Graduate Program in Life Sciences

Molecular Microbiology & Immunology

2017

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.
Graduate Student Responsibilities

University of Maryland Baltimore Graduate Students supported by GRA Stipends are not permitted to hold a job. It is expected that Students pursuing a Ph.D. in our program will attend all of their classes and arrive on time except in the case of illness. If a Student must miss a class, the student should email the Course Master or Elice Garcia-Baca for the Core Course. Her phone number is 6-6042 and email is 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 3 Laboratory Research Rotations. While taking classes, Laboratory Research Rotations will consist of spending approximately 20 hours per week in the lab you have chosen. Once a Student has finished classwork, time invested in research will be full time, approximately 40 hours a week. Students have the responsibility of letting their Research Mentor know in advance if they will need to be out of the lab for illness or if time is needed to study for an exam. Never assume your Mentor knows. Students that need to take leave during course work are to make arrangements and receive prior approval from the Course Master. Students that need to take leave during lab rotations or thesis work, need approval from their Mentor. It is a good policy to discuss the lab expectations along with the leave policy when selecting the Thesis laboratory.

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” which began on January 1, 2017. 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 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.

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)
- Laboratory Rotation starts in December (GPLS 609, Section 03, 2 credits)
- Microbiology and Immunology Seminar (GPLS 608 Section 03)

Required Second Semester Courses
- Principles of Microbial Pathogenesis (GPLS 710)
- Basic Immunology (GPLS 702)
- Laboratory Rotation (GPLS 609, Section 03, 2 credits)
- Microbiology and Immunology Seminar (GPLS 608 Section 03)

Required Third Semester Courses
- Principles of Virology (GPLS 704)
- Microbiology and Immunology Seminar (GPLS 608 Section 03)
  and every semester thereafter until the semester before the Dissertation Defense
- Laboratory Rotation (GPLS 609, Section 03, 2 credits)
Elective 3rd Semester Course (required) a partial list of electives:
- Advances in Immunology
- Advanced Microbial Pathogenesis
- Advanced Parasitology
- Cancer Immunology
- Molecular Mechanisms of Signal Transduction

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

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

Only one (1) MMI rotation student per laboratory is allowed at a time. Three (3) separate laboratory rotations are required during the Student’s first year. A Student may request a 4th Rotation which can be completed the Summer or Fall of 2017.

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 (2nd for Summer Bridge Students) begins immediately following the completion of the Core Course and ends approximately Friday, February 16, 2018.

Laboratory Rotation 2 (3rd for Summer Bridge Students) begins approximately February 19, 2018 and will end at the end of the Spring Semester.

Laboratory Rotation 3 (optional 4th for Summer Bridge Students) starts approximately June 4, 2018 will end in August before the start 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 submitted to MMI Academic Services Specialist, HH 324C.

**Core Course**

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, please notify Elice Garcia-Baca, phone 6-6042.

**Program Courses**

Classes are small and it is always noted if a student is late or missing. If a student is ill, an email must be sent to the Course Master.

**Seminar**

Students are required to attend all Seminars in the GPLS 608 Seminar Series. Only 2 unexcused absences are allowed per semester. For an excused absence you must contact the MMI Academic Services Specialist at 6-7126 before the start of the
An excused absence will be given for illness or emergency—*however a lab experiment is never an excused absence.* If a student has 3 unexcused absences in one semester, a makeup assignment will be required or the student will receive a Fail for the course. Our program will not graduate a PhD student with a Fail on their transcript. All speakers from outside the University have lunch with a small group of graduate students to discuss research, careers, and advice. Students are strongly encouraged to take advantage of this opportunity to network with leaders in the field (lunch is provided).

Students with 3 unexcused absences must complete a make-up assignment which consists of:
1. Choose one of the speakers that was missed
2. Read 3 papers by said speaker
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.

