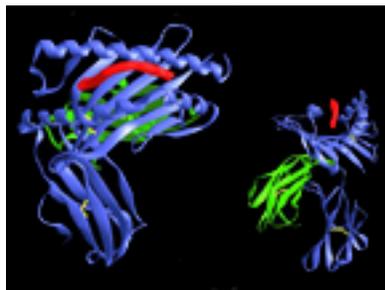
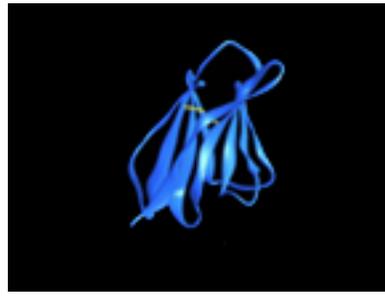
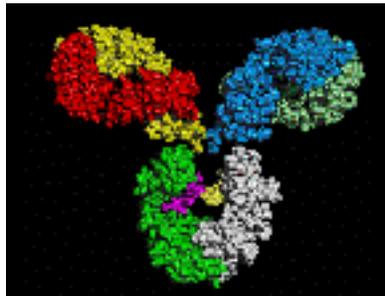
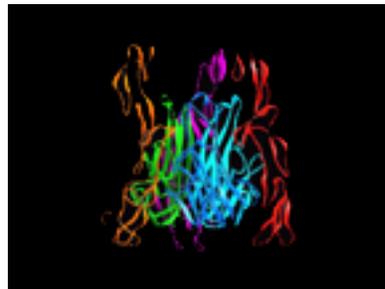


IOWA STATE UNIVERSITY

Immunobiology 2018 – 2019



*An Interdepartmental Graduate Program
in the Life Sciences*

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

The Immunobiology
Student Handbook

2018 – 2019

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 University, some changes may occur between the times of annual printing of this handbook. You are expected to stay in close communication with your major professor, the Immunobiology Chair and Immunobiology program staff regarding important issues. You are also encouraged to bring questions and comments to the Immunobiology Chair and/or members of the Supervisory Committee at any time.

Message from the Chair:

I would like to welcome you to the Immunobiology Program at Iowa State University. The diverse research areas represented by the Immunobiology faculty, from 12 different departments, as well as nearby federal laboratories, is unique among the Biological Sciences Graduate Programs at Iowa State. This provides you an opportunity to receive graduate training which can be tailored to your specific interests and allows you to conduct research ranging from molecular to cellular to systemic levels of analyses.

We hope that you will enjoy your time spent as a graduate student, with varied experiences that will help lay the foundation for your career as a scientist. It is important that you get involved with various activities at your disposal and maximize your opportunities by enrolling in courses that challenge you, interacting with your fellow graduate students and program faculty, participating in IGSO, journal club, IMBIO workshops and seminars, and attending and presenting your research at regional, national or international scientific meetings. On behalf of the Immunobiology faculty, I welcome you to our program and wish you success and fulfillment in your chosen career.

Dr. Randy E. Sacco
Chair and Director of Graduate Education,
Immunobiology Program, Iowa State University
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1920 Dayton Avenue
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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 40 faculty from the departments of Animal Science; Biochemistry, Biophysics and Molecular Biology; Biomedical Sciences; Chemical & Biological Engineering; Entomology; Food Science & Human Nutrition; Kinesiology; Natural Resource Ecology & Management; Veterinary Clinical Sciences; Veterinary Diagnostic Production and Animal Medicine; Veterinary Pathology; Veterinary Microbiology & Preventive 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 Program Chair and a Supervisory Committee. Feel free to contact them if you have any questions or concerns about the program. For the 2018-2019 academic year, the Chair and Supervisory Committee are:

