



Department of Microbiology

Franklin College of Arts and Sciences

UNIVERSITY OF GEORGIA

Graduate Program Handbook 2018



updated 8/2/2018 by ZAL

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Section 1



Microbiology Class of 2018 Orientation

August 10, 8:15 am
Room 216, Biological Sciences

- 8:15 **Individual Pictures, I-9 and Direct Deposit Info to Andrea**
- 8:30 **Welcome/Orientation for Microbiology Graduate Students**
- 9:25 **Welcome ILS Students**
- 9:30 **Faculty Talks- Session 1**
 9:30 Dr. Diana Downs
 9:42 Dr. Silvia Moreno
 9:54 Dr. Michael Terns
 10:06 Dr. Mike Adams
 10:18 Dr. Mark Eiteman
- 10:20-10:55 Break
- 11:00 **Faculty Talks- Session 2**
 11:00 Dr. Jorge Escalante
 11:12 Dr. Eric LaFontaine
 11:24 Dr. Stephen Trent
 11:36 Dr. David Garfinkel
 11:50 Dr. Vincent Starai
 12:02 Dr. Eric Stabb
 12:12 Dr. Zack Lewis
 12:24 Brief Summary of other faculty accepting students
- 12:20 **Intro to the Microbiology Graduate Student Association**
- 12:30-2:00 **Lunch and Graduate Student Panel**
- 2:00-3:00 **MGSA escort incoming Micro students to Tate Center for ID**
- 3:00-6:00 **Welcome Picnic at Terrapin Brewing**

Faculty Session Contact Information

Diana Downs	dmdowns@uga.edu	http://mib.uga.edu/directory/people/diana-downs OR http://downslab.com
Silvia Moreno	smoreno@uga.edu	http://research.franklin.uga.edu/moreno_lab/content/research-interests
Michael Terns	mterns@uga.edu	http://ternslab.uga.edu
Mike Adams	adamsm@uga.edu	http://adams.bmb.uga.edu/
Mark Eiteman	eiteman@engr.uga.edu	http://cmbe.engr.uga.edu/
Jorge Escalante	jcescala@uga.edu	https://escalab.com/
Eric LaFontaine	elafon10@uga.edu	
Stephen Trent	strent@uga.edu	
David Garfinkel	djgarf@uga.edu	http://www.bmb.uga.edu/research/lab/garfinkel
Vincent Starai	vjstarai@uga.edu	https://mibo.franklin.uga.edu/directory/people/vincent-j-starai
Eric Stabb	estabb@uga.edu	http://mib.uga.edu/research/lab/stabb

Microbiology Class of 2018 Contact Information

Name	Phone	Email
Nicholas Anglin	219-201-4360	na96185@uga.edu
Alyssa Baugh	909-996-9625	acb91265@uga.edu
Chantel Duscent	803-878-0813	cvd77071@uga.edu
Katie Laramore	775-830-0592	kal01635@uga.edu
Aline Oliveira	352-519-2897	ald53960@uga.edu
Greg Whitaker	817-528-2901	ghw68546@uga.edu

Microbiology Graduate Student Association (MGSA)

Officers 2018-2019

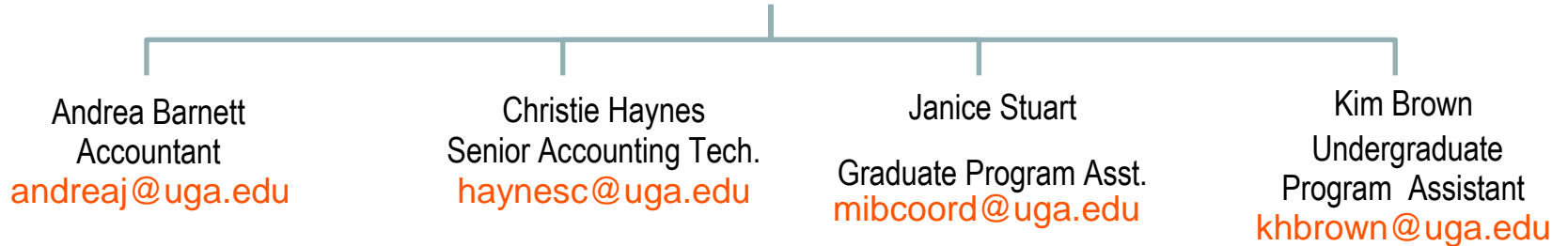
Office	Name	Email
President	Matthew Powers	powersmj@uga.edu
Treasurer	Huong Vu	huong.vu111@uga.edu
Faculty Liaison	Stacy Bedore	srb72494@uga.edu
Social Chair	Jolene Garber	jmg44329@uga.edu
Recruitment Chair	Abby Calixto	ac83312@uga.edu
Recruitment Chair	Coralis Rodriguez-Garcia	coralis.rodriquez25@uga.edu

