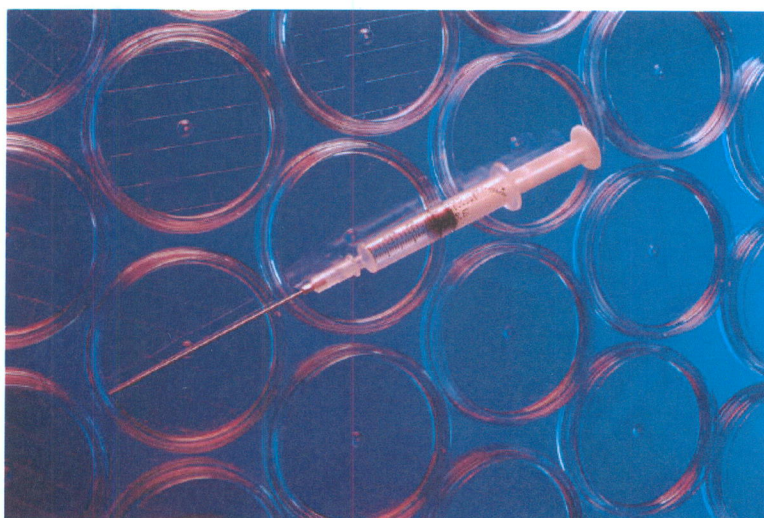


University of Maryland Graduate Program in Life Science

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@umaryland.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.

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MD/PhD Graduate Student Guidelines 2013**

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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.

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MD/PhD Graduate Student Guidelines 2013**

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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.

*NIAID 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.

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MD/PhD Graduate Student Guidelines 2013

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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 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 even and is the held the last day of the Spring Semester at the 1st Mariner Arena, very few of our students

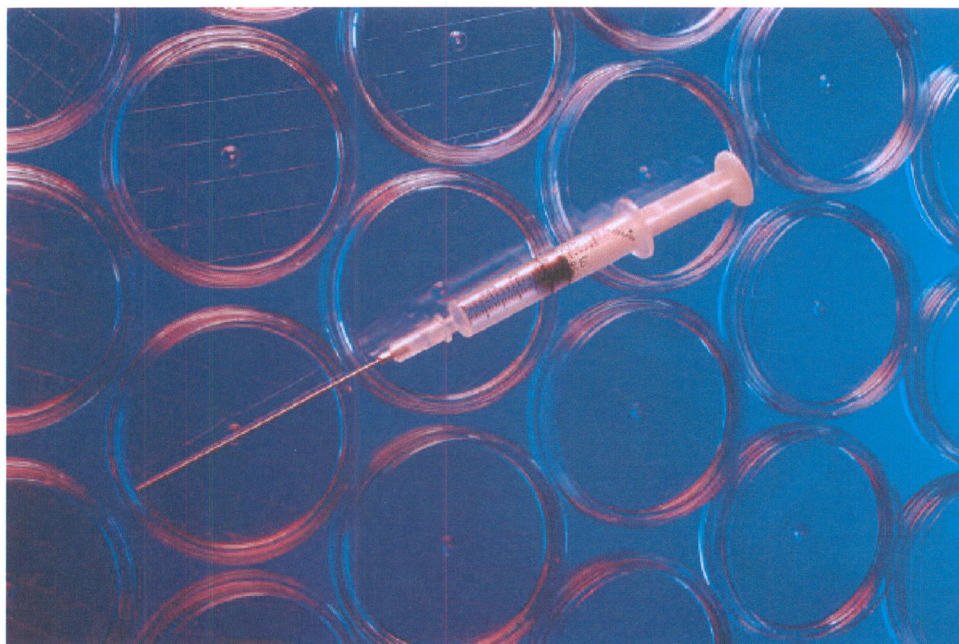
Molecular Microbiology & Immunology MD/PhD & DDS/PhD Required Curriculum Timeline

Year 1		Year 2	
		<i>Summer - Qualifying Examination</i>	
<i>Fall Semester (credits)</i> Seminar (1) Laboratory Rotation (3) Principles of Virology (3) Elective (Optional) Journal Club		<i>Fall Semester (credits)</i> Seminar (1) Dissertation Research (2)	
<i>Spring Semester (credits)</i> Seminar (1) Laboratory Rotation (2) Principles of Microbial Pathogenesis (3) Basic Immunology (3) <i>Journal Club</i>		<i>Spring Semester (credits)</i> Seminar (1) Dissertation Research (2) Journal Club	