Chair

Dr. Randy Sacco
NADC – 2300 Dayton Ave.
Randy.Sacco@ARS.USDA.GOV

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 Immunobiology Interdepartmental Program office in 2018 Molecular Biology and introduce yourself to the office staff. The Chair, Dr. Randy Sacco (NADC – 2300 Dayton Ave, Randy.Sacco@ARS.USDA.GOV), can answer any questions you have about your academic program. The office staff can help you find your way around the Iowa State University administrative offices and answer your questions regarding Immunobiology and/or Iowa State 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). Email is the most common means of communication at Iowa State University.
4. Access the following references and examine them carefully. These documents contain all the University regulations and requirements for graduation. Most of these items come directly from the Graduate College and Office of the Registrar. **All items in bold are required and students are expected to be familiar with this information.**

Graduate College Handbook

<http://www.grad-college.iastate.edu/>

Graduate College Thesis/Dissertation Website

<https://www.grad-college.iastate.edu/current/thesis/>

General University Catalog

<http://catalog.iastate.edu/>

Schedule of Classes

<http://classes.iastate.edu/>

Iowa State University Semester Calendar

<http://www.registrar.iastate.edu/calendar/>

Iowa State University phone/email directory

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

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 and on rotation, the chair of the major or another faculty member will serve as your temporary advisor until your major professor is selected. The temporary advisors are well acquainted with the Immunobiology laboratories at Iowa State University. 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; rather these students should register for the appropriate section of IMBIO 699. The section of 699, IMBIO Research, is determined by the faculty member in whose lab the student has joined.

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. Following each lab rotation, students are required to complete a research evaluation form and submit the completed form back to the Program Coordinator within one week of completion of the respective rotation. Students who fail to complete an evaluation form for any of the completed rotations will receive a grade of incomplete for IMBIO 697.

Choosing Your Major Professor

If you have entered Immunobiology directly on rotation, 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 no later than the end of the spring semester.

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, available on many professors' homepages.
- Discussions with individual faculty members. (This is very important!)
- The Immunobiology Web Site, which has brief descriptions of the research programs of each faculty member.

<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 and program coordinator. You will need to initiate a request to establish a "Home Department for Students Admitted to Interdepartmental Majors" form (available online from the Graduate College Forms webpage 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 PhD and MS 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, MS or PhD) is normally determined and specified at the time of the student's admission to the program. Although a prior MS is not required for admission to the PhD program, criteria for admission to the

PhD program are more stringent than to the MS program and excellent performance in a prior MS program is helpful.

If the student desiring the PhD has already earned an MS in Immunobiology, then he/she should submit a Graduate College application form and updated supplementary application information. Material which was previously submitted for the MS 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 MS 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 PhD studies. Earning an MS in Immunobiology does not automatically qualify a student to pursue the PhD degree in Immunobiology.

If the student is currently pursuing an MS in Immunobiology, and wishes to change to a PhD 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 MS to PhD track should be made in the second or third semester of study. The request will be evaluated by the Immunobiology Supervisory Committee, which will decide on one of the following options:

1. Student may change from MS to PhD program without completing the MS;
2. Student may pursue PhD after earning the MS;
3. Student is not allowed to pursue the PhD 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 for IMBIO PhD and MS degrees is provided separately on the following pages. *Additional information relating to credits required for graduate degrees can be found in the ISU Graduate College Handbook.*

Course Requirements for Doctoral Degree

PhD candidates majoring in Immunobiology must take at least 72 graduate credits. This 72 credits includes the below core course requirements and applicable research credits earned. Credits taken during a student's MS program in Immunobiology at Iowa State University will count towards their PhD in Immunobiology.

