



INDIANA UNIVERSITY

SCHOOL OF MEDICINE

Graduate Division

Student
Handbook

2010-

2011

BioMedical Gateway
Program (IBMG)

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Please note the policies within this handbook are subject to change. Please consult with your advisors, the Graduate Division, the [University Graduate School Academic Bulletin](#), the [School of Medicine Bulletin](#), and/or the [Office of International Affairs Handbook for International Students](#) for the most up-to-date policies and procedures.

University Graduate School Academic Bulletin

<http://www.indiana.edu/~bulletin/iu/grad/2009-2010>

School of Medicine Bulletin

<http://www.indiana.edu/~bulletin/iupui/medicine/2009-2011/School%20of%20Medicine%20Bulletin.pdf>

Office of International Handbook for International Students

<http://iservices.iupui.edu/handbook.pdf>

I. General Information



INDIANA UNIVERSITY

SCHOOL OF MEDICINE

Office of the Dean

D. Craig Brater, M.D.

Dean – School of Medicine
Vice-President Indiana University

David S. Wilkes, M.D.

Executive Associate Dean for Research Affairs

Simon Rhodes, Ph.D.

Associate Dean – Graduate Studies

Graduate Division

Kelly Queisser Forestal

Assistant Director, Graduate Division

Monica Henry

Director, IBMG Program

Jan Hodgkin

Graduate Program Assistant, Graduate Division

Brandy Wood

Student Services Assistant, IBMG Program

635 North Barnhill Drive
Van Nuys Medical Science Building, Room 207
Indianapolis, IN 46202

Telephone:

(317) 274-3441

Fax:

(317) 278-5211

E-mail:

biomed@iupui.edu

Contact Hours:

Monday – Friday
8:00 AM – 5:00 PM

About the Graduate Division

The Indiana University School of Medicine (IUSM), second largest medical school in the U.S., offers 10 research-based doctoral degree programs; 13 basic and applied science master's degree programs; the NIH designated Medical Scientist Training Program (combined M.D./Ph.D.); Physician Scholars Program; and graduate certificates in Biotechnology, Clinical Science, and Medical Dosimetry. The IUSM Graduate Division is responsible for administering the graduate programs in close collaboration with each program chair and department.

In addition to administering the IUSM graduate programs, the Graduate Division provides support to graduate students, the academic programs and departments as well as services for postdoctoral fellows at the IUSM and its associated hospitals and institutions and is accredited by The North Central Association of Colleges and Schools. IUSM postdoctoral researchers receive not only extensive scientific training in state-of-the-art facilities but also services and support to further their career development. The Office of Postdoctoral Affairs strives to enhance the postdoctoral experience and foster the professional development of our postdoctoral researchers through resource development, career-related programming, and advocacy. For several years, The Scientist has ranked IUSM in the “Top 40 Best Places to Work for Postdocs.”

The IUPUI Life-Health Sciences Internships program, which connects life and health sciences undergraduates with paid research internships on and near campus during the academic year, is also housed in the IUSM Graduate Division.

Mission Statement

To provide leadership and support to the faculty of the Indiana University School of Medicine to develop the highest quality graduate certificate, M.S. degree, Ph.D. degree, M.D./Ph.D. combined degree, and postdoctoral research training programs. To provide administrative support for academic programs by coordinating and supervising curricular changes, coordinating recruiting, coordinating external funding efforts, distributing funds for graduate education, acting as a resource to help students and faculty meet the academic requirements of the Indiana University Graduate School, maintaining a database of student records, representing the School of Medicine at relevant Indiana University-Purdue University Indianapolis, Indiana University, and national functions, and developing new educational programs for the School of Medicine. Our mission spans both the research and education efforts of the School of Medicine and our constituents are the faculty of the School, the present and future students of the School, and the agencies (state, federal, and other) that fund our programs.

Vision Statement

To develop and maintain internationally-recognized and leading-quality graduate certificate, M.S., Ph.D., M.D./Ph.D., life/health science internship, and postdoctoral training programs.

Diversity

The Indiana University School of Medicine - Graduate Division strives to recruit a diverse population of graduate students. Diversity in background, outlook and interest is inherent in the practice of science, and appreciation and understanding of such diversity is an important aspect of scientific training. The Graduate Division recognizes that the academic and scientific community benefits from diversity through the joining together of ideas brought from different points of view. The Graduate Division strives to recruit students from diverse backgrounds influenced by such factors as ethnicity, gender, national origin, religion, sexual orientation, physical ability, and socioeconomic status.

II. The Degree: IBMG Requirements and Policies

Doctoral Student Timeline

<u>Academic Year 1</u>	<u>Academic Year 2</u>	<u>Academic Year 3 and beyond</u>
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Core IBMG Curriculum <input checked="" type="checkbox"/> 3 Lab Rotations <input checked="" type="checkbox"/> Submit Lab Rotation forms to the Graduate Division <input checked="" type="checkbox"/> Modular Program Electives <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Choose your Degree Program, Research Mentor/Lab at the end of the academic year – Submit Program Selection form to the Graduate Office by May 4, 2011 <input checked="" type="checkbox"/> Select Advisory Committee at the end of the academic year – submit Advisory Committee form to the Graduate Division no later than August 15, 2011. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Research <input checked="" type="checkbox"/> Remaining IBMG Core Curriculum <input checked="" type="checkbox"/> Degree Program Curriculum <input checked="" type="checkbox"/> Thesis Proposal/Qualifying Exam at the end of the year varies depending on program <input checked="" type="checkbox"/> Nomination to Candidacy – after passing Qualifying Exam <input checked="" type="checkbox"/> Nomination of Research Committee – after nomination to candidacy 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Research <input checked="" type="checkbox"/> Voluntary Community Engagement <input checked="" type="checkbox"/> Thesis Draft <input checked="" type="checkbox"/> Submit & Defend Thesis – paperwork submitted a minimum of 30 days prior to defense <input checked="" type="checkbox"/> Submission of Final Dissertation to Graduate School <input checked="" type="checkbox"/> Graduate –Hooping Ceremony and Graduation Ceremonies

Key Dates to Remember

While this list is updated regularly, it may not be all inclusive. Please reference the following:

- reminder emails sent to your IUPUI email account from the Graduate Division,
- your class schedule,
- the University [Academic Calendar](http://registrar.iupui.edu/accal.html) at <http://registrar.iupui.edu/accal.html>,
- the [events calendar](http://grad.medicine.iu.edu/EventCalendar) at <http://grad.medicine.iu.edu/EventCalendar>,
- as well as the [Scientific Calendar](https://angel.medicine.iu.edu/Public/Calendar/default.asp) at <https://angel.medicine.iu.edu/Public/Calendar/default.asp>.

August

19 th	IBMG Orientation	9:00 AM – 3:30 PM 4:00 PM – 5:30 PM	R3, Room 303/305 Symposium Reception, MS Atrium
20 th	IBMG Orientation	9:00 AM – 11:45 AM 11:45 AM – 1:00 PM 1:00 PM – 2:00 PM 2:30 PM – 3:30 PM 3:30 PM – 4:30 PM 4:30 PM – 5:30 PM	R3, Room 303/305 Symposium Lunch, R3, 2 nd Floor Atrium R3, Room 303/305 Symposium <i>See agenda for locations</i> Ruth Lilly Medical Library (Circulation Desk) Tour of the IUSM Campus (<i>optional</i>)
23 rd	First Day of Classes		
24 th	Intro to Programs	9:00 AM – 12:00 PM	Fesler Hall, Hurty C (3 rd floor)
	9:00–9:45 AM		Medical Neuroscience – Dr. Cynthia M. Hingtgen & Dr. Gerry Oxford
	9:45–10:15 AM		Pharmacology & Toxicology – Dr. William Sullivan, Jr
	10:15–10:30 AM		BREAK
	10:30–11:00 AM		Biochemistry & Molecular Biology – Dr. Thomas Hurley
	11:00–11:30 AM		Biomolecular Imaging & Medical Biophysics – Dr. Richard Day
	11:30 AM–12:00 PM		Anatomy & Cell Biology – Dr. Teresita Bellido
26 th	Intro to Programs	9:00 AM – 12:00 PM	Fesler Hall, Hurty C (3 rd floor)
	9:00–9:45 AM		Cellular & Integrative Physiology – Dr. Patricia Gallagher
	9:45–10:15 AM		Pathology – Dr. Jill Murrell
	10:15–10:30 AM		BREAK
	10:30–11:00 AM		Medical & Molecular Genetics – Dr. Brittney-Shea Herbert
	11:00–11:45 AM		Microbiology & Immunology – Dr. Randy Brutkiewicz
31 st	Intro to Programs	9:00 AM – 12:00 PM	Fesler Hall, Hurty C (3 rd floor)
	9:00–10:00 AM		Professionalism: Interviewing for Rotations & Networking – Dr. Simon Rhodes
	10:00–10:15 AM		BREAK
	10:15–10:45 AM		The Herman B Wells Center for Pediatric Research – Dr. Rebecca Chan

Moving Ahead

- Start thinking about labs for Rotation 1 and subsequent rotations.
- Begin scheduling appointments with potential rotation faculty advisors.
- Check out the [Events Calendar](#) at <http://grad.medicine.iu.edu/EventCalendar>. Individual departments sponsor several events to showcase their graduate programs. RSVP for events that interest you!

September

2 nd	Intro to Programs 9:00-11:00 AM	9:00 AM – 12:00 PM Fesler Hall, Hurty C (3 rd floor) Discussion with the leaders of minors and training grants Cancer Biology Minor / Training Program – Dr. David Skalnik Diabetes and Obesity Minor / Training Program – Dr. Peter Roach Immunology and Infectious Disease Training Program – Dr. Janice Blum Regulation of Hematopoietic Cell Production and Gene Therapy of Blood Diseases Training Programs – Dr. Hal Broxmeyer
2 nd	Student Mentor/ Mentee Lunch	11:30 AM – 1:00 PM R3, Symposium Rooms 303/305
6 th	Labor Day – No Classes	
7 th	Intro to Programs 9:00–10:00 AM 10:00–10:15 AM 10:15–11:00 AM	9:00 AM – 12:00 PM Fesler Hall, Hurty C (3 rd floor) Bloodborne Pathogens – James W. Klenner, MSc, MPH, MPA, RBP, CBSP, Biological Safety Manager BREAK LARC Overview – Robin Crisler-Roberts, DVM, MS, Assistant Director
9 th	Intro to Programs 9:00–11:00 AM 11:00–11:10 AM 11:10 AM–12:00 PM 1:30–3:30 PM	9:00 AM – 3:30 PM Fesler Hall, Hurty C (3 rd floor) Laboratory & Chemical Safety Training – K. Lee Stone, M.S., MT (ASCP), NRCC-CHO, Laboratory Safety Manager BREAK Radiation Safety – Katherine Haldeman, Assistant RSO Laboratory Techniques Poster Presentation – Van Nuys Medical Science Building (MS) Atrium This event has been CANCELLED.
14 th	Intro to Programs <i>Topics to be determined at a later date.</i>	9:00 AM – 12:00 PM Fesler Hall, Hurty C (3 rd floor)
16 th	Intro to Programs 9:00-10:30 AM	9:00 AM – 12:00 PM Fesler Hall, Hurty C (3 rd floor) Division of Diversity Affairs IUSM Alumni Relations – Jayme Little
20–29 th	Advising Meetings with the Graduate Division	

21 st	Intro to Programs 9:00 – 10:30 AM	9:00 AM – 12:00 PM	Fesler Hall, Hurty C (3 rd floor) Research Methods and Experimental Design – Dr. Ronald Wek
23 rd	Intro to Programs 9:00-11:00 AM	9:00 AM – 12:00 PM	Fesler Hall, Hurty C (3 rd floor) Effective Communication, Networking, & Building Meaningful Relationships, and Life after Graduate School – Dr. Paul Ardayfio, Clinical Research Scientist at Eli Lilly & Co
28 th	Intro to Programs <i>Topics to be determined at a later date.</i>	9:00 AM – 12:00 PM	Fesler Hall, Hurty C (3 rd floor)
30 th	Intro to Programs <i>Topics to be determined at a later date.</i>	9:00 AM – 12:00 PM	Fesler Hall, Hurty C (3 rd floor)

Moving Ahead

- Medical Insurance ID Cards – by now you should have received your medical ID cards. If you have not received the cards, please contact an Aetna Customer Service Representative toll-free at 1-877-437-6512. In the meantime, continue to use your Temporary Card provided in your Orientation packet until you receive your insurance card.
- Take a few moments and read the latest edition of the IBMG Newsletter, [The Edge](#).
- Have you submitted your plagiarism tutorial certificate of completion?

