University of Maryland Graduate Program in Life Science

Molecular Microbiology & Immunology

2013

MD/PhD and DDS/PhD

Graduate Student Guidelines
Molecular Microbiology and Immunology
MD/PhD Graduate Student Guidelines 2013

Classes
Students are required to maintain a 3.0 overall GPA (B average).

Required First Semester Courses
- Principles of Virology (GPLS 704)
- Laboratory Rotation (GPLS 609 Section 3) or beginning of Dissertation Research
- Elective (Optional) or may attend the Core Course Lectures
  - A partial list of electives:
    - Advances in Immunology
    - Genomics and Pathogenesis
    - Advanced Parasitology
    - Molecular Mechanisms of Signal Transduction
    - Molecular Microbiology and Immunology Seminar (GPLS 608 Section 03)

Required Second Semester Courses
- Principles of Microbial Pathogenesis (GPLS 710)
- Basic Immunology (GPLS 702)
- Molecular Microbiology and Immunology Seminar (GPLS 608 Section 03)
  - and every semester thereafter until Dissertation Defense Semester

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

Laboratory Rotation (GPLS 609 Section 3) – 2 rotations are required
The 2 summer research projects already performed will fulfill these requirements

You may do a 3rd Rotation if you prefer, following these guidelines –
- Only one (1) rotation student per laboratory is allowed at one time.
- Laboratory Rotation form is required before the start of each rotation.
- Form should be completed with chosen Mentor
- Completed & signed form is due to June Green, HH 324C.
- Laboratory Summary is due within 3 weeks after the end of each rotation.
- Summary must be a minimum of 2 pages and a maximum of 4 pages.
- After completion, summary should be signed by student and mentor and
  submitted to June Green, HH 326.

Class Attendance Policy
Overall
- It is expected students will be on time for all classes and only miss a class because of illness or an unseen emergency.

Program Courses
- Classes are small and it is always noted if a student is late or missing. If a student is ill, an email should 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 June Green at 6-7126 or jgreen@umd.edu before the start
Molecular Microbiology and Immunology  
MD/PhD Graduate Student Guidelines 2013  
Page 2

of the Seminar the student must to miss. An excused absence will be given for illness or emergency – a lab experiment is never an excused absence.

Other Requirements

Faculty Research Presentations – Optional – Only if you haven’t found a Thesis Mentor
Many of the Faculty who would like to take a rotation student will present their work during orientation week and on select Wednesdays during the 1st semester.

Ethics Course, 2013
The Ethics Course will consist of 10 monthly meetings through the calendar year.

Graduate Student Presentations, June 2013
Attendance and participation as a presenter is required by each new student. The Presentation can be on current Thesis or Laboratory Rotation work. The length of the Presentation must be 10-12 minutes with an additional 5 minutes of questions from the audience. The required Abstract will be due the end of May. Each student will receive a written evaluation of the abstract and presentation.

Advisor Meetings
A Faculty Advisor will be assigned to you by the Program Director. The Student and Advisor must meet near the conclusion of the 1st and 2nd semesters. The Student is responsible for organizing the meeting in timely fashion and returning the completed signed form to June Green.

Qualifying Exam, Summer 2014
The Qualifying Exam is an oral exam approximately 3 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 3 grades are possible, Pass, Conditional Pass and Fail. At least 3 of the 4 examining committee members must approve a passing grade. If a Student receives a Conditional Pass, and the Student fails to complete the items needed to receive a Pass in the timeframe provided, the Student will be dismissed from the Program with a Master’s Degree. 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, the student will be dismissed with a Master’s Degree.

Admission to Candidacy
Admission to candidacy is applied for after passing the qualifying exam. The application and required paper work will be done and submitted by June Green on your behalf.
A stipend raise of $1,000 will be given after passing the qualifying exam and being admitted to Candidacy.
Thesis Committee Selection

A Thesis Committee consisting of at least five (5) faculty members is selected by the student and their mentor after passing the Qualifying exam and before the completion of the student’s 4th semester of study. A minimum of 3 members must have regular membership on the University of Maryland Graduate Faculty. One member must have no program affiliation with the Molecular Microbiology and Immunology Program.

The Thesis Committee should be in place by the end of the Fall Semester. The completed form will be submitted to June Green.

