




THE UNIVERSITY *of*
NEW MEXICO

Biology Graduate Policy

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Professor**



DEPARTMENT OF BIOLOGY AT UNM



Welcome [REDACTED]

NEWBIE

Please drive carefully

How people in science see each other

	undergraduate	PhD student	postdoc	PI / Professor	technician
seen by undergraduate					
seen by PhD student					
seen by postdoc					
seen by PI / Professor					
seen by technician					

GRADUATE HANDBOOK

- It is your responsibility to read the GRADUATE HANDBOOK thoroughly at the beginning of your graduate program.
- As soon as possible, in consultation with your Major Advisor, plan out which courses are necessary/suitable for your research program given your area of focus.
 - All courses are not offered every year.
 - A tight time-line for graduation if you are a masters student.
 - Specific amount of coursework needs to be completed before PhD students take the Doctoral Comprehensive Exam.

MAJOR ADVISOR

- All graduate students must have a *Major Advisor* who is a member of the *Biology Graduate Faculty*.
- Possible to have two *Major Advisors* (at least one must be a member of the Biology graduate faculty).
- Both student and advisor each have the right to terminate their relationship for personal and/or professional reasons.
 - Student has 60 days to obtain a new *Major Advisor*.

COMMITTEE ON STUDIES

- Within the first semester, you must confer with your *Major Advisor* to establish your *Committee on Studies* (needs advisor's approval).
 - MS students - before 12 graduate credit hours
 - PhD students - before 24 graduate credit hours
- *Committee on Studies* for MS & PhD students: *Major Advisor* + minimum two additional UNM faculty members (at least one of whom must be a member of *Biology Graduate Faculty*).
- Appointment of your *Committee on Studies* must be reported on a "*Committee on Studies*" form.

COMMITTEE ON STUDIES

- You MUST meet with your *Committee on Studies* at least once each academic year.
- A brief report of this meeting (often written by the student) must be placed within one week of this meeting in your student file with the *Graduate Program Coordinator* (obtain form from Cheryl Martin).
- PhD *Dissertation Committee* (after comps): *Major Advisor* + minimum three additional faculty members (at least three tenure-track, and one of whom must be outside Biology).

TIME Management!!!



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You may be...

- A Masters student plan I
- A Masters student plan II
- A PhD student
- You may have support as an RA or a TA

MAKE SURE YOU KNOW YOUR
PATH
TO SUCCESS AND STAY
ON TOP OF IT!



MASTERS FIRST YEAR

- Attend Biol 500, 502
- Complete graduate coursework:
 - 24h of biology-related coursework; 18h core coursework+ 6h tool skills.
 - Students with interests in ecology and evolution are strongly encouraged to take courses Biol 516 (Basic Graduate Ecology) and 517 (Basic Graduate Evolution)
 - Three courses from the *Core Biology Curriculum*
 - Minimum 6 hours of 500-level

MASTERS FIRST YEAR

- Complete graduate coursework:
 - Maximum 6 hours of Biol 551 (problems)
 - Biol 502 (1 credit) with major advisor (lab meeting)
 - One set of *Tool Skills* (6 hours) – foreign language or non-biological skills
- Establish *Committee on Studies* before completing 12 credit hours
- Submit *Research Proposal in the Spring* if you are *Plan I*

MASTERS SECOND YEAR

- *Committee on Studies* should be established
- Plan I Master's:
 - Continuously enroll in at least 1 credit hour of course work or Thesis Hours (599)
- Research
- Present and successfully defend your thesis!

MASTERS PROGRAM- ONE POSSIBLE EXAMPLE

Semester1	12CR
500 introduction	(1 CR)
Ethics	(1 CR)
502 (lab/discussion)	1 CR-----1
Course work1	3 CR-----4
Course work2	3 CR-----7
Tool skill1	3 CR-----3
ESTABLISH Committee on studies	
Semester 2	12CR
502 (lab/discussion)	1 CR-----8
Course work3	3 CR-----11
Another course	3 CR-----14
Tool skill2	3 CR-----6
551 Research	2 CR-----2
SUBMIT Research Proposal	
Second year:	
Semester 3	9 (12CR)
502 (lab/discussion)	1 CR-----15
502 (w/other faculty)	1 CR-----16
Another course	(3 CR)
551 Research	3(6) CR-----5
599 THESIS	1 CR-----1
Semester 4	9 (12CR)
502 (lab/discussion)	1 CR-----17
502 (w/other faculty)	1 CR-----18
Brown bag	1 CR
551 Research	1 CR-----6
599 THESIS	5(8) CR-----6

Needed

Coursework **18 CR**, biology-related,
 minimum 3 core biology courses,
 6 CR at 500 level

Tool Skills **6 CR** (foreign language or non-biological skills)