October

1 st	Rotation 1 Mentor Agreement Form Due Plagiarism Course Certificate of Completion Due Biomedical Responsible Conduct of Research, Basic Course Certificate of Completion Due		
5 th	Intro to Programs <i>Topics to be determined at a later date.</i>	9:00 AM – 12:00 PM	Fesler Hall, Hurty C (3 rd floor)
7 th	Intro to Programs <i>Topics to be determined at a later date.</i>	9:00 AM – 12:00 PM	Fesler Hall, Hurty C (3 rd floor)
12 th	Intro to Programs <i>Topics to be determined at a later date.</i>	9:00 AM – 12:00 PM	Fesler Hall, Hurty C (3 rd floor)
14 th	Rotation 1 Begins		
18-19 th	Fall Break, no classes		
28 th	Beerling Lecture <i>for Graduate & Medical Students – IBMG Students are required to attend this lecture.</i>	9:00 AM	Emerson Hall Auditorium

Moving Ahead

- Make sure to complete your Immunization Compliance Form. Not doing so restricts your ability to register for spring courses. The form can be found in OneStart under Services, Student Self-Service, Services & Information, and Immunization Compliance. Meet with your Faculty Advisors to discuss spring courses, and don't forget to complete your spring advising form!
- Begin registering for spring courses and e-mail Jan Hodgin (jhodgin@iupui.edu) when you have registered for all classes. You should be prepared to register for all courses at the same time. The deadline to register can be found on the registrar website at <http://registrar.iupui.edu/accal.html>.

November

- 15-18th Advising Meetings with the Graduate Division
- 24th Thanksgiving Break Begins
- 28th Classes Resume

Moving Ahead

- Narrow down the list of labs you would like to join for Rotation 2, and continue meeting with potential rotation advisors.
- Study for finals.
- Remember, Lab Rotation Student Evaluations are due at the end of the rotation.

December

- 6th G716 Final Exam (make sure to check with course directors and syllabus as dates for final exams may change!)
- 8th G717 Final Exam (make sure to check with course directors and syllabus as dates for final exams may change!)
- 10th Rotation 1 Ends; don't forget to submit your student evaluation form!
Spring Advising Form due
- 13th G715 Final Exam (make sure to check with course directors and syllabus as dates for final exams may change!)

17th Rotation 1 Lab Student Evaluation Form due
Rotation 2 Mentor Agreement Form due

27th Transcripts with fall grades available through OneStart.

Moving Ahead

- Take a few moments and read the latest edition of the IBMG Newsletter, [The Edge](#).
- Let Monica know if you are interested in volunteering to help a little with the Campus Visits in January and February.
- If you haven't done so already, time is running out on registering for spring courses.
- Stay in touch with your first rotation mentor.

January

7th Deadline to register for spring courses without a late fee penalty – visit the Registrar website at <http://registrar.iupui.edu/accal.html>.

10th Rotation 2 Begins
Modular 1 Courses Begin

17th Martin Luther King Day – No Classes

Moving Ahead

- Let Monica know if you are interested in volunteering to help a little with the Campus Visit in February.
- Narrow down the list of labs you would like to join for Rotation 3 and continue meeting with potential rotation advisors.

February

3-5 Campus Visit

11th Modular 1 Courses End

14th Modular 2 Courses Begin

25th Rotation 3 Mentor Agreement Form due

24-26 Campus Visit

Moving Ahead

- Check with your rotation 3 advisor and spring course directors regarding any possible spring break travels (some activities and courses may be scheduled during this time.)

March

- 4th Rotation 2 Ends; don't forget to submit your student evaluation form!
- 7th Rotation 3 Begins
- 11th Rotation 2 Lab Student Evaluation Form due
- 14-18th Spring Break
Students are advised to check with their current rotation advisor and professors before planning a trip.
- 25th Modular 2 Courses End
- 28th Modular 3 Courses Begin

Moving Ahead

- Take a few moments and read the latest edition of the IBMG Newsletter, [The Edge](#).
- Consider joining the Preparing Future Faculty Program once you join a Ph.D. Program and lab (IUSM Ph.D. Students cannot begin the PFF program until they have selected a permanent Ph.D. program and joined a laboratory of a permanent faculty member). Check it out at: <http://crl.iupui.edu/pff>.
- **Stay in touch with your first and second rotation mentor.**

April

- 4-8th Spring Advising Meetings with Graduate Division
- 29th Rotation 3 Ends; don't forget to submit your student evaluation form!
Modular 3 Courses End

Moving Ahead

- Schedule a meeting with academic advisors to discuss your lab options and plan your future path.
- **Stay in contact with all rotation mentors.**

May

4th Program Selection Form due

6th Rotation 3 Lab Student Evaluation Form due

TBD Transcripts with spring grades available through OneStart – visit the Registrar website at <http://registrar.iupui.edu/accal.html>.

TBD End-of-the-Year Celebration

Moving Ahead

- Take some time to unwind and attend the End-of-the-Year Celebration.
- Meet with your program advisor and register for summer classes
- Meet with your new mentor and graduate program advisor to select your Advisory Committee.
- Take a few minutes to complete surveys sent electronically by the Graduate Division!

June and Beyond

Moving Ahead – June and beyond

- Take a few moments and read the latest edition of the IBMG Newsletter, [The Edge](#).
- Meet with your new mentor and graduate program advisor to select your Advisory Committee. The form is due within the first year of your academic program (no later than August 15, 2011).
- Register for the Year 2, Fall IBMG courses: G855 and G505 and any other courses required by your program
- Be creative – design and submit your own “Day in the Life” presentation. Contest details will be sent over the summer.

About the IBMG Program

The Indiana University School of Medicine (IUSM) offers ten research-based biomedical science Ph.D. programs: Anatomy and Cell Biology; Biochemistry and Molecular Biology; Biomolecular Imaging and Biophysics; Cellular and Integrative Physiology; Medical and Molecular Genetics; Medical Neuroscience; Microbiology and Immunology; Pathology; Pharmacology; and Toxicology.

The IBMG Program provides a shared first year experience for all School of Medicine biomedical science pre-doctoral (Ph.D. program) students facilitating collaborations among students and faculty. Students choose their Ph.D. program, research mentor/lab at the end of their first year.

As a first year IBMG student, you will take a shared curriculum with core first semester components:

Fall Semester (year 1)

- G715 Biomedical Science I – Biochemical Basis of Biological Processes- 3 cr. This course will cover molecular and metabolic aspects of cellular functions. It will explore topics in the biochemical basis of biological systems, including biological macromolecules, protein-ligand interactions, cell-signaling, and metabolic processes.
- G716 Biomedical Science II – Molecular Biology and Genetics – 3 cr. Topics covered include DNA structure and replication, recombination and repair, genomics and processes of inheritance, gene expression, eukaryotic systems, and molecular genetics and disease.
- G717 Biomedical Science III – Cellular Basis of Systems Biology - 3 cr. This course will cover organization and function of cells, tissues and physiologic systems using disease examples. Topics include neurophysiology, musculoskeletal, renal, cardiovascular, gastrointestinal, endocrine and pulmonary.
- G718 Research in Biomedical Science (1st rotation) – 2 cr. A laboratory research rotation course held in the last 8 weeks of the fall semester.

Spring Semester (year 1)

In the second semester, you will select courses consistent with your likely Ph.D. program(s) from a modular curriculum. In addition to taking 2 credits from each column in the following table, for a total of 6 credits, students also take:

- G655 Skills - Research Communications Seminar – 1 cr. The study of the methodological and systematic treatments of scientific data required for effective communication through written primary research publications, oral presentations, abstracts, and poster presentations. Students will receive instruction in organizing scientific data in formats appropriate for publication in scientific journals and presentation in abstracts and poster presentations. Emphasis will be on organization and presentation skills required for communications of scientific findings.
- G718 Research in Biomedical Science (2nd and 3rd rotation – course numbers for each section will be provided) – 2 cr. each for a total of 4 cr. – A laboratory research rotation course held in the last 8 weeks of the fall semester.

Curriculum

Fall - Year 1

Introduction to Programs	G718 Research in Biomedical Science Rotation 1 (2 cr)
G715 Biomedical Science I - Biochemical Basis of Biological Processes (3 cr) G716 Biomedical Science II- Molecular Biology and Genetics (3 cr) G717 Biomedical Science III - Cellular Basis of Systems Biology (3 cr)	

Spring – Year 1

First third of semester	Second third of semester	Last third of semester
G718 Research in Biomedical Science Rotation 2 (2 cr)	G718 Research in Biomedical Science Rotation 3 (2 cr)	
G655 Research Communication Seminar (1 cr)		

Each block below is one credit.

Students take 2 credits from each (~5 wk) column for a total of 6 credits.

First third of semester	Second third of semester	Last third of semester
G724 Molecular Cancer Genetics	G852 Concepts of Cancer Biology (2 cr)	
G749 Introduction to Structural Biology	G848 Bioinformatics, Genomics, Proteomics, and Systems Biology (2 cr)	
G807 Structural and Chemical Biology (2 cr)		G725 Gene Therapy
G817 Molecular Basis of Cell Structure and Function (2 cr)		
G729 Introduction to Immunological Systems		G728 Fundamental Concepts of Infection and Pathogenesis
G726 Developmental Genetics	G727 Animal Models of Human Disease	
G737 Introduction to Histology	G734 Advanced Molecular Imaging (2 cr)	
G736 Endocrine and Gastrointestinal Function in Health and Disease	G735 Cardiovascular, Renal and Respiratory Function in Health and Disease (2 cr)	
D851 Histology (4 cr)		
G733 Introduction to Biological Microscopy	G720 Stem Cell Biology (2 cr)	
G743 Fundamentals of Electrical Signaling and Ion Channel Biology*	G744 Neuropharmacology of Synaptic Transmission: Receptors and Ligands*	G745 Fundamentals of Intracellular Signal Transduction in Neurons*
G747 Principles of Pharmacology		
G748 Principles of Toxicology 1	G754 Principles of Toxicology 2	G755 Principles of Toxicology 3

Fall - Year 2

G505 Responsible Conduct of Research (Research Ethics) (1 cr).
G855 Experimental Design and Research Biostatistics (1 cr).
Department-specific course requirements
Research

* Submitted for 2 credit hour revision, approval pending.

Lab Rotations

Second half of the Fall Semester (year 1) – 2 cr.

- G718 Research in Biomedical Science (1st rotation) – 2 cr.

Each half of the Spring Semester (year 1)

- G718 Research in Biomedical Science (2nd + 3rd rotations) 2 cr. each for total of 4 cr.

A [Lab Rotation Mentor Agreement](#) has to be completed and submitted to the Graduate Division in MS 207 for each rotation. See your IBMG calendar for deadlines.

You will have the opportunity to explore research areas by choosing three 8-week rotations from the hundreds of world-class research laboratories associated with the 10 School of Medicine Ph.D. programs and many research centers and institutes.

Before choosing your first rotation laboratory, you will learn about the research opportunities available at the School of Medicine through the mandatory Introductions to Program course (not for credit) on Tuesdays, interactions with the Ph.D. Program Directors, and graduate research faculty in meetings, laboratory visits, program research retreats and open days.

Program Selection

At the end of the spring semester, you will be required to submit your Program Selection Form. It is your responsibility to obtain all required signatures and to ensure that the faculty mentor, the faculty member's home department, and the relevant graduate program are all in agreement with the arrangement. The program that you wish to join will have the final decision as to whether your chosen mentor can accept you as a doctoral student in that specific program. It is recommended that you begin communicating with all involved several weeks prior to the deadline.

Once you have joined a graduate program and laboratory we suggest that you organize your working relationship with your faculty mentor as soon as possible. The AAMC has produced a very useful [Graduate Compact](#)– you could use this document or pick elements of it to form a working agreement to delineate expectations.

You must contact the Graduate Division prior to the Program Selection deadline if you are uncertain about your program/laboratory selection.

2nd Year and Beyond

Summer (year 1)

- Research in chosen Ph.D. Program

Fall Semester (year 2)

- Skills - Experimental Design and Biostatistics 1 cr. (G855)
- Responsible Conduct of Research – Ethics 1 cr. (G505)
- Ph.D. Program courses (if appropriate)
- Elective/Minor Courses (if required)
- Ph.D. Program Seminar (if required)

Community Engagement

Incoming graduate students, as well as undergraduate students interested in pursuing graduate school, greatly benefit from the experience and guidance of someone who has been on the path that they are now traveling.

