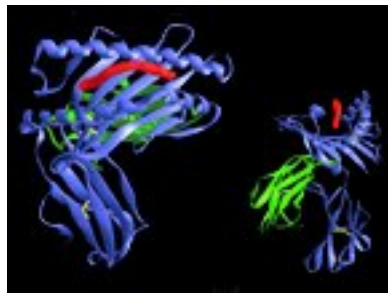
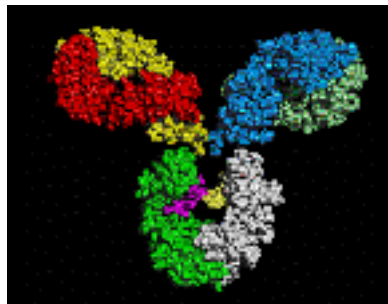
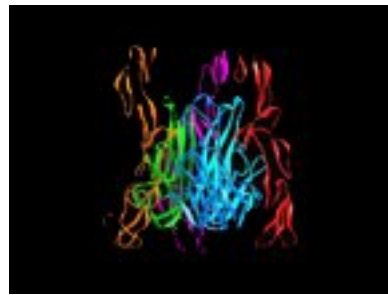


# IOWA STATE UNIVERSITY

## Immunobiology 2009-2010



An Interdepartmental Graduate Program  
in the Life Sciences

<http://www.immunobiology.iastate.edu>

The Immunobiology  
Student Handbook

2009-2010

Immunobiology  
Interdepartmental Graduate Major

Iowa State University

This Handbook . . .

This student handbook is provided to give general guidance about important issues and activities that you will encounter in your graduate career. Because the Immunobiology interdepartmental graduate major continually seeks to improve, as does the entire graduate education program at Iowa State, some changes may occur between the times of the annual printing of this handbook. You are expected to stay in close communication with your major professor regarding important issues. You are also encouraged to bring questions and comments to the Chair and members of the Supervisory Committee of Immunobiology at any time.

Message from the Chair:

Welcome to the Immunobiology program at Iowa State University. The mix of research areas represented in IMBIO is unique among the Biological Sciences Graduate Majors at Iowa State University, and is designed to offer a wide range of graduate research opportunities ranging from the molecular to the cellular to the systemic level of analysis.

We hope that you will enjoy your graduate studies in Immunobiology at Iowa State. It is important you get involved with the various activities that are at your disposal as through this involvement you will build relationships and learn new things that will last a lifetime.

Dr. Marian Kohut  
Chair, Immunobiology  
Associate Professor, Kinesiology  
246 Forker Building  
515-294-8364  
[mkohut@iastate.edu](mailto:mkohut@iastate.edu)

## Table of Contents

<b>INTRODUCTION .....</b>	<b>6</b>
THE IMMUNOBIOLOGY MAJOR.....	6
ADMINISTRATION .....	6
<b>UPON ARRIVAL AT IOWA STATE .....</b>	<b>7</b>
<b>GETTING STARTED—YOUR FIRST YEAR.....</b>	<b>8</b>
GRADUATE STUDENT ORIENTATION.....	8
ASSIGNMENT OF A TEMPORARY ADVISOR AND GRADUATE STUDENT MENTOR .....	8
RESEARCH ROTATIONS—IMBIO 697.....	9
CHOOSING YOUR MAJOR PROFESSOR.....	9
<b>ACADEMIC MATTERS .....</b>	<b>10</b>
DEGREES OFFERED .....	10
ADMISSION TO A DEGREE PROGRAM .....	10
REQUIRED COURSES .....	11
RESIDENCY REQUIREMENT (FOR PhD STUDENTS ONLY) .....	15
GRADUATE ENGLISH REQUIREMENTS.....	15
<b>PROGRESSING THROUGH YOUR DEGREE PROGRAM.....</b>	<b>17</b>
COMMITTEE APPOINTMENT AND PROGRAM OF STUDY .....	17
SUGGESTED GUIDELINES FOR TIMELY PROGRESS.....	18
EVALUATING YOUR PERFORMANCE .....	19
DISMISSAL POLICY .....	20
GRADUATE COLLEGE REQUIREMENTS FOR COMPOSITION OF PROGRAM OF STUDY	
COMMITTEES .....	21
DISSERTATION RESEARCH PROPOSAL.....	21
PRELIMINARY EXAMINATIONS.....	22
WRITING YOUR THESIS .....	22
PREPARING FOR GRADUATION.....	22
FINAL RESEARCH SEMINAR .....	23
FINAL EXAMINATION (DEFENSE).....	23
SURVIVING IT ALL.....	23
<b>FINANCIAL MATTERS.....</b>	<b>24</b>
YOUR APPOINTMENT .....	24
GRANTS FOR RESEARCH .....	24
GRANTS FOR PROFESSIONAL TRAVEL.....	25
BENEFITS .....	25
<b>ADMINISTRATIVE MATTERS.....</b>	<b>28</b>
ADMINISTRATIVE ASSISTANCE .....	28
OFFICE AND HOME ADDRESSES .....	28
COMMUNICATIONS .....	28
TRANSPORTATION .....	29
HELP IN PREPARING MATERIAL FOR RESEARCH PRESENTATIONS .....	29
PROFESSIONAL ETHICS .....	30

DISCRIMINATION, SEXUAL HARASSMENT, NONDISCRIMINATION, & AFFIRMATIVE  
ACTION ..... 31

**APPENDIX..... 32**

    IMPORTANT FORMS..... 32

    IMMUNOBIOLOGY GOVERNANCE DOCUMENT..... 33

## Introduction

### *The Immunobiology Major*

The Graduate Major in Immunobiology is an interdepartmental and interdisciplinary training program at Iowa State University that offers the Master of Science and Doctor of Philosophy degrees. The Immunobiology training program offers a broad spectrum of Immunobiology research opportunities, ranging from the molecular to the cellular to the systemic level of analysis. The program includes over 30 faculty from the departments of Animal Science; Biochemistry, Biophysics and Molecular Biology; Entomology, Kinesiology; Veterinary Microbiology & Preventive Medicine; Veterinary Pathology; Veterinary Diagnostic Production and Animal Medicine; and the National Animal Disease Center. The diversity of faculty expertise ensures a broad education while offering flexibility in choice of specialization. Currently, faculty and students are pursuing research in almost all areas of Immunobiology including antibody and cell-mediated immunity, immunochemistry, immunogenetics, immunomodulation, molecular immunology, mucosal immunity, and nutritional immunology.

The strength of the Immunobiology major lies in the combined expertise of its diverse faculty. The large number of Immunobiology faculty in a variety of disciplines will provide you with flexibility in your choice of a research project and major professor. Other activities and organizations in the program bring faculty and students together and provide opportunities for personal and professional interaction. These interactions are central to our goals, which are to provide broad and robust graduate student training while stimulating excellence in Immunobiology research. Activities include graduate student and research seminar series, a workshop in current topics in Immunobiology, and the Immunobiology Graduate Student Organization (IGSO).

