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DEPARTMENT OF MICROBIOLOGY, IMMUNOLOGY, AND PARASITOLOGY

Outline of Graduate Student Requirements

<table>
<thead>
<tr>
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<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4/5</th>
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A. COURSE WORK

YEAR 1:

FALL
INTER 111  Biochemistry
INTER 121  Cell Biology
INTER 122  Molecular Genetic Mechanisms
MICRO 228  Lab Rotations in Microbiology
MICRO 229  Analysis of Research Literature
MICRO 298  Seminar in Microbiology

SPRING
INTER 123  Control of Gene Expression
MICRO 276  Gen & Molecular Virology
MICRO 296  Fundamentals in Immunology
MICRO 228  Lab Rotations in Microbiology
MICRO 229  Analysis of Research Literature
MICRO 298  Seminar in Microbiology

YEAR 2

FALL
MICRO 225  Advanced Medical Bacteriology
MICRO 231  Mol Biol Eukaryotic Pathogens
MICRO 229  Analysis of Research Literature
There may be different course requirements for IDP and MD/PhD students entering the MIP program. These will be discussed at time of entry.

Students must complete at least 60 credits; 30 credits graded. See Grad Student Policy for more details.

Students can only receive 15 credits in thesis research (MICRO 300/400) and 4 credits for seminar (MICRO 298).

### B. ASSESSMENT

**Coursework Assessment:** Students can be dropped from the program if:

- if two grades below ‘B’ are received, or if grade point average is below 3.0 at the end of a semester
- a ‘C’ or ‘unsatisfactory’ grade is received for any MICRO course

**Additional Assessments:**

- In addition to coursework students will be assessed during rotations, seminars, journal clubs, biannual committee meetings, and qualifying and preliminary examinations. These assessments will document research abilities, critical thinking and work ethic.
- If the mentor believes the student is not making satisfactory progress in any of these areas, this may be grounds for dismissal. If this situation arises, it will be discussed first with the Department Head who will bring it to the attention of the Departmental Graduate Committee.

### C. LABORATORY ROTATIONS

**Year 1**

During the first year students will participate in three rotations of approximately 11 weeks

- Late August – Mid-November
- Mid November – mid February
- Mid February - May
- Specific dates will be set each year

**Minimal Expectations of Students During Rotation**

- 20+ hours a week for rotation and come in after hours/weekends if necessary
- Students must respect the schedule arranged for them by their rotation supervisor
- Written reports from the rotation supervisor will be required at the commencement and conclusion of each rotation on forms provided.
  - When the student enters the laboratory, the mentor and student will agree on and complete “Rotation Form I” describing reasonable goals for the rotation. (See Appendix 3) The form will be submitted to mipgrad@lsuhsc.edu.
  - At end of the rotation: the mentor and student will agree on accomplishments and techniques achieved by the student and to what level the goals were reached.
At end of the rotation: the mentor will complete “Rotation Form II’ and submit to mipgrad@lsuhsc.edu. The form will be placed in the student’s file.

- Students will receive grade of satisfactory/unsatisfactory
- Students can be dropped from the program due to unsatisfactory performance in lab rotations even if GPA is above 3.0
- Students will choose a mentor for their PhD study by June 1
- Students will work full time in their chosen laboratory during the summer between year 1 and 2.

D. COMMITTEE MEETINGS

YEAR 2

DISSERTATION COMMITTEE

- At the beginning of the second year the student, together with mentor will select a Dissertation Committee.
- The final membership of the committee must be approved by the Department Head.
- The Committee will comprise at least 5 members including:
  - LSUHSC-MIP Graduate Faculty including mentor at least 3
  - Graduate faculty non-MIP at least 1
  - Outside LSUHSC Graduate faculty (preferred and highly recommended) 1
- Submit dissertation committee form to mipgrad@lsuhsc.edu (see Appendix 4)

Schedule first committee meeting:

- A good time is directly following the initial student seminar (although this is not always possible).
- At the first meeting, the committee will elect a chairperson, not the mentor, who is responsible for the general conduct of committee meetings.
- Meetings should occur at minimum of once every 6 months.
- The student must provide a report to all committee members at least 3 days before the committee meeting.**
- As soon as possible following the committee meeting a report will be prepared.*** This report will be submitted to mipgrad@lsuhsc.edu for student records and a copy sent to the student and mentor.