As a School of Medicine graduate student, we encourage you to reach out to undergraduate students and incoming students through a variety of opportunities. Students are encouraged to consider volunteering as a mentor in their third year and beyond in their academic program. **Please always discuss mentor possibilities with your thesis director before volunteering your time.**

If you volunteer your time as a mentor please notify Monica Henry in the Graduate Division at mlhenry@iupui.edu.

Mentor Opportunities During the Academic Year

IUSM Graduate Student Mentor Program

Contact Monica Henry, IUSM - Graduate Division, Medical Sciences Building 207, mlhenry@iupui.edu.

IUPUI Life-Health Sciences Internships Program

Contact Brandi Gilbert, Life-Health Sciences Internships, Medical Science Building 207, lhsi@iupui.edu or visit <http://medicine.iu.edu/lhsi>

Bepko Scholars

Contact Melissa Biddinger, Bepko Scholars and Fellows Program, IUPUI UC 3140, bsfp@iupui.edu or visit <http://www.bepkoscholars.iupui.edu>.

The Louis Stokes Alliances for Minority Participation (LSAMP)

Contact Dr. Kim Nguyen, LSAMP-Indiana at IUPUI, knguyen@iupui.edu or visit <http://www.lsamp.iupui.edu>.

Diversity Scholars Research Program (DSRP)

Contact Dr. Rafael Bahamonde, Center for Research and Learning, UL 1140, rbahamon@iupui.edu or visit <http://www.dsrp.iupui.edu/index.asp>.

Honors Program

Contact Sarah Glener-Bales, IUPUI Honors Program, UC 3140, honors@iupui.edu or visit <http://honorscollege.iupui.edu>.

IUPUI Undergraduate Research Opportunities Program (UROP)

Contact Carolyn Key, CRL Program Assistant, cakey@iupui.edu or visit <http://www.urop.iupui.edu>.

NSF GK-12 Mentor

Contact Dr. Kathleen Marrs, Professor of Biology Education, kmarrs@iupui.edu or visit <http://www.iupui.edu/ucase/scholarships/gk-12>.

Crispus Attucks Medical Magnet High School Mentor

Contact Tisha Reid, High School Outreach Coordinator, tireid@iupui.edu or visit www.msms.iu.edu/outreach.

Mentor Opportunities During the Summer**Undergraduate Summer BioMedical Research Program at IUSM**

Contact Dr. Rebecca Chan IU School of Medicine, rchan@iupui.edu.

Herman B Wells Center for Pediatric Research Summer Internship Program

Contact Dr. Weinian Shou, Wells Center for Pediatric Research, IU School of Medicine, wshou@iupui.edu.

Advisory Committee

In consultation with their research mentor, Ph.D. students will select an Advisory Committee at the end of their first year. The Advisory Committee will include the research mentor, at least two faculty members from the major department, and a representative from an outside (minor) department.

In general, the advisory committee shall approve the students' program of study and counsel the student until the passing of the qualifying examination. The Advisory Committee also will recommend for approval by the Graduate School the transfer of academic credits earned at another institution. The Advisory Committee will determine satisfactory completion of the Qualifying Examination. Deadline to submit [Advisory Committee Form](#) is due no later than one year after admission (August 15, 2011). Please note that the primary role and assembly of the advisory committee may vary slightly among the individual departments. See your academic advisor in your department for details.

Interdisciplinary Minors

Ph.D. students must have at least one minor subject which must be taken outside the major department that is granting the degree. The IBMG core courses can contribute to a Life Science minor or you can also choose between Bioinformatics, Biomolecular Imaging, Cancer, Diabetes and other minors. Minors will depend on degree program and support so you must discuss minors with your advisor to be sure all requirements for that program are met. The online link for minors is <http://grad.medicine.iu.edu/MinorsOffered>.

Qualifying Examination

The qualifying examination shall cover the major subjects and may, at the discretion of the minor department(s) or the interdepartmental committee, cover the minor subjects as well. Normally, the qualifying examination is taken after the student has completed all course work for the Ph.D. The [Ph.D. Qualifying Exam Report Form](#) should be used to record the result of a qualifying exam.

Nomination to Candidacy

Following the passing of the qualifying examination, and the completion of all course work, and departmental requirements (if any), the student's advisory committee will submit a [nomination to candidacy](#) to the IUSM Graduate Division and ultimately the University Graduate School.

Research Committee

To initiate research for the dissertation, the student chooses a professor who will agree to direct the dissertation and has been endorsed by the University Graduate School. The department shall then recommend to the dean for approval, a research committee composed of the chosen director (who normally serves as chairperson of the committee), two or more additional faculty members from the major department, and a representative of each minor. The committee should be selected from

the members of the graduate faculty who are best qualified to assist the student in conducting the research for the dissertation. The committee has the responsibility of supervising the research, reading the dissertation and conducting the final examination. At least thirty days prior to the scheduled defense of the dissertation, the candidate must submit to the Graduate Division Office and ultimately to the University Graduate School a one-page announcement of the final examination. For details on the required thesis format see [A Guide to the Preparation of Theses and Dissertations](#) found at: <http://www.iupui.edu/~gradoff/students>.

Travel

If you plan to travel over the Christmas holiday you **MUST** return to Indianapolis prior to the beginning of the spring semester. Most spring modular courses are only 5 weeks long and thus the material is covered at a rapid pace. Missing just one day of class in a spring modular course can be detrimental to your grade. Please see the Office of the Registrar Academic Calendar at <http://registrar.iupui.edu/accal.html> for specific dates when planning any travel.

Once you have joined a program / department you must meet with your program advisor and faculty mentor to discuss program and lab travel guidelines before planning any travel or time away from the laboratory.

For International Students Only: Before traveling abroad at any time in the first year, students must see Monica Henry in the Graduate Division to avoid any programmatic delays. Students must have their I-20s signed by the Office of International Affairs prior to travelling. More information, including a checklist specific to International Students may be found in the [Office of International Affairs Handbook for International Students](#) in the **Travel Outside of United States** section.

Advising

Students will have three advisors during their first year of study in the IBMG program. The Graduate Division staff, primarily Monica Henry, will help you with the transition to graduate school, guidelines as they pertain to the IBMG program, selecting labs to rotate in, and will provide you general feedback and support. In addition, two faculty advisors will come from your “Program Choice 1” and “Program Choice 2”. Remember that you are not committed to any program – these temporary advisors will help you during your first year. The program advisors will help you select three laboratory rotations, your modular courses for the spring semester; with program selection and laboratory selection at the end of the academic year; and general academic direction. Prior to registering for your spring courses you must submit the [Spring Advising Form](#) to the Graduate Division. The form must be signed by at least one of your academic advisors. If, at this point, you are considering two programs you should see both advisors and have the form signed by them both. Remember that you are ultimately responsible for your own career – you should cross check all important decisions – that is why you have several advisors.

Program Advisors



James Williams, Ph.D.

Anatomy & Cell Biology

(317) 274-3423

jwillia3@iupui.edu



Clark Wells, Ph.D. (1st Year Advisor)

Biochemistry & Molecular Biology

(317) 278-1060

wells4@iupui.edu

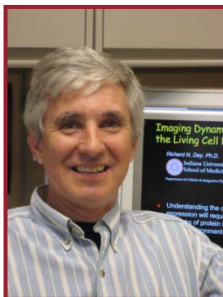


Mark G. Goebel, Ph.D. (2nd Year and beyond advisor)

Biochemistry & Molecular Biology

(317) 274-2055

mgoebl@iupui.edu



Richard Day, Ph.D.

Biomolecular Imaging & Biophysics

(317) 274-2166

rnday@iupui.edu



Patricia Gallagher, Ph.D.

Cellular & Integrative Physiology

(317) 278-2146

pgallag@iupui.edu



Brittney-Shea Herbert, Ph.D.

Medical & Molecular Genetics

(317) 278-6147

brherber@iupui.edu



Cynthia Hingtgen, M.D., Ph.D.

Medical Neuroscience

(317) 278-9344

chingtge@iupui.edu



Louis Pelus, Ph.D.

Microbiology & Immunology

(317) 274-7565

lpelus@iupui.edu

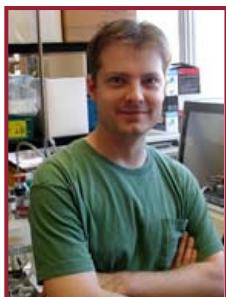


Diane Leland, Ph.D.

Pathology

(317) 491-6646

dleland@iupui.edu



William Sullivan Jr., Ph.D.

Pharmacology & Toxicology

(317) 274-1573

wjsulliv@iupui.edu

Program Staff

This is the contact for each program when students submit forms to their prospective departments as well as the person to notify once you have registered for summer courses and subsequent courses after the first year.

Anatomy & Cell Biology

Joan Charlesworth
(317) 274-7495
jocharle@iupui.edu

Medical Neuroscience

Nastassia Belton
(317) 278-5848
nbelton@iupui.edu

Biochemistry & Molecular Biology

Sandy McClain
(317) 274-1717
smcclain@iupui.edu

Microbiology & Immunology

Cindy Booth
(317) 274-7671
cbooth@iupui.edu

Biomolecular Imaging & Biophysics

Richard Day, Ph.D.
(317) 274-2166
rnday@iupui.edu

Pathology

Diane Leland, Ph.D.
(317) 491-6646
dleland@iupui.edu

Cellular & Integrative Physiology

Joyce Lawrence
(317) 274-7772
jjohnson@iupui.edu

Pharmacology

Amy Lawson
(317) 274-1561
ahermann@iupui.edu

Medical & Molecular Genetics

Peggy Knople
(317) 274-2238
pknople@iupui.edu

Toxicology

Amy Lawson
(317) 274-1561
ahermann@iupui.edu

III. Grading Systems and Standards

Computation of Grade Point Average

IBMG students should refer to the complete regulations of the Indiana University Graduate School bulletin that can be found online at:

<http://www.indiana.edu/~bulletin/iu/grad/2009-2010/index.shtml>.

Note that the IBMG program and individual Ph.D. programs may have academic rules and requirements in addition to the IU Graduate School rules.

Excerpt from the IU Graduate School Rules:

Grade points are assigned at Indiana University according to the following scale, and grade point averages are computed taking into account any plus or minus accompanying a letter grade.

<u>A+ or A</u>	<u>4.0</u>	<u>C</u>	<u>2.0</u>
<u>A-</u>	<u>3.7</u>	<u>C-</u>	<u>1.7</u>
<u>B+</u>	<u>3.3</u>	<u>D+</u>	<u>1.3</u>
<u>B</u>	<u>3.0</u>	<u>D</u>	<u>1.0</u>
<u>B-</u>	<u>2.7</u>	<u>D-</u>	<u>0.7</u>
<u>C+</u>	<u>2.3</u>	<u>F</u>	<u>0.0</u>

Ordinarily a minimum of a B (3.0) average in graduate work is required for continuance in graduate study, and for all graduate degrees. Courses completed with grades below C (2.0) are not counted toward degree requirements, but such grades will be counted in calculating a student's grade point average. Some departments may require an average grade in graduate courses higher than 3.0, while others may count no courses completed with grades below 3.0 toward degree requirements (see below and Program/Department rules). No work may be transferred from another institution unless the grade is a B (3.0) or higher.

The dean may review a grade record at any time and may place a student on academic probation if the record justifies such action. When the grade point average of a student falls below 3.0, or the student is not making sufficient progress toward the degree, the department will notify the student that he or she has been placed on probation. Unless the student brings this record up to a 3.0 grade point average, or begins making satisfactory progress in the next semester of enrollment, the student will not ordinarily be allowed to continue in the University Graduate School.

Note: The GPA is to be computed after the posting of grades each semester. While the School of Medicine will attempt to monitor the GPAs of all IBMG students, it is the student's responsibility to know what his or her GPA and status are before enrolling in the following

semester. No points are assigned for the following grade symbols: I (incomplete), NC (no credit), NR (no report filed by the instructor), S/F (satisfactory/failure), or W (withdrawn).

In the first year, IBMG students are expected to:

- a. Complete the full curriculum (G715, G716, G717, G718 [for 3 research rotations], G655 [1 cr version], and 6 credits from the IBMG spring modular course list);
- b. Achieve grades of B (3.0) or better in courses (including G718);
- c. Maintain an average GPA of 3.0 or better; and,
- d. Attend the *Introduction to Programs* course (not for credit).