### *Administration*

The activities of IMMUNOBIOLOGY are overseen by a Chair and a Supervisory Committee. Feel free to contact them if you have any questions about the program. For the 2008-2009 academic year, the Chair and Supervisory Committee are:

*Chair:*

**Marian Kohut**  
246 Forker  
[mkohut@iastate.edu](mailto:mkohut@iastate.edu)

*Supervisory Committee:*

**Louisa Tabatabai**  
NADC  
294-6284 lbt@

**Jesse Hostetter**  
2764 Vet Med  
294-3282 jesse@

**Mike Wannemuehler**  
1118 Vet Med  
294-3270 mjwannem@

**Bryan Bellaire**  
1136 Vet Med  
294-1006 bbella@

## Upon Arrival at Iowa State

When you first arrive, you may find yourself overwhelmed by the number of things you must do. Here is a list of some of the most important.

1. Visit the Interdepartmental Programs office in 2018 Molecular Biology. Introduce yourself to the office staff. The Chair, Dr. Marian Kohut, whose office is 246 Forker Building, can answer any questions you have about your academic program. The office staff can help you find your way around the University administrative offices and answer your questions regarding Immunobiology and/or the University.
2. **Read this Handbook.** It is especially important to read the section on Administrative Matters during your first few days.
3. Register for e-mail and plan to check it regularly (at least daily). E-mail is the most common means of communication at Iowa State University.
4. Obtain the following references and examine them carefully. These documents contain all the University regulations and requirements for graduation. All items from the Graduate College and Registrar's Office are free. All items in bold are **required**.
5. From the Graduate College, 1137 Pearson  
**Graduate College Handbook\*** (<http://www.grad-college.iastate.edu/>)  
**Graduate College Thesis Manual\*** (<http://www.grad-college.iastate.edu/>)  
*General Catalog* (<http://www.iastate.edu/~catalog>)

From the ISU Bookstore

*Schedule of Classes\** (<http://www.adp.iastate.edu/cgi-bin/class>)  
*Iowa State University Calendar* (<http://www.iastate.edu/>)  
*Iowa State University phone/e-mail directory* (<http://www.iastate.edu/>)

\* This is available only on line.

## **Getting Started—Your First Year**

### ***Graduate Student Orientation***

For new graduate students, the academic year begins with an orientation period which is designed to ease the transition to graduate study at Iowa State. It is a time to become acquainted with the Immunobiology program and its members and to prepare for registration and the start of classes. Along with this handbook, you should have received a schedule of important orientation activities from Immunobiology, as well as the Graduate College. Please refer to them for information about your responsibilities during Orientation.

Which of the following sections you need to read is determined by how you are being funded. Students may enter Immunobiology by either of two routes: direct admission into Immunobiology, or admission after acceptance into a department. Students entering directly are usually supported for their first year on an Immunobiology Research Assistantship and spend their first year doing rotations and choosing a major professor. They should read the entire handbook. Students entering after acceptance into a department arrange for a major professor and financial support through their home department. The latter students may skip sections dealing with temporary advisors, research rotations, and choosing a major professor.

### ***Assignment of a Temporary Advisor and Graduate Student Mentor***

If you have entered the Immunobiology program directly, the chair of the major or another faculty member will serve as your temporary advisor until your major professor is selected. Please contact the chairperson of the major immediately upon arrival to arrange a meeting with your advisor

The temporary advisors are well-acquainted with the Immunobiology laboratories at Iowa State. The responsibilities of the advisors are to guide you in selecting courses during your first year, to discuss with you the research opportunities in Immunobiology, and to suggest laboratories for visits and rotations.

Toward the end of the first week of the orientation period, you will meet with your advisor for counseling and preparation of your schedule for the fall semester. You will register online for your courses or make changes to your schedule if necessary via AccessPlus, the University registration system..

### ***Research Rotations—Imbio 697***

First year students who enter Immunobiology directly as Research Assistants are required to do laboratory rotations (IMBIO 697) to help them choose their major professor. First-year students who have already entered a department/lab directly and do not receive financial support from Immunobiology are not required to take IMBIO 697 or do IMBIO rotations. The research rotations, in addition to helping you choose your major professor, provide you with an interdisciplinary research experience, give you an opportunity to actively participate in the research program of the laboratories in which you are interested, and promote interaction and exchange of information among research groups.

Immunobiology Research Assistants must do three laboratory rotations during their first year (IMBIO 697); these rotations must be in at least two different departments. Each rotation should be 6-8 weeks long. Total credits of IMBIO 697 per semester should be 2 to 6.

### ***Choosing Your Major Professor***

If you have entered Immunobiology directly, much of your first year will be devoted to the important process of selecting a major professor, the person who will guide you in your graduate studies and whose research group you will join. Activities during orientation week provide you an opportunity to meet individual faculty members and discuss their research. You will probably wish to make appointments for additional conferences with the professors whose work interests you.

First-year graduate students in Immunobiology typically must choose a major professor by June 30<sup>th</sup> of their first year.

You should make use of the following information to help you decide on a research group and a professor with whom to rotate:

- Curriculum vitae and references to recent publications of Immunobiology faculty.
- Discussions with individual faculty members. (This is very important!)
- The Immunobiology Web Site  
<http://www.immunobiology.iastate.edu/>
- Potential that the faculty member will have space and funding for a new student

When you have decided with whom you would like to rotate, you need to personally ask the faculty member whether you can rotate in his or her laboratory. If you are interested in joining that faculty member's group, you should tell him or her of your interest and determine whether there might be space and funding for you after you finish

your rotations. Also, discuss the project you might have for your rotation research. Although research will be conducted during these rotations, the completion of a project is not required.

Part of the process of choosing a lab is learning what additional courses or other requirements, if any, must be met in the department of your chosen faculty mentor. These requirements vary with each department. This information can be obtained from the faculty member, his/her department, or the Immunobiology office.

After you finish your laboratory rotations, ask the faculty member with whom you would like to work whether he or she can accept you into his or her laboratory and arrange for your future financial support. Once a mutual agreement has been reached, please inform the Immunobiology program chair. You will need to initiate a "Request to Establish a Home Department for Students Admitted to Interdepartmental Majors" form (available online at <http://www.grad-college.iastate.edu/forms/forms.html>).

**NOTE:** You should wait to choose a major professor until *after* your rotations. If a faculty member attempts to get a commitment from you before the end of your rotations, don't do it unless you are absolutely certain it is what you want. It is best to reserve your decision until you are fully informed about the opportunities available to you.

## **Academic Matters**

### ***Degrees Offered***

Immunobiology offers coursework and research experiences leading to the degrees of Master of Science and Doctor of Philosophy. Both Ph.D. and M.S. students must prepare a written thesis. Because Immunobiology is a research-based discipline, non-thesis Master of Science degrees are *not* available.

### ***Admission to a Degree Program***

The degree which a student may pursue in Immunobiology (that is, M.S. or Ph.D.) is normally determined and specified at the time of the student's admission to the program. Although a prior M.S. is not required for admission to the Ph.D. program, criteria for admission to the Ph.D. program are more stringent than to the M.S. program and excellent performance in a prior M.S. program is helpful.

If the student desiring the Ph.D. has already earned an M.S. in Immunobiology, then he/she should submit a Graduate College application form and updated supplementary application information. Material which was previously submitted for the M.S. application and is still current need not be resubmitted, but the student must submit a new professional goals statement and current letters of reference. If the student has earned an M.S. in another major or at another university, then a complete application

with all required documents must be made. In both of the preceding instances, the application packet will be reviewed by the Immunobiology Admissions Committee, with the same criteria used in evaluation of all other applications for Ph.D. studies. Earning an M.S. in Immunobiology does not automatically qualify a student to pursue the Ph.D. degree in Immunobiology.