An Introductory Meeting of the Thesis Committee must take place by the end of 2014 Spring Semester. The Introductory Meeting will be followed by mandatory yearly meetings of the Thesis Committee and student. The student is responsible for organizing the meeting in a timely fashion as well as returning the completed form to June Green.

Proposal Defense

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 of 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 student forms a thesis committee within 6 months of joining a lab full time after passing the qualifying exam.
2. The student calls an introductory thesis committee meeting within 1 year after passing the qualifying exam. This introductory meeting can be skipped if the student is ready to defend their proposal within this time frame – in this case the student must obtain preliminary approval of the project from the thesis committee (by email) at least 3 months prior to the proposal defense.
3. 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).
4. The proposal document is prepared by the student with advice from the mentor.
5. The proposal document should follow these guidelines:
   a. Maximum of 12 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. Background and Significance (2-3 pages)
      ii. Hypotheses and Specific Aims (1 page)
      iii. Research Design and Methods (including preliminary data) (7-9 pages)
      iv. Potential Problems and Alternative Approaches (1 page)
      v. References Cited
6. 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.
7. 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.
8. 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.

9. 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).

10. 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.

11. 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 June Green.

12. Where possible, the proposal document can be modified (6 page limit for F31 proposals) and submitted as an F31 Individual Predoctoral Fellowship application to NIH (or equivalent funding agency)*

13. The student must meet with the thesis committee at least annually after this defense to update the committee and seek further advice.

*NIH does not participate in F31 Individual Predoctoral Fellowships, except for underrepresented minorities

Student Seminar Series
Mondays, Noon, HSFII Room 400. Each informally Presenter talks about their work.

Journal Clubs
Students are expected to participate in Journal Clubs in the area of their project.

Immunology – Tuesdays, Noon, BioPark I, Room 309
Microbiology Pathogenesis – Thursdays, Noon, HSFII Room 341
Institute of Human Virology – Wednesdays, twice a month, MBIO 3rd Floor Lightwell

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.

Dissertation Defense
Six months before Doctoral Dissertation Defense submission of the “Nomination of Members for Final Doctoral Examination Committee” form needs to 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 under special circumstances.
Dissertation Defense

Six months before Doctoral Dissertation Defense submission of the “Nomination of Members for Final Doctoral Examination Committee” form needs to 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 a Defense date. One month before the Defense date, the student’s two readers are given the document for review.

Two weeks before the Defense, each more of the Thesis Committee will be presented with a copy of Thesis which has incorporated the changes the readers suggested. Also, Two weeks before the Doctoral Examination you must submit the “Announcement of Doctoral Dissertation Defense” and the “Certification of Completion of the Doctoral Dissertation” forms to the Graduate School, 620 W. Lexington Street.

After successfully defending, the student will submit, electronically, one copy of the final doctoral dissertation to the Graduate School.

The student is required to present the program a bound copy of their thesis before the end of the semester in which they graduate. It is suggested that another bound copy be presented to their Mentor.

Hooding Ceremony is at the end of each Spring Semester. Not only do the students who successfully defended their thesis that semester but all students who defended in the preceding Summer and Fall are also invited back to participate in the ceremony. MD/PhD may choose to wait and participate in the hooding ceremony the same year they graduate from Medical School or participate when after the defended their thesis.

Graduation Ceremony is a campus-wide event and is held the last day of the Spring Semester at the 1st Mariner Arena, very few of our students
<table>
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<tr>
<th>Year 1</th>
<th>Year 2</th>
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<tr>
<td>Journal Club</td>
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<tr>
<td>Spring Seminar (Credits)</td>
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<th>Year 3</th>
<th>Year 4 &amp; 5</th>
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<td>Dissertation Research (2)</td>
<td>Dissertation Research (2)</td>
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<td>Seminar (1)</td>
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<td>Fall Seminar (Credits)</td>
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- Other Elective courses can be taken with approval by the Student's Dissertation Mentor.
- Elective courses may be chosen from the VIMB and/or MD9192 courses based upon the student's academic focus and strengths approved by the dissertation mentor.
- Dissertation Research begins in the Spring semester of Year 2.
- Spring Seminar course also includes mandatory participation in the annual Graduate Student Presentation Symposium held each June.

