Molecular Microbiology & Immunology

2014

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 in the case of the Core Course, Jennifer Goetz, 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 needing to be off during course work are to make arrangements and receive approval from the Course Master before taking off time. Students needing to be off while doing lab rotations or thesis work, need to talk to their Mentor for permission to be out of lab. It is a good policy to discuss the lab expectations along with the time off policy when selecting the Thesis laboratory. Pregnancy during coursework can be worked out – see June Green for details. Pregnancy during Thesis work needs to be discussed with the Thesis Mentor as well as with June Green.

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 (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)
Elective 3rd Semester Course (required) a partial list of electives:
Advances in Immunology
Advanced Microbial Pathogenesis
Advanced Parasitology
Molecular Mechanisms of Signal Transduction
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)

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 2015.

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 June Green, HH 324C.

The first Laboratory Rotation (2nd for Summer Bridge Students) begins immediately following the completion of the Core Course and ends approximately February 13, 2015.

Laboratory Rotation 2 (3rd for Summer Bridge Students) begins approximately February 16, 2015 and will end at the end of the Spring Semester.

Laboratory Rotation 3 (optional 4th for Summer Bridge Students) starts approximately June 8, 2015 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 June Green, 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 GPLS. If you are going to miss more than a day for illness, please notify Jennifer Goetz at jegoetz@som.umaryland.edu.

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@som.umaryland.edu before the start of the Seminar to be missed. An excused absence will be given for illness or emergency – however a lab experiment is never an excused absence.
Other Requirements

Faculty Research Presentations
Many of the Faculty who would like to take a rotation student will present their work during orientation week and on Wednesdays during the 1st semester. Attendance is mandatory.

Ethics Course, 2015
The Ethics Course will consist of 10 monthly meetings through the Academic year (July & August excluded). The course schedule is still being developed. This is a required course. A certificate will be awarded when the course is successfully completed which needs to be turned in to June Green.

Graduate Student Presentations
Graduate Student Presentations are held annually in the beginning of June. Attendance and participation is mandatory for each student. Presentations can be on any completed Laboratory Rotation project. Data are not required since the evaluation will be on the Student’s abstract and presentation.

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 a written evaluation of their abstract and presentation from 2-3 non-anonymous reviewers. Reviewers are Faculty Members, Post-doctoral Fellows and Senior Students who have a Thesis Defense scheduled.

Advisor Meetings
The Program Director has assigned a Faculty Member to be your Academic Advisor for your 1st three semesters. The are

Molly Hritzo
Martin Flajnik, Ph.D.
Professor
Dept. of Microbiology and Immunology
School of Medicine
BRB 03-056 410-706-5161

Susannah Shissler
Kamal Moudgil, M.D., Ph.D.
Professor
Dept. of Microbiology and Immunology
School of Medicine
HH 320 410-706-7804

Erin McClure
Amanda Oglesby-Sherrouse, Ph.D.
Assistant Professor
Dept. of Pharmaceutical Sciences
School of Pharmacy
HSFII 547 410-706-8650

Dylan Simon
Eduardo Davila, Ph.D.
Associate Professor
Dept. of Microbiology and Immunology
School of Medicine
Greenebaum Cancer Center
BRB 10-041 410-706-5051
responsible for organizing the meeting in a timely fashion as well as picking up and returning the completed signed form to June Green.

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 student forms a thesis committee 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 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
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
9. committee suggestions, to be used in subsequent meetings to show that concerns by members of the committee have been properly addressed.

10. 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).

11. 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.

12. 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.

13. Where possible, the proposal document can be submitted as an F31 Individual Predoctoral Fellowship application to NIH (or equivalent funding agency).

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

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

Student Seminar Series

Mondays, Noon, HSFII Room 431. Each Presenter talks informally about their work. 2nd Year Students and above are assigned a presentation date by the Student Organizers.