Microbiology Administrative Personnel

Position	Name	Phone	Email
Graduate Coordinator	Dr. Zachary Lewis	706-424-9224	zlewis@uga.edu
Graduate Program Assistant	Janice Stuart	706-542-1434	mibcoord@uga.edu
Department Head	Dr. Timothy Hoover	706-542-2675	trhoover@uga.edu
Business Manager	Nancy Perkins	706-542-2677	nancydh@uga.edu
Accountant	Andrea Barnett	706-542-2954	andreaaj@uga.edu
Senior Accounting Technician	Christie Haynes	706-543-8211	haynesc@uga.edu
Undergraduate Program Assistant	Kim Brown	706-542-2045	khbrown@uga.edu

Microbiology Office Staff

Nancy Perkins
Business Manager
nancydh@uga.edu



Who to you see if you have a question about:

Graduate School Forms	Janice
Key Checkout	Andrea
Laser Pointers	Andrea
Making Copies	Kim or Janice
Mailboxes or mailing via US Mail	Kim
Paychecks	Nancy or Andrea
Permission of Department	Nancy or Janice
Purchase Orders	Christie
Registration	Nancy or Janice
Reimbursement	Christie
Reserving Conference Room	Janice or Kim
Travel	Christie
Shipping via FedEx or UPS	Janice
Student Fees	Nancy
Work Orders	Nancy

**If it's not on this list, ask Janice

Section 2

GEORGIA



Registration

Registration must be completed before classes start. You should have received a list of the courses that you need to take this Fall (see next page). Information regarding registration (or links to this info) is under the Registration and Enrollment link in the Graduate Handbook on our department website. For dates specific to each semester, follow the link to Academic Calendar(s) or the Registrar's site or bookmark them.

You should register for at least 18 Credits spring and fall semesters, and 15 Credits over the summer.

Please make every effort to plan your schedules this year and in coming years to allow for attendance at

student seminars on Tuesdays at 11:00 am
and
departmental seminars on Thursdays at 11:00 am.

Attending Seminars is an important component of your graduate education and professional preparation.

The majority of students will register for the same schedule, as follows.

25040	MIBO 8610 (3 Credits) Prokaryotic Physiology & Diversity	Whitman
25039	MIBO 8170 (1 Credit) Seminar Prokaryotic Diversity	Escalante
19916	GRSC 7770 (1 Credits) Graduate Seminar,	Walker
25042	MIBO 8900* (6 Credits) Research Techniques in Microbiology	Lewis
36748	MIBO 9000* (5 Credits) Doctoral Research	Lewis

**IF YOU HAVE DIFFICULTIES QUESTIONS
OR PROBLEMS:** contact Janice Stuart at
mibcoord@uga.edu 706--542--1434.

Fee Payments

Beginning fall 2018, the current payroll deduct process will be replaced with an optional Graduate Assistant Payment Plan. The payment plan will allow graduate students on assistantship to set-up four (4) installments for fall and spring and (2) installments for summer to cover tuition and fees as well as parking permit charges. During the enrollment process, students can schedule future installment payments to be automatically drafted from their bank account or charged to a credit card. The plan does not require an enrollment fee nor a deposit to enroll. There will no longer be an option to have your tuition and fees deducted directly from a paycheck.

For more information on plan enrollment periods and installment dates, please visit

http://busfin.uga.edu/bursar/grad_asst_payment_plan_documentation_fall_spring.pdf or contact Student Account Services at 706-542-2965.

Academic Calendar for 2018– 2019

Fall Semester 2018

Based on 50 minute classes (MWF), 75 minute classes (TTH), 15 weeks of classes + Exams

Orientation/Advisement	August 9	Thursday
Registration	August 10	Friday
Classes Begin	August 13	Monday
Drop/Add	August 13-17	Monday - Friday
Holiday: Labor Day	September 3	Monday
Midterm	October 3	Wednesday
Withdrawal Deadline	October 17	Wednesday
Fall Break - No Classes	October 26	Friday
Last Day of Classes Prior to Thanksgiving Break	November 16	Friday
Thanksgiving Break - No Classes	November 19-21	Monday - Wednesday
Holidays: Thanksgiving	November 22-23	Thursday - Friday
Classes Resume	November 26	Monday
Friday Class Schedule in Effect*	December 4	Tuesday
Classes End	December 4	Tuesday
Reading Day	December 5	Wednesday
Final Exams	December 6-12	Thursday – Wednesday
Commencement	December 14	Friday
Grades Due	December 17 Monday, 12:00 PM	

*Note: For the Fall Semester 2018, the University will operate a Friday class schedule on Tuesday, December 4. This is done to equalize the class minutes between MWF and TTH classes and to provide an equal number of class minutes for courses which may meet only once per week.