If the student is currently pursuing an M.S. in Immunobiology, and wishes to change to a Ph.D. track, then the student must submit a request that details the justification for such a change. This request should address the topics of both the change in career goals and the level of performance in graduate studies (coursework and research) that warrant the change to the more advanced degree track. Letters of reference from the student's major professor (if they have worked together for at least six months) or from two rotation mentors are required. There is a form on the Graduate College website called "Masters Students on the PhD Track in the Same Department." <http://www.grad-college.iastate.edu/forms/forms.html> This form will facilitate this process. Normally, the request to change from M.S. to Ph.D. track should be made in the second or third semester of residence. The request will be evaluated by the Immunobiology Supervisory Committee, which will decide on one of the following options:

1. student may change from M.S. to Ph.D. program without completing the M.S.;
2. student may pursue Ph.D. after earning the M.S.;
3. student is not allowed to pursue the Ph.D. in Immunobiology.

### ***Required Courses***

It is expected that all graduate students entering the Immunobiology program will have a strong background in the biological sciences, including work in immunology, genetics and biochemistry. Your temporary advisor or major professor will help you determine if you have deficiencies in any of these areas and decide if you need to take additional background courses. If it is desirable to take such courses, you should take them as soon as possible.

To assure that all our students are trained in the major areas of Immunobiology, all students should include in their program of study a core of courses which will provide a broad coverage of the basic program in Immunobiology. Formal courses should include immunology, biochemistry, cell biology, and statistics. All students will take the Immunobiology seminar course each year.

A summary of the requirements is given below.

#### **◆ Course Requirements for Doctoral Degree**

Ph.D. candidates majoring in Immunobiology must take at least 72 credits, including the following: Credits taken during a student's M.S. program in Immunobiology at Iowa State University will count towards their Ph.D. in Immunobiology.

## Course Requirements for Immunobiology Majors

### *Course Requirements for Doctoral Degree*

#### Required Courses

Course Number	Title	Credits
BBMB 405	Biochemistry II	3
VMPM 575 or VMPM 520	Immunology or Mechanisms. of Immunity	3 or 4
VMPM 615	Molecular Immunology	3
Imbio 604 (Spring)	Seminar	1 /year
Imbio 602 (Fall)	Current Topics Workshop	1 /year

#### At least 5 Credits from following:

Course Number	Title	Credits
VMPM 629	Advanced Topics Cell. Immuno.	2
VMPM/Micro 625	Mechanisms. of Bacterial Pathogenesis	4
VMPM 608	Molecular Virology	3
VMPM 540	Livestock Immunogenetics	2
GDCB 540	Signal Transduction	3
GDCB 528	Cell Growth and Regulation	3
Vet Path 655	Cell and Molecular Pathology I	3
Vet Path 656	Cell and Molecular Pathology II	3
BBMB 645	Molecular Signaling	2

#### Take the following:

Course Number	Title	Credits
Statistics 401	Statistical Methods	4

TOTAL CORE CREDITS\* 18

\*Exclusive of seminar and workshop.

## ***Course Requirements for M.S. Degree***

### **Required Courses**

Course Number	Title	Credits
BBMB 405	Biochemistry II	3
VMPM 575 or VMPM 520	Immunology <i>or</i> Mechanisms of Immunity	3 or 4
/VMPM 615	Molecular Immunology	3
Imbio 604	Seminar	1/year
Imbio 602	Current Topics Workshop	1/year

### **At least 2 credits from following:**

Course Number	Title	Credits
VMPM 629	Advanced Topics Cell. Immuno.	2
VMPM 625	Mechanisms of Bacterial Pathogenesis	4
VMPM 608	Molecular Virology	2
VMPM 540	Livestock Immunogenetics	2
GDCB 540	Signal Transduction	3
GDCB 528	Cell Growth and Regulation	3
Vet Path 655	Cell and Molecular Pathology I	3
Vet Path 656	Cell and Molecular Pathology II	3
BBMB 645	Molecular Signaling	2

### **Take the following:**

Course Number	Title	Credits
Statistics 401	Statistical Methods	4

TOTAL CREDITS\* 15

\*Exclusive of seminar and workshop

Foreign language requirements and teaching requirements will be determined by your home department. *Additional course work may be selected to satisfy research interests or home department requirements.*

**Note:** All credits taken during an M.S. program in Immunobiology at ISU count towards the Ph.D. The transferability of credits from other institutions will be determined on a case-by-case basis by the student's POS Committee and the Immunobiology Chair. To waive a course requirement, please send a memo, signed by your major professor (as a representative of your POS Committee) and the instructor of the course you wish to waive, to the Immunobiology Chair. The memo should state that you have already received satisfactory instruction in the subject matter covered by the required course.

**Hint for completing POS form:** Be sure that you use the correct course name, number, and designation [ex. BBMB versus Biochem].

**Transfer Students:** The requirements for students transferring into Immunobiology from another department or program are the same as for students who directly enter the program, except that the number of Workshops, Students Seminars and Faculty Seminars need not exceed the number of years the student takes to complete his or her degree.

### ***“Testing Out” of Required Courses***

If you feel that you already know the material covered in one or more of Immunobiology required courses, you may petition to be excused from the requirement. To do this, first discuss the idea with your major professor, POS Committee, and the course instructor. If they agree that you already know the material, at the time you submit your POS form to the Immunobiology chair for signature, include a memo, signed by your major professor and the course instructor, stating that you have taken an equivalent class and that you are knowledgeable on the subject. Be sure to specify the name of course that you feel substitutes for the Immunobiology requirement, as well as the grade received, year taken, and institution.

If you are still in rotation, you should discuss your situation with your temporary advisor. Your temporary advisor can suggest what to do until you choose a major professor and POS Committee. Unfortunately, your temporary advisor does NOT have the authority to excuse you from a course. Thus, any decision you make while in rotation is only temporary. If you decide not to take the required course while you are in rotation, you may still have to take the course later.

A word of caution: If you are excused from an Immunobiology course requirement, do NOT forget to review the topics covered by the course prior to your preliminary exam! You will be expected to be as knowledgeable on this topic as all other students.

***Residency Requirement (for PhD students only):***

At least 24 semester credits must be earned during two consecutive semesters or during a continuous period including two semesters and a summer session. This requirement does not apply to doctoral students who are employed at least half-time by Iowa State University and government laboratories located in Ames.

***Graduate English Requirements***

*Nonnative Speakers of English*

**English Placement Test**

This test is for non-native English speakers who DO NOT have a prior Bachelor's or Master's or PhD degree from a U.S. college or university. If you have a Bachelor's, Master's, or PhD degree from a U.S. college or university, where the language of instruction was English, you need to fill out a form to certify that you have met your English requirement.

This test should be taken at the beginning of your first semester of enrollment. It must be taken in addition to TOEFL (Test of English as a Foreign Language), which is taken as part of the admissions process. A student who does not pass this examination is assigned to one or more courses in the English 101 series. This course work must be completed during the first year of study.

