

# DEPARTMENT OF MICROBIOLOGY & IMMUNOLOGY

## GRADUATE STUDENT HANDBOOK

**2021 – 2022**

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## WHO DO I ASK ABOUT...?

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| Ph.D. degree requirements, course selection                            | Nicole Koropatkin, Grad Studies Chair                                                                                 |
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| Course registration, graduate student forms                            | Heidi Thompson                                                                                                        |
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| Associate Director, MSTP                                               | Suzanne Dawid                                                                                                         |
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## GENERAL INFORMATION

The Microbiology and Immunology (M/I) Department offers a Ph.D. degree through the Rackham School of Graduate Studies. Most students are admitted through the Program in Biomedical Sciences (PIBS) at the University of Michigan. The Microbiology and Immunology Program will give a foundation that will enable students to pursue a broad range of career choices spanning from academics to industry and from the theoretical to the translational.

The M/I Department has instituted a M.S. degree program through the Rackham School of Graduate Studies. M.S. students are admitted directly to the M/I Department. Specific details of that program are given in the Appendix.

This handbook outlines the steps necessary to complete the requirements for the Ph.D. degree in the Microbiology and Immunology Department. *Google Drive* <https://drive.google.com/drive/folders/0AIWYEAKPMKvXUk9PVA> is housing the most recent forms and guidelines for M/I students (department information), including an up-to-date version of this handbook.

MSTP students entering the M/I Program are considered to be at the same level as students entering the program after 1 year in PIBS.

## **MICROBIOLOGY & IMMUNOLOGY GRAD STUDIES COMMITTEE**

The role of the M/I Graduate Studies Committee is to advise students, address student concerns, facilitate M/I admissions, approve dissertation committee selections, approve advancement to candidacy, and resolve issues concerning the graduate student curriculum. The Committee is appointed by the Department Chair and includes a Chair and faculty members (both primary and joint appointees).

## **REQUIREMENTS FOR M/I DOCTORAL STUDENTS**

(For Rackham requirements, see [http://www.rackham.umich.edu/policies/academic\\_policies/](http://www.rackham.umich.edu/policies/academic_policies/))

1. A minimum of 18 credit hours in didactic graduate-level coursework (\*course numbers designated 500 and above except as noted), excluding research.
2. Students must make satisfactory progress toward their degree and have a minimum Rackham cumulative grade point average (GPA) of B (3.0 on a 4.0-point scale) to maintain satisfactory academic standing. Students who fall below the GPA requirement of their program or Rackham are placed on academic probation the following semester. Courses in which grades of C or lower are earned cannot be used to fulfill degree requirements.
3. The course requirements are detailed in "COURSE SELECTION," below. The 18 credits should consist of at least one basic core course (3 Cr), 7 credits in specific MICRBIOL courses 607 (2 Cr), 615 (2 Cr), and 640 (3 Cr), MICRBIOL 812, and 7 credits of approved electives.
4. At least two laboratory research rotations (3-4 are recommended).
5. Successful completion of the preliminary examination (Checkpoint 1).
6. Successful completion of the dissertation evaluation (Checkpoint 2)
7. Annual progress evaluations of "excellent" or "satisfactory" by the dissertation committee.
8. Successful completion of the thesis project and defense of a dissertation, with at least one first-author primary research article accepted for publication.

## **ACADEMIC ADVISING**

PIBS students meet with at least two faculty during the first year for course registration. One is a PIBS director and the other is the M/I Grad Studies Chair.

Each pre-candidate student with a primary interest in M/I meets individually with the M/I Grad Studies Chair or Associate Chairs twice a year, before Fall and Winter terms, to discuss course work, lab rotations, student seminars, prelim preparations and performance. These meetings facilitate smooth and efficient transitions from the first PIBS year into the M/I department.

## **COURSE SELECTION**

### **Objectives for the M/I curriculum**

- 1) Promote flexibility and efficiency for integrating coursework and dissertation research while providing a solid foundation in the core concepts of microbiology and immunology.
- 2) Maximize curriculum possibilities for each student by customizing coursework that builds on pre-graduate education.
- 3) Facilitate transition from PIBS into Microbiology and Immunology.

The **Rackham Graduate School requires** students to complete a minimum of 18 credits of graded coursework while at the Ann Arbor Campus to achieve candidacy. Students should register for at least 9 credits each fall and winter term as pre-candidates; Rackham requires 9 hours for full-time study. Rackham does not have a concern/upper limit for credits per term until ~15 credits. As a candidate, students should register for a minimum of 8 credits (research and ONE other approved course).

**1. Basic core coursework:** M/I doctoral students are required to take at least 1 of 3 core courses or approved alternatives (3 credits total), during the first Fall term. Students are strongly encouraged to take a 2nd core course in the Fall of their 2nd year.

a. Biochemistry - BIOLCHEM660

b. Cell Biology (CDB 530, 3 Cr, or approved alternative CANBIO 554, Cancer Biology, 3 Cr – CANBIO enforced prerequisites include one of the following: CDB 530 or 581, MICRBIOL 640, HUMGEN 541 (3 Cr), PATH 581 or BIOLCHEM 501 or 515 or 660)

c. Genetics (HUMGEN 541, 3 Cr, or approved alternative MCDB 415, Microbial Genetics, 3 Cr; or EEB 516, Principles of Evolution, 4 Cr; or BIOLCHEM 650, Mechanisms of Eukaryotic Gene Expression, 3 Cr)

The specific courses elected to fulfill these requirements should be based on the student's prior educational background. These core courses can be used to fulfill the cognate requirement set by Rackham (“4 credit hours of cognate coursework with a grade of B- or better” [“cognate” means outside of M/I]. Except for students with a very strong background in biochemistry, biochemistry is generally recommended to fulfill this requirement. However, discussion with PIBS and M/I advisors will help students choose the best core course to take in the first Fall term.

These core courses are waived for **MSTP** students due to their extensive medical school coursework; MSTPs take BIOLCHEM 552, 2 Cr during their first semester of medical school.

**2. Required M/I coursework:** M/I doctoral (including MSTP) students must take 7 additional credits. (NOTE that the M/I course code for the Registrar’s Office omits the “O”!). Students must earn a grade B- or better in required course work; this may necessitate re-taking a required course prior to obtaining your doctoral degree.

MICRBIOL 607 Microbial Pathogenesis (3 Cr) – offered in the Winter semester

MICRBIOL 615 Viral Pathogenesis (2 Cr) – offered in the Winter semester

MICRBIOL 640 Molecular and Cellular Immunology (3 Cr) – offered in the Fall semester

These Required M/I courses are taken within the first year, as they are the foundation for the Checkpoint 1 preliminary exam for advancement to candidacy.

### **3. Additional REQUIRED courses for Microbiology & Immunology Doctoral Students**

PIBS 503 – Research Responsibilities and Ethics (1 Cr)

PIBS 600 – Laboratory Rotation (2 terms, 1-8 Cr) (Or MICRBIOL 599 for M&I direct admit students)

MICRBIOL 812 – Each term, beginning in Year 2, (except as waived to take other course(s) after advancing to candidacy; such non-registered students are expected to attend and present in 812).

**4. Elective credits:** M/I doctoral students need at least 7 elective credits approved by the Department. This requirement is waived for MSTP students. Electives should be selected to complement the student's research

interests and needs. Course offerings change frequently, so *students should check the PIBS Curriculum Guide for the most recent listings: <https://ogps.med.umich.edu/resources/curriculum/>*

Approved electives for M/I doctoral students include the following courses. If the student wants to have another elective added to the approved elective course listed to be counted toward the 7 credits of electives, the student **must** get prior approval from the Chair of Grad Studies.

**Approved:**

The core courses and their alternatives listed in (1) above

MICRBIOL 504 – Cellular Biotechnology (3 Cr, Winter)

MICRBIOL 510 – Mathematical Modeling of Infectious Disease (3 Cr)

MICRBIOL 612 – Microbial Informatics (3 Cr)

MICRBIOL 619 – Special Topics in Microbiology and Immunology (1-2 Cr, can be taken multiple terms on different topics)

MICRBIOL 512 – (PHRMACOL 502) - Introduction to Scientific Communication (“Grant writing”) (2 Cr) (for second year students and beyond)

MICRBIOL 813 – Science in the Clinics (1 Cr, Winter)

BIOINF 524 – Foundations for Bioinformatics (genes and proteins) (3 Cr, Winter)

BIOINF 525 – BI Foundations (intro to stats) (1 Cr – 3Cr, Winter)

BIOINF 527 – Intro Bioinformatics and Comp Biology (theories and practices) (4 Cr, Fall)

BIOINF 545 – High-throughput Molecular Genomic and Epigenomic Data Analysis (3 Cr, Winter)

BIOINF 551 – Proteome Informatics (3 Cr, Fall)

BIOSTAT 501 – Intro to Biostatistics (4 Cr, Fall)

BIOSTAT 521 – Applied Biostatistics (3 Cr, Fall)

BIOSTAT 646 –Molecular Genetic and Epigenetic Data Analysis (3 Cr, Winter)

CANBIO 554 – The Science of Cancer (4 Cr, Winter)

GEOSCI 513 – Introduction to Geomicrobiology (3Cr) not offered Fall 2021

HUMGEN 541 – Molecular Genetics (3 Cr, Fall)

HUMGEN 630 – Genetics (1Cr, Fall & Winter)

HUMGEN 632 – Exp Genetics Systems (1Cr, Fall)

IMM 850 – Res Colloquium Immunology (2 Cr, Winter)

IMM 851 – Special topics in Immunology (2 Cr, Fall)

PATH 581 – Tissue, Cellular and Molecular Disease (3 Cr, Winter)

PHARM – 502 Int Science Communication (2 Cr, Winter)

PHYSIOL – 576 Signal Transduction (1 Cr, Winter)

PHYSIOL – 577 Membrane and Cell Physiol (2 Cr, Winter)

*Additional Electives to Consider* (These will not count toward M/I 17 Cr hour requirement; could be taken in year 2 and beyond, with approval of mentor and Grad Studies)

PIBS 504 – Rigor & Reproducibility Training (1Cr)

PIBS 505 – Teaching in Sciences (2 Cr) (Year 2 Winter)

PIBS 507 – Introduction to Translational Research (2 Cr) (Winter)

PIBS 550 – Biomedical Innovation & Entrepreneurship I (2 Cr)

PIBS 750 – Biomedical Innovation & Entrepreneurship I & II (3 Cr)

PIBS 722 – Writing and Publishing Scientific Manuscripts (3 Cr)

PUBPOL – 650 Intro to Science & Technology Policy Analysis

PUBPOL – 754 Research Seminar in Science, Tech and Public Policy

ES – 515 (1.5) Intro to Entrepreneurship  
BA – 518 (2.25) The Business of Biology  
ENGR – 490 (1.5) Entrepreneurial Ownership

### **Typical Timeline and Sample Curriculum for Years One and Two for M&I Program**

These guidelines are different for MSTP and those pursuing the M.S. dual degree.