Journal Clubs

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

Immunology – Wednesdays, 11:00 a.m., BioPark I, Room 309, Paper Discussion

Microbial Pathogenesis – Thursdays, Noon, DS 7105. Paper Discussion

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

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 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.
Required

Forms
Laboratory Rotation Form

Complete form (Project Description can be attached to this form), obtain signatures and submit form to June Green HH 324C before the start of each rotation.

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:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Student Signature  Date

Mentor Signature  Date

Program Director Signature  Date
Rotation Summary Report
Cover Sheet

Name: ____________________________________________________________
please print

Mentor: _________________________________________________________

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 June Green, HH 324C within 3 weeks of the completion of the current Laboratory Rotation.

Signatures:

Student ____________________________ Date ________________

Mentor ____________________________ Date ________________

Program Director __________________ Date ________________
Student Advisement Record
Page 1 of 2

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 June Green, HH 324C.

Student: __________________________________________ Student ID Number: ____________________________

Advisor: ___________________________________________ (Print Name)

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 _______________________________________________________

___________________________________________________________________________________________

Discussion of Research Interests _________________________________________________________________

___________________________________________________________________________________________

Student Feedback/Comments _________________________________________________________________

___________________________________________________________________________________________

Meeting Date: _______ Advisor Signature: ____________________________ Student Signature: ____________________________
Student Advisement Record
Page 2 of 2

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: __________

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Additional Notes – if necessary

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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 ____________________________

3. Research rotations (completed and in progress)

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

_________________________  _________________________
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 June Green HH 324.

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.

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 Students matriculating on July 1, 2014, stipend support from the Mentor will begin on January 1, 2016 and for Students matriculating on September 1, 2014, support will begin on March 1, 2016. Tuition remission, fees and health insurance support will begin with that Spring Semester.

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 Program Coordinator, June Green, 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.
4) At least one (1) committee member must be from outside the candidate's program.
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>
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<tr>
<th>Student’s Name</th>
<th>Student’s ID Number</th>
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**Dissertation Committee**

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<tr>
<th>Name</th>
<th>Graduate Program/Department</th>
<th>Graduate Faculty Status*</th>
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<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>6. Committee Member</td>
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This student is expected to host their Dissertation Proposal Defense no later than ________________.

Signature of Graduate Program Director: ____________________________ Date: ________________

*Graduate Faculty membership status can be found online: [http://www.graduate.umaryland.edu/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*

Chair

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

**Recommendations & Comments – Required**

*(use reverse side, if necessary)*
Pre-Proposal Thesis Committee Record

Current Title of Thesis Project

If you aren't ready for your Proposal Defense as required, 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 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

Recommendations & Comments - Required
(use reverse side, if necessary)
**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 June Green, HH Room 324C. Copies will be distributed to each Committee Member.

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<th>Student ID</th>
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**Examinining Committee**

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<tr>
<th>Printed Names of Committee Members</th>
<th>Signature of Committee Members</th>
<th>Grade</th>
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<tr>
<td>Advisor</td>
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**Recommendations & Comments**

(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

Advisor

_________________________ ____________________________

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

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

_________________________ ____________________________

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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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<th>Student Last Name:</th>
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<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>
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**Dissertation Committee**

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<th>Department:</th>
<th><strong>Graduate Faculty Status:</strong></th>
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<th>Reader</th>
<th>Department:</th>
<th><strong>Graduate Faculty Status:</strong></th>
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<td>□ Regular</td>
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<td>□ Associate</td>
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**Approval Signatures**

<table>
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<tr>
<th>Committee Chair:</th>
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<th>Graduate School Associate Dean:</th>
<th>Submit application to Graduate School Dean's Office for signature: Date:</th>
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| Dr. Erin Golembewski |

**Dean's Representative**

Graduate School assigned Dean's Representative:

**Updated: 8/1/2011**

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

[www.graduate.umaryland.edu/graduate_people/list/grad_faculty.html](http://www.graduate.umaryland.edu/graduate_people/list/grad_faculty.html)
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
Important Links & Phone Numbers

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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/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