**Testing Information for English Placement Test:**

Department of English/ESL

[ENGLESL@iastate.edu](mailto:ENGLESL@iastate.edu)

515-294-3568

<http://www.public.iastate.edu/~apling/eng1101.html>

**Certification of English Requirement:**

Graduate College, 1137 Pearson Hall

515-294-1170

*Testing of Nonnative Speaking Students Who Teach*

You may read the details regarding the SPEAK/TEACH testing on the Graduate College web site. SPEAK/TEACH testing is required of graduate students who fit both of the following categories:

- those who are not native speakers of American English (i.e., learned another language first), and
- Those who are to be appointed to or considered for teaching assistantships or who will have some teaching responsibilities even if they are not teaching assistants (TAs).

The SPEAK/TEACH tests of oral proficiency are given before the beginning of fall and spring semesters. Registration for the test is held in 1137 Pearson Hall the day before the test is administered. TAs and faculty with questions about SPEAK/TEACH testing should call 515-294-1958 or 515-294-7996.

A prospective teaching assistant who does not pass these tests is required to successfully complete course work and be retested. Sections of the courses University Studies 180 and 511 are designed to help new teaching assistants. These courses focus upon pronunciation, listening, question handling, teaching and lecturing skills, and an introduction to the culture of U.S. university life. Because enrollment is restricted in University Studies 180, TAs cannot register for the courses through AccessPlus. TAs must appear at the SPEAK/TEACH Office, 1137 Pearson Hall, on the first or second day of classes for fall or spring semester to obtain permission to enter the course by completing a course add slip. The SPEAK/TEACH website is **[www.grad-college.iastate.edu/speakteach/](http://www.grad-college.iastate.edu/speakteach/)**.

## Progressing Through Your Degree Program

### *Committee Appointment and Program of Study*

After you have chosen a major professor and home department, you will, in consultation with your major professor, decide on a suitable program for completion of your graduate course work. It is then necessary to appoint a graduate Program of Study (POS) committee. The composition and responsibilities of the POS Committee will be in accordance with the Graduate College guidelines. Current minimum requirements for the composition of Program of Study Committees are summarized in this Handbook.

The POS Committee should include faculty whose research interests can aid and complement your research interests, as well as faculty whose expertise will ensure that you graduate with a breadth of knowledge. The POS Committee for a **doctoral** program must consist of at least five members of the Graduate Faculty. These faculty members are listed in the appendix of the *Graduate College Handbook*, found online on the Graduate College website. The committee must include at least three faculty members, including the major professor, from within the Immunobiology major. At least one faculty member must be either outside the Immunobiology major *or* outside of your home department.

The POS Committee for a **master's** student must consist of at least three members of the Graduate Faculty. It must include two members, including the major professor, from inside the Immunobiology major. One member of the committee must be either outside the major or outside of your home department.

Once the chosen members of the POS Committee have agreed to serve, you should complete the Graduate College form "Recommendation for Committee Appointment" and submit it to the Immunobiology program chair for approval. A copy of this form and instructions for its completion are available at <http://www.grad-college.iastate.edu/forms/forms.html>. On the committee form, under major, print or type: Immunobiology. After official appointment of the committee, copies of the form will be returned to you and your major professor. A third copy is placed in your file in the Immunobiology program office.

Changes to your committee made after the completion of the "Recommendation for Committee Appointment" form has been approved should be made on a "Request to Change Committee Appointment" form. A copy of this form is available at <http://www.grad-college.iastate.edu/forms/forms.html>).

The next step is to call your committee together, inform them of your research plans, and ask for their evaluation of your plans. This is also the time to complete your "Program of Study" (POS) form. A copy of this form and instructions are available at <http://www.grad-college.iastate.edu/forms/forms.html>. The College Program of

Study is one of the more important documents you will encounter while in graduate school. In essence, it is a contract between you and the graduate school indicating the minimum course work which must be taken to complete a Ph.D. or M.S. No changes can be made in it without the mutual approval of yourself, your committee, and the Graduate College. On the line identified as “major” the POS form should read: Immunobiology.

Changes that occur in a student’s program of study because of changed objectives, courses not available at any appropriate time, or because courses themselves are changed should be approved by the student’s committee and DOGE (Immunobiology Chair) for the major. Such changes need not be sent to Graduate Dean for approval until the student is ready to file for graduation. When the student is preparing to graduate, a memo listing any changes to the originally filed program of study that have been approved by the committee and the DOGE should be sent to the Graduate College.

Other types of changes to the student’s program of study should be submitted to the Graduate College on a completed “Modifications to the Program of Study” form available at <http://www.grad-college.iastate.edu/forms/forms.html>.

***Suggested Guidelines for Timely Progress***

End of third semester	Form POS Committee; File POS Committee Appointment Form; Submit to IMBIO chair
End of third semester	Prepare and submit written description of proposed research to POS Committee; Have POS Committee meeting; File POS Form
Once each year*	Meet with POS Committee
As determined by home department and POS Committee	Prepare written component and take oral preliminary exam (for Ph.D. only). Typically taken by end of third year.
As determined by home department and POS Committee	Final Research Seminar
As determined by home department and POS Committee	Final examination (thesis defense)

***\*This is strongly urged for M.S. students***

### ***Evaluating Your Performance***

Continued membership in the Immunobiology program and financial support is contingent upon satisfactory progress towards your degree. Students are required to meet with their POS Committee at least once each calendar year. At the end of the first year, and thereafter, students will document their own progress by preparing a brief annual report of their coursework, research, exams and POS meetings and other professional activities. Progress will be evaluated on the following basis:

- Grades: A cumulative GPA of at least 3.0 is required by the Graduate College for continued appointment to an assistantship
- Performance in laboratory rotations and progress in selection of a major professor (if applicable)
- Progress in initiation of your research project
- Progress in forming POS Committee and completion of preliminary exam
- Progress in presenting research results

A notation of progress and recommendations for continuance in the major or corrections of deficiencies are sent to the major professor and are deposited in the student's file.

### ***Dismissal Policy***

Students may be dismissed from the Immunobiology program, that is, removed from the degree program and not permitted to register as Immunobiology graduate students. Dismissal may occur for any of the following reasons:

- a) Lack of a major professor

To maintain membership in Immunobiology, a student must have an Immunobiology faculty member serving as his or her major professor. A student admitted to Immunobiology for rotation in Fall 2008 has up to 11 months to find a major professor. It is the responsibility of the student to find a faculty member willing to serve; faculty members have the right to refuse. Faculty members who have agreed to serve may choose to terminate their service by notifying and explaining to the Immunobiology Chair this intent in writing. A student who has lost his or her major professor has up to 3 months after the date the Immunobiology Chair is notified by the faculty member to identify another Immunobiology faculty member willing to serve as his or her major professor.

- b) Failure to progress satisfactorily in their degree program and/or maintain their academic standing:

A student's POS Committee, or if the student has no POS Committee, the student's major professor, temporary advisor, or a member of the Immunobiology Supervisory Committee has the right to recommend dismissal of any student who, in their view, is failing to progress satisfactorily in his or her degree program, or who has failed to maintain their academic standing, as defined by the Iowa State University *Graduate College Handbook*. Recommendations for dismissal are made by sending a memo to the Immunobiology Chair.