Spring Semester 2019

Based on 50 minutes classes (MWF), 75 minutes classes (TTH), 15 weeks of classes
+ Exams

Orientation/Advisement	January 7	Monday
Registration	January 8	Tuesday
Classes Begin	January 9	Wednesday
Drop/Add	January 9-15	Wednesday - Tuesday
Holiday: Martin Luther King Jr. Day	January 21	Monday
Midterm	March 1	Friday
Last Day of Classes Prior to Spring Break	March 8	Friday
Spring Break - No Classes	March 11-15	Monday – Friday
Classes Resume	March 18	Monday
Withdrawal Deadline	March 21	Thursday
Classes End	April 30	Tuesday
Reading Day	May 1	Wednesday
Final Exams	May 2-8	Thursday - Wednesday
Commencement	May 10	Friday
Grades Due	May 13	Monday, 12:00 PM

Summer 2019

May Session, Based on 150 minutes daily, 15 days of classes

Registration	May 14	Tuesday
Classes Begin	May 15	Wednesday
Drop/Add	May 15-16	Wednesday - Thursday
Midterm	May 24	Friday
Withdrawal Deadline	May 24	Friday
Holiday: Memorial Day	May 27	Monday
Classes End	June 5	Wednesday
Final Exams	June 6	Thursday
Grades Due	June 10	Monday, 12:00 PM

Extended Summer Session: Based on 205 minutes per week for 11 weeks (2250 minutes for a 3 hour course).

Registration	May 14	Tuesday
Classes Begin	May 15	Wednesday
Drop/Add	May 15-21	Wednesday - Tuesday
Holiday: Memorial Day	May 27	Monday
Midterm	June 24	Monday
Withdrawal Deadline	June 24	Monday
Holiday: 4th of July	July 4	Thursday
Classes End	July 31	Wednesday
Final Exams	August 1-2	Thursday - Friday
Grades Due	Aug. 5	Monday, 12:00 PM

Summer 2019 continued

Thru Term: Based on 60 minutes daily, 38 days of class

Orientation	June 5	Wednesday
Advisement/Registration	June 6	Thursday
Classes Begin	June 7	Friday
Drop/Add	June 7-13	Friday - Thursday
Midterm	July 3	Wednesday
Withdrawal Deadline	July 3	Wednesday
Holiday: 4th of July	July 4	Thursday
Classes End	July 31	Wednesday
Final Exams	August 1-2	Thursday - Friday
Grades Due	August 5	Monday, 12:00 PM

Short Session I: Based on 120 minutes daily, 19 days of classes

Orientation	June 5	Wednesday
Advisement/Registration	June 6	Thursday
Classes Begin	June 7	Friday
Drop/Add	June 7-10	Friday - Monday
Midterm	June 20	Thursday
Withdrawal Deadline	June 20	Thursday
Classes End	July 3	Wednesday
Holiday: 4th of July	July 4	Thursday
Final Exams	July 5	Friday
Grades Due	July 8	Monday, 12:00 PM

Short Session II: Based on 120 minutes daily, 19 days of classes

Orientation/Advisement/Registration	July 5	Friday
Classes Begin	July 8	Monday
Drop/Add	July 8-9	Monday - Tuesday
Midterm	July 19	Friday
Withdrawal Deadline	July 19	Friday
Classes End	August 1	Thursday
Final Exams	August 2	Friday
Grades Due	August 5	Monday, 12:00 PM

Right to Know

CITI Ethics Training Online Course

Right to Know

All students must complete the “Right to Know” safety training. You will need to print out your “Right to Know” certificate and give it to Janice Stuart (Janice’s office is in the Microbiology department, Room #527). Janice will keep the original copies and give you another copy so you can carry your “Right to Know” certificate around while you are doing your lab rotations. When you choose your home lab (your permanent lab that you will conduct research for your degree in for the next five or six years), come by the office and pick up the original “Right to Know” certificate and make sure whoever is in charge of the “Right to Know” compliance notebook in your lab places your certificate in this notebook because this must be in the lab for compliance...and when you are doing lab rotations, it must be on you when you have it. Please access this link: <https://esd.uga.edu/right-know> to follow any additional links (if necessary) and to complete the “Right to Know” training to gain your certificate.

CITI Ethics Training Online Course

You are REQUIRED to take the CITI Ethics Training Online Course ASAP (details below). This is a departmental (and in some cases NSF) requirement that could affect your payroll. You must **complete this online course by the first week of classes**. It will take you about 3 hours. It does not need to be completed at a single sitting, i.e. you can log out and then log in later to complete sections of the course. The link to information regarding RCREDIT (Responsible Conduct in Research) training can be found here: <https://research.uga.edu/pep/> You will then need to log in using your MyId and search for “Biomedical Responsible Conduct of Research Course”.

MIBO Mail, Keys, UGA Cards

Microbiology Departmental Mailboxes

Mailboxes are in the main office (527 Bio Sci). Each lab has a mailbox, you will use the mailbox for whichever lab you are currently in. Note, faculty members have different mailboxes and their mail will not be in the “lab” boxes. Please do not have personal mail sent to the Microbiology Office address.