**Other Program Requirements**

**Faculty Research Presentations**

Many of the Faculty who would like to take a rotation student will present their work beginning orientation week and ending before the end of your 1st semester. Attendance is *mandatory.*

**Ethics Course**

The Ethics Course will consist of once a month meetings from 3-5pm throughout the Academic year (June and July are excluded). This is a required course. A certificate will be awarded when the course is successfully completed which needs to be turned in to the Program Manager in June 2018.

**Student Selected Seminar Speakers**

Each academic year there are four (4) Student selected Seminar Speakers, one from each discipline, Bacteriology, Virology, Parasitology 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. The Committee will meet the summer before the new academic year starts and will chose a Chair, agree on a speaker, and receive approval of the Program Director, Dr. Bret Hassel and check with the Seminar Course Master, Dr. William Jackson for open dates before the speaker is invited. The Committee also 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 Committee works closely with the Microbiology and Immunology Seminar Coordinator, who will make the travel plans, contact suggested faculty to meet the speaker, type 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. 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. Attendance and participation is mandatory for each student. Presentations are on a student’s thesis project or any completed Laboratory Rotation project for First Year Students. Data is not required since the evaluation will be on the Student’s abstract and presentation skills. Senior Students organize this activity each year.

Abstracts will be due in May. The length of the Rotation Presentations must be 10-12 minutes with an additional 5 minutes of questions from the audience.

Each student will receive written evaluations of their abstract and presentation from 2-3 non-anonymous reviewers. Reviewers are Faculty Members, Post-doctoral Fellows and Senior Students who have just defended their Thesis or have their Defense scheduled.

Advisor Meetings
The Program Director has assigned a Faculty Member to be your Academic Advisor for your 1st three semesters – please see below for your advisor -

Advisors

Jessica Allen
Joana Carneiro DaSilva, PhD
Associate Professor
Dept. of Microbiology & Immunology
BioPark II 645/410-706-0817
jcsilva@som.umaryland.edu

Jerod Brammer
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Anya O’Neal
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Dept. of Microbiology & Immunology
BioPark II 619/410-706-6774
drasko@som.umaryland.edu

Gillian Mbambo
Tonya Webb, PhD
Associate Professor
Dept. of Microbiology & Immunology
HSFI 380/410-706-4109
rwebb@som.umaryland.edu

The Student and Advisor must meet near the conclusion or immediately following each of the first 3 semesters.
The Student is responsible for organizing the meeting in a timely fashion as well as returning the required form, completed and signed, to the MMI Academic Services Specialist.

**Individual Development Plan (IDP)**

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. Each student is required to complete an IDP once each year and will take the form with them to their first Advisor Meeting of the year. Please turn in this completed and signed form to the MMI Academic Services Specialist.

**Selecting a Thesis Mentor**

Numerous things 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 following the student’s Qualifying Exam. 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 who is the best fit, or if the Mentor has enough funding, both 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. After the student passes their qualifying exam, a detailed letter will be sent to the Mentor, their Chair and the Administrator of the Department so that the responsibilities are established.

Further advice on picking a thesis mentor can be sought from other students, the Program Director, or the MMI Academic Services Specialist.

**Qualifying Exam, January/early February 2019**

The qualifying exam is an Oral Exam approximately 2 hours in length. The student’s ability to interpret data, draw conclusions, formulate hypotheses and design experimental approaches is tested with emphasis on the student’s chosen discipline. 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 2 grades are possible, Pass and Fail. At least 3 of the examining committee members must approve a passing grade. If a failing grade is awarded, the student will have one opportunity to retake the exam. If the student does not pass the retake exam or refuses to retake the exam, the student will be dismissed with a master’s degree.

In preparation for the exam, students typically devote 4 to 5 weeks studying each day without going to their thesis laboratories. 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.

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.

