

# PMB PH.D. PROGRAM SEMESTER-BY-SEMESTER CHECKLIST

## Before first semester

### Plan rotations/other related activity

During your first semester in the PMB Ph.D. program, you must complete research rotations or another substantive activity that provides connections beyond your home lab. Both rotations and other activities for making connections outside of your advisor's lab must be approved by the Director of Graduate Studies (DGS).

- Set up your two rotations (8 weeks each) or your other related activity (16 weeks). Discuss with your (prospective) advisor(s) or DGS for input on rotation mentors, if needed.
- Register for one credit of PMB 8994 Directed Research under the A-F grading option.
- By the fifth day of the semester, complete the PMB 8444 Directed Research plan form and submit it to the GPC (if you have not done so already).
- See the PMB Graduate Student Handbook for full details on rotations/other activities.

### Funding

- Talk with your (prospective) advisor(s) about funding plans for spring semester and beyond.

### Advising

- Meet with your (prospective) advisor(s) or the DGS to discuss courses for fall semester and for subsequent semesters.
- Meet with your (prospective) advisor(s) to talk about their expectations and advising philosophy and your initial plans and goals.

### Registration notes

- Take 6 or more credits (not to exceed 14) to be a full-time student.
  - You should register for 14 credits each semester until you have completed all required course and thesis (PMB 8888) credits. If you register for more than 14 credits in a semester, there will be additional tuition charges that you will be responsible for. If you register for fewer than 14 credits, you will slow down your degree progress.
- Take 30 course credits total; two-thirds must have a grade basis of A-F (one-third may be S-N).
- Complete 24 doctoral thesis credits (PMB 8888).
- Registration for summer is not allowed, unless approved and paid for by advisor.
- When you start your registration, you must provide information regarding health insurance.
  - Check the box for Graduate Assistant Health Plan, even if you have not yet enrolled in the plan.
  - If you will not have GAHP and are on your parent's or another plan, check the box to indicate that you have your own insurance and enter your health insurance information.
- Check the PMB Graduate Student Handbook for full details on registration.

## First semester (fall of first year)

**Take courses** (Register by midnight the day before classes start.)

COURSE #	COURSE NAME	GRADE BASIS	CREDITS
PMB 8081	Succeeding in Graduate School: Skills, Ethics, and Beyond	A-F	3
PMB 8900 sec 001	PMB Colloquium	S-N	1
PMB 8900 sec 002	Itasca Orientation	S-N	1
PMB 8900 sec 003	PMB Student Seminar	S-N	1
PMB 8994	Directed Research	A-F	1 or 2
Supporting courses	Courses as determined by you and your advisor	A-F	?
PMB 8888	Doctoral thesis	no grade	?
<b>TOTAL CREDITS</b>			<b>14</b>

### Attend PMB Colloquium (seminar)

- You must register for PMB 8900 section 001, and you must attend the seminars in order to earn an "S" grade.
- Colloquium is on Tuesdays, 3:00 p.m. – 4:00 p.m., in 105 Cargill Building.
- Sign up for lunch with the seminar speakers, as you are able.

### Make connections with potential advisory committee members

- Talk with your advisor, lab mates, PMB peers, the DGS, and others about who might be a good fit for your advisory committee. (You will hold an official advisory committee meeting in spring semester.)

### Participate in directed research (rotations/related activities)

- Register for 1 or 2 credits of PMB 8994.
- Check the PMB Graduate Student Handbook for full details on rotations/other activities.
- Submit the PMB 8994 Directed Research Plan form to the GPC.

### Funding

- Talk with your (prospective) advisor about funding plans for spring semester and beyond.

### Program activities

- Attend Phytograds coffee hours and fall meeting.
- Participate in Phytograds activities.
- Participate in mentor-mentee events.

## Second semester (spring of first year)

**Take courses** (Register by midnight the day before classes start.)

<b>COURSE #</b>	<b>COURSE NAME</b>	<b>GRADE BASIS</b>	<b>CREDITS</b>
Supporting courses	Courses as determined by you and your advisor	A-F	?
PMB 8888	Doctoral thesis	no grade	?
<b>TOTAL CREDITS</b>			<b>14</b>

### **Attend PMB Colloquium**

- Colloquium is on Tuesdays, 3:00 p.m. – 4:00 p.m., in 105 Cargill Building.
- You do not need to register for PMB 8900 section 001 again.
- Sign up for lunch with the seminar speakers, as you are able.

### **Hold advisory committee meeting/complete annual review**

- Due by March 31.
- Meet with your committee to review your thesis research progress and get advice on courses, research directions, and other activities.
- See the PMB Graduate Student Handbook for details on scheduling and preparing for advisory committee meetings.

### **Funding**

- Talk with your advisor about funding plans for the upcoming academic year and beyond.

### **Program activities**

- Attend Phytograds coffee hours.
- Participate in Phytograds activities.
- Participate in PMB campus visit events for prospective students.
- Attend annual PMB retreat.

## Third semester (fall of second year)

**Take courses** (Register by midnight the day before classes start.)

<b>COURSE #</b>	<b>COURSE NAME</b>	<b>GRADE BASIS</b>	<b>CREDITS</b>
PMB 8901	Preparation of Research Proposals	S-N	2
Supporting courses	Courses as determined by you and your advisor	A-F	?
PMB 8888	Doctoral thesis	no grade	?
<b>TOTAL CREDITS</b>			<b>14</b>

### Attend PMB Colloquium

- Colloquium is on Tuesdays, 3:00 p.m. – 4:00 p.m., in 105 Cargill Building.
- You do not need to register for PMB 8900 section 001 again.
- Sign up for lunch with the seminar speakers, as you are able.