Lab Keys

If you are rotating in a Microbiology lab, you will get a key from Andrea Barnett in the Microbiology office. If you decide to choose a Microbiology lab as your home lab, you will get whatever appropriate key for that lab from Andrea as well.

If you are rotating in an adjunct’s lab, you will need to get a key from their department’s personnel—whichever is in charge of giving keys.

UGA Cards

MGSA officers will take you to get your UGA cards made. As suggested in a prior email, **please get a proxy chip for your card so you can have access to other labs you may rotate in during your first semester.**

Once you get your UGA card, please bring your card to Nancy Perkins in 527 BioSci. Once Nancy puts you in the system, you will use your UGA card as your key to access the Biological Sciences Building and the computer lab, in Room #217.

Your UGA card can also be used to ride the Athens transit buses for free and get free newspapers from the newspaper dispensers around campus. In the UGA bookstore, if you show your ID, you get 10% off any items in the store.

Computer Policy

Computer Microbiology Department

Only UGA owned computers can be assigned an IP number and be on the wireless network.

All non-UGA owned computers will use the PAWS wireless network. To find out more information about the PAWS wireless network, http://eits.uga.edu/network_and_phones/wireless. Please access the link and read carefully. You can connect your smartphones, Android phones, etc. to the wireless network, and this link should be able to tell you how.

If there is not a desktop computer in the research lab, graduate students can request a computer (if there a desktop is available).

To be able to log into to the UGA network with a departmental computer, your MyID has to be registered with Franklin IT (FOIT). You can contact Franklin College IT department at this email address and phone number: helpdesk@franklin.uga.edu and 706-542-9900

Printing in the research labs is available on personal and departmental computers. Printers need to be set up by Franklin IT department on the computers you are using before you able to print. Again, you can contact Franklin IT by the email or phone in the above point.

If you have any technical issues with your computer, etc., please put in a ticket. Usually, the Biological Sciences ITs will quickly respond to your inquiry. Access this link: <https://www.franklin.uga.edu/saimiri/login.php> and login with your MyID and password. From there, you will be able to submit a ticket with your concerns or questions.

Section 3



Rotation Schedule & Information

Fall 2018 Rotation Schedule

	Deadline for notifying office of confirmed host	Start	End
Rotation 1	July 2	August 13	September 23
Rotation 2	September 12	September 24	November 4
Rotation 3	November 1	November 5	December 16
Join Lab			---

Please read the following items regarding rotations:

- It is expected that students will conduct three rotations.
- Students conducting summer rotations may join a lab after only two additional fall rotations.
- Additional rotations in the spring semester are possible, if needed. Discuss this possibility with the graduate coordinator as soon as it becomes clear you will need an additional rotation to find a laboratory home.
- Students must confirm that faculty are willing to host specific rotations by the appropriate deadlines (see table above)
- Students should notify both Janice Stuart (mibcoord@uga.edu) and Andrea Barnett (andreaaj@uga.edu) of their upcoming rotation choice by email.
- Rotators should remind their faculty hosts when the rotation end date is approaching and plan a meeting with PI before leaving.

Work schedules and expectations:

Each rotation period is ~ 6 weeks long during fall semester. Before beginning your rotation, clarify expectations with the PI. *As graduate students, it is important to recognize that your schedule, and hours in the lab extend well beyond the classroom schedule and typical work week.* This includes the expectation of many advisors that you are spending evening and weekend time on your research and/or coursework. Clarify these expectations with each advisor before your rotation begins. Faculty are encouraged to make accommodations for religious holidays in particular, and they may be flexible with regard to other time off, but that should not be assumed. In the event of illness or injury that results in absence from work, it is the graduate assistant's responsibility to contact their advisor or rotation host as soon as possible.

Students should always confer with their advisor or current rotation host when considering time off, and to clarify expectations.

Microbiology PhD Program

Doctoral Program Degree Requirements*

You will need to take a minimum of 20 hours of content courses at the 8000 level (in addition to Doctoral Research and Dissertation courses; 9000 and 9300) .

Requirements	Description	Comment
MIBO 8900	Laboratory Rotations	
MIBO 8600	Fundamentals of Prokaryotic Cell Biology	
MIBO 8610	Advanced Microbial Physiology and Diversity	
GRSC 7770	Seminar in Graduate Teaching ¹	repeatable
MIBO 8160	Seminar in Microbiology	
MIBO 8170	Seminar in Prokaryotic Diversity	repeatable
Electives	Approved courses with scientific content ²	5 credit hours
Teaching	2 semesters of teaching are required ³	
MIBO 9000	Doctoral Research	
MIBO 9300	Doctoral Dissertation	

¹ GRSC7770 is not an official program requirement but is required to teach at UGA

² For doctoral students without Master's of Sciences degrees, the program of study must contain at least 5 credit hours of courses in addition to MIBO8600 and MIBO8610 whose primary purpose is to provide scientific content. Courses related to policy (for example GRSC prefixes), seminar courses (for example MIBO8160, MIBO8170), or independent research (MIBO8900) do not fulfill this requirement. Eligible courses to fulfill this requirement include but are not limited to: MIBO6030, MIBO6090, MIBO6100, MIBO6120, MIBO6220, MIBO6220S, MIBO6300, MIBO6310, MIBO6320, MIBO6450, MIBO6500, MIBO6600L, MIBO6610, MIBO6620, MIBO6650, MIBO6680, MIBO6700, MIBO6710L, MIBO8110L, MIBO8200, MIBO8260, MIBO8270L, MIBO8520, MIBO8700, MIBO8960, and MIBO8980. Other courses can be used to fulfill this requirement with the permission of the dissertation advisor, doctoral committee and graduate coordinator.

