DEPARTMENT OF MICROBIOLOGY, IMMUNOLOGY, AND PARASITOLOGY

Graduate Student and Mentor Checklist  (Revised October, 2008)

YEAR 1: FIRST SEMESTER (FALL)

- COURSE WORK
  INTER 111 Biochemistry
  INTER 121 Cell Biology
  INTER 122 Molecular Genetic Mechanisms
  MICRO 298 Seminar in Microbiology
  MICRO 228 Lab Rotations in Microbiology

- LABORATORY ROTATIONS
  o 2 rotations of 8 weeks
    ▪ Mid- August – Mid-October
    ▪ Mid- October – Mid-December
    ▪ Specific dates will be set each year
  o Research Aim(s) of rotation form will be filled out by mentor and student
  o Students are expected to spend EACH afternoon in the laboratory.
  o Students will receive grade and written evaluation

- SEMINAR
  o Attendance at MIP seminar every week

YEAR 1: SECOND SEMESTER (SPRING)

- COURSE WORK
  INTER 123 Control of Gene Expression
  MICRO 225 Advanced Medical Bacteriology
  MICRO 296 Fundamentals in Immunology
  MICRO 298 Seminar in Microbiology
  MICRO 228 Lab Rotations in Microbiology

- LABORATORY ROTATIONS
  o 2 rotations of 8 weeks
    ▪ January – March
    ▪ March – May (if necessary)
    ▪ Specific dates will be set each year
  o Research Aim(s) of rotation form will be filled out by mentor and student
  o Students are expected to spend EACH afternoon in the laboratory.
  o Students will receive grade and written evaluation

- SEMINAR
  o Attendance at MIP seminar every week
  o Present seminar on one of rotations

YEAR 1: END of FIRST TWO SEMESTERS

- Students will have chosen laboratory
- Students with a grade point average below 3.0 after completion of 1st or 2nd semester can be immediately dropped from graduate program by vote of faculty.
- Students with unsatisfactory performance in lab rotations can be dropped from graduate program even if grade point average is above 3.0 by vote of faculty.

YEAR 1: SUMMER

- Students will work full time in their chosen laboratory
YEAR 2: FIRST SEMESTER

- Beginning August 1st of the second year, mentors are required to provide stipend and tuition waiver support for graduate students accepted into their laboratory.

- COURSE WORK (MIP courses completed in Fall Semester)
  - MICRO 231 Mol Biol Eukaryotic Pathogens
  - MICRO 276 Gen & Molecular Virology
  - INTER 220 Ethics in Biomedical Sciences
  - INTER 260 Responsible Conduct in Research (or in summer)

- Select a dissertation committee
  - Student picks committee in consultation with major professor
    Committee comprised of 3 MIP faculty, Major Professor, 1 LSUHSC Graduate faculty outside department, 1 faculty member outside university (optional). (This committee can change)
  - Committee must be approved by Department Head

- Schedule first committee meeting
  - A good time is directly following student seminar
  - Meetings should occur at minimum of once every 6 months
  - Report of dissertation committee will be prepared by major professor and distributed to student and committee members. A signed copy (mentor and student) given to Faculty advisor for Student records.

- Seminar/ Journal Club
  - Attend MIP Seminar
  - Attend journal club of choice
  - Present seminar (may present in spring)

YEAR 2: SECOND SEMESTER/ SUMMER

- Work in lab full time
- Qualifying examination
- Seminar
  - Attend MIP seminar
  - Present seminar (if not done in fall)

YEAR 3

- Work in lab full time
- Committee meetings every six months
- Seminar
- Preliminary examination by end of third year
  - Proposal based on dissertation project – new NIH RO1 format (12 pages)(Specific Aims, Research Designs, Human Subjects, Vertebrate Animals Sections)
  - Proposal submitted to dissertation committee 2 weeks prior to scheduled exam
  - A request for exam form must be filed with the School of Graduate Studies two weeks prior to the examination.
  - The results of the Preliminary Examination will be determined by vote of the dissertation committee as follows:
    - Pass - student becomes a “candidate” for the Ph.D.
    - Fail - two dissenting votes constitute a basis for failure. On re-examination (within 6 months of the first Preliminary Exam), a second failure generally implies that the student be terminated by vote of the faculty (simple majority).
  - REPORT OF PRELIMINARY EXAMINATION Form must be sent to the Dean of the School of Graduate Studies following completion of the committee’s recommendation.
YEARS 4 and 5

- Register for Grant Proposal in Microbiology (MICRO299) AFTER the prelim is completed.
- Work in laboratory full time
- Dissertation Committee will meet at least once every six months
  - Reports of the meetings distributed and filed in the student’s folder.
- Presentation of dissertation research in MIP seminars yearly
- Attend MIP seminar
- Attend a journal club of choice
- Prepare at least one manuscript pertaining to dissertation work for publication in peer-reviewed journal
  - Accepted for submission prior to dissertation defense*
  - Exceptions can be made and defense can continue if agreed on by dissertation committee
    - Possible exceptions include – interference with patent; PI wants to expand work to include additional experiments in progress; article submitted but needs revision
    - Student is still required to prepare manuscript acceptable for publication and this will be submitted to dissertation committee

FINAL EXAMINATION

- A completed REQUEST FOR DISSERTATION DEFENSE Form and a copy of the Dissertation Abstract must be received by the Graduate School two weeks prior to the defense date.
- Copies of the Dissertation must also be circulated to the examination committee at least two weeks prior to the defense date.
- Defense is open for attendance by interested departmental faculty members and those faculty invited by the Major Professor.
  - Such attendees have no right to vote and may each ask a single question, but only with the concurrence of the Major Professor.
- Dissertation committee will discuss the exam and decide if student pass/fails
  - If necessary a secret vote can be held after discussion. Unanimous positive votes are required to pass final examination (e.g. no negative votes)
- Departmental seminar on contents of dissertation will be presented at the time of the dissertation defense (preferable) or shortly before.
- The seminar will be publicized as being based on the contents of a dissertation and scheduled time broadcast to school 2 weeks prior to examination.