* Dissertatıon Committee Chair:

The role of the committee chair is primarily one of facilitator:
- Chair all dissertation committee meetings including preliminary and thesis exams.
  - At committee meetings the chair should keep the meeting focused on:
    - Satisfactory completion of 6 month project goals
    - Outline of goals for next 6 months
    - Discussion of student’s seminar – if applicable
    - Discussion of student’s participation in journal club
  - At exams:
    - Student presentation follows guidelines

- In general to follow up with any issues that are delayed in resolution at a committee meeting or exam.
- To refer any ongoing issues to Graduate Advisors and/or Department Chair.
** Written requirements of student prior to meeting:
- “Specific Aims-style” section of a NIH grant of one page length, which includes a short introduction of subject area, significance, and specific aims of the project
- 1 to 2 page progress report describing work accomplished since last meeting. This must address each of the 6-month goals stated in the previous committee report and should NOT be replaced by a copy of any powerpoint/ seminar presentation.
- Goals for next 6 month period.

*** Written report of committee meeting should contain:
- Assessment of the level of understanding of the project and methods AND the ability to discuss these
- Comment on whether 6 month goals were satisfactorily completed or addressed
- Goals and expectations for next 6 month period
- Potential of work for publication

Finalization of the committee report is coordinated by the committee chair as soon as possible after the meeting. The content of the report should be the result of input by the committee, the student, and the mentor. After agreement by the committee, the final report should be emailed to the student, the mentor and to: mipgrad@lsuhsc.edu

YEARS 2 – 5
- Committee meetings should occur at least once every 6 months.
- Written requirements of student prior to each meeting are as above.
- Written report of the meeting is as above.

If the committee believes that the student is not making good effort towards the defined 6 month goals at two consecutive committee meetings, then this may represent sufficient reason for dismissal of the student from the MIP PhD program. If this situation arises, it will be discussed first with the Department Head who will bring it to the attention of the Departmental Graduate Committee.

E. SEMINAR/JOURNAL CLUB

ALL YEARS
Attendance at MIP seminars and graduate journal clubs (MICRO 229) is mandatory. Attendance and effective participation are components of the annual Departmental assessment of all MIP graduate students.

Seminar
- Each student is required to present work in progress at the departmental seminar series once during each calendar year of enrollment.
  - YEAR 1 students will present work from a rotation.
- Critiques of the seminar will be written by two grad students in MIP and given to the mentor. The mentor should discuss the critiques with the student.
- Committee meetings should be scheduled for immediately or soon after the seminar.
- The Dissertation committee should discuss the seminar presentation with the student.
Journal Club

- All students will be required to participate in Analysis of Research Literature course (MICRO 229) in every semester that it is offered throughout their PhD studies. This course comprises journal club presentations and discussion.
- Students are also encouraged to participate in a ‘discipline-based’ journal club within the department if not engaged in this activity during regular meetings of their own laboratory.
- Participation in Analysis of Research Literature course and Journal clubs will be discussed during graduate student committee meetings.

F. QUALIFYING EXAMINATION

YEAR 2

- Students will take qualifying exam in spring/summer of year 2 (see Appendix 1).
- At the completion of the oral examination, the Qualifying Examination Committee will discuss student performance and determine if the student passed or failed.
- If the student passes, they then become a Ph.D. candidate.
- If the student fails, the committee may provide the option to retake the exam. If the committee does not provide the option to retake the exam, the student may continue in the program to obtain a MS degree (Masters in Biomedical Science). The option to re-take the exam after the completion of a MS degree may be provided after discussion with the mentor, department head, and exam committee.

G. PRELIMINARY EXAMINATION

YEAR 3

- According to Graduate School policy, the student must pass the preliminary exam at least one academic year (3 consecutive semesters) before the final defense examination.
- Students are encouraged to take the preliminary exam at the end of their 3rd year.
- A completed, typed ‘REQUEST FOR PRELIMINARY EXAMINATION FORM’ should be sent to the Graduate School at least 2 weeks prior to the examination date.
- The exam document will be submitted in NIH R01 format (12 pages of research plan)
- A draft specific aims section (1-page) should have already been discussed and approved at committee meetings.
- The student should discuss the proposal with his/her mentor prior to its preparation.
  - The mentor can read the first draft, and comment on grant organization.
  - The mentor CANNOT alter or edit scientific content or provide model grants with/based on the same specific aims.
- Instructions for writing NIH grants in R01 format can be found on the internet.
- The proposal is distributed to the dissertation committee at least 2 weeks prior to exam date.
- The committee may ask the student to prepare a short presentation for the exam that states specific aims and shows preliminary data. This is desirable however the student should determine this with the committee ahead of the exam.
- During the exam the student can be asked any questions pertinent to the written preliminary exam. Therefore, it is important that the student understands everything he/she has written including all the basis of all the methodology and underlying science.
• A report of the preliminary exam outcome is written up by the Committee Chair, distributed to committee members for comment and the final draft sent to mipgrad@lsuhsc.edu to be filed in the student’s records.
• ‘REPORT OF PRELIMINARY EXAMINATION Form’ must be sent to the Dean of the School of Graduate Studies following completion of the committee’s recommendation.