³ One semester of required teaching may be replaced with a professional development activity approved by the graduate coordinator.

Typical Program of Study:

FIRST YEAR

Choose Major Professor (thesis laboratory) by December (or January) Select Advisory Committee by end of summer

Fall:

1. GRSC7770 Graduate Teaching & Career Development (1 credit)
2. MIBO8900 Laboratory Rotations (6 Credits)
3. MIBO8610 Advanced Microbial Diversity (3 credits)
4. MIBO9000 PhD Research (7 credits)
5. MIBO8170 Student Seminar (1 Credit)

Total of 18 Credits

Spring:

1. MIBO8600 Advanced Prokaryotic Biology (3 credits)
2. MIBO9000 PhD Research (Variable credits)
3. Possible Elective

Total of 18 Credits

Summer:

1. MIBO9000 PhD Research (Variable credits)

Total of 18 Credits

SECOND YEAR

Have research prospectus approved by committee before the end of the first semester.

Complete written proposal and pass oral defense of it before August

Fall:

1. MIBO8160 Seminar Presentation (3 CREDITS)
2. MIBO9000 PhD Research (variable CREDITS)
3. Elective

Total of 18 Credits

Spring

1. MIBO9000 PhD Research (variable credits)
2. MIBO8170 Student Seminar (1 Credit)
3. Possible Elective

Total of 18 Credits

Summer:

1. MIBO9000 PhD Research (variable credits)

Total of 18 Credits

THIRD YEAR AND BEYOND

Have annual meeting with your research committee (beginning one year after being admitted to candidacy)

Serve as Teaching Assistant for two semesters

1. MIBO9000 PhD Research (variable CREDIT)
2. MIBO9300 PhD dissertation preparation (3 CREDITS)
3. MIBO8170 Student Seminar (1 CREDIT) EACH SEMESTER OF 3rd YR
4. Electives (as necessary, many students will have no more electives at this point)

Total of 18 hours

First Year: Things to Remember

1. With few exceptions, all students will conduct laboratory **rotations** during fall semester and officially declare an advisor before the end of the calendar year. A schedule for rotations is found in **Section III**, and is posted on the departmental website under Current students > Graduate Students > Rotations or <http://mib.uga.edu/rotations-2014>.
2. Register for courses, help will be given if needed at orientation. See the section of this handbook on registration (<http://mib.uga.edu/registration-enrollment>). From this point in graduate school onward, students are responsible for registering themselves on time each semester (fall, spring, and summer). Be aware of deadlines, and be sure to get advisement or course-specific permissions on time to register. Review the Departmental Requirements (<http://mib.uga.edu/program-requirements>) and typical program of study (<http://mib.uga.edu/typical-program-study>) to ensure that you stay on track and register for appropriate courses each semester.
3. Read and familiarize yourself with the contents of this web-based graduate handbook. <http://mib.uga.edu/graduate-program-handbook>
4. By summer of the first year students should choose a committee (<http://mib.uga.edu/committees>) and submit the appropriate committee form to the Graduate Program Assistant. The composition of the committee should be discussed with the student's advisor, who is also a committee member.
5. Toward the end of the First Year, students should start working on a prospectus and should discuss a program of study with their advisor. These will be due in the Second Year (<http://mib.uga.edu/second-year>).

PLEASE NOTE: We are continually evaluating and updating the Microbiology Graduate Handbook to reflect the most current policies and procedures. Please refer to the website for the most current Graduate Handbook.

Second Year: Things to Remember

Students are responsible for registering (<http://mib.uga.edu/registration-enrollment>) themselves on time each semester (fall, spring, and summer). Be aware of deadlines, and be sure to get advisement or course-specific permissions on time to register. Review the Departmental Requirements (<http://mib.uga.edu/program-requirements>) and typical program of study (<http://mib.uga.edu/typical-program-study>) to ensure that you stay on track and register for appropriate courses each semester.