*In general, you must register for a minimum of 9 credits as a pre-candidate. Rackham will allow students to register up to 15 credits as a pre-candidate, but no more than 12 credits are recommended unless required to fulfill a dual degree.*

M&I doctoral students advance to candidacy in January of their second year. Starting Winter of Year 2, students must register for 8 credits of research and one other course (up to a max of 4 total credits).

### **Year One – Fall Semester (9 credits required, up to 12)**

#### **Required:**

PIBS 800: PIBS Seminar Series, 1 credit graded course

\*PIBS 600: Research rotation, independent study, 3-4 credits, graded course

MICROBIOL 640: Molecular and Cellular Immunology, 3 credit graded course

One Basic core course (Human Genetics 54, Cell Developmental Biology 530 or Biological Chemistry 660 or approved alternative, see above), 3 credit graded course

Following the above schedule, you would have taken 10 graded credits towards the 18 required for candidacy. You have also completed the basic core one course (3 credit) requirement.

*\*How many credits of PIBS600 should you take? 3 credits are recommended unless you need 4 to achieve a minimum of 9 total credits. This can be decreased to 2 for the Dual Degree if necessary.*

### **Year One – Winter Semester (9 credits required, up to 12)**

#### **Required:**

PIBS 800: PIBS Seminar Series, 1 credit graded course

\*PIBS 600: Research rotation, independent study, 3-4 credits, graded course

MICRBIOL 607 Microbial Pathogenesis, 3 credit graded course

MICRBIOL 615 Viral Pathogenesis, 2 credit graded course

\*\*PIBS 503 – Research Responsibilities and Ethics, 1 Credit

PIBS 504: Rigor & Reproducibility Training (*This course is recommended for PIBS students but not required*)

*\*\*This course is sometimes taught in the Fall semester; PIBS provides information each year on this one-credit discussion-based class on Research Ethics.*

Following the above schedule, you will have taken another 10 graded credits towards the 18 credits that are required for candidacy.

- You have also now completed your PIBS course requirements.
- You have now completed your core M&I requirements.
- You have the requisite 18 graded credits for advancement to candidacy.

### **Year Two – Fall Semester (9 credits required, no more than 12)**

MICROBIOL599: Non-Dissertation Research: - register for the section under your PI's name

1 – 2 elective courses, variable credits (note: 7 credits are required before graduation)

MICRBIOL 812, Taken S/U as an attendee, each student presents once each academic year.

### **Year Two – Winter Semester (8 credits min, no more than 12 (research + one class))**

MICRBIOL 999: Candidate Dissertation Research: 8 credits

Additional class(s) up to 4 credits

-If done with electives, sign up for 812

-If you are taking another course, do not sign up for 812 but you are expected to attend and participate

### **Year Three +**

MICRBIOL 999: Candidate Dissertation Research: 8 credits

Additional class(s) up to 4 credits

-If done with electives, sign up for 812

-If you are taking another course, do not sign up for 812 but you are expected to attend and participate

### **Taking 400-level courses to fulfill graduate degree requirements**

Undergraduate courses that the M&I department deems appropriate for our curriculum must be approved on a course-by-course basis by Rackham. Approval can be granted in two ways. First, if a 400-level course is not currently approved for graduate credit, students may ask the instructor for additional work assignments appropriate for graduate study and petition Rackham on an individual ad-hoc basis to grant graduate credit based on the additional work done. They should also get approval from Grad Studies. The Rackham petition form may be downloaded here: [Petition for Modification or Waiver of Regulation - Rackham Graduate School: University of Michigan](#). Second, if a 400-level course is of interest to many M&I students, the current instructor of the course should contact the Graduate Studies Coordinator to fill out a Course Approval Request Form and submit it to the UM registrar. The form can be downloaded here [Forms | Office of the Registrar](#). The department and the instructor will decide what additional work will be required for graduate credit (to be described on the form) and whether or not to cross-list the class with a 500-level course designation. This form only needs to be filed once with the registrar, not each semester. The Graduate Studies Committee should receive a copy of the Course Approval Request Form and keep it on file in the Department.

Currently the following 400-level courses approved for Rackham graduate credit include MCDB 415, Microbial genetics (counts toward M/I 17 Cr requirement); and MICRBIOL 405 (Medical micro), 415 (Virology), 430 (Microbial symbiosis), 440 (Immunology), and 460 (Eukaryotic micro). The MICRBIOL 400-level courses count for Rackham grad credit but NOT for the M/I 17 Cr requirement.

### **LABORATORY ROTATIONS**

During the first year, under the auspices of PIBS, each student participates in research immediately upon entering the University by completing at least two laboratory rotations. **Students are strongly encouraged to complete at least 3 rotations to take advantage of the breadth of research in the biomedical sciences at Michigan.** Traditionally, laboratory rotations are either one full term (including summer term prior to the first academic school year or spring term after the first year), or half-term. Half-term rotations may be arranged with permission of the mentors and are strongly encouraged to give students a broad experience in Microbiology and Immunology and biomedical sciences. *Starting in July 2020, all rotations for the 2020-21*

*academic year will be 8 weeks in length.* The student receives academic credit for each rotation by enrolling in PIBS 600 - for a number of hours arranged in consultation with the sponsoring faculty member. At least two laboratory rotations should be completed during the first 10 months of enrollment and must be completed prior to the selection of a dissertation mentor. Students may do additional rotations before selecting a mentor.

New students should become acquainted with the research interests of the M/I department faculty. These are detailed on the M/I website ([Research | Microbiology & Immunology | Michigan Medicine](#)). Students also learn about M/I faculty research in private discussions with faculty members, public seminars and research presentations, and in literature surveys.

MSTP students entering the program will have completed two lab rotations, with a possible third, during the summers.

**Picking the right rotations** is critical for finding a dissertation lab where the student will be successful. Before choosing a rotation lab, students should meet with the professor to discuss expectations and research projects. Some questions students may want to ask before choosing a rotation lab:

- Is the lab currently taking new students? How many other students are interested in rotating and how many new students can the mentor accept into the lab?
- What does the mentor expect from rotation students? How much time do rotation students generally spend in the lab and how much data are students expected to produce?
- What projects are available? Does the mentor expect the student to work on a project on the mentor's grant or do graduate students have more freedom to define their own research projects?
- How many people are in the lab and are the other members of the lab experienced researchers? Do the members of the lab enjoy training students? Are lab members happy in the lab?
- How are lab meetings and meetings with the mentor structured? Is there a venue for supportive and open discussion of a student's work within the lab and with the mentor?
- Does the lab have enough funds to support a graduate student through the duration of the dissertation research? Where does the funding come from? Are students expected to apply for training grants or write grant proposals to secure their own funding?
- What is the mentor's managing style? Younger researchers are more likely to be in the lab and involved in training students on a day-to-day basis, while more senior professors often have administrative and professional duties that keep them away from the lab some of the time.
- How long has it taken previous graduate students to complete their degrees?

## **M/I STUDENT SEMINAR (MICRBIOL 812)**

### **Overview**

Student seminars are presented Fridays from 12:00 -1:00 p.m. during the academic year. Second, third, and fourth year students present seminars on their own research. Students work with the research mentor to prepare the talk and practice it formally before the actual presentation. **Students must send out an email to the department ([microbiology@umich.edu](mailto:microbiology@umich.edu)) two days in advance (i.e. Wednesday 12pm before their assigned Friday presentation) with their name, Zoom or In Person , assigned reviewers' names, title of abstract, and abstract within the body of the email.** At the formal seminar, discussion and criticism of the research by the audience are encouraged. Two faculty members evaluate and discuss the presentation with each student at the end of the seminar. Attendance is required for all students.

### **Details of 812 Seminar Preparation**

1. In May-June of the preceding school year a schedule is set up for student presentations for the academic year. Students may have a brief time to choose a date, after which they are assigned if they haven't chosen.

The faculty member in charge of MICRBIOL 812 assigns two faculty reviewers for the year. *If a student needs to change dates of their 812 seminar (in order to schedule it when their mentor can be there, etc.), they should arrange a swap with another presenter; make sure Heidi is informed of the changes as they happen.* Often students invite their dissertation committee members to get informal or formal (committee meeting) feedback from them.

2. At least four weeks prior to the presentation, the student should begin preparations with the dissertation mentor. They should discuss the topic, and the student should begin preparing the abstract and presentation with advice from the member.

3. One week or more before the seminar the student may want to schedule a formal practice with their research mentor and relevant lab or non-lab members. Evaluators provide comments about the strengths and weaknesses of the presentation. Based on feedback from the practice session, the student has an opportunity to implement suggestions for the formal seminar presentation the following week.

4. Two days prior to the seminar, the student should distribute the abstract of their presentation to Microbiology and Immunology as described above.

5. Two faculty reviewers meet with each student immediately after the presentation to discuss strengths and weaknesses of the seminar. These are generally focused more on organization, presentation style, graphics, and question answering, and less on the experimental data details.

### **SELECTION OF A DISSERTATION MENTOR**

Each student selects a dissertation mentor from the PIBS faculty to guide his or her dissertation research. As soon as possible after completion of laboratory rotations, the student should discuss with the mentor the possibility of joining the lab. Upon mutual agreement of the mentor and student, the decision should be announced to PIBS. The student should inform the other rotation mentors of his/her decision as soon as it is official. The selection of the dissertation mentor should generally occur by the end of the 1st academic year. In 2020, the earliest match date is March 15th; please refer to the PIBS program for other deadlines.

Once a student selects a lab, M/I research credits are elected each term. This is **MICRBIOL 599 for pre-candidates (Fall of Second Year), and MICRBIOL 995 for candidates (starting Winter of Second Year)**. The Winter of your second year students need to sign up for a course (Micrbiol 812) and then once the paperwork processes for each candidate (early January) the Graduate Studies Coordinator and Rackham will process your initial registration for the Micrbiol 995 course.