Interactive Campus Map
http://medschool.umaryland.edu/directions_interactive.asp

On Line Campus Directory
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

Graduate School Association
http://www.graduate.umaryland.edu/gsa/index.html

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

✦ ✦ ✦ ✦

Student Mailboxes outside HSFI Room 380

MMI Common Student Area - Longo Lounge
Open M-F 7:00am-3:30pm – longer upon request
2 Computers/Scanner/Color Printer/Conference Table
Refrigerator/Microwave/Toaster Oven

Always Remember to print everything double sided and to clean up after yourself!
Molecular Microbiology and Immunology Seminars
GPLS 608

Seminar is a 1-credit course with a pass/fail grading system and is held on Tuesdays from 4:00-5:00pm in the HSFl 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 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 through email, jgreen@som.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. June Green will send out an email once a month asking for lunch volunteers. 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.

Our Graduate Student Presentation Symposium held each June is a mandatory requirement. It is organized by Senior Students.

Student Selected Seminar Speakers

Each academic year there are four 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. The Student Committee agrees on a Speaker, receives approval of the Program Director and checks with the Seminar Course Master, Dr. Joao Pedra 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. There are guidelines for the dinner – no alcohol can be purchased with state funds, there is a per person dollar limit as well. These are University of Maryland rules and not program rules.
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*Spring Semester also requires mandatory participation in Graduate Student Presentation Symposium held each June.*

*Other Elective courses can be taken with approval of the Student's Dissertation Mentor.*

*Elective course may be chosen from the UMS Graduate Course Listing based upon the student's academic focus and strengths; approval required.*
Choosing Your Thesis Mentor

Numerous things go into choosing your Thesis Mentor, including their temperament, the other lab personnel, their supervisory style, the project and more. Your lab rotations are a time to explore these things and it really won’t take you long to decide whether to put someone on your short-list or to rule the person out. Your Rotation Mentor is also looking at you and asking the same questions.

Once you find the right combination in a Mentor and decide this lab is for you, you must sit down with the Faculty member and have a serious discussion. First item to discuss, can the Mentor afford you? The Mentor must be willing and able to support you for at least 2 years following your Qualifying Exam. You should also talk about projects, expectations (for both of you), lab rules (such as who do you call when you are sick and can’t make it to lab).

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 doesn’t automatically mean you have the inside track to joining the lab as a thesis student.

After a Thesis Lab is settled on, the student will give your new Mentor the Mentor Acceptance Form (next page) to be signed and returned to June Green HH 324C. The purpose of this form is to make sure there are no misunderstandings in regard to your Mentor’s financial Obligation to you and to make that lab your Official Thesis Lab. After you pass your qualifying exam a more detailed letter will go out to your Mentor, his Chair and the Administrator of the Department.

If you have any questions or would like to discuss picking a Thesis Mentor, it is suggested the student talk to other students, the Program Director, or June Green.
THOUGHTS ON CHOOSING A RESEARCH MENTOR

There are three major factors to consider when selecting a research group:

- The research program
- The personality and mentoring style of the Principal Investigator (PI)
- The research environment

These factors vary in importance depending on your own personality and your level of training. For instance, undergraduates and summer students can be flexible in their choice of research projects but often prefer mentors who will provide substantial guidance. In contrast, graduate students and postdoctoral fellows may choose a mentor based largely on the science and publication record. While it's appropriate for the research program to be a primary consideration for advanced trainees, you must select a research group where you expect to feel comfortable and where the PI meets your individual needs.

Finding the right research mentor is critical to a successful and enjoyable research experience. Here are some tips to help you navigate the process of searching out labs, evaluating research programs, and reflecting on your own mentoring needs.

THE BASICS

The PI as your primary mentor

Although many members of the research group may guide experiments, offer advice, and give feedback on your projects, the PI or head of the research group will serve as your primary mentor. Thus it is critical to ensure that the PI you choose will provide the type of mentorship you need and want.

What is a mentor?