Doctoral study at the Indiana University School of Medicine is considered to be full-time. Students receiving financial support from or through the IUSM should not have employment elsewhere.

Students who do not complete these expectations each semester may be subject to placement on academic probation at the end of that semester by a committee composed of the Associate Dean for Graduate Studies and the Graduate Program Directors.

Students should also make themselves aware of the course requirements and academic rules of each Ph.D. curriculum as the programs may have different rules that will apply once a student chooses a program at the end of the first year.

Incomplete "I"

An "incomplete" indicates that the work is passing as of the end of the semester but a relatively small part of the course has not been completed. In order to give a grade of "I", the faculty member must agree with a request for an incomplete. An incomplete not removed within one year of assignment automatically converts to an "F."

1. If the work required to remove the "incomplete" is not finished before the beginning of the subsequent semester, enrollment in subsequent courses may not be approved.
2. **If an "incomplete" ("I") is not removed within one year from its assignment, an "F" is automatically recorded for the course.**
3. A candidate cannot re-enroll in most courses in which a grade of "I" has been received.
4. A candidate cannot be certified for graduation until his record is cleared of all "Incompletes" in both elective and required course work.

Withdrawal “W”

There are times when the "W" is an appropriate grade. The "W" indicates that the course has not been successfully completed and therefore the student may not progress to the next semester's course work.

A grade of "W" is automatically assigned if withdrawal occurs during the first eight (8) weeks of a regular length semester. After that time, it is necessary to petition to withdraw. If the petition is granted, the student may withdraw and a "W" will be assigned for the course. An automatic WF will be assigned if a student does not attend and does not withdraw from the class.

The grade of “W” is not counted toward the cumulative GPA requirement. It should be noted that the number of Ws that a student may receive is limited to 5 during the degree program.

Transfer of Credit

Upon recommendation of the department and with the approval of the dean, work taken for graduate credit at other institutions may be transferred in partial fulfillment of degree requirements. No course may be transferred from another institution unless the grade is B or higher. Candidates for the Ph.D. degree may offer up to 30 hours of graduate credit from other institutions.

Transfer of credit is not an automatic occurrence. Students must obtain the written consent of both their departmental advisor and the dean before credit earned at other institutions will be added to their records.

The [Transfer of Credit Form](http://www.iupui.edu/~gradoff/faculty) is available online at <http://www.iupui.edu/~gradoff/faculty>.

IV. Benefits

As an IBMG Student your stipend and billing for tuition and mandatory (general) fees will be processed through the Office of Student Accounts Services. You can access your account through the University OneStart portal at <https://onestart.iu.edu/my-prd/Portal.do>.

Stipend

The stipend for the 2010-2011 school year will be \$24,000/year. In order to receive your stipend, you must sign-up for direct deposit.

Assuming enough time lapses between the time you set up your direct deposit and you have notified the Graduate Division and the first day of classes, your first stipend payment will be posted to your student account by the School of Medicine Student Financial Services Office by the first day of classes or a few days prior to this. From September through July you will be paid at the beginning of the month. On your student account you will be able to see when your payment has been posted by the School of Medicine Student Financial Services Office, usually the last Friday of the month. Once the stipend is posted to your account and indicates a refund, it could take 24-48 hours to be deposited in your bank account. However, you should always be paid by the 5th of the month with the exception of August when it will be after classes begin. Please contact our office if this has not occurred.

In your second year of graduate studies (beginning in August 2011) and thereafter you will be supported by the department/program that you have chosen. During this time, you MAY be paid through University Payroll and would be paid at the end of the month instead of the first of the month. Therefore July 2011 would be your last payment by the School of Medicine Graduate Division paid at the beginning of the month, and in August 2011 you would be paid at the end of the month by your department/program. If this is the case for you, you will need to plan your finances accordingly. Please note that University Payroll will withhold taxes and you will receive tax forms at the end of the year.

Tuition and Fees

When you register for classes, tuition and mandatory (general) fees will automatically be posted to your student account. As a first year student in the IBMG Program, we require that you notify the Graduate Division when you register for fall and spring classes so that we can apply your tuition scholarship in a timely manner. This registration notification policy is intended to assist the School of Medicine Graduate Division in protecting your stipend from being used to pay your tuition and fees. The School of Medicine Graduate Division will pay your tuition and mandatory fees electronically once you have notified [Jan Hodgin \(jhodgin@iupui.edu\)](mailto:jhodgin@iupui.edu) that you have registered for classes. You must adhere to the registration deadlines set by the Graduate Division in order to ensure that your stipend is protected. Note, any additional fees beyond tuition and mandatory fees, including parking, late fees, recreation fees, and any other optional fees will be your responsibility.

Beginning the summer of your first year and thereafter, you should contact the [department/program staff](#) that will be supporting you to notify them of your registration for summer classes and beyond. They will let you know how your tuition and fees will be paid.

Special Note for All Students: Once you have registered for classes you may begin receiving e-mails from other agencies regarding student loans and financial aid. We are not associated with these loan programs and it is your business if you decide to take any loans. PLEASE NOTE that your tuition scholarship (from us) is NOT likely factored into the loan information seen by these agencies and it may appear as if you are eligible for more loan money than you actually are. **PLEASE BE CAREFUL AS YOU MAY END UP HAVING TO RETURN LOAN MONEY ONCE YOUR TUITION SCHOLARSHIP IS FACTORED IN.**

Taxes

For Domestic Students Only: During your first year of study, taxes are not withheld and you will not receive any tax forms at the end of the year. See [IRS Tax Publication 970](#) for more details (the University does not give tax advice - individuals should consult a tax advisor as situations differ depending on many variables). For more information, please visit the Tax Office website at: <http://www.bursar.iupui.edu/TaxCredits.htm>.

For International Students Only: Generally, you should expect all types of income paid by a US source to you to be taxable income; however, some countries have entered into a tax treaty with the United States. IU's Financial Management Services Tax Department has set up a series of interactive web pages to help answer some questions to set your expectations about tax liability for various forms of payments. You can access that website using this link: <http://www.fms.indiana.edu/tax/NRA/FVTguide.asp>.

If you have any questions about the information contained in the pages, please contact the Tax Department at taxpayer@indiana.edu or (812) 855-5657.

Health Insurance

Participation in the Student Health Insurance Plan is mandatory for Graduate Student Academic Appointees, Fellowship Recipients, and International Students, unless proof of comparable coverage is presented, and a waiver is filed each semester you are seeking to waive. As a Ph.D. student in the IBMG program and a fellowship recipient, your insurance will be provided by Aetna Student Health and you will be automatically enrolled in this insurance plan. Your premium will be paid for by the Program. You may at your expense, enroll your spouse/same sex domestic partner (residing with the insured student) and unmarried dependent children. For more detailed information as well as contact information please visit <http://www.indiana.edu/~uhrs/benefits/student-saa-2010-11.html>.

IUPUI Health Services is available to all IUPUI students on a fee for service basis. They are located on the 1st floor of Coleman Hall (CF on the IUPUI campus map). Appointments are recommended but not required. For more information on hours and services please visit their website at <http://health.iupui.edu>.

For a list of other medical providers, please visit Aetna Student Health website at http://www.aetnastudenthealth.com/stu_conn/student_connection.aspx?groupID=812849.

Dental Insurance

Like your health insurance, dental insurance is also provided by Aetna. Students who are enrolled in the medical plan will be automatically enrolled in the dental plan. Conversely, students who waive from the medical insurance will also be waiving from the dental insurance. This means enrollment is both or neither. The dental plan is a PPO plan with an annual deductible of \$25. Preventative care, such as annual cleanings, is covered at 100% each year and not subject to the deductible when using an in-network provider. Other services are covered at 50% (i.e., fillings, root canals, crowns, etc) in-network. Out-of-network benefits are subject to Reasonable and Customary limits. There is a \$500 annual benefit maximum. There is no coverage for orthodontics. The provider network can be found online at: <http://www.aetna.com/docfind/custom/studenthealth/index.html> by searching for Dentists in the Aetna PPO network. Please see the dental policy at: <http://www.indiana.edu/~uhrs/benefits/student-saa-2010-11.html>.

Family Leave Policy

Agreed by the IUSM Graduate Committee on March 3rd, 2009.

- IUSM policy for doctoral (i.e. Ph.D.-seeking) graduate students who request family leave will be to grant 6 weeks of paid leave.
- Family leave terms will apply to mothers and fathers alike, starting when the child is born (or, if adopted, when the child is placed in the home).
- As always, ongoing communication is encouraged between the student and the major professor in order that optimal plans can be made for the good of the student's degree progress. The Department/graduate program business staff should also be informed so that any appropriate paperwork can be filed.
- In some cases, students are supported by funds from external agencies. If the rules concerning family leave for the funding agency differ from the IUSM policy, then the agency rules will apply.
- An additional period of up to 6 weeks of unpaid leave may be granted if the situation requires. department and grant administrators, the Graduate Division, etc., should be consulted in these cases to protect the academic track of the student and the compliance requirements for the University.

Counseling & Psychological Services

A student's health plays an important role in success in the academic environment. The IUPUI campus offers many resources and opportunities for students to find assistance with health concerns.

Counseling & Psychological Services (CAPS) offers 6 FREE counseling sessions after payment of an initial \$15.00 application fee. The professional staff of psychologists, counselors and graduate-student Interns can assist with a wide variety of personal concerns. Services are confidential, available to all IUPUI students, and available weekdays and by appointment during evening hours.

For more information on the program, please visit <http://life.iupui.edu/caps> or visit their office at the Union Building, Suite 418.

The Indiana University School of Medicine also offers counseling through the IUSM Counseling Services Office. Visit <http://counseling.medicine.iu.edu> for details.

Student Lounge

All School of Medicine students have use of a student lounge in the Daly Student Center located at 1001 W. Walnut St. (MF on campus map) in room 179. Students will have use of computers, group meeting areas and small study areas. Contact Leo Thompson, medrooms@iupui.edu for room reservations.

Mailbox

IBMG student mailboxes are located in MS 207, School of Medicine Graduate Division. The office is open Monday through Friday 8 AM to 5 PM. Please check your mailbox periodically throughout the semester.

V. University Resources

IUPUI Graduate Office

The mission of the IUPUI Graduate Office is to promote the prosperity of graduate education by meeting the diverse needs of students, faculty, staff, and administrators through professional service and distribution of appropriate resources.

As the central administrative office for graduate programs at IUPUI, the Graduate Office is responsible for entering data for student records, receiving dissertation and thesis deposits, distributing Block Grants to graduate programs, awarding Travel Fellowships to graduate students, managing the University Fellowship awards, and monitoring ESL progress for non-native English speaking graduate students. This office also oversees the Graduate Non-Degree Program (GND). For additional information on the IUPUI Graduate Office visit: <http://www.iupui.edu/~gradoff>.

Reporting Unfair Treatment

When a conflict arises, the parties directly involved should try to resolve the matter informally. Methods to resolve the issue informally may include: direct discussion between parties, involvement of course directors, advisors, department chairs, or the Graduate Division (Van Nuys Medical Science Building, Room 207, 317-274-3441) for example. If this informal approach is unsuccessful, a more structured process is available within the IUSM for resolving the matter through the Teacher Learner Advocacy Committee (TLAC).

IU School of Medicine - Teacher Learner Advocacy Committee (TLAC)

This process is designed to be fair to both the complainant and the respondent. It is designed to be impartial, effective, and avoid retaliation toward the complainant. The following procedures address 1) channels of communication; 2) privacy and confidentiality concerns; 3) record keeping; and 4) a method of communication to all parties involved throughout the process and at resolution of the process.

Anyone wishing to contact the TLAC can send an e-mail to tlac@iupui.edu or visit the TLAC website at <http://msa.iusm.iu.edu/tlaccommittee.htm>. View the current committee roster at <http://www.grad.medicine.iu.edu/documents/GradDivision/TLACRoster.pdf>.

For more details on the TLAC process visit: <http://medicine.iu.edu/documents/Medical%20Student%20Affairs/tlacbrochure.pdf>.

We also encourage IUSM constituents to report exceedingly excellent treatment/behavior.