Year 3		Year 4 & 5	
<i>Fall Semester (credits)</i> Seminar (1) Dissertation Research (2) Journal Club		<i>Fall Semester (credits)</i> Seminar (1) Dissertation Research (2) Journal Club	
<i>Dissertation Proposal Defense to be completed by the end of the 5th semester of study</i>		<i>Spring Semester (credits)</i> Seminar (1) Dissertation Research (2) Journal Club	
<i>Spring Semester (credits)</i> Seminar (1) Dissertation Research (2) Journal Club			

- Spring Seminar Course also include mandatory participation in the Annual Graduate Student Presentation Symposium held each June.
- Dissertation research begins in the Spring Semester of Year 2
- 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



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: _____

Today's Date_____

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

Student's Name

Student's ID Number

Dissertation Committee

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

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

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

Recommendations & Comments – Required

(use reverse side, if necessary)

Date of Introductory Meeting_____

Current Title of Thesis Project

Student _____

Student Number _____

Thesis Committee Member names **PRINTED**

Chair

(use reverse side, if necessary)

Date of Written Proposal Submission_____

(use reverse side, if necessary)

Date of Last Meeting:_____

Title of Thesis Project

Student _____ Student Number _____

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

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

(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

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

APPROVAL SIGNATURES		
Please type and sign		
Adviser:	Signature: Graduate Faculty Status: <input type="checkbox"/> Regular <input type="checkbox"/> Associate <input type="checkbox"/> Special	Date:
Graduate Program Director:	Signature:	Date:
Graduate School Associate Dean: Dr. Erin Golembewski	Submit application to Graduate School Dean's Office for Signature:	Date:

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

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

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

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

Dean's Representative
Graduate School assigned Dean's Representative:

**Graduate Faculty membership status (regular, associate, or special) is available:
www.graduate.umd.edu/graduate_people/list/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)

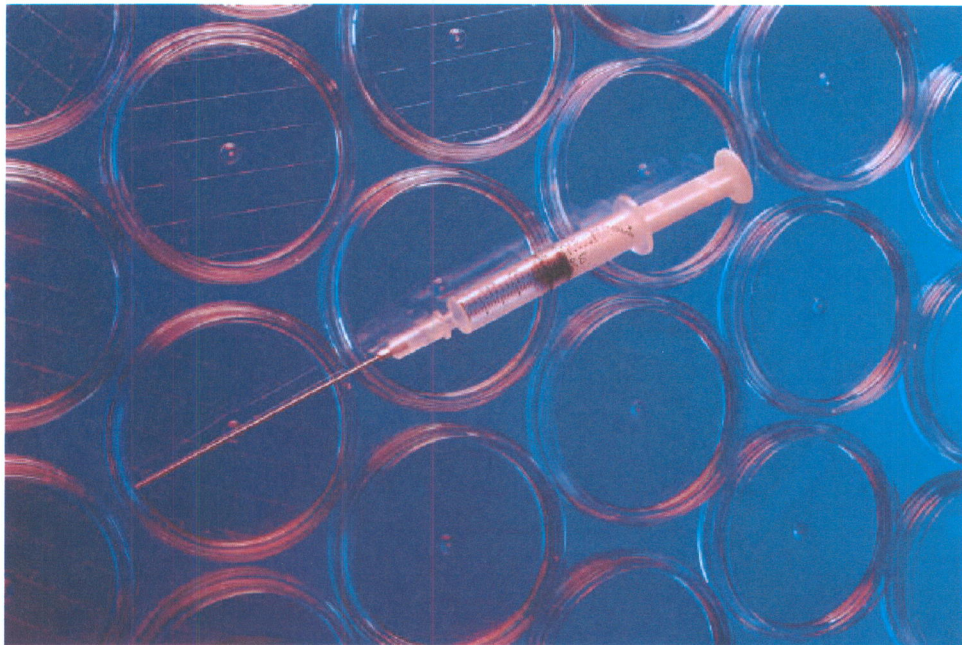
(day)

(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

Devon Allison

Patrik Bavoil

Professor and Chair

Department of Microbial Pathogenesis
Dental School 9215 410-706-6789

pbavoil@umaryland.edu

Philippe Azimzadeh

Robert Ernst, Ph.D.