### Hold advisory committee meeting/complete annual review

- Due by December 31.
- Meet with your committee to review your thesis research progress and get advice on courses, research directions, and other activities.
- See the PMB Graduate Student Handbook for details on scheduling and preparing for advisory committee meetings.

### Program activities

- Serve as mentor to a new PMB student.
- Attend Phyto grads coffee hours and fall meeting.
- Help plan Phyto grads activities.

## Fourth semester (spring of second year)

**Take courses** (Register by midnight the day before classes start.)

<b>COURSE #</b>	<b>COURSE NAME</b>	<b>GRADE BASIS</b>	<b>CREDITS</b>
Supporting courses	Courses as determined by you and your advisor	A-F	?
PMB 8888	Doctoral thesis	no grade	?
<b>TOTAL CREDITS</b>			<b>14</b>

### **Attend PMB Colloquium**

- Colloquium is on Tuesdays, 3:00 p.m. – 4:00 p.m., in 105 Cargill Building.
- You do not need to register for PMB 8900 section 001 again.
- Sign up for lunch with the seminar speakers, as you are able.

### **Submit Ph.D. program planning form and GPAS degree planner**

- Complete the PMB program planning form with your advisor and advisory committee and submit this to the PMB graduate program.
- Submit the online GPAS degree planner.

### **Complete preliminary written examination**

- See the PMB Graduate Student Handbook for details on the preliminary written exam process.

### **Plan/complete preliminary oral examination**

- See the PMB Graduate Student Handbook for details on the preliminary oral exam process.

### **Funding**

- Talk with your advisor about funding plans for the upcoming academic year and beyond.

### **Program activities**

- Serve as mentor to a new PMB student.
- Attend Phytograds coffee hours.
- Help plan Phytograds activities.
- Participate in PMB campus visit events for prospective students.
- Attend annual PMB retreat.

## Fifth semester (fall of third year)

**Register** (Register by midnight the day before classes start.)

1. If you **have** completed your preliminary oral exam and submitted the signed exam form to GSSP by the last business day in August:

COURSE #	COURSE NAME	GRADE BASIS	CREDITS
PMB 8444	FTE: Doctoral	no grade	1
<b>TOTAL CREDITS</b>			<b>1</b>

2. If you **have not** completed your preliminary oral exam and submitted the signed exam form to GSSP by the last business day in August:

COURSE #	COURSE NAME	GRADE BASIS	CREDITS
PMB 8888	Doctoral thesis	no grade	6
<b>TOTAL CREDITS</b>			<b>6</b>

### Attend PMB 8900 section 003, PMB student seminar

- PMB student seminar is on Fridays, 12:00 p.m. – 1:00 p.m., in 257 BioSci.
- You should not register for PMB 8900 section 003.
- You will give a seminar to first-year students about your research.

### Attend PMB Colloquium

- Colloquium is on Tuesdays, 3:00 p.m. – 4:00 p.m., in 105 Cargill Building.
- You do not need to register for PMB 8900 section 001 again.
- Sign up for lunch with the seminar speakers, as you are able.

### Complete preliminary oral examination (if you haven't already)

- See the PMB Graduate Student Handbook for details on the preliminary oral exam process.

### Hold advisory committee meeting/complete annual review

- Due by December 31.
- Meet with your committee to review your thesis research progress and get advice on courses, research directions, and other activities.
- See the PMB Graduate Student Handbook for details on scheduling and preparing for advisory committee meetings.

### Program activities

- Serve as mentor to a new PMB student.
- Attend Phytograds coffee hours and fall meeting.
- Participate in Phytograds activities.

## Sixth semester (spring of third year)

**Register** (Register by midnight the day before classes start.)

<b>COURSE #</b>	<b>COURSE NAME</b>	<b>GRADE BASIS</b>	<b>CREDITS</b>
PMB 8444	FTE: Doctoral	no grade	1
<b>TOTAL CREDITS</b>			<b>1</b>

### Attend PMB Colloquium

- Colloquium is on Tuesdays, 3:00 p.m. – 4:00 p.m., in 105 Cargill Building.
- You do not need to register for PMB 8900 section 001 again.
- Sign up for lunch with the seminar speakers, as you are able.

### Funding

- Talk with your advisor about funding plans for the upcoming academic year and beyond.

### Program activities

- Serve as mentor to a new PMB student.
- Attend Phytograds coffee hours.
- Participate in Phytograds activities.
- Help plan, coordinate, and run PMB campus visit events for prospective students.
- Attend annual PMB retreat.

## Fourth year and beyond

**Register** (Register each semester by midnight the day before classes start.)

COURSE #	COURSE NAME	GRADE BASIS	CREDITS
PMB 8444	FTE: Doctoral	no grade	1
<b>TOTAL CREDITS</b>			<b>1</b>

### Attend PMB Colloquium

- Colloquium is on Tuesdays, 3:00 p.m. – 4:00 p.m., in 105 Cargill Building.
- You do not need to register for PMB 8900 section 001 again.
- Sign up for lunch with the seminar speakers, as you are able.

### Hold advisory committee meeting/complete annual review

- Due by December 31.
- Meet with your committee to review your thesis research progress and get advice on courses, research directions, and other activities.
- See the PMB Graduate Student Handbook for details on scheduling and preparing for advisory committee meetings.

### Complete your thesis research and analysis and write your dissertation.

- See the PMB Graduate Student Handbook for details on degree completion steps, dissertation writing resources, etc.

### Funding

- Talk with your advisor about funding plans for the upcoming academic year and beyond.

### Program activities

- Serve as mentor to a new PMB student.
- Attend Phytograds coffee hours and fall meeting.
- Participate in Phytograds activities.
- Participate in PMB campus visit events for prospective students.
- Help plan, coordinate, and run the annual PMB retreat in your fourth year.
- Attend and present at the annual PMB retreat.