In the second year:

1. Follow instructions for preparing and submitting your prospectus (<http://mib.uga.edu/prospectus>) by the end of September.
 2. During spring semester, follow instructions for undertaking your Preliminary Exams (Prelims) (<http://mib.uga.edu/prelims>). Upon successful completion of the Prelims, you should also file forms for Advancement to Candidacy.
 3. During spring semester, you will need to file your program of study. The program of study should be outlined after consultation with your advisor and with input from the committee. See the Program of Study Rules and form (<http://mib.uga.edu/program-study-rules>) and a typical series of coursework in the program (<http://mib.uga.edu/typical-program-study>).
 4. Anticipate fulfilling the Teaching Requirement (<http://mib.uga.edu/teaching-requirement>) the next year and plan with your advisor and Graduate Coordinator which courses you are interested in TA-ing.
- * If you and/or your PI feel an extension to these timelines is needed, do not hesitate to request one. To do so, email the graduate coordinator and in one to two sentences describe the situation.**

Third Year and Beyond:

1. Third year-fulfill TA requirement alluded to above
2. Each year hold a committee meeting. If you expect (or want) to present your work in MIBIO8170 as part or all of this meeting requirement, contact course instructor in the fall.

Prospectus

(<http://mib.uga.edu/prospectus>)

Doctoral students will submit a prospectus to their doctoral committee by the end of September in the Fall Semester of their second year. This prospectus is five typed pages, in the format described below. Students should alert the Graduate Program Assistant when the prospectus has been distributed.

The Advisory Committee will decide whether to accept the prospectus. Within two weeks, faculty should notify both the student and the graduate program assistant whether the prospectus is acceptable. If acceptable, the student may then proceed with preparations for the expanded formal version of the written exam. If acceptable, faculty may simply provide a "go ahead" signal (by indicating acceptance) or faculty may provide additional comments and suggestions to the student to help with plans for the longer written document due in spring semester. If significant changes are warranted, faculty should indicate to the student and to the program assistant (within two weeks of receiving the prospectus) that the student must provide a new or substantially revised prospectus for approval. The committee will vote on a resubmitted prospectus within two weeks of receipt by notifying the student and the graduate program assistant. *It is expected that a version of the prospectus is accepted by all committee members by the end of November. Deviation from this schedule requires communication with the Graduate Coordinator.*

For PhD students the first required annual meeting will be the oral component of the qualifying exam.

Important Note: The prospectus parallels the structure of the written preliminary exam. However, for the preliminary exam contributions from the advisor are limited. Therefore, the prospectus is a valuable opportunity to work with the advisor on shaping a research plan.

Format for the Research Prospectus

Length: The prospectus should be ≤5 typed, single-spaced pages in 12-point Times, Times New Roman, or Arial fonts with 1-inch margins. The title page and references do not count in the page limit. You should embed figures and tables within the text. Pages should be numbered starting with page 1 after the title page.

Organize the Prospectus as follows:

Title Page: A succinct but informative title for your project, your name, the date (month and year) and the names of your committee members (does not count in the page limit). A "Note to Committee" box is provided on the following page and should be copied and pasted onto the bottom of the title page.

Specific Aims: Provide a short introductory summary or abstract followed by a brief (e.g. bullet point) listing (each item no longer than a short sentence) of the specific aims of your proposal. Sub aims may be included, but should likewise include minimal text. The Specific Aims section should be simple, clear, and succinct. It should allow your committee to quickly understand the basic premise(s) and direction(s) of your proposed research. (0.5-1 page)

Background and Significance: Provide your committee with the background they will need to understand your proposed research and the contributions it will make to your field. (≤ 2 pages – in general this section together with Specific Aims should not extend beyond 2.5 pages)

Preliminary Studies/Research Design and Methods: For the Prospectus, you have the option of a separate Preliminary Studies section, or you may integrate preliminary studies as subsection(s) within the description of Research Design and Methods for each Aim.

Preliminary Studies: Describe your own recent/current work in preparation for the proposed experiments. This section should support the feasibility of the proposed studies and provide evidence that you can carry out related experiments.

Research Design and Methods: Describe the experimental approaches you plan to take to complete the Specific Aims. It is generally sufficient to cite references for routine/standard procedures. If appropriate, indicate where alternative approaches might be employed if your primary method is uncertain. You may describe how results will shape subsequent research focus. It should be clear how the results of these methods/approaches will be interpreted to accomplish the stated aims.

Acknowledgements: Acknowledge everyone who read drafts of your prospectus and provided constructive feedback. This section does not count in the page limit.

References: Use ASM journal format to cite references in the text and to list at the end of document. References do not count in the page limit.

Note to committee

The following note to the committee should be copied and pasted onto the title page of the prospectus (in 10-11 point font): ([Download this note for the committee in a Word document from the online graduate handbook](http://mib.uga.edu/graduate-program-handbook) <http://mib.uga.edu/graduate-program-handbook>)

Note to Committee: (provided as written per Microbiology program guidelines)

The Microbiology graduate program stipulates that a 5-page prospectus be distributed to committee members in the Fall of a student's second year (usually at the end of Sept). The prospectus is not usually accompanied by a committee meeting but serves as a precursor to the written and oral exams usually taken in spring of the second year, which also focus on the student's proposed research. Usually, the prospectus is a nascent and distilled version of the anticipated written prelim. *The primary purpose of the prospectus is to identify any major concerns that may exist so that the student does not move forward with a fatally flawed project*; however, a rewrite may be requested for any reason. The prospectus also affords the student a chance to work more closely on developing a written proposal with their advisor, who is not allowed to help edit the written prelim. Moreover, feedback from committee members can be invaluable in helping students avoid mistakes or confusion on their written prelims.