### **EVALUATION OF PROGRESS OF MICROBIOLOGY & IMMUNOLOGY DOCTORAL STUDENTS**

The M/I Graduate Studies Committee has a policy for evaluating doctoral candidates. Specifically, our goals are to:

- Ensure rigor and academic excellence of our graduate training program, thereby enhancing the career success of our trainees
- Clearly articulate expectations to the incoming students joining our department
- Incorporate training goals and competencies important for the Ph.D. degree
- Minimize the average time to degree of our doctoral students
- Provide a framework for students to master biological paradigms and literature relevant to their dissertation topic early in their career
- Conduct checkpoints to ensure that students who do not meet the defined criteria are mentored and encouraged to pursue other career options earlier rather than later.
- Provide regular feedback to our students to reward outstanding work and to allow for timely improvement in any areas that require it
- Maximize productivity of our doctoral students to promote their future success

## PRELIMINARY EXAM - ADVANCEMENT TO CANDIDACY (Checkpoint 1)

1. Eligibility and Timing: Students must be in good academic standing (GPA 3.0 or better) to take Checkpoint 1.
  1. The Graduate Studies Committee will determine whether students on academic probation will be permitted to continue in the program and take Checkpoint 1 at a later time. **The Checkpoint 1 is held in the third week of August, at ~12 months after matriculation.** This prelim date may be adjusted for MSTP students who may take it after their second rotation and after having decided on a dissertation mentor. It may also be adjusted for students deciding on M&I who had a primary interest in another department/program when they originally matriculated in PIBS.
2. Format: Students will be given three primary research articles (3 weeks prior to the exam) and will be required to understand the relevant literature and experimental approaches described therein, as well as general biological concepts. The students will choose 1 paper (of the 3) and prepare 1 page describing Specific Aims for future experiments (1-2 paragraphs Background & Significance, Statement of Hypothesis and Specific Aims, Description of 2-3 specific aims with sub-aims in bullet point format). References are not included in the page limitation.
3. Students will complete a 1.5-2 hr. oral exam to answer questions about relevant general knowledge, the 3 papers and the student's Specific Aims. Examining committees consisting of a limited number of faculty will examine all students over the week examination period. See additional information in the next section.
4. The GS Chair will communicate the summary of the exam to the student and mentor, and outline expectations and requirements for academic success (lab productivity, mastery of dissertation topic, etc...). Remediation will be rare and limited to cases with notable extenuating circumstances, as described below.
5. Before the end of Fall term of Year 2, Grad Studies will assess each student for **advancement to candidacy**. In order to advance, students must pass Checkpoint #1, maintain academic performance standards according to Rackham, and have a written letter of support from their research mentor. Each student's academic record and laboratory progress will be reviewed. The final approval as to whether the student is advanced to candidacy will incorporate the totality of the student's record, and failure to progress in any one of the 3 areas may result in denial of advancement to candidacy. Approved students' paperwork will be completed so that they advance officially with Rackham at the beginning of the next term.

## PRELIMINARY EXAM – FOCUS AND FORMAT

**1. Focus:** The questions and concepts in the exam will focus on three assigned papers: one each in the areas of virology, immunology and bacteriology/parasitology. The oral exam will test broad knowledge of biological paradigms and probe the student's ability to reason analytically and to develop and defend ideas. Thus, the emphasis will be on hypothesis testing and experimental design, as well as general knowledge. The student should be familiar with past experiments that support stated hypotheses and should have a strong conceptual grasp of relevant methodology. The committee members will expect students to be familiar enough with each technique proposed in the papers or specific aims to understand its theoretical basis, as well as its appropriateness and limitations in addressing the hypothesis being tested. However, detailed knowledge of such things as buffer ingredients and incubation times are less important, unless they are vital to the interpretation of the results. For example, if one proposes to use qPCR technology to measure mRNA levels, one should know how the assay works, whether the necessary starting materials are available, whether qPCR is the best approach to address the question being asked, and the limitations of using qPCR measurements. One does not need to know things like the exact ions needed for buffers or the reaction time of a particular step (unless it is a critical parameter for the assay in question). In contrast, if one were studying ion channels, one would be expected to know the ion concentrations in the buffers to be used to measure ion transport.

**2. Format:** Three weeks prior to the date of the examination, students will be assigned three recent papers related to microbiology or immunology. Students will be expected to understand the biological concepts underlying the papers and to have analyzed in minute detail the experiments performed in those papers. Further, students should be familiar with general biological concepts relevant to the studies. In addition, each student will be asked to choose 1 of the 3 papers as the basis for a Specific Aims page to be turned in 3 days prior to the exam date. The Aims page generally consists of:

- (a) Background and significance (1 paragraph)
- (b) Rationale and statement of hypothesis or question (1 paragraph)
- (c) 2-3 specific aims with brief bullet point descriptions of sub-aims

The examiners will ask questions related to the three assigned papers and the hypothesis and experiments in the student's Specific Aims. While questions will center around the three papers and the student's proposal, questions pertaining to general biological knowledge related to the papers should be anticipated by the student. Hence, the student should have a good grasp of microbiology and immunology in general at the level covered by M&I coursework. Within 1 day after the exam, the examining committee will communicate a report on strengths and weaknesses to Graduate Studies and recommend a "Pass with distinction," "Pass," or "Fail." After discussion by Graduate Studies, this information will then be communicated to the student and mentor. The student and mentor together must discuss the evaluation and prepare a plan to remedy any indicated knowledge gaps. Progress in this plan will later be reported (1) to the Graduate Studies Committee when seeking advancement to candidacy and (2) to the Dissertation Committee prior to Checkpoint 2. If a student earns a "Fail" evaluation, the mentor must petition Graduate Studies in writing within 1 week to request a re-take, with an explanation of why the student merits an additional opportunity. Re-takes will use the same format described above with a new examining committee and 3 new papers.

Advancement to candidacy requires passing the Checkpoint #1 exam, but in addition, coursework and laboratory performance must also be satisfactory. The final candidacy decision will be made by the Graduate Studies Committee after a full evaluation of the student's file. In most cases, this full evaluation will be by the end of the Fall term of Year 2.

## **DISSERTATION COMMITTEE AND RESEARCH**

The dissertation committee guides the research project of the student. Students are advised to **select their thesis committee members, with their advisor, within three months after advancing to candidacy**, usually by the end of March of Year 2. Students must complete their Checkpoint 2 exam by September (the start of their 3<sup>rd</sup> year) **and then meet with their committee at least once every 12 months thereafter**. The committee advises, guides and reviews the dissertation progress. Once the committee has been constituted, the Checkpoint 1 summary will be communicated to each member, so they can be aware of the student's strengths and weaknesses and ensure that the student is filling any knowledge gaps.

Rackham has requirements for the composition of the committee, see

<http://www.rackham.umich.edu/downloads/oard-dissertation-committee-guidelines.pdf>

Briefly, the dissertation mentor is Chair of the committee, which includes at least 3 additional members. At least 2 committee members must be from the home department (M/I). At least 1 member must be a cognate member (holding at least a 0.50 appointment in a Rackham doctoral program other than M/I). At least 3 members must be members of the Graduate Faculty (defined by Rackham as persons who are tenure or tenure-track instructional faculty holding an "unmodified" [i.e., not visiting, adjunct, etc.] appointment at the University of Michigan as Professor, Associate Professor, or Assistant Professor with an earned Doctorate from an accredited institution.).

Students should submit the names of proposed dissertation committee members to Heidi Thompson to register with Rackham. MSTP students have special requirements: MSTP policy is that the students should have their committees formed in the fall following their preliminary exams (they must submit their research abstract and aims as well as the committee members' names to the MSTP for approval by the MSTP Operating Committee in addition to approval by their department or program). They are expected to have their 1<sup>st</sup> committee meeting by the end of the year, and then every 6-9 months until graduation.

**Dissertation committee meetings must take place every 6-12 months.**

Students must advise the Graduate Studies Coordinator -Heidi, when each committee meeting is scheduled. There are special requirements for the first committee meeting (Checkpoint 2), as described below. For subsequent meetings, students are expected to prepare and distribute to their thesis committee a brief summary/outline, including recent data one week in advance. At each committee meeting after the Thesis Evaluation, **all** members of the thesis committee will fill out the evaluation form (found at the end of the handbook and at: <https://medicine.umich.edu/dept/microbiology-immunology/resources>) for the student's and mentor's review and to be archived in the student's file. The student should bring paper copies for the committee members to the meeting and provide the URL for the form electronically. If any committee member finds the student's progress to be unsatisfactory, the mentor should notify the Graduate Studies Chair for further discussion. Unsatisfactory evaluations received in two consecutive meetings may result in dismissal from the program.

**Dissertation and oral defense.** Prior to requesting permission to defend the doctoral dissertation, students are required to have published (or have accepted for publication) at least one first-authored primary research paper. ***This is a minimum requirement.*** A petition can be made by the thesis mentor if the student has made a major discovery, and the work has been submitted to a higher-level journal that is likely to have more stringent criteria for final acceptance. The student is expected to complete a substantial body of independent scholarly work. ***Upon approval by the dissertation committee***, the student writes a scholarly dissertation formatted according to the Rackham guidelines. Published manuscripts are often included as chapters in the dissertation. In addition, scholarly introduction and discussion chapters are typically included to provide an integrated dissertation. The defense consists of a public oral seminar and a final meeting with the dissertation committee, during which the student must satisfactorily defend the ideas and conclusions of their thesis research. Students must be registered for the semester in which the dissertation is defended.

**The Rackham website should be consulted for detailed instructions regarding the Ph.D. dissertation. There are important deadlines to meet and meetings to schedule with Rackham well in advance of the oral defense: <https://rackham.umich.edu/navigating-your-degree/completing-doctoral-degree-requirements/> Follow carefully the departmental checklist for Year 5 (or your final year) to insure that you meet all the Rackham and departmental requirements and deadlines!!! There won't be many recently completed Ph.D. students around to tell you how they did this. **At the time of the defense, the student should provide a copy of the M&I Doctoral Student Progress Checklist to their mentor, with completed items in Years 1-5 indicated with dates/initials. This document is in the Appendix to the Handbook.****

**FIRST DISSERTATION COMMITTEE MEETING/DISSERTATION EVALUATION (Checkpoint 2)**

1. Students will schedule the Dissertation Evaluation in Year 2 (April to September). At the time the Evaluation is scheduled, students will ensure that the dissertation committee and Graduate Studies Coordinator receives a copy of the student's Checkpoint 1 summary, current transcripts and specific aims.
2. Students will prepare for this evaluation throughout Years 1 and 2 by reading key literature, discussion