### **Dismissal Procedures:**

Procedures for dismissal are as described in the Iowa State University *Graduate College Handbook*.

<http://www.grad-college.iastate.edu/publications/gchandbook/homepage.html>

It is the responsibility of the Immunobiology Chair to discuss the situation with the student, as well as their POS Committee, major professor, temporary advisor, and/or Supervisory Committee, in an attempt to find a satisfactory resolution. This discussion constitutes the informal conference as described in the *Graduate College Handbook*. If a satisfactory resolution can not be reached, either party may bring the issue to the attention of the Associate Dean of the Graduate College for a decision. The student may appeal the decision of the Associate Dean, as described in the *Graduate College Handbook*.

### **Relationship between Status in Immunobiology and Termination of Financial Support:**

Please note that, although a student's membership in Immunobiology and their financial support are often related, there is NOT a necessary connection. Dismissal from Immunobiology does not necessarily imply termination of an assistantship appointment before the end of its term, nor does it necessarily imply that an assistantship appointment will not be renewed.

In addition, termination of financial support by a major professor does not necessarily imply that the faculty member is no longer willing to serve as the student's major professor or that the student's membership in Immunobiology will change. **Decisions regarding termination and renewal of assistantships are made by the department or program offering the assistantships, which in most cases is not Immunobiology.** Students with any doubt about their status should discuss their situation with their major professor, the Immunobiology chair, and/or the department or program providing their assistantship support. For further information on termination of assistantship appointments, see the *Graduate College Handbook*.

## Graduate College Requirements for Composition of Program of Study Committees

Below is listed the current minimum requirements for the composition of Program of Study Committees. The rules are established by the Graduate College, but are listed below in terms of a student majoring in Immunobiology. All individuals listed below must be members of the Graduate Faculty. See the *Graduate College Handbook* for a complete explanation and instructions.

		Ph.D.	M.S.
Major Professor <sup>1,2</sup>	Inside Immunobiology	X	X
Committee Member	Inside Immunobiology	2X	X
Committee Member	<b>Either</b> not Imbio <b>or</b> not home department	X	X
Committee Member	Any Member of Graduate Faculty	X	X
Minimum Total		5	3

<sup>1</sup>The major professor, or one of the co-major professors, must hold graduate faculty status. The list of graduate faculty in each department can be found in the appendix of the *Graduate College Handbook*.

<http://www.grad-college.iastate.edu/publications/gchandbook/homepage.html>

<sup>2</sup>If the major professor holds a Collaborator appointment, there must be a co-major professor who holds regular faculty status.

### ***Dissertation Research Proposal***

Ph.D. candidates majoring in Immunobiology must present a description of their proposed dissertation research to their POS Committees at or before the time they submit their proposed Program of Study to their POS Committee for approval. The proposal must include a written component submitted to the POS Committee prior to an oral presentation. The length and formality of the written and oral components will be determined by the POS Committee and the requirements for Immunobiology majors by their home department. Research proposal requirements, if any, for master's degree candidates are determined by their home departments.

Note: some departments require their students to present formal, detailed research proposals later in their degree program, for example, in conjunction with a formal departmental seminar, or as a part of the preliminary exam. If a POS Committee so desires, they can require an Immunobiology student to fulfill such additional proposal requirements.

### *Preliminary Examinations*

All graduate students must pass certain examinations before obtaining their advanced degrees. A preliminary oral examination is required of Ph.D. degree students by the Graduate College. This examination should be completed by the end of your third year. Preliminary exams for students majoring in Immunobiology must include a written component as well as an oral component. The nature of the written component is determined by the POS Committee and the home department. In some departments, part of the written component is given as periodic written examinations (called cumulative exams or “cumes”). Master’s degree candidates are not required to take a Preliminary Examination. The “Request for Preliminary Examination” form is available at the Immunobiology Office, 2018 Molecular Biology Building, or in the administrative office of your home department.

### *Writing Your Thesis*

Immunobiology accepts theses written for M.S. or Ph.D. degrees in either the traditional format or the so-called “alternate format”, which includes one or more papers designed for submission to a journal. Writing in “alternate format” will help you learn to write papers and, at the same time, shorten the time it takes for your thesis research to be published.

### *Preparing for Graduation*

Each semester, the Graduate College publishes the deadline dates for submission of appropriate forms and paperwork. Early in the semester in which you expect to graduate, you must submit to the Graduate College an Application for Graduation (“Diploma Slip”) which shows the expected date of graduation, exact thesis or dissertation title and other data. This important form can be found online at <http://www.grad-college.iastate.edu/forms/forms.html>. If you do not graduate at the expected time, a new diploma slip must be submitted at a later time.

After the dissertation or thesis has been completed and all the other requirements have been met, except for the Final Research Seminar and Final Examination, you should consult with your major professor and POS Committee to arrange a time for the Final Research Seminar and Final Examination. You must also request permission from the Graduate College to schedule the Final Examination using the Request for Final Examination form (available at the Immunobiology Office, 2018 Molecular Biology Building, or the administrative office of your home department).

### ***Final Research Seminar***

All students are required to present a formal, public seminar describing their completed research. The seminar must be announced at least two weeks in advance to the Immunobiology faculty and students and other members of the Iowa State academic community. Please notify the Immunobiology office staff of the time and place of the seminar; and they will see that the appropriate individuals are notified.

### ***Final Examination (Defense)***

The Final Examination for the Ph.D. and M.S. degrees is an oral defense of your dissertation or thesis given by you to your POS Committee and any other faculty who wish to attend. This examination reviews the dissertation or thesis and your knowledge of relevant subjects. In many departments, the oral defense follows immediately after the Final Research Seminar. Talk to your major professor to determine the best way to schedule your Final Research Seminar in relation to your Defense. It is best to schedule the final defense and research seminar well in advance.

The results of the examination are reported on the "Report of Final Examination" form that will be sent by the Graduate College directly to your major professor after receiving the Request for Final Examination form.

### ***Surviving It All***

One of the first genuine shocks for many students in graduate school is how hard they need to work to keep up with all their classes, research, and other responsibilities. The pressures on individual students vary with their departments, professors and projects. However, most students find that they need to work harder as graduate students than at any time before in their lives. The number of hours per week can be staggering. If you are like most students and discover there simply aren't enough hours in the day, the best way to survive is to learn how to select your priorities and focus on them. Your professor or more experienced students can give you advice. You are also encouraged to seek advice from the Immunobiology Chair or members of the Immunobiology Supervisory Committee. If you feel so overwhelmed that you cannot function efficiently, counseling services are also available on campus specifically to help students who are having trouble meeting their personal and professional obligations. Student Counseling Services are available on the third Floor of the Student Services Building. Their phone number is 294-5056.

## Financial Matters

### *Your Appointment*

Most students in Immunobiology receive some form of financial support. However, the amount, source of the support, and responsibilities associated with it, vary from situation to situation. Students entering Immunobiology directly may be awarded a research assistantship (RA) funded by Immunobiology and the Graduate College during their first year; thus, for these students, the amount of the stipend for the first year is usually determined by the Immunobiology program. Stipends for students supported by other departments or faculty are governed by whether you have an RA or teaching assistantship (TA). The amount of the stipend is set by the supporting unit (home department). The responsibilities associated with your stipend depend on whether you have an RA or a TA. Information about these forms of support is available in the *Graduate College Handbook*.