Evaluation of the prospectus should proceed as follows:

- Within two weeks of receiving the prospectus, committee members should notify the student and the grad program assistant whether the prospectus is acceptable or not.
- Faculty may simply indicate "acceptable" or they may provide additional comments and suggestions to help with the longer written prelim. Consultation is usually done by email or one-on-one. Typically the committee does not meet following the prospectus.
- If significant changes are warranted, faculty should indicate to the student, his/her advisor, and the program assistant that the student must provide a new or substantially revised prospectus. Again, a two-week turnaround from receipt of the revised prospectus to notification is expected.
- Upon conferring with the advisor and other committee members, a meeting of the full committee to discuss the proposal may be in order.
- It is expected that a version of the prospectus be accepted by all committee members by the end of November at the latest.

Preliminary Examinations & Advancement to Candidacy

Ph.D. Qualifying Examinations (<http://mib.uga.edu/prelims>)

WRITTEN EXAM During the first half of the Spring Semester of the second year, each doctoral student will prepare a written proposal for his/her dissertation project and present it to the advisory committee no later than the mid-point of the semester (ca. middle of Week 8; see the web-based [UGA Academic Calendar](#)). The major professor may provide general guidance only on the Specific Aims section of the proposal, but the student is strongly encouraged to get input from other faculty (including his/her committee), post-docs, and more advanced students in drafting the final proposal.

When students distribute their proposals to committee members, they should email the Graduate Program Assistant (mibcoord@uga.edu), stating the date it was distributed and the names of the committee members. This will help us get the results of the exams reported promptly. If committee members reside outside the Microbiology Department, it is the student's responsibility to communicate the rules and timeline governing the exam process (e.g. that committee members have two weeks to submit an evaluation) to such committee members.

The advisory committee should decide within 2 weeks whether the student has passed this written portion of the qualifying exam, and committee members should notify the student and the Graduate Program Assistant of their evaluation. In the event that it is not a passing evaluation, the Graduate Coordinator should be notified as well. The committee members may choose to return the marked up proposals to the student.

If more than one committee member requests that the exam be rewritten or rates the exam as unacceptable, the student is allowed a single rewrite of the proposal to incorporate changes based on input from the committee. The rewrite must be submitted within 3 weeks after the pass/fail decision. As with the first submission, the committee is expected to evaluate the proposal within two weeks and will be contacted by the Graduate Program Assistant if they do not. A student failing this re-written exam (i.e., receiving an unacceptable ranking from more than one committee member) will transfer to the M.S. program.

ORAL EXAM After passing the written exam, the student will schedule an oral exam to take place no later than the last day of finals in the Fall Term of year 3. An exam committee chair will be appointed by the major advisor prior to the oral preliminary exam meeting. The chair will be a tenured faculty member who scored the written proposal with a passing grade. Prior to the exam, the chair will read the policy regarding Microbiology preliminary exam format.

- At this exam, the student will be allowed a maximum of twelve slides and fifteen uninterrupted minutes for a presentation, to be followed by questions that are specific to the proposal as well as questions that test general knowledge.
- Students may prepare a limited number of extra slides that might facilitate discussion of complex datasets, pathways, structures, etc.; however, text should be minimized and committee members may stipulate whether such slides can be used to answer any particular question.
- Typically, initial questions will focus on the proposal, but there should be time for general knowledge questions as well.
- During the exam, the student's advisor will not participate in the discussion unless asked a direct question and granted permission to participate by the committee chair.
- After the exam, the exam committee chair will draft an evaluation letter summarizing the student's performance and indicating specific strengths and weaknesses that were identified by the exam committee. This letter will be submitted to the student, the major professor, and the Graduate program assistant.

It is the responsibility of the student to schedule the exam well enough in advance to ensure that all committee members can attend in person or by conference call.

The Graduate School must be informed of the date, time, and location of oral exams at least two weeks in advance. That information should be given to the Graduate Program Assistant at least two weeks prior to the oral exam, and the Program Assistant will obtain the exam signature form from The Grad School for the student. Regardless of pass or fail, the form must be returned to the Graduate School within two weeks after the announced oral exam date. If the student fails the first oral exam (same conditions as above for written exam), he/she must retake the exam by the end of finals in the immediately following summer "through session". Failure on the re-take of the oral requires transfer to the MS program.

PASSING THE EXAM

Regardless of the number of members on an advisory committee (usually four or five for doctoral committees), a student will only pass the exam if no more than one unsatisfactory (failing) grade is received.