- with mentors/colleagues, filling in knowledge gaps, and by performing relevant laboratory research. Students are discouraged from significant absence (>1 week) from the laboratory before the exam for last minute preparations.
3. A detailed evaluation from the mentor and a self-evaluation from the student including progress on filling in knowledge gaps will be provided to the GSC at least 1 week prior to the dissertation exam for evaluation and deposited in the student's file (Student and mentor will use the form found at the end of handbook and at <https://medicine.umich.edu/dept/microbiology-immunology/resources>). Students are expected to demonstrate progress and independent motivation for laboratory research in order to be considered ready for the dissertation proposal evaluation.
  4. For the Dissertation Evaluation, students will submit a dissertation proposal (NIH R21 format; 1 page of Specific Aims and 6 pages of Research Strategy) **7 days** in advance of the exam date and are expected to exhibit deep knowledge of their dissertation topic and associated methodology. Faculty will rigorously test relevant knowledge and ability of the student to defend the central hypothesis and aims of the proposal as the basis for approval. The mentor will be present during the evaluation but may not contribute to the discussion. Another member of the dissertation committee, ideally a member of the M/I department, should be asked in advance to chair the meeting.
  5. Students should use ~5 slides to introduce their dissertation topic and proposed experiments and are expected to show preliminary data from their own work in support of their proposal. Additional slides can be prepared and held in reserve to respond to anticipated questions by the committee.
  6. Each dissertation committee member will evaluate the student's academic progress (broad and specific knowledge, critical thinking skills) and dissertation proposal, provide a 1 page evaluation post-exam (using the form found at the end of handbook and at <https://medicine.umich.edu/dept/microbiology-immunology/resources>) of the student's readiness to proceed with the dissertation plan, and will also provide scientific feedback for the benefit of the student and mentor. These evaluations will be given to the student and mentor and archived in the student's file.
  7. Students who receive approval from their dissertation committee will continue with their dissertation research, meeting with their committee at least annually.
  8. Students who do not receive approval will be placed on academic probation and required to have an additional Dissertation Evaluation within 3-6 months.
  9. Any student whose Dissertation Evaluation is not approved by the dissertation committee in the second meeting will likely not be allowed to proceed further in the program, barring extenuating circumstances.

### **SUBSEQUENT THESIS COMMITTEE MEETINGS**

Students must schedule a committee meeting at least every 12 months during their doctoral training. When committee meetings are scheduled, the date must be communicated to the student services coordinator, Heidi Thompson ([heiditho@umich.edu](mailto:heiditho@umich.edu)). For the thesis committee meeting, students should prepare the following:

1. A 1page summary of the thesis project and progress since the last committee meeting to be emailed to the committee at least 3 days prior to the meeting.
2. A slide presentation consisting of the following information:
  - a. A brief introduction and rationale for the thesis project (~10 min)
  - b. A summary of prior progress on the thesis project from previous committee meetings, if there have been any (~10 min)
  - c. Data slides from the previous year's work structure as much as possible in the form of figures for a paper (~80 min with discussion and feedback).
  - d. Goals for progress towards thesis completion (~10 min)
  - e. Goals for professional development and plans post-graduation, as appropriate (~10 min).

## **ACADEMIC PROBATION**

M/I students must maintain a cumulative GPA of B (3.0 on a 4.0-point scale). Students that fall below this minimum standard will not be advanced to candidacy, will not be awarded a degree or graduate certificate, and may change programs and transfer credits only with permission of the admitting program. Upon the recommendation of the graduate chair, and with the consent of the Graduate School, a student will be given an opportunity to correct the academic deficiency and return to satisfactory academic standing. This may involve retaking coursework in which lower grades were obtained, and/or taking extra courses to correct the deficit. Students will be taken off academic probation when their GPA is restored to the minimum cumulative accepted (3.0 on a 4.0-point scale). *Students will be granted two semesters for this corrective action.*

Students that fail either Checkpoint 1 or 2 exams will be granted an opportunity to retake the exam provided they have the support of their mentor and Graduate Studies. In this case, the mentor needs to communicate to Graduate Studies that they support allowing the student a second chance to take the exam, providing the committee with reason to believe that the student is likely to succeed by taking the exam again. While most students pass the Checkpoint exam the first time, reasons for needing to take the exam a second time most often include failure to prepare adequately for the oral exam or lack of confidence in public speaking (nervousness) which precludes successfully answering questions.

## **DISMISSAL POLICY**

Students may be dismissed from the program for the following reason:

1. Failure of the Checkpoint 1 or 2 exams (after a second exam if requested/permitted). This policy is listed above under Academic Probation.
2. Failure to remediate GPA following a period of academic probation. This policy is listed above under academic probation.
3. Failure to maintain adequate progress in their research and/or uphold the standards for performance in their current lab. This does not include lack of progress due to health, family care, or other situations in which a leave of absence should be considered.

In Point 3 above, students cannot be dismissed without warning or a period of remediation. The mentor must document specific examples of noncompliance with research standards in writing to the student, the Graduate Studies Chair and the Department Chair. At this time, a plan for remediation will be developed by the student and mentor and submitted to the Graduate Studies Chair and Department Chair. After the agreed upon period of time for remediation (at least one month), progress will be assessed by the aforementioned parties. There may be a few outcomes after remediation:

1. The student has resumed research satisfactory progress and no further action is required. Graduate studies will follow up with both the mentor and student after 6 months and 1 year to confirm that research progress remains satisfactory.
2. Some progress has been made but additional changes are necessary. As before, the mentor must outline specific examples of noncompliance with research standards and changes to the remediation plan can be made for an additional period of time (1 month).
3. If there is no progress after attempts at remediation, or egregious lack of compliance, then a student can be dismissed from their thesis lab.

If the student is in otherwise good academic standing, the student may begin the process of finding another lab within Microbiology and Immunology. In many cases, moving an otherwise excellent student into a different mentoring environment can bring about positive change and lead to success.

If performance indicators suggest that the student is unlikely to be successful in the Microbiology and Immunology program, even after switching to another lab, the student will be dismissed from the program. The student is granted one appeal and will receive their stipend and benefits during the appeal. Upon dismissal from the program, stipend and benefits will end at the conclusion of the current month

## APPEALS PROCESS

A student requests a formal appeal by notifying the Graduate Studies committee and the Department Chair. A faculty committee consisting of the mentor, the Grad Studies Chair, the Department Chair and 2 additional faculty which can be suggested by the student will be convened and the appeal from the student will be made to the committee within a 2-week period. A majority vote of the faculty panel of 5 will determine the outcome which will be final, and results communicated to Rackham.

## DEPARTMENTAL SEMINARS

Microbiology & Immunology seminars normally start at 12:00 noon on Thursdays. All faculty and graduate students should consider attendance at the departmental seminar to be mandatory. The seminar series is held at great expense to the department and features cutting-edge work in microbiology and immunology. For your own professional development and as a courtesy to the speakers and hosts please make it a habit to attend the seminars. The schedule is listed on the M/I website <http://www.med.umich.edu/microbio/seminars/>

The UMHS Weekly Calendar lists other seminars of interest: <https://mmheadlines.org/events/>

## TEACHING

Teaching service is mandatory for all graduate students in our department. All M/I PhD students are required to participate as a teaching assistant (TA, GSI) for **2** terms in a Microbiology and Immunology class; MSTP students must TA for one semester. Students can expect to begin this service during the Winter term of their third year (occasionally Fall), following the successful completion of their Checkpoint 2. As a TA, students are expected to attend lectures, prepare material to present in a formal class context (review session or lecture), and to participate in student evaluation (e.g., grading lab reports, exams). The teaching requirement must be fulfilled prior to completion of the degree. Teaching assignments will be made by the Grad Studies Chair and the Graduate Studies Coordinator- Heidi, in consultation with faculty teaching the courses. Every effort will be made to accommodate a student's background in assigning classes (see below), however all students are expected to be able to step into the role of TA in any course. These assignments will be communicated to the students approximately one semester in advance of course, *i.e.*, fall assignments will be made *by May*, and winter assignments will be made *by September*.

The following classes consistently require one or more TAs. All students can expect to rotate through the Micro350 lab course at some time, as this class has the largest TA number requirement. Detailed notes and descriptions of the responsibilities for each assignment are curated by Heidi Thompson.

| Course        | Terms offered | #TAs/term | Description                                                                                                                                                                                                                               | Preference                            |
|---------------|---------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| Microbiol 350 | Fall, Winter  | 6         | <b>Introductory Laboratory in Medical Microbiology</b> An introduction to the techniques and principles of the isolation, cultivation, identification and properties of microorganisms relevant to human health and disease.              | GSI from bacteriology labs            |
| Microbiol 405 | Fall, Winter  | 2         | <b>Elementary Microbiology for Health Professional Students.</b> Lectures and independent study units designed to introduce students to the fundamentals of microbiology applicable to the health professions. Topics are presented at an | GSI from bacteriology or virology lab |

|                    |        |   |                                                                                                                                                                                                                                              |                                 |
|--------------------|--------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
|                    |        |   | elementary level and include the biology of microbial cells, medical microbiology, immunology and virology.                                                                                                                                  |                                 |
| Micro Biol 440/540 | Winter | 1 | <b>Immunology.</b> This upper level undergraduate course will provide a broad overview of the rapidly advancing field of modern immunology in both the basic and clinical sciences.                                                          | GSI from immunology lab         |
| Microbiol 460      | Winter | 1 | <b>Eukaryotic Microbiology.</b> This upper level undergraduate course will cover the biology of eukaryotic microbes and the competitive environments in which they live. Eukaryotic microbes include fungi, protozoa, and helminths (worms). | GSI from Carruthers/O'Meara lab |

Note that only the above classes and classes with 50 or more enrolled students will be assigned a TA. Note that if enrollment for a course changes, teaching assignments may also change, but will be communicated to GSIs as soon as possible.

In rare cases, M/I PhD students may only need to TA for a single semester; this may happen if some classes no longer need a TA due to enrollment OR if a doctoral student is on a training grant that does not permit being appointed as a TA. In these cases, the student will not be required to fulfill an additional teaching requirement for graduation. Any exceptions to the two-semester requirement will require the student to submit the TA Waiver form to the Grad studies Coordinator- Heidi for processing of approval by Grad studies/Grad studies chair.

In the event that the M/I program does not have enough enrolled graduate students to fulfill our TA obligations, current M/I students will be asked to volunteer for extra service beyond 2 semesters. Students that volunteer beyond their two-semester TA requirement will receive additional compensation for their service.

### **VACATION, LEAVES OF ABSENCE, AND PARENTAL ACCOMMODATION**

Participation in the M/I Program, regardless of the source of financial support, is to be full time; that is, 12 months per year. Participation includes regularly scheduled departmental graduate student events and registration in the graduate school for relevant coursework, directed research and dissertation research. Other relevant activities such as off-campus course work may be done with the Grad Studies Chair's approval in consultation with the Grad Studies Committee and research mentor. Other activity will be viewed as personal and may be undertaken subject to the following policies covering Vacations, and Leaves of Absence, and Parental Accommodation.