The University provides a full tuition scholarship to graduate students with an RA or TA. In addition, such students are considered Iowa residents. Additional information on fees and expenses can be found on the Graduate College web page and on Access Plus.

All graduate students on assistantship have signed a Graduate Assistantship Letter of Intent that lists the terms and conditions of their appointment. Generally, graduate assistantship appointments are on a "one-half time" basis. "Half-time" is the maximum time appointment for graduate students since the other half of your time is spent as a student in graduate studies and research. Appointments may be terminated by mutual consent or for cause as described in the *Graduate College Handbook*. If you have any questions regarding your appointment, see the IDGP Office (2018 Molecular Biology Building) or the administrative office of your home department.

Payday at the University is the last working day of each month. Your paycheck will be sent through campus mail to you by the ISU Treasurer to the university address you have given to Human Resources in Beardshear Hall, or you may authorize the Treasurer to deposit your check in a bank of your choice by completing an authorization form available at the Records Office (3810 Beardshear Hall), or on Access Plus. It is strongly recommended that you have your check sent to a banking institution. If applicable, deductions are made for Federal and State income taxes and Social Security.

### *Grants for Research*

The GPSS, Graduate and Professional Student Senate (<http://www.grad-college.iastate.edu/gpss/pag/Travel.html>) provides Professional Advancement Grants (PAG) to support graduate student research. The Senate will provide up to a maximum of \$300 to each person submitting a research proposal. The projects for which you submit the proposals must be unrelated to your thesis or dissertation research. It is

appropriate for you to apply for these funds during your first year while you are rotating through research labs.

### ***Grants for Professional Travel***

Attendance and presentation of research results at professional meetings are essential parts of your training. All students should, if possible, attend at least one national or international meeting during their degree program.

Students should normally seek funds for travel from their major professor or department. However, to assist your travel when funds from your major professor or department are insufficient, you may request funds from the Graduate College and/or Graduate and Professional Student Senate using the “Request for Professional Advancement Grant” form. Forms are available on the Graduate College website under “Forms”. <http://www.grad-college.iastate.edu/>  
The form can also be found on the Graduate and Professional Student Senate website, <http://www.grad-college.iastate.edu/gpss/>

Some funding agencies have a 90-day limit for turning in travel expense vouchers. If your trip is being supported in part by funds from your major professor, be sure to turn in your travel expense voucher soon after you return to ensure that you will be reimbursed.

### **Benefits**

#### ***ISU Student and Scholar Health Insurance Program***

Single student coverage under the ISU Student Health Insurance Plan is provided *free of charge* to all graduate assistants at ISU. As soon you become a graduate assistant, you should obtain the booklet describing the plan and fill out the enrollment form in the booklet. You will receive insurance cards and a benefit certificate within a few weeks. Newly employed personnel should not drop any other insurance they may have until they know the beginning date of the ISU insurance. In 2009-2010, the ISU Student and Scholar Health Insurance Program at Iowa State University is administered by the Chickering Group. . The Iowa State Student Health Insurance Coordinator may be contacted in 0570 Beardshear Hall or at 515-294-4820. The Chickering **website is [www.chickering.com](http://www.chickering.com)**

All international students, whether on assistantship or not, are required to carry the ISU Student Health Insurance or to be covered by another health insurance policy. For more information, contact International Students and Scholars in Suite 3248 of the Memorial Union (294-1120).

### ***Prescription Drug Benefit Program***

Graduate students receive single coverage free of charge in a prescription drug benefit program that reduces the cost of generic and prescription drugs available at the Thielen Student Health Center. For details, contact the ISU Student and Scholar Health Insurance Plan, 515-294-4820. For a spouse or family to participate you must enroll in the SHC insurance health plan for your spouse or family. This option is only available through payroll deduction.

### ***Health Service***

As a student, you are eligible to use the ISU Health Service. A mandatory health fee of \$98.00 and an \$8.00 health facility fee per semester are assessed to all students registered for five or more credits (\$49.00 and \$4.00 for summer session). This health fee pays for some services offered at the Thielen Student Health Center. The health facility fee goes towards the cost of the Student Health Center facility. For students enrolled for under five credits, the health fee is optional. Please note that this fee can change without notice.

### ***Vacations and Sick Leave***

Vacation and sick leave is set at the discretion of your major professor. One possible scenario is that a research assistant with a half-time appointment (C base) will earn vacation at a rate of eight hours per month. Because you are half time, this would be equivalent to two calendar days. You can take vacation with the approval of your academic advisor and by notifying your departmental secretary or, in the first year, the IMBIO office staff. Accumulated vacation time is forfeited upon completion of your appointment. (See your *Graduate College Handbook* for detailed information.)

To obtain approval for vacation time you need to fill out an Absence Request card. In your first year, the card needs to be signed by your temporary advisor and submitted to the Immunobiology office at least three days before you leave. In later years, Absence Requests will be handled by your home department. Students on assistantships (RA or TA) are employees of ISU and therefore are allowed time off on official university holidays, but any absence preceding or following the official holiday is counted as vacation. For additional details, see the University Policy Manual

**<http://www.ats.iastate.edu/vpbf/prod/docs/upm/upm.htm>**

**Teaching assistants** are subject to the academic calendar and do not accumulate vacation time. However, they are not required by the University to work when classes are not in session. Graduate assistants on teaching assistantships should, nevertheless, get permission from their major professor before taking a vacation from their research responsibilities.

If you will be absent because of an illness, you should call your advisor or major professor as soon as possible on the day you are sick and must be absent. On your return, you will need to fill out an Absence Request form for sick leave. You should also use the form in advance when you have a planned absence for medical reasons. Maternity/Paternity leave can be taken as sick leave and/or vacation. Accumulated sick leave is forfeited upon completion of your appointment.

### ***Injuries and Injury Reports***

If you are injured while performing your duties as a Graduate Assistant, you must stop by the office of the department in which you reside or in the Immunobiology program office and fill out an Employers First Report of Injury as soon as you are able to do so. As a rule, the University's Worker's Compensation insurance carrier will pay for your medical care.

## Administrative Matters

### *Administrative Assistance*

There are a number of offices on campus to help with the administration of your graduate program. The main one for Immunobiology students is the Interdepartmental Graduate Programs office, Amy Ahrens Program Coordinator. Academic advice about courses and rotations will be provided by your temporary advisor or major professor. See “Academic Matters”.

Amy Ahrens, Program Coordinator  
Interdepartmental Graduate Programs  
2018 Molecular Biology Building  
☎ 515-294-7252  
FAX 515-294-6790  
E-mail: idgp@iastate.edu

### *Office and Home Addresses*

The Immunobiology program office needs to know your local address and telephone number and also needs to be informed of any changes in your address or phone number that may occur during your tenure in the program. All first year Immunobiology RAs will receive campus mail in the Immunobiology office. Your permanent office (desk) address will be determined once you have chosen a major professor.

### *Communications*

It is vital that you maintain good contact with Immunobiology personnel throughout your graduate program. There are a number of ways to do this:

Bulletin Board. General messages about the Immunobiology program will be posted on a bulletin board located outside the administrative office (2018 Molecular Biology Building).