Molecular Immunology & Immunology MD/PhD & DDS/PhD Required Curriculum Timeline

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<tr>
<th>Year 1</th>
<th>Year 2</th>
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<tr>
<td>Basic Immunology (3)</td>
<td>Basic Immunology (3)</td>
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<tr>
<td>Principles of Medical Pharmacology (3)</td>
<td>Principles of Medical Pharmacology (3)</td>
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<tr>
<td>Laboratory Rotation (2)</td>
<td>Laboratory Rotation (2)</td>
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<tr>
<td>Seminar (1)</td>
<td>Seminar (1)</td>
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<tr>
<td>Fall Seminar (Credits)</td>
<td>Fall Seminar (Credits)</td>
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</table>

- Summer - Qualifying Examination
Required Forms
MD/PhD and DDS/PhD Student Advisement Record

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 return to June Green, HH 324C.

Student: ___________________________ Student ID Number: ___________________________

Advisor: ___________________________ (Print Name)

Semester 1
Fall Coursework:

Elective Course: ___________________________, Grade: ______ GPLS 704 Virology, Grade: ______
GPLS 608 Seminar, Grade: ______ GPLS 609 Lab Rotation, Grade: ______

1st & 2nd Laboratory Rotation Mentors:
Thesis 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: ______

Assessment of Coursework/Advisory Comments

______________________________

Discussion of Research Interests

______________________________

Student Feedback/Comments

______________________________

Meeting Date: ______ Advisor Signature: ___________________________ Student Signature: ___________________________
**Nomination of Members for the Dissertation Committee**

**Directions:**

1) This form is to be completed by the student and their Dissertation Mentor by the end of the Semester in which the student passed their Qualifying exam. After the form is complete it is to be submitted to June Green, HH 324C.

2) The Dissertation Advisor must be a Regular Member of the University of Maryland Baltimore Graduate Faculty, 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.

3) There must be a minimum of five (5) members on the Dissertation Committee (including the Advisor), 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.

4) At least one (1) committee member must be from outside the candidate's program and a copy of their current CV must be submitted with this form.

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 following individuals are nominated to serve on the Dissertation Committee of

<table>
<thead>
<tr>
<th>Student's Name</th>
<th>Student's ID Number</th>
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**Dissertation Committee**

<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 – <em>attach CV</em></td>
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<td>3. Committee Member</td>
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<td>6. Committee Member</td>
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Signature of Mentor: ___________________________ Date: ________________

**Approval:**

Signature of Graduate Program Director: ___________________________ Date: ________________

*Graduate Faculty membership status can be found online: [http://www.graduate.umaryland.edu/graduate_people/list/grad_faculty.html](http://www.graduate.umaryland.edu/graduate_people/list/grad_faculty.html)
Today’s Date: ________________

Introductory Thesis Committee Record

Title of Thesis Project

This form must bear the signatures of all present committee members. Please return the original form to June Green. 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

This form must bear the signatures of all present committee members. Please return the original form to June Green. 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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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 4 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 June Green, HH Room 324C. Copies will be distributed to each Committee Member.

**Examining Committee**

<table>
<thead>
<tr>
<th>Printed Names of Committee Members</th>
<th>Signature of Committee Members</th>
<th>Grade</th>
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<td>Advisor</td>
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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 June Green. 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)

Advisor

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

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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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<tr>
<th>Last Name:</th>
<th>Title</th>
<th>First Name</th>
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<tr>
<td></td>
<td>Mr.</td>
<td>Ms.</td>
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<tr>
<th>Student ID Number:</th>
<th>E-mail address:</th>
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<th>Mailing Address:</th>
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<tr>
<td>City</td>
<td>State</td>
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<th>Graduate Program:</th>
<th>Date admitted to Graduate Program:</th>
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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):

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APPROVAL SIGNATURES

Please type and sign

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<tr>
<th>Adviser:</th>
<th>Signature:</th>
<th>Graduate Faculty Status:</th>
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<td>☐ Regular ☐ Associate ☐ Special</td>
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<tr>
<th>Graduate Program Director:</th>
<th>Signature:</th>
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<tr>
<th>Graduate School Associate Dean:</th>
<th>Signature:</th>
<th>Date:</th>
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Dr. Erin Golembewski

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

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

Graduate Program: ____________________________

Date admitted to PhD Candidacy: ____________________________

Proposed Date of Examination:

(month) (day) (year)

**Dissertation Committee**

<table>
<thead>
<tr>
<th>Committee Chair (1):</th>
<th>Reader</th>
<th>Department:</th>
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<tbody>
<tr>
<td>Yes</td>
<td>No</td>
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</table>