Indiana University-Purdue University Indianapolis Discrimination and Complaint Procedure
<http://www.iupui.edu/~oeo/policy/complaint.html>

* For additional information on student rights and responsibilities see the Student Code of Conduct: <http://www.iupui.edu/code>

Guidelines for Evaluation of Students with Disabilities

Pulled from the IUSM medical student handbook available at <http://msa.iusm.iu.edu/StudentManual>

Committee on Students with Disabilities

The Indiana University School of Medicine Disabilities Accommodations Committee (DAC) reviews all requests for accommodations for a disability. The Committee membership includes the following: Medical Student Affairs Director of Mentoring and Student Development, the Learning Specialist, the Associate Dean for Medical Student Affairs, a representative from clinical faculty, a neuropsychologist, the IUPUI Director of Adaptive Educational Services, and legal counsel. Meetings of this committee are confidential.

The DAC reviews all requests for accommodation. They determine 1) whether or not a student is to be considered "disabled" at IUSM under the Americans with Disabilities Act, 2) whether or not the student seems otherwise qualified for medical school, based on our standards for capacity, 3) whether or not the student is entitled to accommodation, based on documentation, and 4) what specific accommodations, if any, would be most reasonable. The committee approves policy revisions related to disability issues as necessary. In order to maximize confidentiality, only members of the DAC have access to students' full diagnostic information.

Accommodations for Students with Documented Disabilities

Section 504 and the Americans with Disabilities Act require the School to provide certain kinds of reasonable accommodation (to qualified students), when necessary to provide an equal learning opportunity. Under the law, "reasonable" must be individually determined after a student requests accommodation.

Qualifying

To qualify for accommodation, a student must identify him/ herself to the Director, Medical Student Affairs Office for Mentoring and Student Development (OMSD) and to the IUPUI Office of Adaptive Educational Services; declare the disability (or suspected disability) in writing; and request accommodation. It is also the student's responsibility to obtain a thorough written evaluation from an appropriate professional, documenting the presence, extent, and ramifications of the disability. In addition, the documentation should explain what specific types of accommodation the evaluator believes might be most helpful in offsetting the effects of the disability to an acceptable extent in a medical school environment. Our goal at IUSM is to provide equal opportunity without undermining the integrity of any course, clerkship, or program.

The student must obtain this evaluation at his/her own expense and arrange to have the evaluation form and all supporting documentation forwarded to the Director, Office of Mentoring and Student Development. If an evaluation has already been conducted in the past, the Director will determine if it is recent enough. An evaluation performed more than three years earlier may not be acceptable, and there are instances in which an evaluation must have been completed within a few months or even weeks.

Disabilities Accommodations Committee (DAC) Review

After receiving acceptable documentation, the Director will convene the DAC to review the documentation and consider the student's requests. If appropriate, they will approve a plan for accommodating the student.

If the DAC determines that the documentation provided does not meet its established standards, additional information will be requested. If further evaluation is required, it remains the student's responsibility to arrange for that evaluation, at his or her expense.

Implementation

When a disability has been acknowledged, and a specific accommodation plan is approved by the DAC, the Director will meet with the student to discuss implementation of the plan. At that time, she will give the student a signed form outlining the approved accommodations. The student may then share a copy of this form with individual course and/or clerkship directors, or with other staff who have relevant responsibilities. Sharing this information is typically at the discretion of the student, and is his or her responsibility in order to arrange for accommodations. There may, however, be occasions on which the Director communicates directly with faculty or other administrators, on a need-to-know basis, about a student's functional limitations.

A student is not entitled to accommodation in any course, clerkship, or activity if the form is not presented before specific accommodations are needed. Course/clerkship directors provide approved accommodations to all students who have shown their forms, provided the forms are presented in a timely fashion. (Presenting the form as early as possible is recommended, and individual courses or clerkships may have deadlines.) If a student's accommodation plan includes assistive devices or extensive supplemental aid, additional time may be required to make arrangements, and the Director will help to make those arrangements directly.

Appeals

Any student wishing to appeal an accommodation decision made by the DAC should first appeal to the DAC itself. The student should explain in a letter why he or she believes the prior decision was unfair or unreasonable, and should include any available corroborating information with the letter. The Director

of OMSD will accept the letter and schedule a meeting of the DAC as soon as possible. It may be necessary for the student to meet with the Committee to answer questions.

If a student disagrees with the DAC's decision after an appeal has been presented, that student may make a final appeal to the Dean of the Medical School. Once again, the student should submit a letter describing the situation and indicating why the DAC's decision does not appear to be fair or reasonable. The Dean will then consider the need and method for further review and study. The Dean's decision is final.

Confidentiality

Disability information is considered private. Faculty, with the exception of those on the DAC, do not have the right to access students' diagnostic information. Ordinarily, faculty members and other relevant staff need know only the accommodations that are necessary to provide an equal opportunity for students.

There are times, however, when certain faculty members and/or administrators may have a legitimate educational need to know about a student's functional limitations, as well. In such cases, the Director of OMSD may speak directly with those individuals to ensure appropriate planning. This kind of direct communication by the Director happens if the DAC has decided that members of the IUSM community have an educational need to know about a student's limitations, or if an issue arises that may involve the safety and well being of patients, students, or staff. Students are also encouraged to speak with faculty as openly as possible to facilitate better understanding and support.

Faculty and/or staff to whom accommodation forms are presented may copy these forms for their records, but they should take care to keep the information private. The accommodation information conveyed on the forms should be communicated only to other faculty and/or staff who have an educational need to know (for instance, those who are involved in providing the accommodations, or those who are responsible for the educational environment). If a faculty member or a student has any questions about specific accommodations, he/she may contact the Director of OMSD. All documentation and correspondence concerning a student's disability are kept in a separate file in the Office for Mentoring and Student Development.

Clinical faculty (e.g. clerkship directors) who have occasion to write student evaluations at the end of clerkships must be careful not to breach the confidentiality afforded students with disabilities. Written evaluations, which may be excerpted in the Dean's Letter or seen by others outside the IUSM community, should not mention disabilities or accommodations for disabilities in any way. Once a student has been approved for specific accommodations by the DAC, and has subsequently received those accommodations, that student should be held to the same essential performance standards as all other students. Therefore, clinical faculty should focus strictly on the student's performance in all these

evaluations. With regard to letters of reference solicited by students, faculty members may mention a disability IF the student gives prior permission for them to do so.

Indiana University School of Medicine does not notify potential residency programs or other employers about student disabilities without specific permission from the student. Because students with disabilities, once accommodated, are held to the same standards as other students, we do not make notation of any kind on the transcript or in the official Dean's letter.

Contacts:

Patricia Ann Wade, Ph.D.
Learning Specialist
Office for Mentoring and Student Development
Medical Student Affairs
Indiana University School of Medicine
Medical Science Bldg 163A
635 Barnhill Drive
Indianapolis, IN 46202-5120
(317) 274-2042
patwade@iupui.edu

Mary Alice Bell, M.S.
Director, Office for Mentoring and Student Development
Office for Medical Student Affairs
Adjunct Lecturer in Clinical Psychiatry
Indiana University School of Medicine
Medical Science Bldg 162
635 Barnhill Drive
Indianapolis, IN 46202-5120
(317) 274-7173
mbell@iupui.edu

Student Records and Changes

All candidates should report any changes in name, address, telephone number, place of employment, or marital status to the Graduate Division (MS 207) immediately. You must also report any changes with the Registrar/Office of Student Accounts Services through the OneStart website at <https://onestart.iu.edu/my-prd/Portal.do>. If you make these changes through OneStart, please be sure to also contact the Graduate Division with these changes for our records.

Electronic Mail and Computer Accounts

After a new student takes the appropriate steps to set up their computing accounts University Information Technology Services (UITS) issues an IU system computer ID name and password. This ID allows a student to access from home both E-mail and the IU system through a modem. Access will be retained as long as the student is enrolled as a student on an Indiana University campus. Any problems concerning computer accounts should be directed to UITS (317/274-HELP). Details on setting up your accounts can be found at <http://nu2it.iu.edu/iupui>. You can access your IUPUI E-mail account online at <https://www.exchange.iu.edu> or at the bottom of the page on the IUPUI website at <http://www.iupui.edu>.

Imail and Umail Accounts

University Information Technology Services (UITS) has partnered with Microsoft and Google to provide new student email systems. These partners offer a host of new features as well as enhanced email and collaboration tools.

Imail, powered by Microsoft, offers 10GB of mail storage -- additional features like Windows Live Messenger to chat with your friends and 25GB storage on SkyDrive.

Umail, powered by Google, offers 7GB of mail storage -- access to Google Talk for instant messaging and Google Docs for creating and sharing word processing, spreadsheet, and presentation documents.

Library

The Ruth Lilly Medical Library is located at 975 W. Walnut Street, or IB on a campus map. The Medical Library building houses the largest medical book and journal collection in the state, and has over 55 computer workstations. The Library has a growing electronic collection of databases, books, and journals. Library users can expect to access the majority of these resources when visiting the library. The Ruth Lilly Medical Library website is <http://library.medicine.iu.edu>.

The University Library is located at 755 W. Michigan Street or UL on a campus map. Their website is <http://www.ulib.iupui.edu>. Each student can access the holdings of all libraries which are part of the Indiana University Library System through use of their computer account and user ID. For questions about circulation policies and for general library information, please call (317) 274-7182.

IUware

Need Microsoft 2007, Adobe CS4, or virus protection on your laptop or personal computer? IUware is a software distribution service for Indiana University students, faculty, and staff. IUware offers software for reading email and web browsing, as well as programs such as antivirus and office applications. The university has already paid for the relevant licenses through its many agreements

with vendors, and thus students, faculty, and staff may use most of the programs available through IUware for free.

IUware is available via the web using IUware Online. You can access IUware Online at: <http://iuware.indiana.edu>. Note, you will need your login ID to access the system. Want the installation CD for a program? Programs are available for purchase at the campus bookstore for a minimal fee.

Computer Training Courses

Free computer training courses are available to all students. These courses, referred to as STEPS and PROSTEPS courses are instructor-led hands-on classes that teach beginning, intermediate, and advanced instruction in various program applications. These one-time classes vary in length from 90 minutes to three hours. The courses are subsidized in part by the Student Technology Fee, there is no charge to university students. You will need your student ID but no registration is necessary. Visit their website at <http://ittraining.iu.edu/> or call 317-274-7383 for a list of courses offered.

Student Organizations

IUPUI Graduate Student Organization (GSO)

The Graduate Student Organization (GSO) was established in 1990 to improve the quality of graduate and professional student life by relaying the needs of the students to IUPUI administration and the general student body. Graduate and Professional student representatives from each school on campus make up the GSO. The Indiana University School of Medicine (IUSM) - GSO is comprised of representatives from each of the 10 different Ph.D. programs. The IUSM – GSO President is the school representative at the IUPUI GSO. The main role of the IUSM - GSO is to award travel grant money to IUSM students in the spring and fall (if funds are available). The travel grants help with costs of travel expenses to academic conferences where students will be presenting their research.

IUPUI GSO

Campus & Community Life
Campus Center, Room 365
420 University Blvd.
Indianapolis, IN 46202
gradstu@iupui.edu
Phone: 317-278-0615
<http://gso.iupui.edu>

Underrepresented Professional and Graduate Student Organization (UPnGO)

The Underrepresented Professional and Graduate Student Organization (UPnGO) consists of graduate and professional students from many of the IUPUI graduate programs. UPnGO sponsors programs and activities to foster networks, build collaboration, enhance the graduate school experience, facilitate the transition to graduate school, provide academic support, and recruit and provide opportunities for fellowships.

For more information on UPnGO and upcoming events visit <http://www.iupui.edu/~upngo/>.

Other Student Organizations on Campus

There are several hundred student organizations on campus. Visit <http://life.iupui.edu/ccl/student-orgs/> to learn more about the different organizations.

Other Student Resources

Find links to everything from commonly sought out campus departments (e.g., the Graduate Office, Office of Student Accounts Services, etc.) to the Indiana University Graduate School Guide to the Preparation of Theses and Dissertations as well as forms, helpful publications, and event and session materials. Check it out at: <http://grad.medicine.iu.edu/OtherStudentResources> and consider bookmarking the site!

VI. Code of Conduct

Indiana University Code of Conduct

Indiana University regulations governing the actions and interactions of members of the university community are intended to enhance the values which must be maintained in the pursuit of the university's purposes and goals of preserving, improving, increasing, transmitting, and applying knowledge. These values include freedom of inquiry, commitment of searching for the truth, the exercise of the critical judgment, intellectual honesty, and freedom for the open expression of ideas and opinions with limits that protect the rights of others, respect for the news and the dignity of other persons, and openness to constructive change.