Scientific Writing Workshop
All 3rd year students will take this workshop aimed at improving their scientific writing through lectures and assignments. This is typically a six day workshop. The Course Master is Dr. Dhan Kalvakolanu in conjunction with Dr. Nevil Singh. Additional Professional Development Enrichment Modules are under consideration, (e.g. Biostats Workshop) and, if approved by the Curriculum Committee, may be added as a required component.

Thesis Committee Selection
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 2019. 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. 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, 2019. The introductory meeting will be followed by mandatory annual meetings of the Thesis Committee and student. The student is responsible for organizing the meeting in a timely fashion as well as picking up 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.

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. Maximum of 6 single line space pages, including figures and tables, for sections i-iv below (excluding list of references)
   b. Arial 11 pt font (or similar size font)
   c. Sections headed:
      i. Hypotheses and Specific Aims (.5-1 page)
      ii. Background and Significance (1 page)
      iii. Research Design and Methods (including preliminary data) (3-4 pages)
      iv. Potential Problems and Alternative Approaches (.5 page)
      v. References Cited

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 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.
11. The student may meet more frequently with individual members of the committee
or the whole committee. This can be helpful if issues arise.

**Student Research in Progress Seminar Series**

This will be held once every other week and the room and location will be announced.
Each presenter talks informally about their work. These are not “polished” talks but
more about lab successes and challenges – a place for receiving ideas to make projects
stronger or more successful. 2nd Year Students and above are assigned a presentation
date by the Student Organizers.

**Journal Clubs**

*Immunology* – Tuesdays, 12:00 p.m., IHV 6th floor conference room, paper discussion

*Microbial Pathogenesis* – Every other Thursday, 1 p.m. in HSFII rm 431,
paper discussion

*Institute of Human Virology* – Wednesdays at 5:00 p.m. IHV 3rd Floor Lightwell, twice a
month.

**Student Research in Progress Seminar Series & Journal Clubs Attendance Requirements**

All students are required to attend at the Student Seminar Series and/or Journal Club 2
times per month at the minimum. There will be sign-in sheets at each event and if your
signature is not on the sign-in sheet you will not receive credit.

**Graduate Research Conference**

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

**Dissertation Defense**

At least six months before 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 tweaking of the committee is allowed.

Students are **required** to have an accepted 1st author paper before setting the Defense
date. This requirement will be vigorously enforced.

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, 5th Floor. It can be scanned and emailed to GradInfo@umaryland.edu.

Two weeks before the Doctoral Examination, each member of the Thesis Committee
must be presented with the amended document.
Also two weeks before the Doctoral Examination, the student must submit the “Announcement of Doctoral Dissertation Defense” form to the Graduate School, 620 W. Lexington Street, 5th Floor. This too can be scanned and emailed to GradInfo@umaryland.edu. After successfully defending, the student is required to submit an Electronic version of their Thesis to the Graduate School before the deadline as detailed on their website, http://graduate.umaryland.edu/. Bound copies of the completed thesis are usually purchased by the student for the student and one for the Mentor. A bound copy of the Thesis is not required by the Program, but is appreciated.

**Doctoral Hooding Ceremony**
This is held at the end of the spring semester in the Student Center. 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 ceremony. A reception follows for the students, faculty and their families.

**GPILS Family Luncheon**
The day before the Hooding Ceremony, graduates and their families, the Academic Program Specialist and Program Director are invited to a celebration luncheon held on campus.

**Graduation Ceremony**
This campus-wide ceremony is held the last day of the semester at the Baltimore Arena.

**Other Opportunities**

**University & Community Service**
University & Community Service is something each student should note on their CVs. It shows that the Student is engaged and is a valuable member of the Program, University and Community at large. Below are just some ways a MMI Student can give back to the Program.