E-mail. The office staff can show you where to go to get an account and an e-mail address. E-mail should be checked at least daily as this is the **primary means** of keeping our students informed about program activities.

Internet. The Immunobiology home page contains most of the information that pertains to on-going program events. The address is <http://www.immunobiology.iastate.edu/>

Mail Service. You will normally pick up your mail in your home department. If you have not yet chosen a home department, mail will be sent to you in 2018 Molecular Biology Building. You will be notified when you receive mail.

Telephone. Local calls (phone numbers in Ames) may be made on most campus phones, including the phone in 2018 Molecular Biology. Long distance calls must **not** be made on University phones without the prior approval of the person to whom the phone is assigned.

### ***Transportation***

Bicycles. You can park your bicycle at many locations on campus. Except for walks labeled as bike paths, bicycle riders must not use campus sidewalks. A bicycle used between sundown and sunrise must be equipped with a headlight, taillights or an adequate reflector, and a warning device. Bicycles used only on campus can be registered free through the ISU Parking Office. Bicycles used off campus must be registered by the city of Ames.

The city of Ames requires that all bicycles be licensed. The cost is \$5 for a two-year permit. The licenses may be obtained from various locations in Ames (all bike shops in Ames, Ames City Offices (finance), the University Book Store, Cub Foods, and Hy-Vee) or from the Parking Systems Office in the Armory on campus.

Buses. The city of Ames has an excellent bus system called CyRide. During the school year the buses leave from most locations every 20 minutes. The fare is free for students if you show a current, paid University fee card. The CyRide website is **www.cyride.com**.

Cars and Parking. A copy of the ISU Traffic and Parking Regulations can be obtained from Public Safety, Parking Division, 27 Armory, or online at [www.dps.iastate.edu/parking/](http://www.dps.iastate.edu/parking/). Consult the section covering students.

### ***Help in Preparing Material for Research Presentations***

The Instructional Technology Center on campus provides services relating to visual and audio media. For example, slide projectors, videotape players, etc. can be taken out on loan by departments, students, faculty, and staff. There is a section of the

Instructional Technology Center, known as Creative Technology Services that prepares graphs and designs as requested by the purchaser.

### ***Professional Ethics***

During Orientation activities in August, you will be introduced to the concepts of ethical behavior and good practice in science. Included will be a discussion of proper research methods, ways to avoid self-deception in the practice of science, and scientific misconduct.

It is imperative that you understand the ethical standards of science and conduct your scholarly activities accordingly. Scientists who commit unethical acts, whether from carelessness, ignorance, or malice, quickly lose the respect of the scientific community and may be prevented from receiving funding support. Scientific misconduct includes such activities as: falsification of data, fabrication, deceptively selective reporting, purposeful omission of conflicting data with the intent to falsify results, plagiarism, representation of another's work as one's own, misappropriation of the ideas of others, the unauthorized use of privileged information, misappropriation of funds or resources for personal gain, and falsification of one's credentials. At ISU, these acts are taken very seriously and constitute "academic misconduct" (ISU Faculty Handbook, [http://www.provost.iastate.edu/faculty/handbook/faculty\\_handbook/](http://www.provost.iastate.edu/faculty/handbook/faculty_handbook/)). Individuals found guilty of academic misconduct may suffer a variety of penalties, up to and including expulsion from the university.

Occasionally, you may be faced with situations in which you are tempted to act in a manner you think might be unethical. If this occurs, we recommend discussing the situation with your major professor, or another professor whom you trust, to determine whether the actions you are considering are unethical. He or she should be able to suggest alternative actions that will be free of ethical questions.

Unfortunately, not all people understand or care about ethical issues and, at some time in your career, you may be witness to an act you believe to be unethical. When the individuals committing the presumed unethical acts are members of your own laboratory, or worse yet, individuals with power over you, such as your major professor, the situation can be very awkward and you must proceed cautiously. You will find yourself torn between a fear of retribution and a desire to stop the unethical behavior before it hurts you and other members of your laboratory.

If you believe that unethical behavior is going on in your laboratory, we recommend that you first attempt to discuss the situation informally with the person whom you think might be behaving unethically. Sometimes friendly questions will resolve the problem, such as "This data looks almost perfect; how did you do this experiment?" or "Are you sure that you can omit that data point? Won't that prejudice your interpretation?" or "This paragraph doesn't sound like your writing; are you sure you didn't unintentionally

copy some of this?” If you feel uncomfortable in this approach, or if you have tried this approach and it didn’t resolve the problem, we recommend that you discuss the situation informally with a professor whom you trust. You may also go directly to the Chair of Immunobiology or a member of the Immunobiology Supervisory Committee. All discussions with the Chair and the Immunobiology Supervisory Committee members will be confidential. You may also go directly to Associate Vice Provost for Research, 2810 Beardshear Hall, who is responsible for investigating charges of academic misconduct on campus. No matter what you chose to do, you should take great care to ensure the rights of the individual whose actions you are questioning. Frivolous accusations of misconduct and vicious spreading of rumors are just as unethical as fabrication of data or plagiarism.

### ***Discrimination, Sexual Harassment, Nondiscrimination and Affirmative Action***

The University Policy on Discrimination and Harassment can be read in its entirety at **<http://policy.iastate.edu/policy/discrimination/>**

This website will provide guidance to you on how to proceed in addressing these concerns. The University Nondiscrimination and Affirmative Action Policy can be found at this website: **<http://policy.iastate.edu/>**

## Important Forms

All of the forms you need to turn in to the Graduate College should either be available for download at <http://www.grad-college.iastate.edu/forms/forms.html> or available upon request at the **Immunobiology Office, 2018 Molecular Biology Building, or the administrative office of your home department.**

Forms mentioned in this handbook:

### *Online:*

- “Request to Establish a Home Department for Students Admitted to Interdepartmental Majors
- “Recommendation for Committee Appointment”
- “Request to Change Committee Appointment”
- “Program of Study”
- “Modifications to the Program of Study”
- “Application for Graduation (Diploma Slip)”

### *IMBIO Office or Home Department Administrative Office:*

- “Request for Schedule Change or Restriction Waiver”
- “Annual Report of Academic and Professional Activities”
- “Request for Preliminary Examination”
- “Request for Final Examination”

## IMMUNOBIOLOGY GRADUATE MAJOR GOVERNANCE DOCUMENT

### A. Mission Statement

#### 1. Scope of Major

- a. The graduate Major in Immunobiology is an interdepartmental and interdisciplinary training program at the graduate level.
- b. It is an interdepartmental MAJOR for graduate studies in the multiple areas comprising Immunobiology, including but not limited to: immunogenetics, cellular and molecular immunobiology, infectious disease, neuroimmunology, and nutritional immunology.
- c. Degrees offered—MS, thesis format only; Ph.D.  
Cooperating Departments: Animal Science, Biochemistry, Biophysics and Molecular Biology, Food Science and Human Nutrition, Microbiology, Vet Pathology, Biomedical Sciences, Zoology/Genetics

#### 2. Purpose of Major

- a. The Graduate Major in Immunobiology provides training based primarily on development and completion of a research project, aided by a core of coursework which supports the individual's research and provides the broader scope of graduate level education.