The best mentors are advisors, coaches, counselors and supporters all at the same time. They are experienced scientists who guide your research, but also challenge you to develop your independence. A good mentor will help you define your research goals, and then support you in your quest to achieve them. He or she will share knowledge, provide encouragement, and hopefully inspire you. In addition to promoting your research, your mentor should help you to develop your career goals and construct a scientific network. Above all, your mentor should be someone you trust to always keep your best interest in mind.

What should you expect from your mentor?

It is the responsibility of your mentor to work with you on your scientific development. It is reasonable to expect that the mentor will:

- Help you to define your training goals at the outset and evaluate them at regular intervals throughout your training
- Meet with you regularly, one-on-one, to discuss your progress towards these goals
- Listen to you and to your ideas
- Provide constructive and timely feedback on your scientific work
- Support your growth through encouraging training opportunities and professional development
- Introduce you to scientific colleagues, so you can begin to develop networks of your own
- Acknowledge your contribution to the research, for example, through authorship on publications
How should you approach a prospective mentor about a position in his/her research group?

Once you've identified a potential mentor, you should read about the research group on the Internet and read at least several of the group's recent publications. The next step is to send an e-mail introducing yourself and expressing interest in a position. You should attach an updated curriculum vitae or resume to this e-mail, along with a letter of application detailing your research interests and reasons for applying to his or her research group. Make sure that this letter is specific for the individual mentor and not a generic letter sent to multiple groups. You may be asked to schedule a visit or participate in a telephone interview. To prepare for the interview, review the group's Web site and recent publications. Be prepared to discuss your background, scientific and personal interests, and your career goals. Also, be ready to talk about any specific skills or knowledge that make you a good match for the research group. Most mentors also request that candidate postdoctoral fellows give a formal research presentation during the interview.

What questions should you ask during an interview with a potential mentor?

The interview is also a time for you to learn about the mentor and his/her research group and determine if they are a good fit for you, both scientifically and personally. Take advantage of this opportunity to learn as much as possible about the PI and the research environment. In particular, it is important to determine whether his or her approach to mentoring matches your needs and expectations. See questions for potential mentors for examples of good questions to ask.

Talking to current members of the research group

In addition to interviewing with the PI, you should ask to meet with multiple members of the research group. If they are not available, you should arrange to talk with them by e-mail or phone. They are your best resource for determining the personality of the research group and the mentoring style of the PI. For instance, they can tell you how accessible the mentor is, the general climate of the research environment, and how much independence is typical for trainees there. For examples of questions you may want to ask, see sample questions for group members. Not everybody is comfortable openly discussing reservations about their research mentors, so listen carefully to the words they use and pay attention to body language during these conversations. Follow up on their responses; seek specific reasons why a current student or fellow does or does not recommend his/her mentor.

MAKING THE RIGHT CHOICE FOR YOU

Making an informed decision

The more you can learn about a research environment and the PI's management style, the better prepared you will be to make an informed decision. See evaluating potential mentors for a comprehensive list of questions to consider before making a final decision. Note that the perfect mentor for one student is often an inappropriate match for another. Furthermore, it is unlikely that any single mentor will meet all of your needs, so you will need to figure out which considerations are the most important for you. This requires self-reflection. For instance, think about whether you feel strongly about having independence, and then consider whether the students and fellows in the group are sufficiently independent. Similarly, consider whether you would feel comfortable working in an extremely competitive field or whether you would prefer a less intense environment. There are no right or wrong answers to these questions, as long as you are honest with yourself. See questions for self-reflection for sample questions you should ask yourself before committing to a mentor.

Getting the most out of your mentoring relationship

Even the best mentor–mentee relationships require effort. In order to get the most out of your mentor, make sure that you are holding up your end of the bargain. Always behave professionally and courteously. Take the initiative to schedule meetings. At each meeting, arrive on time and prepared for discussion, with relevant data or articles in hand. Finally, recognize that sometimes even the best research mentors will meet only a subset of your needs. As you advance in your training, you may want to seek out additional mentors to fill the gaps. Alternate mentors may include other scientists in your research group, additional researchers in your field, or people in your network who have careers that interest you.
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<tr>
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<tr>
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