1. **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 Host Defense and Infectious Diseases (HDID) course 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. To serve as a HDID preceptor, the student must contact the section leader (e.g. Virology, Immunology) to discuss the specific session he/she would like to lead. Prior to independently leading a small group session, the student must first observe one or more sessions led by an experienced preceptor. Students wishing to teach in an advanced level class should contact the course master to discuss the specific topic and papers they wish to cover. Qualified MMI students will be given preference for teaching opportunities in HDID and advanced MMI classes; students from other GPILS programs will be considered for unfilled slots. Finally, 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 Career Development and Alumni Relations in GPILS and organizes Pedagogy Seminars each year. She also secures a limited number of teaching fellowships at local colleges where GPILS students can have a 6 to 8 week teaching experience. Again, these are for senior students and approval is needed from the Mentor and Program Director.

2. 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.

3. 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/)

4. 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 school youth from West Baltimore (https://www.umaryland.edu/cure-scholars/).

The office of Community Engagement (https://www.umaryland.edu/oce/) is a good resource for service opportunities.
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

Heather Ezelle, PhD
Academic Program Coordinator
Molecular Microbiology and Immunology
HH Room 324C, Phone: 6-7126
hezelle@som.umaryland.edu

Elice Garcia-Baca
Program Coordinator
GPILS Core course
BRB 1-005, Phone: 6-4442
EGarcia-Baca@som.umaryland.edu

Celeste Gerhart
Budget Analyst
Graduate School
620 W. Lexington Street 5th Floor, Phone: 6-6794
Stipend, Health Insurance & Tuition Remission will be handled by Celeste for some of you.
cgerhart@umaryland.edu

Foyeke Daramola
Budget Analyst
GPILS
650 W. Baltimore Street 1st Floor, Room 1-004, Phone: 6-4442
Stipend, Health Insurance & Tuition Remission will be handled by Foyeke for some of you.
fdaramola@som.umaryland.edu

Jennifer Aumiller, M.Ed.
Director
Career & Professional Development, GPILS
Co-Director, Office of Postdoctoral Scholars
650 W. Baltimore Street, Room 1-004, Phone: 6-5490
Distributes the GPILS/OPS Career Development Weekly Digest and has information on CVs and Resumes
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 410-328-1DOC (1362)
To reach a doctor after hours and on weekends 410-328-8792
To ask a procedural questions, TB-testing, Allergy Shots, or to pick up records 410-328-6791

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/

On Line Campus Directory
http://cf.umaryland.edu/directory/directory/
Any time you change your address, name, campus location, contact info, you must update info at:
SURFS, the Registrar’s Office, On-line Directory, and Celeste.

University of Maryland Graduate School
http://graduate.umaryland.edu/

Graduate School Association
http://www.graduate.umaryland.edu/gsa/index.html
Travel Insurance
Check out this site before leaving the County for a Conference or Event which you submitted an e-Travel form and print out the insurance card
https://www.umaryland.edu/financialservices/disbursements/travel/international-travel-insurance/

University of Maryland Baltimore Alerts System
Call to see if campus is closed due to snow: 410-706-UMAB (8622)

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

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<th>Year 1</th>
<th>Year 2</th>
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<td><strong>Fall Semester (credits)</strong>&lt;br&gt;Seminar (1)&lt;br&gt;Laboratory Rotation (2)&lt;br&gt;GPILS Core Course (8)&lt;br&gt;Journal Clubs/RIP Seminars</td>
<td><strong>Fall Semester (credits)</strong>&lt;br&gt;Seminar (1)&lt;br&gt;Laboratory Rotation (2)&lt;br&gt;Required Elective (2 or 3)&lt;br&gt;Principles of Virology (3)&lt;br&gt;Ethics – Certificate Class&lt;br&gt;Journal Clubs/RIP Seminars&lt;br&gt;February - Qualifying Examination</td>
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<td><strong>Spring Semester (credits)</strong>&lt;br&gt;Seminar (1)&lt;br&gt;Laboratory Rotation (2)&lt;br&gt;Principles of Microbial Pathogenesis (3)&lt;br&gt;Basic Immunology (3)&lt;br&gt;Journal Clubs/RIP Seminars</td>
<td><strong>Spring Semester (credits)</strong>&lt;br&gt;Seminar (1)&lt;br&gt;Dissertation Research (2)&lt;br&gt;Ethics – Certificate Class&lt;br&gt;Journal Clubs/RIP Seminars</td>
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- Spring Seminars also encompass mandatory participation in Graduate Student Presentations held each June
- Students are required to attend at least 2 Journal Clubs or Student Research in Progress Seminars each month in any combination
- Dissertation Proposal Defense to be completed by the end of the 5th 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
Required Forms
Guidelines: Each new student is required to meet with his or her Advisor at the end of each of their first 3 semesters. After each meeting, return completed form to the MMI Academic Services Specialist in HH 324C.