**Vacations.** Students are entitled to time off during vacation periods, such as University-designated holidays, winter and spring breaks, and may request time off during the summer. Students must discuss and receive approval for proposed vacation periods with their mentors well ahead of time (generally 4 weeks in advance), and vacation time is expected not to exceed 4 weeks per year, including University breaks and mentor-approved vacations. Any further vacation time should have the additional approval of the M/I Grad Studies Chair, and it may be necessary to grant it without financial support. Since progress towards completion of dissertation studies is normally directly related to the amount of time devoted to work in the lab, it is highly recommended that students enrolled in classes take advantage of time off from classes to make rapid progress in the laboratory.

**Leaves of Absence.** Ph.D. students who need to temporarily suspend all work toward their degrees for reasons of health, dependent care, family needs, or military service will be able to apply to take a Leave of Absence. In addition, Ph.D. students may take a limited leave of absence for personal reasons. During the period of the leave, students will be considered to be active in the Ph.D. program but will not have to register and are not expected to make any progress on their degree work. Students can apply for a leave of up to 12 months; when circumstances persist, most leaves can be extended to a total of 24 consecutive months. However, students are limited to one term of personal leave during their Ph.D. studies. All requests for leaves of absence must be submitted to Rackham via website (below) and be reviewed by the M/I Grad Studies Chair and Committee. A formal letter indicating the duration of the leave is kept in the M/I office.

While on a Leave of Absence, students are eligible for limited University services. At the conclusion of a leave, students will automatically return to active study status. Funding and other commitments made to students prior to the leave will carry over and are available as they resume active work toward their degrees. Information and materials on the Leave of Absence process for program students, faculty, and staff are available on Rackham's website

(<https://rackham.umich.edu/navigating-your-degree/leave-of-absence/>), which includes information about different types of leaves, as well as reinstatement, electronic application forms and other resources. For specific questions about Leaves of Absence, contact the Leave of Absence Coordinator by email [rackham.loa@umich.edu](mailto:rackham.loa@umich.edu) or call (734) 647-2640.

**Rackham Leave of Absence Policy:**

**Leaves of Absence for Ph.D. Students**

A leave of absence enables a doctoral student to not register during a fall or winter term and remain in compliance with the continuous enrollment requirement. A leave will be granted to students recovering from illness or injury, who are providing care or assistance for family and dependents, who are meeting military service obligations, or for other personal reasons. Alternatives to a leave that allow a student to remain eligible for student services should be considered. These options include providing an accommodation for a temporary reduction in coursework, research, teaching or other educational responsibilities that allows the student to remain enrolled, and extending time required for achieving candidacy and completing the degree.

Emergency situations may require a student to seek a leave of absence that begins after the third week of classes. When a student withdraws during a term to start a leave of absence, adjustments to tuition and fee charges are made according to the schedule set by the Registrar's Office. Emergency leaves do not reverse the charges set by this schedule.

A student on a leave of absence suspends progress toward the Ph.D. degree for a minimum of one fall or winter term. No tuition and fees are charged for the period during which a student is on a leave of absence, with the exception of charges for leaves that begin after the third week of classes, as noted above. A leave of absence may have implications for federal financial aid and loans. Students should consult the Office of Financial Aid to determine how a leave might affect their aid and eligibility to defer student loan repayment.

While students on leave do not have the full services available to registered students and may not use University facilities or services, including the use of laboratories, equipment, and other research facilities, or faculty research advising, they may have access to limited services, as described below, to help them remain current in their field of study. They also may have access to faculty and administrative staff for planning the transition back to registered status.

U.S. immigration regulations may restrict the eligibility of an international student for a leave of absence. International students must consult the International Center to learn if a proposed leave is permissible under visa regulations and, if it is not, to be advised on other possible courses of action.

The following general policies apply:

1. Directors of graduate study review requests for leaves and forward recommendations to the Dean of the Graduate School or designee for review and approval.
2. A student must complete one term of study in the Ph.D. program before requesting a leave. A newly admitted student who has registered may seek an admissions deferral if the request and approval of the deferral occur before the end of the third week of classes in the initial term of registration. After the third week of the term, the student may withdraw and apply for reinstatement at a later term.
3. With the exception of a leave for military service or for personal reasons, a student may request a leave for up to two consecutive fall or winter terms, or 12 consecutive months, and may request an extension for up to an additional 12 months, or a maximum leave of 24 months.
4. Leaves of absence will not be approved for prior terms.
5. A leave of absence is not required for the spring/summer since students are in active status during these terms whether or not they enroll for courses.
6. Students on leave may finish work from previous terms, such as completing work for courses in which grades of incomplete have been assigned but may not complete other academic requirements such as taking exams for achieving candidacy.
7. A student returning from a leave must enroll for the next fall or winter term that follows the leave. A student at the end of a term of an approved leave who does not request a new leave or register for the next fall or winter term will be considered to have withdrawn and will be discontinued from the program at the end of the term that follows the leave.
8. A student on leave may ask to return. Approval is subject to the recommendation of the graduate program and approval by the Dean of the Graduate School or designee.
9. The time limit for reaching candidacy or for completing the degree will be extended by the number of terms the student is on leave.
10. A student who has been suspended for academic or non-academic reasons is not eligible to apply for a leave of absence. A student on an approved leave of absence who subsequently is suspended will have the leave rescinded.

#### Leave of Absence for Medical Reasons

A student who has a serious physical or mental health condition that prevents continued participation in the program will be granted a leave of absence for medical reasons. A request for a leave for medical reasons requires a written recommendation from a health care provider.

A student's graduate program may initiate a request for a leave for medical reasons in the event that the student is incapacitated. Students who are withdrawn under the provisions of the University's Policy on

Emergency Mental Health and Readmission will be granted a leave of absence for medical reasons for the duration of the withdrawal. The checklist and link to request a leave of absence for medical reasons is available online. For some medical circumstances, students should consider whether a within-semester medical accommodation is more appropriate.

#### Leave of Absence for Family Necessity or Dependent Care

A student may be required to step away from study for a term or more to take care of an urgent family necessity or to provide dependent care. A student will be granted a leave of absence in the following situations:

- to take care of a serious circumstance that directly affects a family member, such as a death, serious health condition, financial difficulty, or other critical life situation; or
- to provide care for a dependent incapable of self-care because of age or disability.

The student must explain why a leave is needed. For leaves for family necessity, “family” is defined according to the University’s Standard Practice Guide (SPG 201.11) to include the student’s spouse or domestic partner with whom the student shares living accommodations and expenses, and, without regard to their place of residence, the child, sibling, parent, grandparent or other related individual whose primary care is the responsibility of the student. A “dependent” is defined as: a biological, adopted or foster child, stepchild, or legal ward who is either under 18 years old; a family member (as defined above) older than 18 years and unable to provide self-care; or a spouse or domestic partner.

Students who have become parents through birth or adoption may remain enrolled, with the benefits of this status, but seek a Graduate Student Parental Accommodation within the term. The checklist and link to request a leave for family necessity or dependent care are available online.

#### Leave of Absence for Military Service

A student will be granted a leave of absence for the duration of a military service obligation to their country of citizenship. The student must provide documentation confirming induction or authorization for active duty. The checklist and link to request a leave for military service are available online.

#### Leave of Absence for Personal Reasons

A student may request a one-term non-renewable leave of absence for personal reasons before the beginning of the term for which the leave is to take effect. A leave for personal reasons may be taken only once during the graduate career, even if the leave is granted after the third week of classes. A student considering a personal leave is encouraged to discuss other possible arrangements with the advisor and chair of graduate studies that may allow the student to continue in the program and maintain the benefits of enrolled status. The checklist and link to request a leave of absence for personal reasons are available online.

#### Services Available to Students on Leave

Students on an approved leave of absence have limited access to University facilities and services as follows:

##### *Insurance and Health Care*

- may be eligible to purchase an extension of existing health insurance coverage at their own personal expense;
- is not eligible to begin enrollment in either GradCare or the Domestic Student Health Insurance Plan;
- can have access to the services of the University Health Service (UHS) at personal expense on a fee-for-service basis by purchasing the UHS Prepaid Plan, or through the provisions of any health insurance coverage the student may have;

### *Academic Services*

- retains access to the University's libraries, including borrowing privileges and remote access;
- is not eligible for University-administered fellowships, grants, temporary student employment, or any of the following appointments: Graduate Student Instructor, Graduate Student Research Assistant, or Graduate Student Staff Assistant;
- is not eligible for University grants or reimbursements for supplies, materials, travel, or other expenses;

### *Student Loans*

- is not eligible to apply for new student loans intended to span the period of non-enrollment;
- should consult with the Office of Financial Aid for deferral and forbearance options of
- outstanding student loans;

### *Email and Computing*

- retains access to their University email account, storage space in the IFS home directory, and to University websites that require authentication with a login ID;
- does not have access to certain elements of the basic computing package including statistics and computation services on University UNIX systems, or printing in Campus Computing Sites or University Libraries;

### *Other*

- may be able to retain their University Housing contract, depending on the duration of the leave and its intersection with the contract (students who live in University Housing should consult with the Housing Office to understand their options to continue or cancel their contracts);
- retains access to the International Center; and
- can have access to Recreational Sports with a continuing student pass at personal expense.

## **PARENTAL ACCOMMODATION PERIOD (PARENTAL LEAVE).**

All eligible students will be granted a Parental Accommodation period up to six weeks long immediately following the birth of a child or the adoption of a child under the age of 6 for whom the student has parental responsibilities. During this period of accommodation, the student will continue to be enrolled as a full-time student. Additional information can be found at the following Rackham website:

<https://rackham.umich.edu/navigating-your-degree/parental-accommodation-policy/>

## **STUDENT EMPLOYMENT OUTSIDE THE PROGRAM**

The faculty of the M/I Program believes that Ph.D. training is a full-time endeavor. Outside employment detracts from the time and mental energy a student can devote to his or her research. In addition, it is an NIH policy that students supported by a PHS training grant may not be employed outside their training program. For this reason, students may not be employed outside the M/I Department except in unusual circumstances approved by the dissertation mentor and Grad Studies Committee.

## **TAXES**

The following general information is offered as a resource and should not be considered tax advice. Your individual situation may not be covered by this information. If you are a scholarship/fellowship/training grant student taxes are NOT taken out of your paycheck. Students are responsible for their own taxes at this time. If you are a GSRA/ GSI or not registered for classes (Spring/Summer) taxes are taken from your paycheck. FICA is always taken from your paycheck. During the Spring/Summer months as a candidate you may fill out a tax-exempt form.