YEAR 4

• Register for MICRO 299 (Grant Proposal in Microbiology) in the semester after the preliminary examination is completed.

H. MANUSCRIPTS

YEARS 3-5

• Outline of manuscripts for publication should be discussed in committee meetings.
• It is desirable that a manuscript pertaining to dissertation work for publication in a peer-reviewed journal is in draft form (or submitted) by the time of the preliminary examination.
• A minimum of one manuscript pertaining to dissertation work accepted for publication in a peer-reviewed journal is required for graduation.
• Exceptions are possible with permission of Department Chair. These include:
  o Manuscript submission delayed by patent.
  o Mentor wants to expand work to include additional experiments in progress.
  o Article submitted but needs revision.
  o In these instances, the student must submit a manuscript draft to the dissertation committee.

I. FINAL EXAMINATION

YEAR 4/5

• Guidelines for writing the dissertation can be found at http://graduatestudies.lsuhsc.edu/DissertationGuidelines.pdf
• 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.
• Departmental seminar on contents of dissertation (public defense) will be presented at the time of the dissertation defense (preferable) or shortly before.
• The seminar will be publicized 2 weeks prior to examination as being based on the contents of a dissertation with scheduled time.
• The committee will conduct the exam based on the contents of the dissertation and matters pertaining to the dissertation and decide if student pass or fails.
MIP GRADUATE STUDENT CHECKLIST

YEAR 1: SUMMARY CHECKLIST

- Complete course work and maintain GPA ≥ 3.0
- Complete 3 – 4 lab rotations with satisfactory review from faculty
- Choose a laboratory for PhD research program
- Present a MIP seminar based on work in progress

FORM CHECKLIST for Student’s Record folders
- Lab rotation I Part I and Part II
- Lab rotation II Part I and Part II
- Lab rotation III Part I and Part II
- Lab rotation IV Part I and Part II (optional)
- Seminar critique
- Selection of mentor

YEAR 2: SUMMARY CHECKLIST

- Complete course work and maintain GPA ≥ 3.0
- Choose Dissertation committee
- Pass qualifying exam
- Presentation of seminar in MIP
- Presentation at MIP journal club (MICRO 229)
- Commence committee meetings

FORM CHECKLIST for Student’s Record folder
- Dissertation committee member list
- Report/ summary of qualifying exam
- Report of 1st committee meeting
- Seminar critique

YEAR 3: SUMMARY CHECKLIST

- Dissertation Committee meeting every 6 months
- Preliminary examination
- Presentation of seminar in MIP
- Presentation at MIP journal club (MICRO 229)

FORM CHECKLIST for Student’s Record Folder
- Summary report of result of preliminary exam by mentor for committee and student
- Report of committee meeting year 3 (1)
- Report of committee meeting year 3 (2)
- Seminar critique

FORM CHECKLIST for School of Graduate Studies
- Request for exam form 2 weeks before exam
- Report of Preliminary examination signed by committee
YEARS 4/5: SUMMARY CHECKLIST

- Dissertation Committee meeting every 6 months
- Presentation of seminar in MIP each year
- Presentation at MIP journal club each year (MICRO 229)
- Submission of at least one manuscript to peer reviewed journal

FORM CHECKLIST for Student’s Record Folder
- Report of committee meeting year 4 (1)
- Report of committee meeting year 4 (2)
- Report of committee meeting year 5 (1)
- Report of committee meeting year 5 (2)
- Seminar critique year 4
- Seminar critique year 5

FORM CHECKLIST for DISSERTATION DEFENSE
- Request for Dissertation Defense and Abstract to School of Graduate Studies 2 weeks prior to defense
- Dissertation Seminar Title, location publicly posted school wide 2 weeks prior to defense
- Dissertation distributed to committee 2 weeks prior to defense
- Dissertation completion (pass) paperwork submitted to School of Graduate Studies;
- Submit corrected dissertation to School of Graduate Studies
APPENDICES

1. Qualifying Exam Instructions
2. Sample Rotation Forms
3. Sample Dissertation Committee Form
QUALIFYING EXAM INSTRUCTIONS

The qualifying exam will consist of two parts. Part A will consist of 4 questions given over 4 half days. Part B will be an oral defense of the student’s answers to Part A within 2 weeks of completion of Part A. The exam must be completed by the conclusion of the summer semester of the student’s second year.