Student: ____________________________________ Student ID Number: ________________________________

Advisor: __________________________________________

(Print Name)

**Summer Bridge Rotation**
**(if attended)**

1st Laboratory Rotation Mentor: ____________________________________________________________

What was your opinion of the Summer Bridge Course: ____________________________________________

Semester 1

**Fall Coursework:**

GPLS 601 Core Course, Grade: _____ GPLS 608 Seminar, Grade: _____ GPLS 609 Lab Rotation, Grade: _____

1st Laboratory Rotation Mentor: ____________________________________________________________

Assessment of Coursework/Advisory Comments_____________________________________________________

Discussion of Research Interests______________________________________________________________

Student Feedback/Comments____________________________________________________________________

Meeting Date: ______ Advisor Signature: ____________________________ Student Signature: ____________

Semester 2

**Spring Coursework:**

GPLS 710 Microbial Pathogenesis, Grade: _____ GPLS 702 Basic Immunology, Grade: _____

GPLS 608 Seminar, Grade: _____ GPLS 609 Lab Rotation, Grade: _____

2nd Laboratory Rotation Mentor: ______________________________________________________________

Assessment of Coursework/Advisory Comments____________________________________________________________________
Student Advisement Record

Discussion of Research Interests_______________________________________________________________
____________________________________________________________________________________________

Student Feedback/Comments__________________________________________________________________
____________________________________________________________________________________________

Meeting Date: ______ Advisor Signature:____________________ Student Signature:____________________

Semester 3
Fall Coursework:
Elective Course:________________________________, Grade:______ GPLS 704 Virology, Grade:______
GPLS 608 Seminar, Grade:______ GPLS 609 Lab Rotation, Grade:______

3rd Laboratory Rotation Mentor:____________________________________________________________

Please take time to discuss the following items:
☐Qualifying Exam ☐Thesis Committee Selection ☐Thesis Proposal Defense Procedure

Assessment of Coursework/Advisory Comments___________________________________________________
____________________________________________________________________________________________

Discussion of Research Interests_______________________________________________________________
____________________________________________________________________________________________

Student Feedback/Comments__________________________________________________________________
____________________________________________________________________________________________

Meeting Date: ______ Advisor Signature:____________________ Student Signature:____________________

Additional Notes – if necessary
____________________________________________________________________________________________
____________________________________________________________________________________________
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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 can only be in Lab 20 hours a week when taking classes otherwise, 40 hours a 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:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

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: ___________________________________________ Mentor: ______________________________

please print

ID Number: ______________________________

Rotation Number:  □ One  □ Two  □ Three  □ Four  Semester:  □ Fall  □ 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 the 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
Individual Development Plan (IDP)  
University of Maryland SOM Pre-Candidacy Student

Name________________________________ Date:_________________________________________

Advisor:_________________________________ Program: Molecular Microbiology & 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 1st Year Students

   1st Semester – Core Course, Lab Rotation, Seminar
   
   2nd Semester – Basic Immunology, Microbial Pathogenesis, Lab Rotation, Seminar
   
   3rd Semester – Virology, Laboratory Rotation, Seminar, Elective________________________

   Attending: Student Seminar Series ________ Journal Club (which ones) ________________
3. Research rotations (completed and in progress)

<table>
<thead>
<tr>
<th>Mentor name</th>
<th>Rotation dates</th>
<th>Project title</th>
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</table>

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.