## **Scholarships and Fellowships.**

The general rule is that any income is subject to federal taxation, but scholarships and fellowships are excluded from taxation when the award is a qualified scholarship given to the degree-seeking recipient for the purpose of studying or conducting research at an educational institution. Qualified scholarships and fellowships are defined to include tuition and fees required for enrollment or attendance at the educational institution and fees, books, supplies, or equipment required for courses of instruction at the institution. Expenses that are NOT tax exempt include room and board, travel, research costs, and equipment and supplies not required for enrollment. For tax purposes you must keep copies of all award notices and announcements. For items you wish to deduct you must have receipts.

In general, students bear the tax burden; federal government agencies require students to determine taxation of scholarships and fellowships when filing annual income tax returns. The University of Michigan does not issue 1099 forms to scholarship holders.

## **Taxable Income**

Besides direct payment funds of tuition, fees, and benefits, all income is subject to taxation and must be reported on federal and Michigan state tax forms, as well as any other forms according to your individual situation. This includes stipends, debit funds, and any other funding you receive from the University that isn't considered a qualified scholarship.

## **Withholding**

Salary from any employment at the University (including GSIs, GSRAs, and GSSAs) is subject to withholding and the tax is paid to the IRS on your behalf throughout the year (withholding). For stipends and other funds not tied to employment (e.g., stipends received as part of a fellowship or other funding package), the University does not report the stipend on a federal or state form and does not withhold any taxes. This does NOT relieve the recipient from the obligation of reporting these amounts on his/her individual income tax returns and paying the tax liability on the taxable portion of the stipend.

## **Tax Workshops for Graduate Students - offered through Rackham**

These webinars cover the basics of filing taxes and contain useful tips for graduate students, including filing quarterly vs. annually, what educational expenses can be claimed on your taxes, dealing with fellowship income, and understanding tax filings in multiple states.

- [Rackham Tax Workshop Video link](#)
- [Filing Taxes for Graduate Students Video link](#)

## **Building Your Credit During Graduate School**

This workshop will explain how credit scores are determined, offer practical debt management methods, and provide strategies regarding credit building.

- [Building Your Credit During Graduate School Video Link](#)

## **Identifying Emergency Funds and How to Advocate for Making Room in Your Financial Package**

Unexpected expenses happen during graduate school. This workshop will inform you about various emergency funds available to students and teach you how these funds can work with your financial package.

Please note this session will be recorded and replayed for your convenience. We look forward to seeing you at our events!

### **TRANSFER STUDENTS**

Graduate students who wish to transfer to the M/I Program from other Departments/Programs within the Rackham School for Graduate Studies should first contact the M/I Grad Studies Chair, who will then bring up the matter with the Graduate Studies Committee if needed. The student's academic file will be evaluated. If the transfer is approved, the student will be responsible for completing all M/I requirements, as detailed above.

### **RACKHAM RESEARCH GRANTS**

Rackham has research funds for graduate students. The success rate when you apply for these funds is >90%. This is easy money for research, and you can list on your CV that you got this award.

If you haven't advanced to candidacy, you can apply for \$1500.

If you have advanced to candidacy, you can apply for \$3000.

**You can do both, i.e., you can get in total up to \$4500 in research funds** from Rackham.

<https://rackham.umich.edu/funding/funding-types/rackham-graduate-student-research-grant/>

### **TRAVEL**

Students can apply to Rackham for travel funding assistance for one meeting per fiscal year (July 1- June 30), if they are in good academic standing, have responded to a formal call for meeting abstracts, and have been accepted to present a poster or a talk at a conference. See the Rackham website for more details: <https://rackham.umich.edu/funding/funding-types/rackham-conference-travel-grant/>

The amounts awarded are (1) up to \$800 for meetings in the continental US, (2) up to \$1050 for meetings in Alaska, Hawaii, Puerto Rico, Canada, Mexico, the Caribbean, and Europe, and up to \$1,300 for Africa, Asia, South America, and Australia. Any Rackham travel grant online application not completed and submitted *prior to the first day of the conference* will not be approved.

### **TRAVEL AND HOSTING EXPENSE REIMBURSEMENT**

All graduate students who are in the HR system must submit travel/expense reports via Concur (online). Please see instructions for accessing Concur and creating a profile below. All other graduate students, including students paid via fellowship, must submit expense reports by filling out a 'Travel and Hosting Expense Report' checklist (paper). Forms are located in the office at the front desk and within the appendix of this handbook. Paper expense reports should be turned into Bonnie Clark. Unless it is a personal expense, a **SHORT CODE MUST BE PROVIDED WITH EACH RECEIPT. No expenses will be reimbursed if submitted over 45 days after the return date!!**

#### **Getting Started with Concur**

Access Concur via Wolverine Access (<https://wolverineaccess.umich.edu/index.jsp>) – choose Faculty/Staff tab, then under University Business choose Travel and Expense (Concur). Log on with your Kerberos password. Once you're in the system, the first step is to create a profile. At the top right of the home page, click on 'Profile'. From the list on the left, select 'Personal Information.' Your name should exactly match the photo ID that you plan to use at airport security. Fill in the required information and hit 'save'. Next; from the list to the left under 'Expense Settings', choose 'Expense Delegates'. Click 'Add Delegate', and then add Sheryl Hansen Smith (easiest to search via her unickname – sherylhs). Hit save. Next, choose 'Expense Approvers', and add Kim Rize (rizek). Hit save. Lastly, under 'Other Settings', choose 'E-receipt Activation' and follow the instructions. You are now ready to submit expense reports. Following submission, reimbursement generally takes 2 – 3 days. Contact Sheryl for assistance sherylhs@med.umich.edu

Travel and hosting expenses that are reimbursable include the following:

1. Airfare (or train fare). Coach fare only. Must use a US airline if traveling overseas and expense to a federal account. Original receipt/statement required indicating method of payment.
2. Lodging. Itemized hotel receipts required. Single occupancy or conference rate only.
3. Per diems (travel meals). The per diem rate is based on current IRS rates. Please visit this website for details which will list the per diem for each meal by city: <http://www.gsa.gov/portal/category/21287>. (On the first and last days of travel, the per diem is 75% of the daily rate.) Although we reimburse per diems for travel meals, the department still requires receipts. It is departmental policy to reimburse travelers solely for the amount that was actually spent if that amount is less than the full per diem rate. Also, the university requires that we submit the conference program from any meeting you attend. This is so that the auditors can verify that we are not asking for reimbursement for meals that were provided for you by the meeting.
4. Car Rental. Original itemized receipt/rental agreement required. You will need to provide a memo explaining why it was more cost efficient to rent a car as opposed to taking public transportation or taxis.
5. Taxi/Shuttle. Original receipts required.
6. Hosting. Must be directly related to University business. Itemized receipts required. (No credit card authorization slips, please – must be itemized.) Maximum allowable rates are \$25 for breakfast, \$25 for lunch and \$55 for dinner. The department does not reimburse for alcohol with the exception of rare, special events. Prior approval must be granted. \$20 max per person.
7. [blcl@umich.edu](mailto:blcl@umich.edu) Other Expenses
  - a. Registration Fees
  - b. Personal automobile mileage. Mileage includes the cost of fuel. The amount requested for personal automobile mileage may NOT exceed the cost of coach airfare. Please provide map quest or google map documenting the mileage. To find reimbursement rate please see <http://procurement.umich.edu/travel-expense/policies> Go to: Travel and Business Hosting Guidelines -> Personal Car Mileage.
  - c. Fuel. Fuel is only reimbursable with rental cars.
  - d. Parking (local parking in Ann Arbor is not reimbursable).
  - e. Photocopying, conference materials, etc.
  - f. The department does NOT reimburse for alcohol except for rare, special events. Prior approval must be granted. \$20 max per person.

Registration, airfare and pre-paid lodging can be reimbursed prior to travel. Meals, lodging paid upon checkout, and other travel expenses will be reimbursed after completion of the trip. If you are paid via direct deposit for your payroll check, your travel reimbursement will automatically be deposited there. Reimbursement of paper Travel and Hosting Expense Reports takes approximately 6 weeks. If you have any questions about reimbursement and/or allowable expenses, please contact Sheryl Smith ([sherylhs@umich.edu](mailto:sherylhs@umich.edu)) or visit the University of Michigan Accounts Payable Travel and Expense website. [Travel & Expense | U of M Procurement](#)

Students can apply to Rackham for travel to one meeting per fiscal year (July 1- June 30), if they are in good academic standing, have responded to a formal call for meeting abstracts, and have been accepted to present a poster or a talk at a conference. See the Rackham website for details: <https://rackham.umich.edu/funding/funding-types/rackham-conference-travel-grant/>

The amounts awarded are (1) up to \$800 for meetings in the continental US, (2) up to \$1050 for meetings in Alaska, Hawaii, Puerto Rico, Canada, Mexico, the Caribbean, and Europe, and up to \$1,300 for Africa, Asia,

South America, and Australia. Any Rackham travel grant online application not completed and submitted *prior to the first day of the conference* will not be approved.

### **Frequent problems with travel expenses**

Rackham travel awards are paid directly to you. Therefore, you are responsible for spending the entirety of the award on business travel and for disclosing the amount of the award when submitting for reimbursement.

PIs may agree to pay in advance for your airfare, registration, hotel, etc. If you are subsequently notified that you have received a Rackham Travel Award or some other travel award, you are responsible for notifying the office and your PI. If you do not spend the entirety of your award on your travel, you are responsible for submitting a check to your PI's accountant made out to the University of Michigan, and we will reimburse your PI's account for the travel expenses they paid in advance.

### **GRIEVANCE AND CONFLICT RESOLUTION PROCEDURES**

If appropriate, a student's first course of action may be to discuss a grievance with his/her dissertation mentor or committee. The student should also discuss his or her grievance with the Grad Studies Chair, who will consult with the Department Chair and the Grad Studies Committee, as appropriate. Rackham also has resources about grievances: <https://rackham.umich.edu/academic-policies/section9/>

Depending on the issue or concern, your grievance or complaint could be handled by a variety of University resources. For instance, **Rackham's Academic Dispute Resolution Policy and Procedures:** [https://rackham.umich.edu/policies/dispute\\_resolution/academic\\_dispute\\_resolution/](https://rackham.umich.edu/policies/dispute_resolution/academic_dispute_resolution/) addresses academically related complaints or grievances. Any Rackham graduate student can use these procedures to file a grievance.

The UM Medical School resolution officer is PIBS Director Scott Barolo: sbarolo@umich.edu  
<https://rackham.umich.edu/academic-policies/section9/#9-2>

The Rackham resolution officers are Darlene Ray Johnson (Graduate Student Affairs Officer, Senior and Resolution Officer), Mallory Martin-Ferguson, (Associate Resolution Officer) and Ida Faye Webster, Associate Resolution Officer. Please see the following website regarding their roles and to request a meeting:  
<https://rackham.umich.edu/about/directory/graduate-student-and-program-consultation-services/>

### **RACKHAM'S ACADEMIC AND PROFESSIONAL INTEGRITY PROCEDURES**

<https://rackham.umich.edu/academic-policies/section8/> address allegations of academic or professional misconduct against graduate students. Any student, faculty or staff can file a complaint against a graduate student under Rackham's Integrity procedures.