### B. Administration

#### 1. Relationship to Colleges

- a. The Interdepartmental Graduate Major in Immunobiology will be administered by the report to Graduate College rather than a particular department.
- b. The Interdepartmental Graduate Major in Immunobiology may derive a portion of its funding and support in various forms from the Graduate College, as well as from the Academic Colleges and cooperating departments.

#### 2. Formal Relationship to Departments

- a. The Graduate Major in Immunobiology is *interdepartmental*, and is not governed by any single department. The Faculty of the Graduate Major in Immunobiology is separate and distinct from any similarly named group which may have a more formal departmental basis.
- b. Students apply to and may be accepted and admitted by the Interdepartmental Major in Immunobiology as set forth in the Immunobiology Graduate Student Handbook.
- c. Each student has the responsibility (assisted by any research rotations or coursework provided through the Immunobiology Major) to identify an advisor from among the Immunobiology faculty who agrees to oversee and facilitate the student's acceptance by a cooperating department. Note that the student remains an Immunobiology major regardless of the department in which thesis research is pursued.
- d. Cooperative agreements between the Graduate Major in Immunobiology and each department in which a member of the Immunobiology Graduate Major Faculty has a primary appointment **will provide details of the relationship and responsibilities** for departmental participation in the Immunobiology Major.

### 3. Faculty meeting and voting

- a. Faculty of the Interdepartmental Graduate Major in Immunobiology shall meet at least twice per year as determined by the Chair of the Major.
- b. Each member of the faculty shall have one vote, with issues being decided by the majority, with at least 60% of the Immunobiology Faculty voting for a motion to be passed.

### 4. Supervisory Committee

- a. There will be a Supervisory Committee comprised of 5 members of the Faculty of the Graduate Major in Immunobiology, with the outgoing Chair acting as an *ex officio* member the year following their formal term.
- b. Members of the Supervisory committee can be nominated by any member of the Faculty of the Graduate Major in Immunobiology, and will be elected by receiving votes from a majority of the Faculty of the Graduate Major in Immunobiology.
- c. Supervisory Committee members will serve for 3 year terms; members shall serve no more than 2 consecutive terms unless elected as Chair; terms of the members shall be staggered, so as to provide for continuity and experience within the committee.

*(Terms of the current Supervisory Committee members terms shall continue, in a manner agreed upon by the Committee, for from 1 to 3 more years, to provide a staggered exit. Current members can then again stand for re-election.)*

- d. The supervisory Committee will meet at least six times a year.
- e. Each member of the Supervisory Committee, including the Chair, will have one vote; the Supervisory Committee may therefore overrule the Chair.
- f. The Supervisory Committee will be responsible for the establishing policies and overseeing committees which perform the duties of the Major. Among the responsibilities of the Supervisory committee will be establishing and overseeing committees to:
  - recruit, admit and allocate support for graduate students
  - review potential new and current faculty members
  - evaluate student progress
  - develop and administer curricular and teaching issues
  - organize seminars, workshops, retreats
  - establish other committees as necessary

### 5. Supervisory Committee Chair

- a. The Chair of the Graduate Major in Immunobiology shall be elected from among the Immunobiology Faculty members, from a ballot approved by the Graduate College. The Chair shall be elected by the Immunobiology faculty.
- b. The Chair shall be a voting member of the Supervisory Committee, and shall serve for a 3 year term with no more than 2 consecutive terms.
- c. The Chair shall be responsible for carrying out the policies established by the Supervisory Committee, and shall also:
  - administer the budget of the Graduate Major in Immunobiology
  - report on and advocate the activities of the Major to higher administration and act as a liaison to cooperating Colleges and departments
  - call faculty meetings twice yearly
  - call Supervisory Committee meetings

- advise the Supervisory Committee on the availability of assistantship funds for graduate students
- authorize admissions in concurrence with the Admissions committee

### C. Faculty

#### 1. New Members and Renewal of Membership

- Applicants will submit a letter of interest and credentials to the Membership Committee and the Committee will make these available for faculty review. It is recommended, but not required, that the applicant present a public seminar. If a seminar is given the Membership Committee will notify the Faculty of the time and place.
- New members will be elected by a majority vote of at least 60% of the Immunobiology Faculty.
- Applicants from a new department will, in consultation with the Immunobiology Membership committee and Executive committee, arrange the cooperative agreement between Immunobiology and the department.
- Expectations:
  - Members of the Faculty of the Graduate Major in Immunobiology should be dedicated to graduate education and to interdisciplinary training in particular; there should be evidence of the member maintaining high standards of scholarship both personally and in the graduate scholars trained in their laboratory; the members should be involved in research relevant to immunobiology.
  - Members should have an active, high quality research program as judged by c.v., competitive research funding in last 5 years, publications in last 5 years that are in areas relevant to the mission of Major.
  - Members should have the potential and willingness to provide financial support for graduate students stipends and research expenses.
  - For renewal of existing membership, members should meet the above criteria and in addition, demonstrate active participation in the IMBIO Major through teaching of useful courses within their home department, being willing to serve on POS committees of Immunobiology students, being willing to serve on other committees for the Major, and through attendance at IMBIO seminars or workshops, and faculty meetings.

#### 2. Memberships shall be reviewed for renewal every 5 years.

Re-review of Current Members will be handled outside of the Governance document: Members will prepare a letter indicating if they have a current and ongoing interest in membership. Each current member will be reviewed by the membership committee within the next 3 years and renewal of membership voted on by the then current Faculty of the Major.

### D. Students

#### 1. Basic requirements for Admission to the Immunobiology Major

- Applicants are required to take the general GRE and provide scores to the Admissions Committee. Scores for a Subject GRE are not required but should be furnished if available.

- b. Applicants should also provide TOFEL scores as appropriate.
- c. Applicants will be evaluated by an Admissions committee appointed by the Supervisory Committee; the Admissions committee will provide recommendations for admission or rejection to the Chair who will make offers on behalf of the Major.

## 2. Evaluation of Progress

- a. Students will document their own progress by preparing a brief annual report of their coursework, research, exams and POS meetings and other professional activities.
- b. Each student's progress and activity report shall be reviewed annually by a Graduate Student Evaluation committee, in conjunction with the student's major professor, with a notation of progress and recommendations for continuance in the Major or corrections of deficiencies deposited in the student's file.

## 3. Graduate Student Handbook

- a. Graduate Student Handbook, separate from this Governance Document, will be prepared by a committee appointed by the Supervisory Committee and including at least one current graduate student and approved by Faculty vote.
- b. The Graduate Student Handbook provides procedures and criteria for coursework, rotations, examinations, terminations, changes in status from MS. To PhD. and other requirements as determined by this Committee and the Supervisory committee.

## 4. Financial Support

- a. Financial support for each student shall be the responsibility of the major professor.
- b. Responsibility for the student shall be the responsibility of the major professor (not the Immunobiology Graduate Major) if the major professor should be unable to provide support.

## E. Amendment of Governance Document

- 1. Changes can be proposed by Faculty of the Graduate Major in Immunobiology.
- 2. Changes will be instituted by gaining a majority of the votes cast by at least 60% of the Immunobiology faculty.

## NOTES

## NOTES