Part A. The questions:

1. The qualifying committee will prepare 4 questions per student. These will come from general areas covered in the required course work: Virology, Immunology, Medical Bacteriology, Molecular Biology/Eukaryotic Pathogens.
2. Over 4 days the student will be given one question each day and have 4 hours to respond to it. The student will have full access to books, journals and the internet. This portion of the exam is OPEN BOOK. However, students may not solicit help from elsewhere.

PART A. Evaluation:

1. Each response will be read by two committee members.
2. The qualifying committee member who wrote the question will read and critique the response. The critique can be written on a separate page or written legibly in the margins of the student’s response.
3. The second committee member will act as a reader and will complete a separate shorter review.
4. Written critiques must be received no later than 1 week prior to oral examination.
5. No committee member will be responsible for the primary critique for more than one question per student.
6. A committee member will not be responsible for the critiques if they are the student’s mentor.
7. The chair of the committee will be responsible for assigning primary and reader (unless he/she is the student’s mentor; in which case another committee member will act as chair).

PART B. Oral portion.

1. This portion of the exam must be taken within 2 weeks of completion of Part A.
2. This portion of the exam will last no longer than 4 hours and will consist of the student’s oral defense of their response and/or changes in their response based on critiques.
3. The mentor of the student will be present but cannot participate either verbally or otherwise.
4. The committee will ask questions in reference to the original question in which the student will have to orally defend their original response – or defend changes in response based on the critique.

PART B. Evaluation:

1. The qualifying committee members will evaluate the student’s performance and determine if the student passed or failed via discussion.
   a. The mentor does not generally participate in the final outcome but may clarify matters concerning the student.
   b. In the unlikely event that the committee does not come to an agreement, the matter will be discussed with the Head of the Department.
2. If the student passes, they become a Ph.D. candidate.
   a. The committee may ask the student to rewrite an answer to confirm that the student understands the nature of critiques raised during oral portion of exam.
3. If the student fails:
   a. They may be given the option to retake the exam. This may occur if the committee feels the student for some reason did not perform to their best ability or there were extenuating circumstances.
   b. If the student is not given the option to retake the exam, they may be given the option to obtain a MS degree.
MIP ROTATION

Student Name ___________________________ Rotation Dates ___________________________

Mentor Name ___________________________

PART I - At BEGINNING of rotation, fill out and submit
submit by email button above or to mipgrad@lsuhsc.edu

Prior to the student beginning his/her rotation; please discuss the goals of the rotation and outline expectations below.

What are the main expectations for this student during this rotation?

What are the main techniques to be mastered (if applicable)?
MIP ROTATION

Student Name

Rotation Dates

Mentor Name

PART II - Upon COMPLETION of rotation, fill out and submit
submit by email button above or to mipgrad@lsuhsc.edu

The mentor and student should discuss whether student met expectations and if there are areas that
the student should focus on in future rotations.

Did the student meet the expectations of the rotation?

Any significant strengths of student?

Any significant weaknesses of student?
MIP DISSERTATION COMMITTEE FORM

During the first semester of their second year, dissertation committees should be selected for MIP Ph.D. students. The student should choose a committee in consultation with mentor. This proposed committee is submitted to the Department Head for approval. Please fill out the form below and submit by email using button above or to mipgrad@lsuhsc.edu. Any troubles with this form – please contact Joy Sturtevant.

The committee will comprise at least five members including the primary mentor. At least three committee members will be members of MIP graduate school faculty (mandatory). At least one committee member must be a member of LSUHSC graduate faculty with their primary academic appointment outside of MIP (mandatory). At least one committee member external to the university (preferred not mandatory).

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<tr>
<th>Member</th>
<th>Name</th>
<th>Department*</th>
<th>UNIV/INSTITUTE**</th>
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<td>External Committee Member</td>
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* Department = primary assignment in graduate school  
**UNIV/Institute = where faculty member is located e.g. LSUHSC, DS (Dental School) RIC (Children's), TULANE, etc.

Please check the appropriate boxes to indicate that both mentor and student have agreed upon this committee. After form is complete - please submit to the department by clicking on "Submit by Email" button above or to mipgrad@lsuhsc.edu. If you have any questions about this form then please contact Joy Sturtevant.

☐ MENTOR  ☐ Ph.D. Student  ☐ MIP DEPARTMENT CHAIR