M/I graduate students are responsible for knowing the policy and procedures on academic honesty at the University of Michigan. See the Rackham Statement on Graduate Academic and Professional Integrity at the website above.

### **DIVERSITY, EQUITY AND INCLUSION GOALS**

Diversity strengthens our community and is a core value of the University of Michigan Immunology Program. Several program activities are structured towards improving the diversity of our immediate and extended community and enhancing equitable policies and inclusive practices. These include a student-led DEI seminar series (4xs per year) that brings scientists from underrepresented groups or in non-academic track

fields to campus for creating better mentoring networks for our students. The M&I department has a DEI committee that welcomes everyone within the department and meets at least quarterly to discuss DEI initiatives and practices. To build community, foster connection and celebrate our cultural differences, M&I posts a monthly list of cultural events, and hosts a Fall picnic and Winter holiday party, in addition to potluck lunches several times a year. The M&I Chair's News You Can Use newsletter includes a DEI read of the day.

## **M&I PROGRAM SUPPORT OF ANTI-RACISM TRAINING AND ACTIONS**

The current period continues to be a painful and anxious time for many disenfranchised members of our community, and our program is committed to providing support during these difficult times. We express programmatic and personal solidarity with faculty, students and staff and their families and close friends, in speaking strongly against racism, injustice, prejudice, inequality, and inhumanity in all their overt and hidden forms. We are committed to doing everything we can to help build a new normal within our program and institution.

There are many events being organized around campus, and a number of resources available for increasing our awareness of all elements of racism, injustice, prejudice and bias. We encourage all members of our community to attend, listen, and contribute your perspectives. Each of us has a valuable perspective to share, and we have to come together and speak in honesty to change the normal. We will continue to offer programmatic opportunities to reflect, and specific action items that we, as a program, can implement. This will require commitments from all of us.

## **REPORTING HARRASSMENT, DISCRIMINATION AND ABUSE**

### **M&I Resources for Trainees**

Beth Moore contact info: Cell: 734-846-6012, [bmoore@umich.edu](mailto:bmoore@umich.edu)

Med Sci II office phone direct: 734-936-0854

Sheryl Smith can book an appointment with me in the main office, or you can email me directly to set up a time [sherylhs@med.umich.edu](mailto:sherylhs@med.umich.edu)

### **Office of Institutional Equity Description of Harassment:**

"Sexual harassment is unwelcome conduct of a sexual nature. This can encompass behavior from telling dirty jokes to sexual assault and everything in between. Gender-based harassment is harassment based on actual or perceived gender, sexual orientation, gender identity or gender expression.

OIE requires reporting of the following:

- sexual assault
- intimate partner violence
- stalking
- sexual or gender-based harassment
- retaliation, and
- violation of interim measures

**Mandatory reporters:** People who will file a report if you disclose an incident regarding the items above and you provide the name of the person involved:

Beth Moore, Nicole Koropatkin, Heidi Thompson, Mike Imperiale, Mary O'Riordan, Michele Swanson and Cheong-Hee Chang.

(Please know that you can reach out to one of us above to talk about anonymous hypotheticals first if you like without the need for OIE reporting)

**Non-Mandatory reporters:** People who have volunteered to speak with students about confidential issues (including harassment) and to provide advice without the requirement for mandatory reporting to OIE

Vern Carruthers, Pat Schloss, Kathy Spindler and Maria Sandkvist and Oveta Fuller

Ways to report issues confidentially:

- Fill out the M&I Reporting form (posted by mailboxes in the mail room) and available electronically and at the end of this handbook.
- You can fill out the information you want to share, put it in a campus mail envelope and either leave it in Beth Moore's mailbox (or Ann Smith's mailbox) or slide it under Beth Moore's door.
- You can use this website to get confidential assistance and to report sexual misconduct:

[Sexual and Gender-Based Misconduct Reporting and Resources](#)

There are links to OIE and Public Safety on this website too.

- OIE says that even though there are asterisks on the name, email and phone at this site...you can submit without sharing your identifying information here as well:

<https://oie.umich.edu/discrimination-and-harassment-resolution-process/discrimination-discriminatory-harassment-and-sexual-misconduct-reporting-form/>

- The phone number of the Office of Institutional Equity is 734-763-0235

**The DEI Taskforce** [THE DEI TASKFORCE](#) also has a method of reporting. The link to this reporting system is [here](#). Revealing your identity is optional, and you are at liberty to disclose as little or as much as you would like. Since the DEI Taskforce organization is not a mandatory reporter, their system will allow you to control whatever level of engagement or action you prefer. Please see their website and FAQs for more information.

## HEALTH AND WELLNESS

Mental Health Resources

<https://moodlifters.com/>

- This is a 15-week peer-led mental wellness program offered on campus. The program focuses on five domains which are body, thoughts, emotion, behaviors and relationships.

Counselling and Psychological Services

[Counseling and Psychological Services \(CAPS\)](#)

Phone: 734-764-8312

The graduate student specific CAPS counsellor is Dr. Laura Monschau and you can email her directly. She can also help make sure you get an appointment more quickly.

Dr. Laura Monschau [lauralm@umich.edu](mailto:lauralm@umich.edu)

Other Student Wellness Websites:

- Rackham Life: [rackham.umich.edu/rackham-life/](http://rackham.umich.edu/rackham-life/)

- CAPS Graduate Students: [caps.umich.edu/topic/graduate-students](https://caps.umich.edu/topic/graduate-students)
- UHS's Well-being Site: [Well-being for UM Students | University Health Service](#)

#### OGPS Health and Wellness Counselor

Kate Haggadone, PhD, LP

<https://ogps.med.umich.edu/resources/health-wellness/>

OGPScounselors@med.umich.edu

OGPS offers a number of resources surrounding wellness including yoga classes and workshops on stress management: [Health & Wellness | Office of Graduate and Postdoctoral Studies](#)

Rackham offers a variety of health and wellness activities for students, and provides information to faculty, staff, and students to help you navigate the resources available to support you in graduate school. An extensive list of topics, including alcohol, tobacco and other drugs; domestic violence/child abuse; eating disorders; mental health; sexual harassment; sleep; etc. can be found at this site:

<https://rackham.umich.edu/rackham-life/health/>

#### **DATA STORAGE**

<https://its.umich.edu/computing/backup-storage/finder>

Drop Box and Google Drive are a couple of options. It is best to check with your PI regarding Data Storage.

#### **DISSERTATION DISTRIBUTION**

Rackham has policies regarding public distribution of the dissertation (Consult the Rackham Dissertation Handbook). This has implications for unpublished and/or unvetted data that students may include in the Appendix of their dissertation. Once a dissertation is deposited in Deep Blue, the entire document can be located by search engine and read. Briefly, the policy (modified 4/4/12) is as follows:

##### Policy on Electronic Submission of Dissertations

- The Rackham Executive Board voted to require all dissertations to be submitted electronically to Rackham for deposit as the official copy of records in the University's Deep Blue archive.

- The Board voted to approve a new policy that strongly recommends, but does not require, that candidates submit their dissertations to ProQuest.

- The Board voted to allow candidates, in consultation with their dissertation chairs, to restrict the public electronic availability of dissertations deposited in Deep Blue to the University community (persons with unignames and Kerberos passwords) for up to one year from the date of degree conferral. The candidate is responsible for making this request, which must be approved by the chair (or co-chair, if any) of the dissertation committee. With permission from Rackham for a compelling reason, a partial embargo may be renewed for additional one-year periods.

The Board voted to allow students to seek permission from the Graduate School for a one year embargo of all public electronic access to their dissertations deposited in Deep Blue to protect information for which a patent is being sought, or other confidential or time sensitive data. With permission from Rackham for compelling reasons, a full embargo may be renewed for an additional year.

#### **APPENDICES**

Microbiology & Immunology Doctoral Dissertation Student/Committee Evaluation Form

Travel and Hosting Expense Report Checklist  
Microbiology & Immunology Doctoral Student Checklist for Graduation  
Microbiology & Immunology Reporting Form



**MICROBIOLOGY & IMMUNOLOGY DOCTORAL  
STUDENT/COMMITTEE EVALUATION FORM**

This fillable Word document is downloadable at <https://medicine.umich.edu/dept/microbiology-immunology/resources>

Please *discuss* and return the original to the student, who will give it to Heidi Thompson.

Student name (print): \_\_\_\_\_

Committee member name (print): \_\_\_\_\_

Prepared by:  Student  Mentor  Committee member (double click or right click to check )

Year of matriculation: \_\_\_\_\_

Anticipated date of graduation: \_\_\_\_\_

This report covers the period from: \_\_\_\_\_

Place an "X" in the box that best describes the student's overall performance. Performance details should be elaborated on the next page and discussed with the student.

|                                                         | Excellent | Satisfactory | Unsatisfactory | Unable to comment |
|---------------------------------------------------------|-----------|--------------|----------------|-------------------|
| Productivity                                            |           |              |                |                   |
| Effort                                                  |           |              |                |                   |
| Technical ability contributions to project              |           |              |                |                   |
| Contributes to opening and maintaining communication    |           |              |                |                   |
| Intellectual contribution to the project                |           |              |                |                   |
| Reads and comprehends the literature                    |           |              |                |                   |
| Contributions to discussion of work by other colleagues |           |              |                |                   |

|                                         |  |  |  |  |
|-----------------------------------------|--|--|--|--|
| Knowledge of project                    |  |  |  |  |
| Personal initiative                     |  |  |  |  |
| Creativity                              |  |  |  |  |
| Presentation skills: Written            |  |  |  |  |
| Presentation skills: Oral               |  |  |  |  |
| Progress towards long term career goals |  |  |  |  |

**Please specify areas and strategies for improvement, based on the assessment above:**

**Were goals from the previous year met? Please explain:**

**List concrete goals for the next year to advance towards degree completion:**

**Student comments on evaluation (or mentor comments if this is a student self-evaluation):**

**Overall summary – should be supported by all evaluation details listed above.**

|                           |                                                                                                        |
|---------------------------|--------------------------------------------------------------------------------------------------------|
| <b>Performance Levels</b> | <b>Performance Level Descriptions</b> (double click or right click to check <input type="checkbox"/> ) |
|---------------------------|--------------------------------------------------------------------------------------------------------|

|                                          |                                                                                                                                                                                                                                                             |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ready to defend <input type="checkbox"/> | Has accomplished a scholarly body of work and program milestones for degree                                                                                                                                                                                 |
| Excellent <input type="checkbox"/>       | Exceeds expectations; notable performer, competent in chosen field<br>Work is thorough and accurate; Accountable for own outcomes<br>Goes beyond the norm to contribute to the project at the practical & theoretical level<br>Professional and interactive |
| Satisfactory <input type="checkbox"/>    | Meets expectations; may have areas for improvement, but overall, student is showing expected intellectual and scientific progress                                                                                                                           |
| Unsatisfactory <input type="checkbox"/>  | Has multiple areas that require remediation and has not met expectations for intellectual or scientific progress                                                                                                                                            |

\_\_\_\_\_

Student \_\_\_\_\_

Date \_\_\_\_\_

Doctoral Committee Chair or Member \_\_\_\_\_

Date \_\_\_\_\_

(Student's signature denotes that the evaluation was reviewed with the faculty member and is not necessarily concurrence with the evaluation [if this is a faculty member's evaluation]).