Course Requirements for Immunobiology Majors seeking a Doctoral Degree

| Take each of the following: | | | |
|------------------------------------|---|---------------|-------------------------|
| BBMB 405 | Biochemistry II | 3 credits | Spring |
| IMBIO 602 | Current Topics Workshop | 1 credit/year | Fall |
| IMBIO 604 | Seminar | 1 credit/year | Spring |
| VMPPM 615 | Molecular Immunology | 3 credits | Alt. Fall, Odd Years |
| Stat 587 | Statistical Methods for Research Workers | 4 credits | Fall, Spring, & Summer |
| V PTH 554 | Ethics in Scientific Research and Writing | 1 credit | Alt. Spring, Even Years |

| Take one of the following two: | | | |
|---------------------------------------|----------------------|-----------|--------|
| VMPPM 520 | Medical Immunology I | 4 credits | Fall |
| VMPPM 575 | Immunology | 3 credits | Spring |

| Take at least 2 courses from the following options: | | | |
|--|---------------------------------------|-----------|-------------------------|
| VMPPM 629 | Advance Topics in Cellular Immunology | 2 credits | Alt. Spring, Even Years |
| VMPPM/Micro 625 | Mechanisms of Bacterial Pathogenesis | 4 credits | Alt. Spring, Odd Years |
| VMPPM 608 | Molecular Virology | 3 credits | Alt. Fall, Even Years |
| VMPPM 540 | Livestock Immunogenetics | 2 credits | Alt. Spring, Odd Years |
| GDCB 528 | Advances in Molecular Cell Biology | 3 credits | Alt. Fall, Even Years |
| Vet Path 655 | Cellular and Molecular Pathology I | 3 credits | Alt. Spring, Odd Years |
| Vet Path 656 | Cell and Molecular Pathology II | 3 credits | Alt. Spring, Even Year |
| BBMB 645 | Molecular Signaling | 2 credits | Alt. Spring, Even Year |

TOTAL CORE CURRICULUM CREDITS

****19 – 20**

**Exclusive of seminar, workshop, and research credits.

Course Requirements for Master's Degree

MS students majoring in Immunobiology must take a minimum of 30 graduate credits. This 30 credits includes the below core course requirements and applicable research credits earned.

Course Requirements for Immunobiology Majors seeking a Master's Degree

| Take each of the following: | | | |
|------------------------------------|---|---------------|-------------------------|
| BBMB 405 | Biochemistry II | 3 credits | Spring |
| IMBIO 602 | Current Topics Workshop | 1 credit/year | Fall |
| IMBIO 604 | Seminar | 1 credit/year | Spring |
| VMPM 615 | Molecular Immunology | 3 credits | Alt. Fall, Odd Years |
| Stat 587 | Statistical Methods for Research Workers | 4 credits | Fall, Spring, & Summer |
| V PTH 554 | Ethics in Scientific Research and Writing | 1 credit | Alt. Spring, Even Years |

| Take one of the following two: | | | |
|---------------------------------------|----------------------|-----------|--------|
| VMPM 520 | Medical Immunology I | 4 credits | Fall |
| VMPM 575 | Immunology | 3 credits | Spring |

| Take at least 1 course from the following options: | | | |
|---|---------------------------------------|-----------|-------------------------|
| VMPM 629 | Advance Topics in Cellular Immunology | 2 credits | Alt. Spring, Even Years |
| VMPM/Micro 625 | Mechanisms of Bacterial Pathogenesis | 4 credits | Alt. Spring, Odd Years |
| VMPM 608 | Molecular Virology | 3 credits | Alt. Fall, Even Years |
| VMPM 540 | Livestock Immunogenetics | 2 credits | Alt. Spring, Odd Years |
| GDCB 528 | Advances in Molecular Cell Biology | 3 credits | Alt. Fall, Even Years |
| Vet Path 655 | Cellular and Molecular Pathology I | 3 credits | Alt. Spring, Odd Years |
| Vet Path 656 | Cell and Molecular Pathology II | 3 credits | Alt. Spring, Even Year |
| BBMB 645 | Molecular Signaling | 2 credits | Alt. Spring, Even Year |
| MICRO 508 | Virology | 3 credits | Fall |

TOTAL CORE CURRICULUM CREDITS

****16 – 17**

**Exclusive of seminar, workshop, and research credits.

Non-native English speakers must pass the English Requirement as established by the university. Depending on the results of this exam additional courses may be required to meet English proficiency standards.