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://myidp.sciencecareers.org
Today’s Date: ______________

Thesis Mentor Acceptance Form

Student Name: ___________________________ Student ID Number: ______________

Matriculation Date: ______________________

After a student completes a minimum of 3 laboratory rotations, a student chooses which lab would be the best to conduct their Thesis Research. Once a decision between a Student and Faculty member is reached, this form is to be completed and returned to the MMI Academic Services Specialist HH 324C.

The Student should schedule a meeting with the Faculty Member they wish to be their Mentor and discuss their wish to join the laboratory. It is the Faculty Member’s choice on whether or not to accept a Student. A Faculty Member will base their decision on their funding, available lab space and if the match will result in success for both the Student and the Mentor.

If the Mentor, for any reason, dismisses the Student from their laboratory after the execution of this form, the Mentor will continue to pay the Student’s Stipend until a new Mentor is found or 3 months after the dismissal, whichever occurs first.

The Faculty Member is expected to have enough funding to support the student’s stipend, fees and health insurance for at least 2 years (after the student passes qualifying exam) In the unlikely event the Faculty Member will be temporarily unable to meet this obligation the Program will assist in finding an alternative funding source. For 1st Year Students matriculating on July 1, 2017, stipend support from the Mentor will begin on November 1, 2018 and for Students matriculating on September 1, 2016, support will begin on January 1, 2018. Tuition remission, fees and health insurance support will begin with the 2017 Spring Semester for both groups of students.

The Thesis Student along with their Mentor will select a Thesis Committee. The Student will be responsible for scheduling the required Thesis Committee Meetings and Proposal Defense as noted in the Student Guideline Booklet.

I accept this aforementioned student as a Thesis Student.

__________________________________________
Thesis Mentor Signature

__________________________________________
Date

Approval of Program Director

__________________________________________

__________________________________________
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 4th 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 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 tweaked before it is submitted to the Program and Graduate School.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Graduate Program/Department</th>
<th>Graduate Faculty Status*</th>
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<tbody>
<tr>
<td>1. Dissertation Advisor</td>
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<td>2. Outside Member</td>
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<td>3. Committee Member</td>
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<td>4. Committee Member</td>
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<td>5. Committee Member</td>
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<tr>
<td>6. Committee Member</td>
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*Graduate Faculty membership status can be found online: [http://www.graduate.umaryland.edu/About/Faculty-and-Staff/Graduate-Faculty/](http://www.graduate.umaryland.edu/About/Faculty-and-Staff/Graduate-Faculty/)

This student is expected to host their Dissertation Proposal Defense no later than _____________.

Signature of Graduate Program Director: ____________________________ Date: ____________
This meeting should be held by the end of the calendar year if the Qualifying Exam was held in the winter. If the Qualifying Exam was held in the summer, it should be held by the end of April. This form must bear the signatures of all present committee members. Please return the original form to the 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

________________________________________

_______________________________________

_______________________________________

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Recommendations & Comments – Required
(use reverse side, if necessary)

_______________________________________

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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 324. 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_________________________________________

__________________________________________________

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Recommendations & Comments - Required
(use reverse side, if necessary)

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Thesis Proposal Defense Record

Title of Thesis Project

The Defense of Dissertation Proposal consists of two parts: a research proposal written in NIH or similar format (without budget) based on the student’s proposed dissertation research and an oral examination held at least 2 weeks later. The latter includes an oral presentation briefly summarizing the proposal and questions from the Dissertation/Examining Committee. There are only 3 grades possible for the oral examination: Pass, Pass with Conditions and Fail. At least 3 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 Heather Ezelle, HH Room 324C. Copies will be distributed to each Committee Member.