## Travel and Hosting Expense Report Checklist

Name & Title: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

UMID #: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Departure: \_\_\_\_\_

Return: \_\_\_\_\_

Destination: \_\_\_\_\_

Project/Grant #: \_\_\_\_\_

E-mail: \_\_\_\_\_ Daytime phone #: \_\_\_\_\_

Was a travel advance taken? \_\_\_\_\_ If yes, amount of advance: \$ \_\_\_\_\_

Please attach all receipts for expenses that you are claiming along with a cover sheet of the total amount you expect. Below is a list of acceptable expenses and what documentation is required for reimbursement. Please note ORIGINAL receipts are required for reimbursement.

- **REGISTRATION FORMS** – We must have a copy of the meeting registration/conference with the dates indicated.

### Airfare

- ◆ **Economy/Coach Fare only**
- ◆ **E-ticket/Internet – Original receipt/statement required indicating method of payment**

### Lodging

- ◆ **Itemized hotel receipts required**
- ◆ **Room charge and applicable taxes only**
- ◆ **Reasonable single occupancy or conference rate**

### Meals

- ◆ **Tear away meal stubs are NOT acceptable**
- ◆ **Maximum allowable meal reimbursement for food (including tax and tip)**

Breakfast .... \$25     **Alcohol is NOT REIMBURSABLE except for Departmental special**  
Lunch ..... \$25     **hosting events. \$20/person. INCLUDES tax and tip.**  
Dinner .....\$55

Meal expenses incurred while on travel status should not exceed the maximum allowances above. These amounts are not per diems and only the actual amount of the meal should be charged back to the University.

- ◆ **Car Rental**  
**Original itemized receipt/rental agreement required**

- ◆ **Taxi/Shuttle**

Revised 12/16/2021

**Receipts required  
Other Expenses**

1. **Registration Fees**
2. **Personal automobile mileage (56¢ per mile). Mileage includes the cost of gas. Therefore, you cannot request both mileage and gas.**
3. **Parking**
4. **Business calls**
5. **Laundry expense (over one week stay)**
6. **Faxes, photocopies, conference materials**

**HOSTING**

**Purpose of Hosting**

**Activity:** \_\_\_\_\_  
\_\_\_\_\_

**List of Attendees: (Attach additional page if necessary) Alcohol NOT allowed per dept policy.**

| <u>Name</u> | <u>Affiliation</u> |
|-------------|--------------------|
| _____       | _____              |
| _____       | _____              |
| _____       | _____              |
| _____       | _____              |
| _____       | _____              |
| _____       | _____              |
| _____       | _____              |

**Attach receipts and any explanation with this checklist and give it to Bonnie or Sheryl. One of them will finalize your report and give it back to you for your final signature. Once the report has your signature, higher administration authority signs off and the report is immediately sent to the Accounts Payable/Travel Audit Office.**

**If you have direct deposit for your payroll check, your travel reimbursement will automatically be directed there unless you state otherwise. Please contact Bonnie or Sheryl if you have not received your travel reimbursement after 4 weeks.**

**For questions regarding travel policies, please contact the following:**

**Sheryl Smith [sherylhs@umich.edu](mailto:sherylhs@umich.edu)**

## Microbiology & Immunology Doctoral Student Progress Checklist

|  |                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>FINAL YEAR<br/>(Yr 5)</b>                                   | Register for classes, hold regular dissertation committee meeting attend MICRBIOL 812, perform research, publish papers, attend meetings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|  | September                                                      | Consult with dissertation mentor about scheduling of dissertation committee meetings, especially “penultimate” meeting 3-6 months prior to anticipated dissertation. <b>Committee must ensure the publication requirement has been met prior to their providing calendars for scheduling of oral defense.</b>                                                                                                                                                                                                                                                                                                                                                                                      |
|  | September                                                      | <b>Read Rackham Dissertation Handbook, especially Chapter II:</b><br><a href="http://www.rackham.umich.edu/downloads/oard-dissertation-handbook.pdf">http://www.rackham.umich.edu/downloads/oard-dissertation-handbook.pdf</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|  | September to December                                          | Discuss post-graduation plans with dissertation mentor, committee, and others. Contact potential postdoctoral mentors or employers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|  |                                                                | <b>Consult Rackham deadlines for completion of oral defense and other requirements. This website gives specific deadlines for completing the defense and degree conferral:</b><br><a href="http://www.rackham.umich.edu/graduate-school/doctoral-degree-deadlines">Doctoral Degree Deadlines - Rackham Graduate School</a><br><br>This website provides a general timeline for degree requirements:<br><a href="https://rackham.umich.edu/navigating-your-degree/dissertation-timeline/">https://rackham.umich.edu/navigating-your-degree/dissertation-timeline/</a>                                                                                                                               |
|  |                                                                | <b>Discuss with your thesis mentor what unpublished material you want to put in the thesis (it will become publicly available online in Deep Blue),</b> and whether you want to apply to Rackham for an embargo (these are not automatically granted). See Rackham Doctoral Dissertation Handbook, Chapter III (pp 18-20)<br><a href="http://www.rackham.umich.edu/downloads/oard-dissertation-handbook.pdf">http://www.rackham.umich.edu/downloads/oard-dissertation-handbook.pdf</a><br>and<br><a href="https://rackham.umich.edu/navigating-your-degree/completing-doctoral-degree-requirements/">https://rackham.umich.edu/navigating-your-degree/completing-doctoral-degree-requirements/</a> |
|  | <b>THE FOLLOWING DEADLINES ARE ABSOLUTE, NO EXCEPTIONS!!!!</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|  | <b>6 weeks before oral defense</b>                             | Arrange seminar room and post-seminar defense room with the Grad Studies Coordinator- Heidi.<br>Heidi will inform the department to “save the date.”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|  | <b>3-4 weeks before oral defense</b><br>(Rackham requirement)  | Register online with Rackham to schedule a group pre-defense <b>meeting which must occur 10 working days before the oral defense</b> ; <i>plan to share as much of the dissertation as possible for format review.</i><br>At this meeting Rackham distributes evaluation forms to be given to dissertation committee members by the student with the dissertation.<br><b>and</b><br>Provide Rackham with date, time, and location of oral defense, as Rackham publishes your defense information.                                                                                                                                                                                                  |

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|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>3 weeks/15 working days</b> before oral defense               | Give the final <u>draft</u> of <b>all</b> dissertation sections to the dissertation mentor. This means your mentor should have already seen rough drafts of each section of the dissertation and given feedback.                                                             |
| <b>10 working days</b> before oral defense (Rackham requirement) | Give the final draft of <i>all</i> dissertation sections to the dissertation committee (provide hard copy unless instructed otherwise) along with Rackham evaluation forms. Indicate the date, time and place of the seminar, post-seminar meeting and time for celebration. |
| <b>7 working days</b> before oral defense                        | Provide abstract, publications list, and biographical material to Heidi for dissertation brochure and seminar announcement.                                                                                                                                                  |

| <b>Completed (date, initials)</b> | <b>Schedule/Deadline</b>                             | <b>What</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   | With time to spare to meet absolute Rackham deadline | Register for post-defense meeting with Rackham “when corrections are complete.” Note: Rackham OARD often requires additional format revisions before the dissertation can be approved. Candidates should allow enough time to make these formatting revisions before the final submission deadline.                                                                                                                                                                                                                        |
|                                   | "                                                    | Submit all required materials to Rackham at post-defense meeting (your student financial account will be assessed a \$70 fee for mandatory publishing with ProQuest/UMI)<br>Optional: complete online Rackham exit survey                                                                                                                                                                                                                                                                                                  |
|                                   | After Rackham post-defense meeting                   | Upload digital copy of dissertation to Rackham OARD for the University Library (preferred). (Or provide a bound copy bound by a Rackham-approved bindery). Rackham will transfer the dissertation to Deep Blue in the University Library when the degree is conferred.                                                                                                                                                                                                                                                     |
|                                   | "                                                    | If you indicated to Rackham OARD that you plan to attend commencement, track up-to-date information at <a href="https://commencement.umich.edu/rackham-graduate-exercises/rackham-graduate-exercises/">https://commencement.umich.edu/rackham-graduate-exercises/rackham-graduate-exercises/</a> Any outstanding fees or fines must be paid before a diploma is issued. Diplomas are awarded at the ceremony, can be picked up from the Registrar’s office for a week afterward, or are mailed 3 weeks after commencement. |
|                                   | After completing all dissertation requirements       | Arrange with your research mentor for handling personal copies of dissertation/thesis after binding.                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|--|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | " | Laboratory space cleaned, notebooks and samples cataloged                                                                                                                                                                 |
|  | " | Return lab keys to the UM key office. YOU MUST REQUEST a receipt which you will give to an M&I office staff.                                                                                                              |
|  | " | Research mentor initials, completion of all post-defense items.                                                                                                                                                           |
|  | " | Year 5 portion of this Departmental Check Sheet completed, initialed by research mentor, and given to Graduate Studies Coordinator. Also give your mentor and Heidi your forwarding address and permanent (non-UM) email. |

### **Microbiology and Immunology Report Form**

*Please use this form to report any incidents of concern or to make suggestions for the department. It can be anonymous. You can place it in a campus mail envelope and slide it under Beth Moore's door, leave it in Beth Moore's mailbox or send by campus mail to: Beth Moore, 5641 C Med Sci II, mail code 5620.*

**Date:**

**Name (Optional):**

**Please describe the event(s) you would like to report or the suggestions you have for the department:**

**If this is an event report and there were other people who witnessed the event that should be contacted, please provide their names and contact information if available**

**Please describe the actions you would like to see taken in response to this report:**

*If you have additional documentation or information to support this report, please attach it.*