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 MS program in Immunobiology at ISU count towards the PhD. 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.

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.

Graduate English Requirements for Non-native Speakers of English

English Placement Test

This test is for non-native English speakers who DO NOT have a prior Bachelor's, 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 Graduate English Requirement Approval form found on the Graduate College forms webpage:

<http://www.grad-college.iastate.edu/forms/forms.html>

The English Placement Test should be taken at the beginning of your first semester of enrollment, generally during orientation week and coordinated with International Students & Scholars check-in. It must be taken in addition to TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System), which is taken as part of the application/admission process. A student who does not pass the English Placement 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:

Email: ept@iastate.edu

Office: 226 Ross Hall (by appointment)

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

Oral English Certification Test (OECT):

Center for Communication Excellence, Graduate College

1137 Pearson Hall

(515) 294-1958

itas@iastate.edu

<http://cce.grad-college.iastate.edu/ita/oect>

International graduate students who fall in one of the following categories need to have their oral English language proficiency certified through OECT:

- Appointed/considered for a teaching assistantship
- Will have some teaching responsibilities even if not assigned a teaching assistantship
- Is currently applying for the Preparing Future Faculty (PFF) or Graduate Student Teaching Certificate (GSTC) Programs

Please refer to the OECT website for a list of exemptions:

<http://cce.grad-college.iastate.edu/ita/oect/candidates>

Generally the OECT of oral proficiency is offered at the beginning of the fall semester, end of the fall semester and end of the spring semester. Registration is required prior to testing. Information regarding specific test dates, registration, testing, and scoring can be found on the program website, <http://cce.grad-college.iastate.edu/ita/oect>. Students, especially those anticipating a TA appointment, and faculty with questions about OECT testing should call (515) 294-1958 or email itas@iastate.edu.

A prospective teaching assistant who does not pass these tests is required to successfully complete course work and may require being 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 Access Plus registration. TAs must appear at the OETC 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.

PROGRESSING THROUGH YOUR DEGREE PROGRAM

Program of Study Committee Appointment

After you have chosen a major professor and home department, you will, in consultation with your major professor, 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 as detailed in the Graduate College handbook.

The Program of Study Committee (POS Committee) provides oversight, advice, mentoring, and access to information and facilities. The committee is composed of faculty invited by the student to supervise their progress towards degree. The student's major professor chairs the committee. 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. Specific rules govern the makeup of the committee. Current minimum requirements for the composition of Program of Study Committees are summarized below and on page 22 of this Immunobiology Student Handbook.

PhD POS Committees must include:

- At least five members of the ISU Graduate Faculty.
- At least three IMBIO faculty members, including the major professor.
- At least one graduate faculty member outside the student's field of emphasis to ensure diversity of perspective. The faculty member serving as the representative outside the student's field of emphasis may be an IMBIO faculty member.

MS POS Committees must include:

- At least three members of the ISU Graduate Faculty.
- At least two IMBIO faculty members, including the student's major professor.
- At least one graduate faculty member outside the student's field of emphasis to ensure diversity of perspective. The faculty member serving as the representative outside the student's field of emphasis may be an IMBIO faculty member.

There are provisions to allow for co-major professors and for service of non-graduate faculty members on POS committees. For details, please consult the Graduate College Handbook – Chapter 6.

Within the first weeks of the second year, students should make final member selections for their POS committee and convene a meeting to begin drafting their Program of Study and Individual Curriculum Plan. Regular meetings between a student and their POS committee are strongly recommended as one of the key steps in making progress towards a degree.

Program of Study

The Graduate 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 College indicating the minimum course work and credits that must be taken to complete your degree (PhD or MS). No changes can be made to it without the mutual approval of the student, the Major Professor, the POS Committee, the major and when applicable co-major or minor graduate programs, along with the Graduate College.