Cheating and Plagiarism

Students are instructed to make themselves aware of University regulations concerning plagiarism, the maintenance of academic honesty and the definitions of unacceptable behavior and cheating. Academic misconduct of any sort will not be tolerated and will be dealt with as outlined in the [IU/IUPUI Code of Student Rights, Responsibilities, and Conduct](#).

Examples of misconduct include but are not limited to:

1. Cheating

A student must not use or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise

2. Fabrication

A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.

3. Plagiarism

A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge an indebtedness whenever he or she does any of the following:

- a. Quotes another person's actual words, either oral or written
- b. Paraphrases another person's words, either oral or written
- c. Uses another person's idea, opinion, or theory; or
- d. Borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

4. Interference

- a. A student must not steal, change, destroy, or impede another student's work.
- b. A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

The [Indiana University Student Code of Conduct](http://www.iupui.edu/code/) is available online at <http://www.iupui.edu/code/>. This publication defines student rights and responsibilities, including individual rights in the areas of freedom from unlawful sexual harassment, racial harassment, and harassment based on sexual orientation. This code exists as a guide for students, faculty, and staff and is available from the Office of the Dean of Students to assist students in the conduct of their affairs.

IU School of Medicine Honor Code

Embarking on a career in the life sciences and health care professions means accepting the responsibilities and unique privileges of these professions. These include self-monitoring and self-governance, and the responsibilities for these professional duties begin the moment that an individual starts medical school or graduate school.

I understand that it is a great honor and privilege to study and work in the health care profession. As a member of the Indiana University School of Medicine community, I promise to uphold the highest standards of ethical and compassionate behavior while learning, caring for others, performing research, and /or participating in educational activities. I do so according to the following tenets that will guide me through my career. I will strive to uphold the spirit and the letter of this code during my years at Indiana University School of Medicine and throughout my career in the health professions.

Honesty

- I will maintain the highest standards of honesty.
- If I engaged in research, I will conduct these activities in an unbiased manner, report the results truthfully, and give credit for ideas developed and worked on by others.
- If engaged in patient care, I will be considerate and truthful, and will accurately report all historical and physical findings, test results, and other pertinent information

Integrity

- I will conduct myself professionally.
- I will take responsibility for what I say and do.
- I will recognize my own limitations and will seek help when appropriate.

Respect

- I will respect the dignity of others, treating them with civility and understanding.
- I will contribute to creating a safe and supportive atmosphere for teaching and learning.
- I will regard privacy and confidentiality as core obligations
- I will not tolerate discrimination

Please read, sign, and submit the [IU School of Medicine Honor Code](#) to the IUSM Graduate Division.

IU School of Medicine Promise

Indiana University School of Medicine promises to create a professional environment that fosters excellence, abhors intolerance, and values each individual's unique contribution to its learning community.

VII. IBMG Required Forms



IU School of Medicine Honor Code

Embarking on a career in the life sciences and health care professions means accepting the responsibilities and unique privileges of these professions. These include self-monitoring and self-governance, and the responsibilities for these professional duties begin the moment that an individual starts medical school or graduate school.

I understand that it is a great honor and privilege to study and work in the health care profession. As a member of the Indiana University School of Medicine community, I promise to uphold the highest standards of ethical and compassionate behavior while learning, caring for others, performing research, and /or participating in educational activities. I do so according to the following tenets that will guide me through my career. I will strive to uphold the spirit and the letter of this code during my years at Indiana University School of Medicine and throughout my career in the health professions.

Honesty

- I will maintain the highest standards of honesty.
- If I engaged in research, I will conduct these activities in an unbiased manner, report the results truthfully, and give credit for ideas developed and worked on by others.
- If engaged in patient care, I will be considerate and truthful, and will accurately report all historical and physical findings, test results, and other pertinent information

Integrity

- I will conduct myself professionally.
- I will take responsibility for what I say and do.
- I will recognize my own limitations and will seek help when appropriate.

Respect

- I will respect the dignity of others, treating them with civility and understanding.
- I will contribute to creating a safe and supportive atmosphere for teaching and learning.
- I will regard privacy and confidentiality as core obligations
- I will not tolerate discrimination

Expectations of the University and your colleagues

Indiana University School of Medicine promises to create a professional environment that fosters excellence, abhors intolerance, and values each individual’s unique contribution to our learning community.

I have read and agree to follow the IUSM Honor Code.

Signature _____

Date_____

Printed Name _____

University ID_____

Can be found through OneStart.



INDIANA UNIVERSITY

SCHOOL OF MEDICINE

Graduate Division

BioMedical Gateway (IBMG) Program Lab Rotation Mentor Agreement Form

Student Name _____

University ID _____

Can be found through OneStart

Faculty Mentor _____

(First MI Last)

University ID _____

Can be found through OneStart

FACULTY MENTOR AGREEMENT

Faculty – Please read and complete the following statement. Then, sign your signature on the appropriate line.

I, _____ representing the _____

Ph.D. Program will act as the faculty mentor for G718 Research in Biomedical Science lab rotation

1 2 3 beginning _____ and ending _____

I do do not have IU Graduate School faculty endorsement to chair a research committee for the

_____ Ph.D. Program, and I am am not on the open lab

list approved by the 10 Ph.D. Programs. I have _____ Permanent Lab Openings beginning in May.

SIGNATURES

Student Signature & Printed Name

Date

Faculty Mentor Signature & Printed Name

Date

Ph.D. Program Chair/Director Signature & Printed Name

Date

Faculty Mentor's Primary Department Chair Signature
& Printed Name

(if primary Department is not the relevant PhD Program Department)

Date

This form is to be completed by the faculty mentor once an agreement has been made between the student and mentor prior to the beginning of the lab rotation indicated. Return form to Med Sci Room 207. See the IUSM - Graduate Division for specific deadlines.

IUSM - Graduate Division 08/2010



INDIANA UNIVERSITY

SCHOOL OF MEDICINE

Graduate Division

BioMedical Gateway (IBMG) Program Student Evaluation – IBMG G718 Lab Rotation Form

Student: Please fill out the following rotation evaluation for the named student and return to Dr. Rhodes in the Graduate Division.

Student Name _____

University ID _____

Can be found through OneStart

Lab Rotation Mentor Name _____

Ph.D. Program _____

Dates of Rotation _____

Approximate # of hours
spent per week in lab _____

Briefly describe the research project assigned for this rotation:

Describe what you believe the goals and duties were for this rotation:

Describe what you accomplished.

Was the mentor available when you needed help?

Yes

No

Were you involved in lab activities, such as lab meetings and journal club?

Yes

No

If yes, please describe.

Were you involved in Department/program activities, such as seminars?

Yes

No

Briefly describe.

Did you meet with the mentor on a regular basis?

Yes

No

Additional comments (use back of page if necessary)

This form is confidential – it will not be shown to the faculty member unless you agree to disclosure.

Yes, the contents of this form can be disclosed.

No, the contents of this form should remain confidential in the Graduate Division files.

Student Signature

Date



INDIANA UNIVERSITY

SCHOOL OF MEDICINE

Graduate Division

BioMedical Gateway (IBMG) Program Faculty Evaluation – IBMG G718 Lab Rotation Form

Faculty member: Please fill out the following rotation evaluation for the named student and return to the Graduate Division (Med Sci Room 207). Please note:

- The student MUST sign this form.
- The form should be delivered by the faculty or staff, NOT by the student.

Student Name _____

Lab Rotation Mentor Name _____

Ph.D. Program _____
Under consideration for this rotation

Semester/Dates _____

Approximate # of hours
spent per week in lab _____

Briefly describe the research project assigned for this rotation:

Describe the level of commitment of the student (e.g. time devoted, reliability and conscientiousness, punctuality):

Describe the student's abilities (self-reliance and independence, intellectual curiosity, communication skills):

How well did the student master the concepts of the research (scientific comprehension, intellectual involvement)?

How well did the student conduct independent research (laboratory skills, ability to organize scientific data, record keeping, accuracy)?

Achievements of note/Areas for improvement/Additional Comments (use back of page if necessary):

Assigned grade for this rotation: _____

Credit Hours: _____

Faculty Signature

Date

Student Signature

Date

(Signifies that the faculty member has discussed this report with the student).



INDIANA UNIVERSITY

SCHOOL OF MEDICINE

Graduate Division

BioMedical Gateway (IBMG) Program Spring Advising Form

Student Name _____

University ID _____

Can be found through OneStart

The following courses are required for the Spring Semester:

Course Number	Course Name
G718	Research in Biomedical Science – 2 nd Rotation (2 cr)
G718	Research in Biomedical Science – 3 rd Rotation (2 cr)
G655	Skills – Research Communication Seminar (1 cr)

The following modular courses have been recommended in accordance with the possible Ph.D. program(s) under consideration by the student:

Module	Credit Hours*	Course Number	Course Name

*Spring course loads should equal 11 credit hours. Any exceptions to this must be approved by your program advisor and Dr. Simon Rhodes.

Student Signature

Date

Program Advisor Signature

Date

Second Program Advisor Signature (if appropriate)

Date

This form is to be completed by the student and one of their two academic advisors. Form should be submitted by the student prior to registration for spring classes.

IUSM - Graduate Division August 2010



INDIANA UNIVERSITY

SCHOOL OF MEDICINE

Graduate Division

BioMedical Gateway (IBMG) Program Ph.D. Program Selection Form

Student Name _____

University ID _____

Can be found through OneStart

Faculty Mentor _____

(First MI Last)

University ID _____

Can be found through OneStart

Ph.D. Department _____

Program _____

FACULTY MENTOR AGREEMENT

Faculty – Please read and complete the following statement. Then, sign your signature on the appropriate line.

I, _____ representing the _____

Ph.D. Program will act as the faculty mentor for _____ beginning

summer 20 ____.

I do do not have IU Graduate School faculty endorsement to chair a research committee for the

_____ Ph.D. Program, and I am am not on the open lab

list approved by the 10 Ph.D. Programs.

SIGNATURES

All signatures are required

Student Signature & Printed Name

Date

Faculty Mentor Signature & Printed Name

Date

Ph.D. Program Chair/Director Signature & Printed Name

Date

Faculty Mentor's Primary Department Chair Signature
& Printed Name

Date

(if primary Department is not the relevant PhD Program Department)

This form is to be completed by the student, mentor, and program chair / director prior to the end of the first academic year in the IBMG Program.

IUSM - Graduate Division 06/2010



INDIANA UNIVERSITY GRADUATE SCHOOL

APPOINTMENT OF ADVISORY COMMITTEE

(Please Type)

Name of Student _____ Univ ID _____

Department _____ Birth Date _____

Major _____ Minor(s) _____

Date of Enrollment in the University Graduate School _____

ADVISORY COMMITTEE:

Name Discipline Signature

1st inside member _____

2nd inside member _____

1st outside member _____

Signature/Departmental Chairperson
or Graduate Advisor _____ Date _____

Approved/Associate Dean
University Graduate School _____ Date _____

Note: The student's major department shall assign every Ph.D. student admitted to a degree program to an advisory committee no later than one year after admission to the Ph.D. program. The names of the faculty on the advisory committee shall be forwarded, also no later than one year after admission, to the Graduate School for approval.



Indiana University School of Medicine
Graduate Division
Ph.D. QUALIFYING EXAM REPORT

This form should be used to record the result of a qualifying exam (i.e. the exam that a Ph.D. program uses to determine transition of a doctoral path student to candidacy). If the program exam format involves several steps, this form should be used to report the final, deciding part of the exam. If there is a retake of the exam, this form should again be used to record the result of the retake exam.

Name of student _____ University ID number _____
 Ph.D. program _____
 Major Professor _____
 Date of student first enrollment in IUSM graduate study _____
 Date of qualifying exam: _____

Advisory Committee/Qualifying Exam Committee - Signatures and Recommendations

Name	Department	Signature

Exam Result and Recommendation:

- Pass and student recommended for candidacy
- Fail and student recommended to retake the exam by this date _____
- Fail and student is not recommended to retake the exam

Comments

Submit this form to the IUSM Graduate Division in MS 207 – retain a copy for the program student record and give a copy to the student.

INDIANA UNIVERSITY GRADUATE SCHOOL

NOMINATION TO CANDIDACY FOR THE PHD DEGREE
(Please Type)

Name of Student _____ Univ ID _____

Department _____ Birth Date _____

Date of Enrollment in the University Graduate School _____ Date of Qualifying Exam _____

Date Candidacy Expires _____ Total Graduate Credits Earned (Including Transferred Credits)* _____

REQUIREMENT COMPLETION DATES

Major _____

Minor _____ Date _____

Minor _____ Date _____

Language Proficiency (If student is using research skill, please list courses)

_____ Date _____

_____ Date _____

This certifies that the above named student has passed the Qualifying Examination and is hereby nominated to candidacy for the PHD degree.