**Graduate Faculty Status:**

- Regular
- Special
- Associate
- None (CV attached)

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<thead>
<tr>
<th>Committee Member (2):</th>
<th>Reader</th>
<th>Department:</th>
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<tbody>
<tr>
<td>Yes</td>
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**Graduate Faculty Status:**

- Regular
- Special
- Associate
- None (CV attached)

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<thead>
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<th>Committee Member (3):</th>
<th>Reader</th>
<th>Department:</th>
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<tr>
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**Graduate Faculty Status:**

- Regular
- Special
- Associate
- None (CV attached)

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<th>Committee Member (4):</th>
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<th>Department:</th>
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<tr>
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**Graduate Faculty Status:**

- Regular
- Special
- Associate
- None (CV attached)

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**Graduate Faculty Status:**

- Regular
- Special
- Associate
- None (CV attached)

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**Graduate Faculty Status:**

- Regular
- Special
- Associate
- None (CV attached)

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**Graduate Faculty Status:**

- Regular
- Special
- Associate
- None (CV attached)

**Approval Signatures**

<table>
<thead>
<tr>
<th>Committee Chair:</th>
<th>Signature:</th>
<th>Date:</th>
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<th>Graduate Program Director:</th>
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<tr>
<th>Graduate School Associate Dean:</th>
<th>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:**

[www.graduate.umd.edu/graduate_people/lsel/grad_faculty.html](http://www.graduate.umd.edu/graduate_people/lsel/grad_faculty.html)

Updated: 8/1/2011
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
Additional Information
GPILS
Molecular Microbiology and Immunology
Graduate Program Faculty Advisor Description

The purpose of an Advisor is to give guidance to new students in the Program. The student is responsible for organizing meetings near the end or immediately following each of the 1st three semesters and also will bring the “Student Advisement Record” to said meeting. The length of each meeting is normally a 1/2 hour or less and covers an assessment of the student's course work, a discussion of rotation projects and research interests, and student feedback is given. At the 3rd and final Advisor Meeting the Qualifying Exam, how to choose a Thesis Committee, and the Thesis Proposal Procedure should be briefly discussed.

Advisors for Incoming 2013 Students

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Molecular Microbiology and Immunology Seminars
GMLS 608

Seminar is a 1-credit course with a pass/fail grading system and is held on Wednesdays from 4:00-5:00pm in the HSFII Auditorium. There is the possibility that the day or time of the required Seminar will be changed to another day and/or time. You will be advised in plenty of time to adjust your work in order to attend.

Attendance Policy

Students are required to attend all Seminar in the GMLS 608 Seminar Series. Only 2 unexcused absences are allowed per Semester.

For an excused absence you must contact June Green at 6-7126 or through email, jgreen@umaryland.edu before the start of the Seminar.

Students with 3 unexcused absences must complete a make-up assignment which consists of:

- Choosing 1 of the Speakers that were missed
- Read 3 papers by said Speaker
- Write a 3 page, double-spaced paper summarizing what was read, demonstrating that the material was understood.
- Paper is due the same semester as the missed Seminars.

Lunch and Networking Possibilities

A lunch with students and postdoctoral fellows is arranged by the Microbiology and Immunology Seminar Coordinator for every off-campus Seminar Speaker. It is encouraged that each student in the program will attend at least two of these lunches each Semester. Lunch is provided by the Microbiology and Immunology Department.

Graduate Student Presentations held each June are a mandatory requirement included in your Seminar Grade.

Student Selected Seminar Speakers

Each academic year there are three Student selected Seminar Speakers, one from each discipline, Bacteriology, Virology and Immunology. The Student Committees are comprised of Students who have passed their qualifying exams. The Student Committee agrees on a Speaker, receives approval of the Program Director and checks with the Seminar Course Master for open dates before the Speaker is invited. The Students plan the Speakers itinerary and organize a student lunch and dinner with the Speaker. The Students work closely with the Microbiology and Immunology Seminar Coordinator, Teri Robinson, who will make the travel plans, type the schedule and order the lunch. All students are invited to have lunch or dinner with the speaker but there will be a limit on the number of attendees.
Helpful Information

People Important to You!