Each student, in consultation with their POS Committee, formulates a POS based on the curricular guidelines established by the major program, and when applicable co-major or minor programs, along with the ISU Graduate College. All the courses listed on the POS must be successfully completed to be eligible for graduation and obtaining the degree sought.

Students are advised to complete their POSC as soon as possible. The IMBIO Program requires its students to submit their POSC for approval by the start of the third semester, or within six months of joining their home lab. The Graduate College requires that the POSC form must be approved by the Graduate College no later than the term before the preliminary oral examination (doctoral candidates) or final oral examination (master's candidates). In order for the POSC form to be approved in any given term, the form must be submitted to the Graduate College by the published deadline for that term.

POSC forms are available online through AccessPlus under the Student tab, Graduate Student Status. Each student's program of study should be designed to correct deficiencies in academic preparation, allow study of subject matter that most interests the student, and

avoid repetition in areas where the student is well prepared. The POS committee assures that program requirements are met before approving the POSC form.

For additional information about the POSC please reference the Graduate College Handbook – Chapter 6 and POSC website.

<https://www.grad-college.iastate.edu/handbook/>

<https://www.grad-college.iastate.edu/posc/>

Checklist for Completion of Graduate Requirements for Immunobiology Majors

Student: _____

Degree Sought: _____

Date Started: _____

Major Professor: _____

Co-advisor (if any): _____

Major: IMBIO _____

Home Department: _____

Minor or Co-Major: _____

For each requirement in the following sections, list the term (fall, spring, summer) and year you met the requirement. If you have not completed a requirement yet, indicate the term you anticipate completing the requirement. Times when you should normally complete each requirement are indicated in parentheses.

Academic Requirements

Joined Laboratory of Major Professor: _____
(Before the end date of the first LOI. Typically selected by the end of the spring semester.)

POS Committee Formed: _____
(Within six months of joining your major professor's laboratory)

Research Proposal Presented to POS Committee (PhD only): _____
(Prior to submitting your Program of Study to your POS Committee)

Program of Study Approved by the Graduate College: _____
(Within six months of joining your major professor's laboratory)

Preliminary Exam (PhD only): _____
(Third year)

*Note: The preliminary exam must include a written component.

Dissertation Submitted to POS Committee: _____

*Note: Unless an exception has been approved, your thesis must include one or more first author papers written in a form suitable for submission to a journal. The thesis must be given to your POS committee at least two weeks prior to your defense.

Final Research Seminar: _____

*Note: This must be a public seminar and the announcement must be given to the IMBIO Office to distribute to all IMBIO faculty and students. For PhD students the final defense must be held at minimum 6 months after the prelim.

Name of Seminar Series and Date Given: _____

Defense Date: _____

*The transferability of credits from other institutions will be determined on a case-by-case basis by the student's POS committee and the IMBIO Chair. To waive a course requirement, send a memo, signed by your major professor (on behalf of your POS committee) and the instructor of the course you wish to waive, to the IMBIO Chair. The memo should state that you have already received satisfactory instruction in the subject matter covered by the required course. Credits for seminars, workshops and colloquia are not transferable.

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, completing a Program of Study, 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 the fall generally has until the end of the spring semester 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.

c) Academic Dishonesty

The proper conduct of science requires the highest standards of personal integrity. Because of this, the University and IMBIO consider dishonesty in the classroom or in the conduct of research to be a serious offense. Students accused of academic dishonesty will be dealt with according to the procedures outlined in the *University Catalog* and the Faculty Handbook. Possible punishments can include dismissal

from the program and expulsion from the University, depending on the severity of the offense

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.

| | PhD | MS |
|---|-----|----|
| Major Professor ^{1,2} Inside Immunobiology | X | X |
| Committee Member Inside Immunobiology | 2X | X |
| Committee Member <i>Either not IMBIO or not</i> home department | X | X |
| Committee Member Any Member of Graduate Faculty | X | |
| Minimum Total | 5 | 3 |

¹The 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>

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

Dissertation Research Proposal

PhD 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 PhD degree students by the

Graduate College. This examination must be completed by the end of your third year, unless there are extenuating circumstances. 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). The Preliminary Oral Exam is given by the student to his/her POS Committee. It is the student's responsibility to arrange an appropriate date, time, and location for the oral prelim. Students request their Oral Preliminary Exam via the *Online Preliminary or Final Oral Exam Request* link as found on the Graduate College forms webpage. *This request form must be submitted to the Graduate College at least two weeks prior to the oral exam.*

Master's degree candidates are not required to take a Preliminary Examination.