Associate Professor

Department of Microbial Pathogenesis
Dental School 9205 410-706-3622

rkernst@umaryland.edu

Steven Dudics

Mark Williams, Ph.D.

Assistant Professor

Department of Microbiology and Immunology
BioPark I 315 410-706-8204

marwilliams@som.umaryland.edu

Kimberly Filcek

Eileen Barry, Ph.D.

Professor

Department of Medicine
HSFII Room 363 410-706-3702

ebarry@medicine.umaryland.edu

Mark Guillotte

John Sacci, Ph.D.

Associate Professor

Department of Microbiology and Immunology
HSFII 435 410-706-4071

jsacc001@umaryland.edu

Eric Kong

Thomas Blanchard, Ph.D.

Associate Professor

Department of Pediatrics
BRB 13-043 410-706-1772

tblanchard@peds.umaryland.edu

Jeffrey Freiberg

Michael Donnenberg, M.D., Ph.D.

Professor and MSTP Director

Dept. of Medicine/Div. of Infectious Diseases
HSFII S243 410-706-7562

mdonnenb@umaryland.edu

Stephanie Lehman

David Rasko, Ph.D.

Associate Professor

Dept. of Microbiology and Immunology/IGS
BioPark II 611 410-706-6774

drasko@som.umaryland.edu

Brigit Quinn

Achsah Keegan, Ph.D.

Professor

Dept. of Microbiology and Immunology/CVID
BioPark I 318 410-706-8174

akeegan@som.umaryland.edu

Chelsea Rapp

Tonya Webb, Ph.D.

Assistant Professor

Dept. of Microbiology and Immunology
HSFI 380 410-706-7110

twebb@som.umaryland.edu

Mark Rudolph

James Kaper, Ph.D.

Professor and Chair

Dept. of Microbiology and Immunology
HSFI 380 410-706-7114

jkaper@som.umaryland.edu

Elizabeth Weingartner

Stefanie Vogel, Ph.D.

Professor

Dept. of Microbiology and Immunology
HH 310 410-706-4838

svogel@som.umaryland.edu

Molecular Microbiology and Immunology Seminars

GPLS 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 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@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

Graduate Program Director, Molecular Microbiology and Immunology

Associate Professor, Department of Microbiology and Immunology

HSFI Room 325B, Phone: 6-7677

ncarbonate@umaryland.edu

June Green

Academic Program Coordinator

Molecular Microbiology and Immunology

HH Room 324C, Phone: 6-7126

jgreen@umaryland.edu

Rachael Holmes

Program Coordinator

GPILS – *All Things Core*

BRB 1-005, Phone: 6-6042

rholmes@som.umaryland.edu

Jennifer Goetz

Program Coordinator

GPILS – Assists Rachael & *All Things Core*

BRB 1-005, Phone: 6-4442

JeGoetz@som.umaryland.edu

Celeste Gerhart

Budget Analyst – All things financial for your first 18 months!

620 W. Lexington Street 5th Floor, Phone: 6-6794

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/>

Student Health Services

408 W. Lombard St. between Eutaw and Paca St.

<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

Baltimore Weather information

<http://local.msn.com/ten-day.aspx?q=Baltimore-MD&eid=2746&zip=21201>

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



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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2013 HOLIDAY SCHEDULE

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.

Holiday	Date Earned	Normal Date Observed
New Year's Day	January 1, 2013	January 1, 2013
Martin Luther King's Birthday	January 21, 2013	January 21, 2013
Lincoln's Birthday (Former)	February 12, 2013	FLOATER
President's Day	February 18, 2013	December 26, 2013
Maryland Day	March 25, 2013	FLOATER
Good Friday (Former)	March 29, 2013	FLOATER* December 27, 2013
Memorial Day	May 27, 2013	May 27, 2013
Independence Day	July 4, 2013	July 4, 2013
Labor Day	September 2, 2013	September 2, 2013
Columbus Day	October 14, 2013	December 30, 2013
Veteran's Day	November 11, 2013	December 31, 2013
Thanksgiving Day	November 28, 2013	November 28, 2013
Thanksgiving Break	November 29, 2013	November 29, 2013
Christmas Day	December 25, 2013	December 25, 2013
New Year's Day (2014)	January 1, 2014	January 1, 2014

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.