Advisory _____

Committee _____

Signatures _____

Outside Minor _____
(Outside Minor Examination Passed)

OR _____
(Outside Minor Examination Waived)

Chair or Graduate Advisor/Major Dept. _____ Date _____

Information Verified/PHD Recorder _____ Date _____
University Graduate School

Approved/Associate Dean _____ Date _____
University Graduate School

*Do not submit this form to the University Graduate School until the transfer of all credits from other institutions has been posted.



INDIANA UNIVERSITY GRADUATE SCHOOL

NOMINATION OF RESEARCH COMMITTEE FOR THE PHD
(Please Type)

Name of Student _____ Univ ID _____
Department _____ Birth Date _____
Major _____ Minor(s) _____
Date of Qualifying Exam _____
Date of Enrollment in the University Graduate School _____
Proposed Dissertation Title _____

Dissertation Prospectus: Please attach a one-two page summary of the proposed research. If the research involves human subjects, animals, biohazards, biosafety, or radiation, please also attach an approval from the appropriate committee.

Note: Your signature below indicates that you have read the attached prospectus and agree to serve, if appointed, on a committee to supervise this research.

Table with 4 columns: NAME, SIGNATURE, DEPARTMENT, UNIV ID (required). Includes rows for Chair of Committee and Minor Representative.

All committee members must be members of the University Graduate School Faculty and at least half must have the endorsement to direct doctoral dissertations.

I certify that I have examined the attached prospectus and that this committee is appropriate to supervise research in this area.

Signature/Departmental Chairperson _____ Date _____

Approved/Associate Dean
University Graduate School _____ Date _____

(To be used only by students who have passed the qualifying examination and who have previously been admitted to candidacy)

VIII. Appendices

G718 Research in Biomedical Science

Syllabus

Grading policy

FAQs

Forms:

- Rotation agreement form
- Faculty rotation evaluation form
- Student rotation evaluation form
- Program Selection form

Syllabus

Research in Biomedical Science, Course number: G718

Prerequisites: none

Instructor: Simon J. Rhodes, Ph.D. (srhodes@iupui.edu)

Indiana University School of Medicine, Graduate Division

Medical Science Building Room 207, 635 N. Barnhill Drive, Indianapolis, IN 46202-5120

Tel: 317-274-3441; Fax: 317-278-5211

A laboratory research rotation course allowing incoming basic science doctoral graduate students in the School of Medicine (IUSM) to take research rotations in laboratories affiliated with any of the ten IUSM PhD programs. Permission of instructor required.

Specific Objectives for Student

- Understand the research topics under investigation in the laboratory.
- Understand the research methods in use in the laboratory.
- Begin to develop critical thinking skills, the ability to meaningfully design biomedical studies, a work ethic consistent with those of a professional scientist, and to learn appropriate time management skills.
- Understand the typical expectations and the curriculum of the relevant biomedical science graduate program (Anatomy & Cell Biology, Biochemistry & Molecular Biology, Biophysics and Biomolecular Imaging, Cellular & Integrative Physiology, Medical & Molecular Genetics, Medical Neuroscience, Microbiology & Immunology, Pathology, Pharmacology, or Toxicology).

Time in the Lab

A typical research rotation will be 2 credits and will involve the student spending at least 15 hours per week in the prospective mentor's laboratory (- past rotation evaluations suggest that it is typically more). On two days per week, it is expected that ~6 hours per day should be spent in the laboratory. Each rotation will be 8 weeks. The student is expected to design and perform experiments, attend any laboratory research meetings, attend any laboratory journal clubs, discuss ongoing projects with laboratory members, etc. The student should also attend research seminars, department/program events, and other activities relevant to the mentor's laboratory and the graduate training program under consideration.

Choosing a Laboratory

- To begin identifying appropriate labs for rotations, students should consult with their 2 assigned advisors from their tentative graduate programs soon after they arrive on campus.
- To identify appropriate labs for rotations, students should attend presentations given by the IUSM graduate program directors in the Introduction to Programs course and should also attend any program events such as open days, poster sessions, research retreats, etc.
- Students should consult the open lab list that is maintained by the Graduate Division using data provided by the Ph.D. programs.
- To identify appropriate labs for rotations, students should interview faculty members whose research is interesting to them during their first few weeks after arrival for the fall semester.

The purpose of these interviews is to meet as many faculty as practical on a one-on-one basis and to discuss research interests and possibilities for research rotations.

- Following these interviews, students will identify faculty members who agree to serve as lab rotation mentors during the first year and then discuss these possible laboratory rotations and dissertation mentors with their advisors.

Possible Topic Areas during the Interview with a Faculty Member

- What projects are available for the student to work on?
- What graduate program is under consideration (many faculty are affiliated with >1 program)?
- What are the requirements of that program for the student and for the faculty mentor?
- The roles and expectations of the mentor and other members of the rotation laboratory (i.e. who – mentor, postdoc, graduate students, technicians – will teach techniques, help with experiments, etc.).
- The amount of time the student is expected to devote to the project and the number of hours per week the student is expected to work in the lab.
- What are the expectations of the student?
- What is the funding situation in the lab?
- How many students will likely do rotations with that faculty member this year?
- How many permanent openings for IBMG students are there in the mentor’s lab?

Rotation Mentor Agreement Form

- When a student and faculty mentor both agree that the student will rotate in this lab, both the student and the mentor complete and sign an IBMG Rotation Mentor Agreement form (below). It is the student’s responsibility to file this form with the Graduate Division by the due date.

At the Start of the Rotation

At the start of the rotation, faculty should form a plan with a rotating student to delineate:

- The PhD program that is under consideration (because some faculty have appointments with several programs)
- Schedule for mentor meetings with the student
- The research project assigned for the rotation
- The goals and expectations of the mentor and student for the rotation
- Safety, security, communication, note taking, etc.
- Schedule for student’s time in the lab
- Involvement of the student in lab activities, such as lab meetings and journal clubs
- Involvement of the student in Department/program activities, such as seminars

Rotation Dates 2010-2011

<u>Rotation 1</u>	Fall Semester – last 8 weeks (October 14 th – December 10 th)
<u>Rotation 2</u>	Spring Semester – first 8 weeks (January 10 th – March 4 th)
<u>Rotation 3</u>	Spring Semester – last 8 weeks (March 7 th – April 29 th)

Forms and Deadlines

- Lab Rotation Mentor Agreement form (due prior to each rotation)
 - October 1st – Rotation 1 Mentor Agreement Form due
 - December 17th – Rotation 2 Mentor Agreement Form due
 - February 25th – Rotation 3 Mentor Agreement Form due
- Faculty Evaluation Form completed by the mentor and returned to Dr. Rhodes (Med Sci Room 207) by the mentor or staff– please review G718 Grading Policy
 - December 17th – Rotation 1 Evaluation Form due
 - March 11th – Rotation 2 Evaluation Form due
 - May 6th – Rotation 3 Evaluation Form due
- Lab Student Evaluation Form completed by the student and returned to Dr. Rhodes (Med Sci Room 207)
 - December 17th – Rotation 1 Evaluation Form due
 - March 11th – Rotation 2 Evaluation Form due
 - May 6th – Rotation 3 Evaluation Form due
- Program Selection Form – due in May 4th – completed by the student, faculty mentor, Program Chair / Program Director (and faculty mentor’s primary department chair if it is not the relevant PhD Program Department) to select the permanent laboratory/mentor and PhD program.

Safety

Although the IBMG students have had introductory talks about lab safety, radiation, etc. during orientation, it is the responsibility of the rotation mentor to ensure that students only participate in allowable activities after training and with appropriate supervision in accordance with University policies on safety, radiation use, biohazards, etc.

Time Management/Expectations

- It is helpful at the outset of a rotation to develop a tentative work schedule and a schedule to meet regularly with the faculty mentor. The nature of the experiments will help in deciding the schedule.
- If at any time the student finds that she/he cannot maintain the agreed-upon rotation schedule, due to the demands of their academic coursework or any other reason, they need to inform their faculty mentor of this situation and discuss how they will complete the rotation.
- At or toward the end of each rotation (~final week), students will prepare a short oral presentation on their work presented during the laboratory group meeting - and a two page written report of their work with topic background information on their work. The exact format for this requirement will be determined by each faculty mentor. Both the oral presentation and the report are between the student and the mentor – they are just designed to provide summative experiences for the rotation to help the student and mentor consider the rotation experience.

After the Rotation

- **Students** – please maintain good communication with your rotation mentors. If you are interested in possible joining a laboratory, it is good to let that faculty member (or members) know so that they understand your continued interest.
- **Faculty** - please maintain good communication - if your lab situation changes such that you will no longer be able to take an IBMG student, please let the Graduate Division, the relevant graduate programs, and IBMG students who have rotated through your lab know as soon as possible.

Note to Faculty

- Please do not end a rotation early – let the rotation take the assigned length of time.
- If there are situations that indicate that the rotation should be terminated early, please contact Dr. Simon Rhodes prior to communicating to the student that the rotation has been terminated.

Bibliography

- *Ethics in Biomedical Research*. DVD. Available free from the Howard Hughes Medical Institute (HHMI). www.hhmi.org.
- *At the Bench: A Laboratory Navigator* by Kathy Barker. Cold Spring Harbor Laboratory Press, Cold Spring Harbor, New York, 2004.
- *At the Helm - A Laboratory Navigator* by Kathy Barker. Cold Spring Harbor Laboratory Press, Cold Spring Harbor, New York, 2002.
- *Guide to the Successful Thesis and Dissertation* by James Mauch and Namgi Park. Fifth Edition. 2003. Books in Library and Information Science series, Marcel Dekker, Inc.
- *Making the Right Moves (2nd edition): A Practical Guide to Scientific Management for Postdocs and New Faculty*. A free download at <http://www.hhmi.org/resources/labmanagement/>. Free copies also in Grad Division – come and get one!
- *On the Right Track – a Manual for Research Mentors* by Margaret King. 2003. Council of Graduate Schools.

In addition, students should familiarize themselves with recent publications from the laboratory in which the rotation experience is being held.

Cheating and Plagiarism

Students are instructed to make themselves aware of University regulations concerning plagiarism, the maintenance of academic honesty, and the definitions of unacceptable behavior and cheating. Academic misconduct of any sort will not be tolerated and will be dealt with as outlined in the **IU/IUPUI Code**, which can be viewed at: <http://www.iupui.edu/code/>

Please also remember that IBMG students have signed the IUSM Honor code: <http://medicine.iu.edu/documents/HPP/SOMHonorCode.pdf>

Students are also required to complete the online IU Plagiarism course prior to the beginning of the first rotation: <http://www.indiana.edu/~istd>

Examples of misconduct include but are not limited to:

1. Cheating

A student must not use or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise

2. Fabrication

A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.

3. Plagiarism

A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge an indebtedness whenever he or she does any of the following:

- a. Quotes another person's actual words, either oral or written
- b. Paraphrases another person's words, either oral or written
- c. Uses another person's idea, opinion, or theory; or
- d. Borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

4. Interference

- a. A student must not steal, change, destroy, or impede another student's work.
- b. A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

Potential consequences for academic misconduct:

If the instructor has information that one of his/her students committed an act of academic misconduct, the faculty member will hold an informal conference with the student. The conference will be prompt and private. If the faculty member concludes that the student is responsible for the misconduct, then the faculty member will impose an appropriate academic sanction (i.e., lower or failing grade on the assignment, assessing a lower or failing grade for the course). Students are reminded of the code of conduct form that they signed upon joining the IUSM and that their actions may be subject to additional scrutiny by the IUSM Graduate Division. See also:

<http://www.iupui.edu/code/>

Americans with Disabilities Act

If you need any special accommodations due to a disability, please contact IUPUI Adaptive Educational Services at (317)-274-3241. The office is located in CA 001E. Students can also contact the IUSM Graduate Division at 274-3441 (MS 207).

