

DEPARTMENT OF MICROBIOLOGY, IMMUNOLOGY, AND PARASITOLOGY

Graduate Student and Mentor Checklist *(Revised August 2009)*

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**
 - 2 rotations of 8 weeks
 - Mid- August – Mid-October
 - Mid- October – Mid-December
 - Specific dates will be set each year
 - Research Aim(s) of rotation form will be filled out by mentor and student
 - Students are expected to spend EACH afternoon in the laboratory.
 - Students will receive grade and written evaluation
- **SEMINAR**
 - 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**
 - 2 rotations of 8 weeks
 - January – March
 - March – May (if necessary)
 - Specific dates will be set each year
 - Research Aim(s) of rotation form will be filled out by mentor and student
 - Students are expected to spend EACH afternoon in the laboratory.
 - Students will receive grade and written evaluation
- **SEMINAR**
 - Attendance at MIP seminar every week
 - 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 –NIH R21 format (12-15 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.