Student__________________________ Student ID__________________________

Examiner Committee

Printed Names of Committee Members Signature of Committee Members Grade

Mentor

__________________________ ___________________________ ______

__________________________ ___________________________ ______

__________________________ ___________________________ ______

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Recommendations & Comments

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(use reverse side, if necessary)
Thesis Committee Record

Title of Thesis Project

This form must bear the signatures of all present committee members. Please return the original form to Heather Ezelle. 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 every 12 months.

Student__________________________________________ Student Number________________________

Thesis Committee

Thesis Committee Member names PRINTED

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

Advisor

Recommendations & Comments – Required
(use reverse side, if necessary)
University of Maryland Graduate School, Baltimore

Application for Admission to PhD Candidacy

- Read the requirements for the Doctor of Philosophy degree in the Graduate School catalog
- Familiarize yourself with the specific PhD requirements established by your program
- Complete this application
- Obtain approval signatures from your primary adviser and graduate program director
- Attach your unofficial transcript printed from SURFS to this application; cross out courses that will not count toward this PhD degree
- Submit this application and transcript to: Graduate School Dean's Office, 620 W. Lexington St., fifth floor

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<th>Last Name:</th>
<th>Title</th>
<th>First Name</th>
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<th>Student ID Number:</th>
<th>E-mail address:</th>
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| Mailing Address: | |
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| Street           | |

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<tr>
<th>City</th>
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<tr>
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<tr>
<th>Number of credits earned toward this PhD Degree (not including 899):</th>
<th>List course(s) in which a incomplete (I) or no mark (NM) was earned:</th>
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List course(s) earned at other institutions which will count towards this PhD degree (grade earned must be ≥B, attach official transcript):

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<th>APPROVAL SIGNATURES</th>
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Please **type and sign**

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<th>Adviser:</th>
<th>Signature:</th>
<th>Graduate Faculty Status:</th>
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<td>☐ Regular ☐ Associate ☐ Special</td>
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<th>Graduate Program Director:</th>
<th>Signature:</th>
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<tr>
<th>Graduate School Associate Dean:</th>
<th>Submit application to Graduate School Dean's Office for Signature:</th>
<th>Date:</th>
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Revised: 9/13/2012
University of Maryland Baltimore Graduate School
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 Dr. Golembewski, Associate Dean, Graduate School, 620 W. Lexington St., fifth floor

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<tr>
<th>Student Last Name:</th>
<th>Student First Name:</th>
<th>Student ID Number:</th>
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E-mail address:

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<th>Graduate Program:</th>
<th>Date admitted to PhD Candidacy:</th>
<th>Proposed Date of Examination:</th>
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### Dissertation Committee

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<tr>
<th>Committee Chair (1):</th>
<th>Reader</th>
<th>Department:</th>
<th><strong>Graduate Faculty Status:</strong></th>
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<th><strong>Graduate Faculty Status:</strong></th>
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<th>Committee Member (6):</th>
<th>Reader</th>
<th>Department:</th>
<th><strong>Graduate Faculty Status:</strong></th>
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<th>Committee Member (7):</th>
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### Approval Signatures

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<th>Committee Chair:</th>
<th>Signature:</th>
<th>Date:</th>
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<th>Graduate Program Director:</th>
<th>Signature:</th>
<th>Date:</th>
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<tr>
<th>Graduate School Associate Dean: Dr. Erin Golembewski</th>
<th>Submit application to Graduate School Dean’s Office for signature:</th>
<th>Date:</th>
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### Dean’s Representative

Graduate School assigned Dean's Representative:

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

[http://www.graduate.umaryland.edu/About/Faculty-and-Staff/Graduate-Faculty/](http://www.graduate.umaryland.edu/About/Faculty-and-Staff/Graduate-Faculty/)

Updated: 11/16/2015
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