***Signatures of Thesis Committee Members Present***  
(please note reasons for any absences on signature line)

\_\_\_\_\_  
*Advisor*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## Recommendations & Comments – Required

(include attachment if necessary)

The next thesis committee should be in \_\_\_\_ 1 year \_\_\_\_ 9 months \_\_\_\_ 6 months  
(MD/PhD students must hold committee meetings every 6 months to comply with MSTP guidelines)

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University of Maryland Graduate School, Baltimore

# Certification of Completion of the Doctoral Dissertation\*

The Announcement of Doctoral Dissertation Must Accompany this Form

University of Maryland  
Baltimore

Date:

To: Associate Dean of the Graduate School

From: (dissertation committee chair)

(program)

The undersigned members of the student's dissertation committee hereby certify that the dissertation written by:

Student's Name: (last)

(first)

Student ID Number: @

entitled:

is ready for defense.

Signatures:

Dissertation Committee Chair:

(date)

Dissertation Reader 1:

(date)

Dissertation Reader 2:

(date)

Graduate Program Director:

(date)

Date of Final Examination\*: (month)

(day)

(year)

*\*The examination committee must have sufficient time to review the thesis and return the form to the Graduate School at least two weeks (10 working days) before the examination.*

*Updated: May 2006*

# Nomination of Members for Final Doctoral Examination Committee

1. File this form with the Graduate School at least six months before your final examination.
2. The chair and at least two committee members must be **\*\*Graduate Faculty** Regular Members.
3. The committee must have between five and seven members, all of whom must hold a doctoral degree.
4. At least one committee member must be from outside the candidate's program.
5. Designate the chair and two other members as "readers". Two weeks before the final examination, the readers must certify that the doctoral dissertation is complete and ready to be defended by filing the *Certification of Completion of the Doctoral Dissertation Form* with the Graduate School.
6. For proposed examiners who are not members of the **\*\*Graduate Faculty**, provide a curriculum vitae.
7. Submit this form to [gradforms@umaryland.edu](mailto:gradforms@umaryland.edu) or Graduate School, 620 W. Lexington St., Fifth floor

Student Last Name:	Student First Name:	Student ID Number: @
E-mail address:		
Graduate Program:	Date admitted to PhD Candidacy:	Proposed Date of Examination: (month) (day) (year)

## Dissertation Committee

Committee Chair (1):	Reader <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Department:	<b>**Graduate Faculty Status:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Special <input type="checkbox"/> Associate <input type="checkbox"/> None (CV attached)
Committee Member (2):	Reader <input type="checkbox"/> Yes <input type="checkbox"/> No	Department:	<b>**Graduate Faculty Status:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Special <input type="checkbox"/> Associate <input type="checkbox"/> None (CV attached)
Committee Member (3):	Reader <input type="checkbox"/> Yes <input type="checkbox"/> No	Department:	<b>**Graduate Faculty Status:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Special <input type="checkbox"/> Associate <input type="checkbox"/> None (CV attached)
Committee Member (4):	Reader <input type="checkbox"/> Yes <input type="checkbox"/> No	Department:	<b>**Graduate Faculty Status:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Special <input type="checkbox"/> Associate <input type="checkbox"/> None (CV attached)
Committee Member (5):	Reader <input type="checkbox"/> Yes <input type="checkbox"/> No	Department:	<b>**Graduate Faculty Status:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Special <input type="checkbox"/> Associate <input type="checkbox"/> None (CV attached)
Committee Member (6):	Reader <input type="checkbox"/> Yes <input type="checkbox"/> No	Department:	<b>**Graduate Faculty Status:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Special <input type="checkbox"/> Associate <input type="checkbox"/> None (CV attached)
Committee Member (7):	Reader <input type="checkbox"/> Yes <input type="checkbox"/> No	Department:	<b>**Graduate Faculty Status:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Special <input type="checkbox"/> Associate <input type="checkbox"/> None (CV attached)

## Approval Signatures or Electronic Signatures

Committee Chair:	Signature:	Date:
Graduate Program Director:	Signature:	Date:
Graduate School Associate Dean: Dr. Erin Golembewski	Submit application to Graduate School Dean's Office for signature:	Date:

## Dean's Representative

Graduate School assigned Dean's Representative:

**\*\*Graduate Faculty** membership status (regular, associate, or special) is available:

<https://www.graduate.umaryland.edu/About/Faculty/Graduate-Faculty/>

Updated: 10/10/2019