Additional information about the University Oral Preliminary Exam requirement can be found in the Graduate College Handbook – Chapter 4.4.2 Examinations.

Graduate College Forms

https://www.grad-college.iastate.edu/common/forms/student_forms.php.

Writing Your Thesis

Immunobiology accepts theses written for MS or PhD 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. The Graduate College Thesis/Dissertation website, <http://www.grad-college.iastate.edu/current/thesis/>, is a resource developed to help all Iowa State University graduate students with this important part of their degree.

Preparing for Graduation

Each semester, the Graduate College publishes the deadline dates, <https://www.grad-college.iastate.edu/calendar/>, for submission of appropriate forms and paperwork. It is a good idea for students approaching their graduation term to review this information and be sure to observe all appropriate deadlines. Early in the semester in which you expect to graduate, you must *Apply for Graduation* with the Graduate College through AccessPlus – Grad Student Status Page. This form indicates your intended date of graduation, exact thesis or dissertation title and other relevant information. Currently, the deadline for submitting an Application for Graduation form is within the first couple weeks of the term. If you do not graduate at the expected time, a new application must be submitted. It is of note that you are charged a graduation fee when you submit your Application for

Graduation form. This fee may be nonrefundable if graduation is not cancelled on or before the cancellation deadline.

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. Students request their Final Oral Exam via the *Online Preliminary or Final Oral Exam Request* link as found on the Graduate College forms webpage. *This request form must be submitted to the Graduate College at least three weeks prior to the oral exam.*

Graduate College Forms

https://www.grad-college.iastate.edu/common/forms/student_forms.php

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. The program coordinator will assist you in sending a seminar announcement to appropriate individuals.

Final Examination (Defense)

The Final Examination for the PhD and MS 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 the program and forwarded to you and your major professor.

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 and/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 are feeling overwhelmed with personal or professional obligations and stress, the Iowa State University Student Counseling Services office offers additional resources. Student Counseling Services are available on the third Floor of the Student Services Building. Their phone number is (515) 294-5056. You may also access additional information on their program website, <http://www.public.iastate.edu/~stdtcouns/>.

FINANCIAL MATTERS

Your Appointment

The majority of IMBIO graduate students enter as doctoral students via research rotations, receiving financial support during the rotation period directly from the IMBIO Program. For students entering directly into a faculty member lab, financial support is provided by the faculty. The source of the support and the responsibilities associated with it vary by appointment, research assistantship (RA) vs. a teaching assistantship (TA). Additional information about these forms of support is available in the *Graduate College Handbook*.

Upon joining a lab, the student's stipend is determined by the major professor according to the professor's department's policies, unless the student has been awarded a special or supplemental fellowship. This stipend may be lower than the stipend provided while on rotation. Funding situations may change for students during their years of study. Each fiscal year (beginning July 1) the student signs a new Letter of Intent that specifies the terms of funding for the coming year. Letters of Intent generally extend 6 or 12 months.

All graduate students receiving support through an assistantship will sign 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. Although technically this means that a student being paid through an assistantship is expected to work 20 hours per week (half time) on the project for which the assistantship is given (the other half being classroom training), in practice the student is expected to work more than 40 hours per week on classroom learning and lab research.

After the first year, the vast majority of the student's time is spent doing laboratory research. A Teaching Assistantship is for work in an assigned class; a Research Assistantship is for the research of the major professor. The research project for which the RA is given will usually (but is not required to) coincide with the student's thesis research.

