Wayne State University
Department of Biochemistry, Microbiology & Immunology

To: BMB Ph.D. Students & Mentors

From: BMI Graduate Committee

Subject: Checklist for Yearly Progress

The Graduate Committee has designed the following checklist which BMB students are required to complete to ensure that each student fulfills the yearly requirements. **Check ALL the boxes that you have completed.**

*Note that all required forms to submit to the graduate school are found online. Always add ai6972 (April Wolak) in the drop down menu where it requires an Academic Service Advisor approval :
https://gradschool.wayne.edu/students/phd/forms

YEAR 1 For students who started the fall 2022 semester or later.
Courses:
   Fall: 10 credits
   ☐ IBS 7015 (6 credits) * *This course MUST be taken in the first year* *
   ☐ BMB 7015 (2 credits) or other 2 credits, if taken BMB 7010. List Course Numbers:_____
   ☐ BMB 7020 Lab Rotations (1 credit) Must do rotation in two labs by the end of the winter semester.
   ☐ BMB 7890 Journal Club (1 credit)
   ☐ Seminar (0 credit)
   ☐ **GS0900 Essential Research Practices: Responsible Conduct of Research MANDATORY**
   Winter: 10 credits
   ☐ Two Elective Courses (Total of 4 credits)
   ☐ BMB 7320 (3 credits)
   ☐ BMB 7330 (2 credits)
   ☐ BMB 7890 Journal Club (1 credit)
   ☐ Seminar (0 credit)
   Summer: 2 credits
   ☐ BMB 7996* Research or a 2 credit hour course.

   Progress Requirements (Year 1):
   ☐ Submit ***Individual Development Plan** online.
   ☐ Select Advisor before the Written Qualifying Exam
   ☐ File *****Doctor of Philosophy Plan of Work** form online – this must be done before 40 semester hours are earned.
   ☐ Written Qualifying Exam (administered by BMB in early June).

NOTE: BMB M.S. Students who enter the Ph.D. program with 30 transfer credits from 2 years in the M.S. program can graduate in 3 years if (1) they complete the Oral exam and file a Prospectus and Record of Approval form <u>before starting</u> year 2 (See "Progress Requirements for year 2" below) and (2) register for the first block of dissertation research (BMB9991) in the Fall semester of their second year.

YEAR 2
Courses:
   Fall: 10 credits
   ☐ BMB 7890 (1 credit)
   ☐ Seminar (0 credit)
   ☐ BMB 7140 Foundations of Machine Learning and Artificial Intelligence with Python, Scikit-Learn, and PyTorch (3 credits) (optional course)
   ☐ Additional courses
       List Course Numbers:_____
   ☐ BMB 7996* Research

Winter:10 credits
- ☐ BMB 7890 (1 credit)
- ☐ Seminar (0 credit)
- ☐ MGG 7091 Scientific Communication (2 credit)
- ☐ BMB 7996* Research and/or Additional Coursework

Summer: IBS pays for 2 credits
- ☐ BMB 7996* Research or a 2 credit hour course.

Progress Requirements (Year 2):
- ☐ Submit ***Individual Development Plan** online.
- ☐ Select an Oral Examination/Dissertation Committee – Include your advisor, 2 additional BMI faculty members and 1 member from outside the department. ==Ask the BMI Office who you are considering for your outside member prior to selecting him/her to verify that they don't have an appointment with BMI.==
- ☐ Write "Proposal for Graduate Work" in NIH Format and "Personal Statement" in NIH format (contact the BMI Office for the NIH guides) – Distribute this proposal to committee at least 10 days prior to Oral Exam.
- ☐ Perform Oral Exam – Student is responsible to arrange room and committee's attendance.
- ☐ Submit these online forms: ***Recommendation for Candidacy, Prospectus and Record of Approval, Conflict of Interest Forms.**

YEAR 3
Courses:
Fall: Minimum requirement
- ☐ BMB 7890 (1 credit)
- ☐ Seminar (0 credit)
- ☐ BMB 9991 Dissertation Research (7.5 credits) ****Must be taken in Successive order for 9991-4*
- ☐ BMB 7996* Research (1.5 credits)

Winter: Minimum requirement
- ☐ BMB 7890 (1 credit)
- ☐ BMB 9992 Dissertation Research (7.5 credits) ****Must be taken in Successive order for 9991-4*
- ☐ BMB 7996* Research (1.5 credits)

Summer:.
- ☐ BMB 7996* Research or a 2 credit hour course.

Progress Requirements (Year 3):
- ☐ Submit ***Individual Development Plan** online.
- ☐ Yearly Data Meeting with your Dissertation Committee

YEAR 4
Courses:
Fall: Minimum requirement
- ☐ BMB 7890 (1 credit)
- ☐ Seminar (0 credit)
- ☐ BMB 9993 Dissertation Research (7.5 credits) ****Must be taken in Successive order for 9991-4*
- ☐ BMB 7996* Research (1.5 credits)

Winter: Minimum requirement
- ☐ BMB 7890 (1 credit)
- ☐ Seminar (0 credit)
- ☐ BMB 9994 Dissertation Research (7.5 credits) ****Must be taken in Successive order for 9991-4*
- ☐ BMB 7996* Research (1.5 credits)

Summer: Additional credits as needed to graduate by desired date.
- ☐ BMB 7996* Research or a 2 credit hour course.

Progress Requirements (Year 4):
- ☐ Submit ***Individual Development Plan** online.
- ☐ Yearly Data Meeting with your Dissertation Committee

YEAR 5 and after NOTE: A total of 90 credits are required to graduate. Advanced research credits can be taken if the credit requirement is not met.

Courses:

   Fall: Minimum requirement ==(Note: BMB7890 (Journal Club) is not required after year 5)==
- ☐ BMB 9995 Doctoral Candidate Maintenance Status (0 credit)
- ☐ Seminar (0 credit)

   Winter: Minimum requirement
- ☐ BMB 9995 Doctoral Candidate Maintenance Status (0 credit)
- ☐ Seminar (0 credit)

   Summer: Only required if graduation occurs in the summer term or otherwise noted by the Advisor.
- ☐ BMB 9995 Doctoral Candidate Maintenance Status (0 credit)

Progress Requirements (Year 5+):
- ☐ Submit ***Individual Development Plan** online.
- ☐ Yearly Data Meeting with your Dissertation Committee

DISSERTATION
- ☐ Final Data Meeting with Your Dissertation Committee – Obtain approval to schedule dissertation.
- ☐ At least three weeks prior to the defense:
    Submit a Preliminary Form of Dissertation to Committee for Review.
    Schedules Dissertation Defense with the April Wolak in the BMI Office. The office will distribute the public presentation defense announcement.
    Submit page 1 of the **Unicheck Plagiarism Report** provided by your advisor (created from Canvas) to April Wolak in the BMI Office.
    Complete the online forms: ***Final Defense part 1, Conflict of Interest** (again).
- ☐ Defend Dissertation to Dissertation Committee – Presentation is public. Committee critique is private.
- ☐ Submit the signed page one of the Defense, completed ***Final Defense Report** and completed ***Conflict of Interest** forms, and Graduate Questionnaire in pdf. Format to April Wolak in the BMI Office.

*A maximum of 30 BMB 7996 credits can be applied to the Ph.D. Degree. Credit hours are variable and must be changed every time during course registration https://wayne.edu/registrar/variablecredit
 There is a maximum of 9 credits that can be taken for BMB 7890 – Journal Club.