Grading G718 Research in Biomedical Science (Research Rotations)

- At the end of the rotation, the faculty mentor will provide a written evaluation of each student's accomplishments and development using the "Faculty Evaluation of an Indiana University School of Medicine BioMedical Gateway (IBMG) Lab Rotation" form (copy below).
- The student will also complete a confidential evaluation form (Student Evaluation of an Indiana University School of Medicine BioMedical Gateway (IBMG) Lab Rotation) - copy below.
- A copy of the faculty evaluation will be given to the student and filed in the student's record.
- The grade for the rotation will be based on performance in the official 8-week period.
- The grade will be assigned by the faculty member in whose laboratory the student performed the rotation.
- In assigning the grade, the faculty member will consider the overall performance of the student during this rotation. Factors to be weighted will include:
 - the level of commitment of the student (e.g. time devoted, reliability and conscientiousness, punctuality).
 - impressions of the student's abilities (self-reliance and independence, intellectual curiosity, communication skills).
 - the ability of this student to master the concepts of the research (scientific comprehension, intellectual involvement).
 - the ability of this student to conduct independent research (laboratory skills, ability to organize scientific data, record keeping, accuracy).

Grade Assignment Guidelines

A+ or A	Student performed excellently in all four of the above areas.
A-	Overall, an excellent performance but with a minor concern in one area.
B+ or B or B-	A satisfactory performance in the laboratory rotation but faculty member has a significant concern in one area or minor concerns in >1 area.
C	An unsatisfactory performance due to significant concerns in at least 2 areas.
D or F	An unsatisfactory performance with significant concerns in several or all areas.

Notes

1. Grades of C and lower are not passing grades in graduate level courses.
2. In the first year, IBMG students are expected to:
 - a. Complete the full curriculum (G715, G716, G717, G718 [for 3 research rotations], G655 [1 cr version], and 6 credits from the IBMG spring modular course list);
 - b. Achieve grades of B (3.0) or better in all courses (**including G718**);

- c. Maintain an average GPA of 3.00 or better; and,
 - d. Attend the *Introduction to Programs* course (not for credit).
3. Excerpts from the IU Graduate School Rules:

Grade points are assigned at Indiana University according to the following scale, and grade point averages are computed taking into account any plus or minus accompanying a letter grade.

A+ or A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

Ordinarily a minimum of a B (3.0) average in graduate work is required for continuance in graduate study, and for all graduate degrees. Courses completed with grades below C (2.0) are not counted toward degree requirements, but such grades will be counted in calculating a student's grade point average. Some departments may require an average grade in graduate courses higher than 3.0, while others may count no courses completed with grades below 3.0 toward degree requirements (see below and Program/Department rules). No work may be transferred from another institution unless the grade is a B (3.0) or higher.

G718 Research in Biomedical Science FAQs

Can a faculty member take more than one student in an individual rotation?

Yes, providing that:

- *The faculty member is listed on the appropriate Ph.D. program's list of graduate faculty with lab openings (held by the IBMG program in the IUSM Graduate Division and updated frequently by the graduate program directors).*
- *All students communicating with the faculty member are aware of the total number of available permanent positions for graduate students in that lab for that cycle and the number of students doing rotations in that lab.*
 - *i.e. faculty and students operate with complete information.*

Can a faculty member take a student for a rotation if that faculty member does not have upfront funding for the student?

Yes, providing that:

- *The faculty member is listed on the appropriate Ph.D. program's list of graduate faculty with lab openings (held by the IBMG program in the IUSM Graduate Division). Because the fiscal responsibility for student support (after the first 12 months) lies with the individual Ph.D. programs, the programs have control over who they deem to be their available graduate faculty. The terms of these relationships varies from program to program.*
- *The faculty member must have facilities and funding for the research.*
- *All students communicating with the faculty member are aware of the funding situation*

Can a faculty member take a student for a rotation if that faculty member does not intend to take any students (or that student) for permanent assignments?

Yes, such rotations may be useful to establish research collaborations, or to investigate possible co-mentorship options, or to provide opportunities to learn techniques, etc. However, such rotations should only be entered into when the student understands that the faculty member will not take the student on permanent assignment. The student should only make such a decision after full consultation with their academic advisors from the Ph.D. programs and the Graduate Division.

The course syllabus asks that, towards the end of the rotation, the student give a lab meeting presentation and writes a short summary of their experience. What does this mean?

This is not a formal requirement – it is a suggested mechanism to provide summative experiences for the rotation to help the student and mentor consider the rotation experience.



Tomorrow's Doctors, Tomorrow's Cures®

Faculty/Student Compact

Compact Between Biomedical Graduate Students and Their Research Advisors

Learn
Serve



These guiding principles, known as the *Compact Between Biomedical Graduate Students and Their Research Advisors*, are intended to support the development of a positive mentoring relationship between the pre-doctoral student and their research advisor. A successful student-mentor relationship requires commitment from the student, mentor, graduate program, and institution. This document offers a set of broad guidelines which are meant to initiate discussions at the local and national levels about the student-mentor relationship.

The Compact was prepared by the AAMC Group on Graduate Research, Education, and Training (GREAT) and is modeled on the AAMC Compact Between Postdoctoral Appointees and Their Mentors, available at www.aamc.org/postdoccompact. Input on this document was received from the GREAT Group Representatives and the members of the AAMC governance. The document was endorsed by the AAMC Executive Council on September 25, 2008.

The Compact is available on the AAMC Web site at:
www.aamc.org/gradcompact

**Compact Between Biomedical Graduate Students and
Their Research Advisors**

Compact Between Biomedical Graduate Students and Their Research Advisors

Pre-doctoral training entails both formal education in a specific discipline and an apprenticeship in which the graduate student trains under the supervision of one or more investigators who are qualified to fulfill the responsibilities of a mentor. A positive mentoring relationship between the pre-doctoral student and the research advisor is a vital component of the student's preparation to become not only an independent and successful research scientist but also an effective mentor to future graduate students.

Individuals who pursue a biomedical graduate degree are expected to take responsibility for their own scientific and professional development. Faculty who advise students are expected to fulfill the responsibilities of a mentor, including the provision of scientific training, guidance, instruction in the responsible conduct of research and research ethics, and financial support. The faculty advisor also performs a critical function as a scientific role model for the graduate student.

Core Tenets of Pre-doctoral Training

Institutional Commitment

Institutions that train biomedical graduate students must be committed to establishing and maintaining high-quality training programs with the highest scientific and ethical standards. Institutions should work to ensure that students who complete their programs are well-trained and possess the foundational skills and values that will allow them to mature into independent scientific professionals of integrity. Institutions should provide oversight for the length of study, program integrity, stipend levels, benefits, grievance procedures, and other matters relevant to the education of graduate students. Additionally, they should recognize and reward their graduate training faculty.

Program Commitment

Graduate programs should endeavor to establish graduate training programs that provide students with the skills necessary to function independently in a scientific setting by the time they graduate. Programs should strive to maintain scientifically relevant course offerings and research opportunities. Programs should establish clear parameters for outcomes assessment and closely monitor the progress of graduate students during their course of study.

Quality Mentoring

Effective mentoring is crucial for graduate school trainees as they begin their scientific careers. Faculty mentors must commit to dedicating substantial time to graduate students to ensure their scientific, professional and personal development. A relationship of mutual trust and respect should be established between mentors and graduate students to foster healthy interactions and encourage individual growth. Effective mentoring should include teaching the scientific method, providing regular feedback in the form of praise and constructive



criticism to foster individual growth, teaching the “ways” of the scientific enterprise, and promoting students’ careers by providing appropriate opportunities. Additionally, good graduate school mentors should be careful listeners, actively promote and appreciate diversity, possess and consistently exemplify high ethical standards, recognize the contributions of students in publications and intellectual property, and have a strong record of research accomplishments and financial support.

Provide Skills Sets and Counseling that Support a Broad Range of Career Choices

The institution, training programs, and mentor should provide training relevant to academic, industrial, and research careers that will allow their graduate students to appreciate, navigate, discuss, and develop their career choices. Effective and regular career guidance activities should be provided, including exposure to academic and non-academic career options.

Commitments of Graduate Students

- **I acknowledge that I have the primary responsibility for the successful completion of my degree.** I will be committed to my graduate education and will demonstrate this by my efforts in the classroom and the research laboratory. I will maintain a high level of professionalism, self-motivation, engagement, scientific curiosity, and ethical standards.
- **I will meet regularly with my research advisor and provide him/her with updates on the progress and results of my activities and experiments.**
- **I will work with my research advisor to develop a thesis/dissertation project.** This will include establishing a timeline for each phase of my work. I will strive to meet the established deadlines.
- **I will work with my research advisor to select a thesis/dissertation committee.** I will commit to meeting with this committee at least annually (or more frequently, according to program guidelines). I will be responsive to the advice of and constructive criticism from my committee.
- **I will be knowledgeable of the policies and requirements of my graduate program, graduate school, and institution.** I will commit to meeting these requirements, including teaching responsibilities.
- **I will attend and participate in laboratory meetings, seminars and journal clubs that are part of my educational program.**
- **I will comply with all institutional policies, including academic program milestones.** I will comply with both the letter and spirit of all institutional safe laboratory practices and animal-use and human-research policies at my institution.
- **I will participate in my institution's Responsible Conduct of Research Training Program and practice those guidelines in conducting my thesis/dissertation research.**
- **I will be a good lab citizen.** I will agree to take part in shared laboratory responsibilities and will use laboratory resources carefully and frugally. I will maintain a safe and clean laboratory space. I will be respectful of, tolerant of, and work collegially with all laboratory personnel.
- **I will maintain a detailed, organized, and accurate laboratory notebook.** I am aware that my original notebooks and all tangible research data are the property of my institution but that I am able to take a copy of my notebooks with me after I complete my thesis/dissertation.
- **I will discuss policies on work hours, sick leave and vacation with my research advisor.** I will consult with my advisor and notify fellow lab members in advance of any planned absences.
- **I will discuss policies on authorship and attendance at professional meetings with my research advisor.** I will work with my advisor to submit all relevant research results that are ready for publication in a timely manner prior to my graduation.
- **I acknowledge that it is primarily my responsibility to develop my career following the completion of my doctoral degree.** I will seek guidance from my research advisor, career counseling services, thesis/dissertation committee, other mentors, and any other resources available for advice on career plans.

Commitments of Research Advisors

- **I will be committed to the life-long mentoring of the graduate student.** I will be committed to the education and training of the graduate student as a future member of the scientific community.
- **I will be committed to the research project of the graduate student.** I will help to plan and direct the graduate student's project, set reasonable and attainable goals, and establish a timeline for completion of the project. I recognize the possibility of conflicts between the interests of externally funded research programs and those of the graduate student, and will not let these interfere with the student's pursuit of his/her thesis/dissertation research.
- **I will be committed to meeting one-on-one with the student on a regular basis.**
- **I will be committed to providing financial resources for the graduate student as appropriate or according to my institution's guidelines, in order for him/her to conduct thesis/dissertation research.**
- **I will be knowledgeable of, and guide the graduate student through, the requirements and deadlines of his/her graduate program as well as those of the institution, including teaching requirements and human resources guidelines.**
- **I will help the graduate student select a thesis/dissertation committee.** I will assure that this committee meets at least annually (or more frequently, according to program guidelines) to review the graduate student's progress.
- **I will lead by example and facilitate the training of the graduate student in complementary skills needed to be a successful scientist, such as oral and written communication skills, grant writing, lab management, animal and human research policies, the ethical conduct of research, and scientific professionalism.** I will encourage the student to seek opportunities in teaching, if not required by the student's program.
- **I will expect the graduate student to share common laboratory responsibilities and utilize resources carefully and frugally.**
- **I will not require the graduate student to perform tasks that are unrelated to his/her training program and professional development.**
- **I will discuss authorship policies regarding papers with the graduate student.** I will acknowledge the graduate student's scientific contributions to the work in my laboratory, and I will work with the graduate student to publish his/her work in a timely manner prior to the student's graduation.
- **I will discuss intellectual policy issues with the student with regard to disclosure, patent rights and publishing research discoveries.**
- **I will encourage the graduate student to attend scientific/professional meetings and make an effort to secure and facilitate funding for such activities.**
- **I will provide career advice and assist in finding a position for the graduate student following his/her graduation.** I will provide honest letters of recommendation for his/her next phase of professional development. I will also be accessible to give advice and feedback on career goals.



**Compact Between Biomedical Graduate Students and
Their Research Advisors**

- **I will provide for every graduate student under my supervision an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment.**
- **Throughout the graduate student's time in my laboratory, I will be supportive, equitable, accessible, encouraging, and respectful.** I will foster the graduate student's professional confidence and encourage critical thinking, skepticism and creativity.