Most often the half-time appointment is the maximum for a graduate student in order to allow the remainder of the student's time to be spent on graduate courses 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, speak with the IMBIO Program Chair and/or Program Coordinator as well as with whomever is providing your assistantship (faculty or department).

PhD graduate students appointed on a half-time assistantship (either RA or TA) and who remain in good academic standing, receive a full tuition scholarship. This tuition scholarship covers 100% of tuition. Master's students appointed on a half-time assistantship (either RA or TA) and who remain in good academic standing, receive 50% tuition scholarship. The student fees, assessed once per term, are the responsibility of the student. These fees are assessed at the beginning of each semester and include charges for the health facilities, technology, etc. Additional information on fees and expenses can be found on the Tuition and Fees webpage from the Office of the Registrar, <http://www.registrar.iastate.edu/fees/>.

As graduate assistants you will be paid once per month. Iowa State University payday is the last working day of each month. You are advised to set up a direct deposit account with ISU Human Resources. Payroll will be automatically deposited into this account. Applicable deductions as well as Federal and State income taxes and Social Security withholdings apply.

Grants for Professional Travel

The Graduate and Professional Student Senate, GPSS, provides Professional Advancement Grants (PAG) to support graduate student research. The Senate provides \$200 to each person submitting a research proposal. These professional development grants are generally allowed once per year and are on a first come, first serve basis. First year students are eligible to apply for these funds, even while completing research rotations. <http://www.grad-college.iastate.edu/gpss/>.

Attendance and presentation of research results at professional meetings are essential parts of your training, helping to build your professional network. All students should, to the greatest extent possible, attend at minimum one national or international meeting during their degree program.

Students should seek funds for travel from a variety of sources to receive the greatest level of support – this should include their major professor, home department, graduate program, GPSS, etc.

Some funding agencies have a time limit for turning in travel expense vouchers. It is important to coordinate with the various funding entities *before* your travel. This helps ensure that you know what receipts and information are required and eligible for reimbursement. Travel reimbursements are processed only after your travel.

Benefits

ISU Student and Scholar Health Insurance Program

Single coverage student health insurance, including prescription drug benefits, under the ISU Student Health Insurance Plan is provided at no cost to all graduate students receiving an assistantship (RA or TA). Additional information about the Student Health Insurance Program can be found on the Student and Scholars Health Insurance Program website. You will need to enroll in the Student Health Insurance Program, following appropriate annual renewal requirements.

Dental coverage is optional at a reduced premium. Students have the option of adding a spouse or applicable dependents to both health insurance and dental insurance programs, and are responsible for the associated premiums for selected coverage. Dependents can be added during the open renewal period or following a qualifying event.

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, or if you have questions or concerns, please contact Room 3241 of the Memorial Union (294-1120).

Student & Scholar Health Insurance Program

<http://sship.hr.iastate.edu/>
3810 Beardshear Hall
Phone: (515) 294-4800
Email: isusship@iastate.edu

International Students & Scholars Office (ISSO)

<https://www.isso.iastate.edu/>
3241 Memorial Union
(515) 294-1120
Email: isso@iastate.edu

Health Service

As a student, you are eligible to use ISU Health Services. A mandatory health fee and health facility fee are assessed once per semester/term to all students registered according to the number of credits registered and/or full-time enrollment status. These fees provide for services at Thielen Student Health Center, the first point of contact for student health needs and concerns. Please note that these fees can change without notice.

Thielen Student Health Center
<http://www.cyclonehealth.org/>
Student Health, 2647 Union Drive

Emergency: 911
Appointments: (515) 294-5801
After Hours Advice: (800) 524-6877
Billing Questions: (515) 294-7523
Pharmacy: (515) 294-7983
Physical Therapy: (515) 294-2626

Vacations and Sick Leave

Vacation and sick leave does not accrue for graduate assistants and 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. (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://policy.iastate.edu/>.