551 Research **6 CR**, 599 Thesis **6 CR**

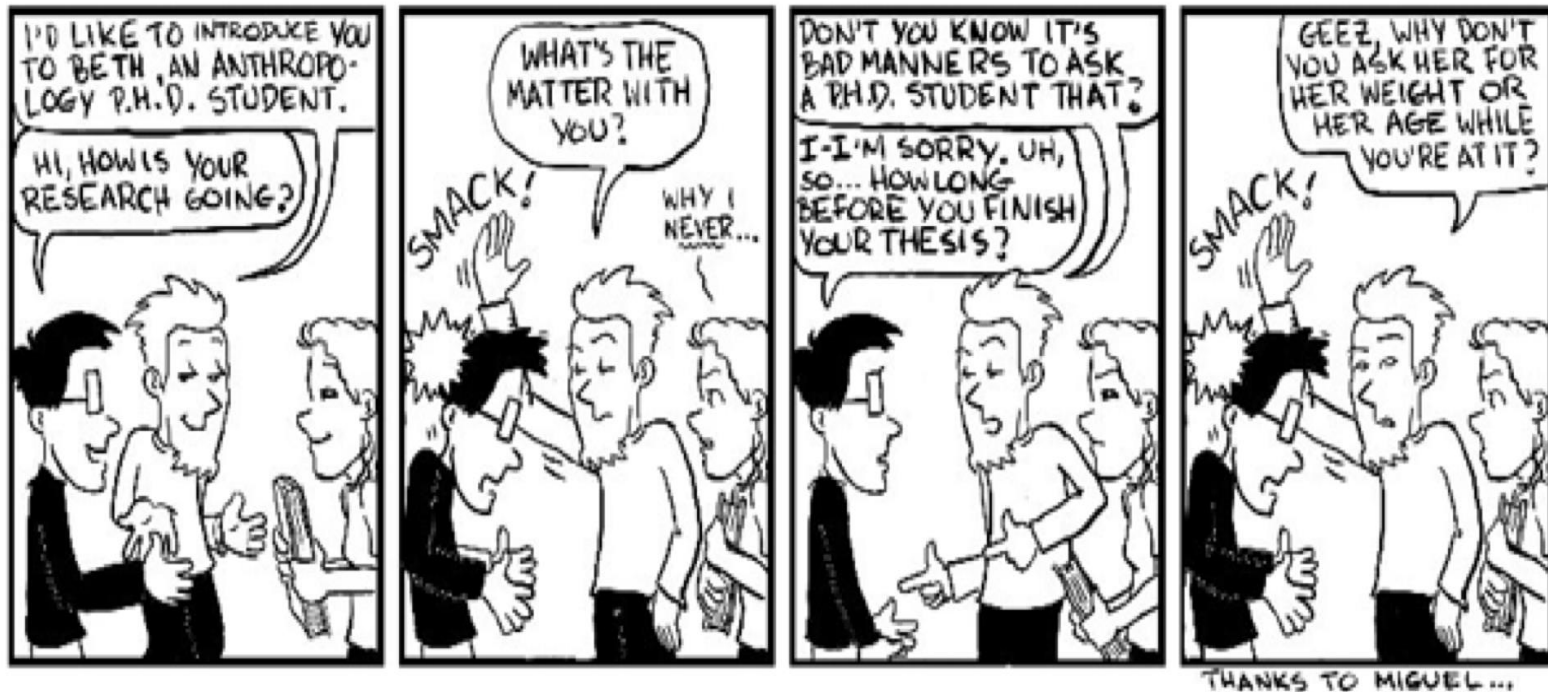
PHD FIRST & SECOND YEARS

- First year follows typical MS first year
 - Set up *Committee on Studies* (before 24 graduate credit hours)
- Second year
 - Continue with graduate coursework
 - Complete second tool skill
 - Make sure you have completed four upper-level graduate courses to fulfill the course requirement
 - Take your *Doctoral Comprehensive Exam* (“comps”) in the second semester of your second year

PHD THIRD YEAR

Having passed your Doctoral Comprehensive Exams at the end of your second academic year...

- Organize *Dissertation Committee* (add outside member).
- Sign up for dissertation credits (Biol 699).
- Take Biol 502 with other professors and a course or two you are interested in.
- *Teaching Requirement* (complete before final semester).
- But henceforth, your focus should be on research!
- Meet with your Dissertation Committee.



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title: "Grad student etiquette" - originally published 2/27/1998

PHD FOURTH & FIFTH YEARS

- Continue focus on research.
- Emphasis on writing papers upon completion of research.
- Publications in peer-reviewed journals before you defend your dissertation will strengthen post-doc/job applications.

ATTENDANCE OF SCIENTIFIC SEMINARS

The importance of attending scientific seminars as part of the scientific experience cannot be over-emphasized...

- **BROWN BAG SEMINARS** (Wednesdays @ noon) in the department (required attendance):
 - Masters students must register for credit at least once and give one talk*
 - PhD students must register for credit at least twice and give two talks**
- **DEPARTMENTAL SEMINARS** (Thursdays, with invited outside speakers)
 - Attendance highly encouraged, sign up to meet with speakers
- **PROFESSIONAL MEETINGS** (posters, talks)
- **RESEARCH DAY** (posters, talks)

Take home messages:

1. We are here to help you (other students and faculty)

1. Help others

1. Work hard and have fun with it

1. Make the most of this opportunity