APPLICATION FOR ADMISSION TO CANDIDACY

After passing the written and oral exams, the student must complete the form to apply for admission to Ph.D. candidacy. Generally, the petition for advancement to Candidacy is submitted at the same time as the form signed by committee members evaluating the preliminary exams. Note that there is a 2-semester residency requirement following admission to candidacy before a student can graduate.

POSTPONEMENT

The student and his/her advisor may request a postponement in the above schedule due to special circumstances. This is done by a written request to the Graduate Coordinator that explains the reason for the delay and suggests an alternative schedule. Requests for postponement of the written exam must be received at least two weeks before the exam is due. Requests for postponement of the oral exam or of a re-take of the written exam must be received by the Graduate Coordinator within one week after the pass/no-pass decision. A postponement beyond the Fall Semester of the third year generally will not be granted.

Format for the Research Proposal Component of the Qualifying Exam

Length/Typography: The total proposal length should be no more than 12 typed, single-spaced pages (~6000 words) in 12-point Times or Arial fonts. You may place figures, tables and photos on separate pages together with their corresponding legends or footnotes. These pages DO count towards the total length and you should subtract 1/3 page from the page limit for each figure and table. These pages may be interspersed among the text pages or clustered at the end of the document. Alternatively, you may embed figures and tables within the text such that the total document length is no more than 12 pages.

Organize the proposal as follows:

Title Page: A succinct but informative title for your project, your name, the date (month and year) and the names of your committee members (does not count in the page limit).

Specific Aims: This is a brief summary or abstract of the proposed work. Provide a short introductory paragraph followed by a brief "bullet" listing (each item no longer than a short sentence) of the specific studies that you propose in the order in which they will be conducted. The Specific Aims page is your opportunity to make a good first impression regarding the importance of your project. It should be simple, clear, and succinct. (0.5-1 page).

Background/Significance: Summarize the relevant information leading to your proposed work. critically evaluate the pertinent existing knowledge in the field. Identify the gaps in that knowledge that your work will fill. Clearly establish the importance and relevance of your proposed work (2-2.5 pages).

Preliminary Studies: Describe your own recent/current work in preparation for the proposed experiments. This section should support the feasibility of the proposed studies and provide evidence that you can carry out related experiments (2-3 pages).

Research Design and Methods: Describe the experimental approaches you will take to complete the Specific Aims. It is generally sufficient to simply cite references for routine/standard procedures, but you should address specific modifications or details that are relevant to your own project. Be aware that you should understand thoroughly the techniques you will be using, as you can expect questions on them during your oral exam. If several techniques are available for asking a certain type of question, explain why you chose the technique(s) you have and not another. Anticipate where potential problems might arise and indicate alternative approaches. Most importantly, explain how your observations will test your hypothesis. The purpose of this section is to describe what you will do, and demonstrate how well you understand what you will do, how you will deal with problems which might reasonably arise, and where this work might lead (5-6 pages).

References: Use ASM journal format to cite references in the text and to list at the end of document. Reference list does not count in the text page limit. Make sure that the title of each cited reference and ALL authors are included.

Pre-Graduation Checklist

- After you have been admitted to candidacy, make sure to follow these guidelines until you are ready to defend:
- Be sure you have fulfill your teaching requirement if you have not done so already.
- Follow rules for having an annual committee meeting (or appropriate substitute).
- Submit an updated CV to the Graduate Program Assistant annually.
- Do not forget to register on time each semester.
- Familiarize yourself with the rules and deadlines for graduation well in advance of your projected graduation semester.
- Finish any requirements on your program of study.
- If your program of study or committee changes, be sure to file the appropriate form(s).

Applying for Graduation and Defending

- Apply for graduation (<http://www.grad.uga.edu/academics/graduation.html>).
- Register for MIBO9300 (or 7300) for 3 credits
- Follow instructions on the graduate school website and in this handbook for [preparing your dissertation and scheduling your defense](#).
- Once your approval form and ETD (Electronic Thesis or Dissertation) is signed by all committee members (including your major professor(s), turn it in to the graduate program assistant, Janice Stuart, so she can submit it to the graduate school.
- Once you have successfully defended and turned in your dissertation/thesis, please complete an exit survey https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_2ccRS13voHDkf1X.

Helpful Links

- Graduate School Forms: <http://grad.uga.edu/index.php/current-students/forms/>
- Graduate School Policies and Procedures: <http://grad.uga.edu/index.php/current-students/policies-procedures/>
- Tuition and Fees: <http://busfin.uga.edu/bursar/>
- Travel Funding: <http://grad.uga.edu/index.php/current-students/financial-information/travel-funding/>
- Student Accounts: <http://grad.uga.edu/index.php/current-students/financial-information/student-accounts/>
- Schedule of Classes: <https://reg.uga.edu/enrollment-and-registration/schedule-of-classes/>
- Professional Development: <http://grad.uga.edu/index.php/current-students/professional-development/>
- Theses and Dissertation Overview: <http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>
- Important Dates and Deadlines for Graduation: <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>