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.

Injuries and Injury Reports

All accidents and injuries occurring at work or in the course of employment must be reported to the employee's supervisor (your professor or the administrative offices of

IMBIO or your home department), even if no medical attention is required. The supervisor and/or employee are responsible for electronically completing a First Report of Injury via AccessPlus. The Supervisor is then responsible for reviewing this and electronically submitting it to the Human Resource Services within 24 hours of when the incident is reported. Incidents that are not reported may cause an employee to be ineligible for future benefits related to this injury or illness. The filing of an accident report is not an admission of liability. Each report will be evaluated by the state's third party administrator to determine whether the claim meets the criteria to be classified as workers' compensation. Please refer to the University's Human Resources webpage for additional Worker's Compensation information, <http://www.hrs.iastate.edu/hrs/node/73>.

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, 2018 Molecular Biology Building. General program questions or questions relating to University requirements, procedures, and deadlines may be directed to the IMBIO Program Coordinator. Academic advice about courses and rotations will be provided by your temporary advisor or major professor. See the Academic Matters section of this handbook.

Program Coordinator
Interdepartmental Graduate Programs
of Immunobiology; Molecular, Cellular & Developmental Biology; & Neuroscience
2018 Molecular Biology Building
☎ (515) 294-7252
FAX (515) 294-7629
Email: immunobiology@iastate.edu

Office and Home Addresses

As an Iowa State University graduate student you will be listed in the ISU Online Directory – <http://info.iastate.edu/>. All students are advised to check their current university address in AccessPlus. Please make sure that the campus address and campus phone number on file are current and accurate. This will help ensure that university correspondences and paperwork are forwarded to the appropriate location. When logging in to AccessPlus, under the “Employee” tab, you will note an option on the left hand navigation bar which reads “Address Change”. Following this link will allow you to update your local, permanent, and office/campus address and phone number information. Maintaining up-to-date information is very important. Students should plan to review this information

annually for accuracy. For local and permanent address and phone information, you have the option of excluding that information from the university public directory.

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:

Email: Upon enrolling as a graduate student you will be assisted in establishing an Iowa State University email account. E-mail should be checked at least daily as this is the **primary means** of keeping our students informed about program activities and requirements.

Internet: The Immunobiology home page contains most of the information that pertains to on-going program events. In addition, the Graduate College website provides a wealth of information for graduate students.

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

<https://www.grad-college.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 at 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. Long distance calls must **not** be made on University phones without the prior approval of the person to whom the phone is assigned.

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

Transportation

Parking Division

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

27 Armory Building

(515) 294-3388

parking@iastate.edu

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 must be registered through the ISU Parking Division Office. Bicycles used off campus must be registered by the city of Ames.

The city of Ames requires that all bicycles be licensed. The licenses may be obtained from various locations in Ames 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: <http://www.parking.iastate.edu/>
**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

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". Please refer to the ISU Faculty Handbook and the Graduate College Handbook:

<http://www.provost.iastate.edu/faculty-and-staff-resources/faculty-handbook>

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

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/>.

The University Nondiscrimination and Affirmative Action Policy can be found at the Iowa State University Policy Library website, <http://policy.iastate.edu/>. This policies website will provide guidance to you on how to proceed in addressing any concerns.

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; Biomedical Sciences; Chemical & Biological Engineering; Entomology; Food Science and Human Nutrition; Kinesiology; Natural Resource Ecology & Management; Veterinary Clinical Sciences; Veterinary Diagnostic & Production Animal Medicine; Veterinary Pathology; Veterinary Microbiology & Preventive Medicine.

2. Purpose of Major

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

- a. 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.
- b. New members will be elected by a majority vote of at least 60% of the Immunobiology Faculty.
- c. 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.
- d. Expectations:

- i. 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.
- ii. 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.
- iii. Members should have the potential and willingness to provide financial support for graduate students stipends and research expenses.
- iv. 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

- a. 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. Members 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