Nicholas Carbonetti, PhD
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Associate Professor, Department of Microbiology and Immunology
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GPILS – Assists Rachael & All Things Core
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Celeste Gerhart
Budget Analyst – All things financial for your first 18 months!
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cgerhart@umaryland.edu
**Important Links & Phone Numbers**

**Student Counseling Center**
(totally Confidential)
601 W. Lombard Street Suite 440
410-328-8404
[http://www.umaryland.edu/counseling/](http://www.umaryland.edu/counseling/)

**Student Health Services**
408 W. Lombard St. between Eutaw and Paca St.
[http://www.umaryland.edu/health/providers/](http://www.umaryland.edu/health/providers/)
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

**Student Answer Book**
[http://www.umaryland.edu/student/sab](http://www.umaryland.edu/student/sab)

**Interactive Campus Map**
[http://medschool.umaryland.edu/directions_interactive.asp](http://medschool.umaryland.edu/directions_interactive.asp)

**On Line Campus Directory**
[http://cf.umaryland.edu/directory/directory_action.cfm](http://cf.umaryland.edu/directory/directory_action.cfm)
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.

**Graduate School Student Link**
[http://www.graduate.umaryland.edu/current_students/index.html](http://www.graduate.umaryland.edu/current_students/index.html)

**Baltimore Weather information**

**University of Maryland Weather Line** - Call to see if campus is closed due to snow: 410-706-UMAB

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**MMI Common Student Area - Longo Lounge**
Open M-F 7:00am-3:30pm – longer upon request
2 Computers/Scanner/Color Printer/Conference Table - always print items double sided
Refrigerator/Microwave/Toaster Oven - always clean up after yourself
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<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Title</th>
<th>Dept. of Medicine/Program</th>
<th>Office/Suite</th>
<th>Email</th>
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<tbody>
<tr>
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<td><strong>Professor</strong></td>
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<td>Fouad, Ashraf F. B.D.S., D.D.S., M.S.</td>
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<td>Director, Adv. Endodontics Program</td>
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<td><strong>Professor, Dept. of Medicine</strong></td>
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<td>Director, Institute for Genome Sciences</td>
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<td>6-6301</td>
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<tr>
<td>Professor</td>
<td>Lab: 6-6311</td>
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<tr>
<td>Department of Pathology/IHV</td>
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<td>MSTF 7-16</td>
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</tbody>
</table>
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**New Student/Rotation Student**

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*July 11, 2013*
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New Student/Rotation Student

July 11, 2013
A holiday may be used at any time after it is earned. While the schedule below is the standard for those schools and departments that observe the Thanksgiving and Winter Breaks, schools and departments that have programs and functions that require employees to be present during these breaks may institute alternative schedules. Please note that holidays must be scheduled during the calendar year, cannot be carried over into the next calendar year, and in certain circumstances, outlined in the MOU for the Nonexempt Employee Bargaining Unit, must be paid if the employee requests the holiday and for operational reasons is denied use of leave.

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date Earned</th>
<th>Normal Date Observed</th>
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<tbody>
<tr>
<td>New Year's Day</td>
<td>January 1, 2013</td>
<td>January 1, 2013</td>
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<tr>
<td>Martin Luther King's Birthday</td>
<td>January 21, 2013</td>
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<tr>
<td>Lincoln's Birthday (Former)</td>
<td>February 12, 2013</td>
<td>FLOATER</td>
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<tr>
<td>President's Day</td>
<td>February 18, 2013</td>
<td>December 26, 2013</td>
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<tr>
<td>Maryland Day</td>
<td>March 25, 2013</td>
<td>FLOATER</td>
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<tr>
<td>Good Friday (Former)</td>
<td>March 29, 2013</td>
<td>FLOATER* December 27, 2013</td>
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<tr>
<td>Memorial Day</td>
<td>May 27, 2013</td>
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<td>Labor Day</td>
<td>September 2, 2013</td>
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<td>Columbus Day</td>
<td>October 14, 2013</td>
<td>December 30, 2013</td>
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<td>Veteran's Day</td>
<td>November 11, 2013</td>
<td>December 31, 2013</td>
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<td>Thanksgiving Day</td>
<td>November 28, 2013</td>
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<td>Thanksgiving Break</td>
<td>November 29, 2013</td>
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Note: For scheduling and compensation guidelines for Nonexempt Bargaining Unit employees, please consult the Memorandum of Understanding, effective September 28, 2012, Article 9. Holidays, Section 1. Recognized Regular and Floating Holidays.

*The Floater earned on Good Friday, March 29, 2013 has been scheduled to be observed on December 27, 2013 to cover the winter break.