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Please note the policies within this handbook are subject to change. Please consult with your advisors, the IUSM Graduate Division, the University Graduate School Academic Bulletin and/or the Office of International Affairs, Current Students Services for the most up-to-date policies and procedures.

Indiana University School of Medicine Graduate Division – Policies

https://mednet.iu.edu/Pages/MasterDocumentLibrary.aspx

Search for “GradDiv” in the Document Name field to pull up forms and policies.

University Graduate School Academic Bulletin


Office of International Handbook for International Students

http://iservices.iupui.edu/current-students/
I. General Information
Office of the Dean

Jay L. Hess, M.D., Ph.D.  Vice-President of Clinical Affairs, Indiana University
Dean – School of Medicine
Anantha Shekhar, M.D., Ph.D.  Executive Associate Dean for Research Affairs
Randy R. Brutkiewicz, Ph.D.  Associate Dean for Research and Graduate Studies

IUSM Graduate Division

Tara Hobson-Prater  Director, IBMG Program
Brandy Wood  Assistant Director, IBMG Program
Valerie Winbush  Graduate Program Assistant, Graduate Division
Lauren Easterling  Director of Trainee Services
Patti Holt  Director of Fiscal & HR Services
Tricia Wright, Ph.D.  Director of Postdoctoral Affairs
Amy Lawson  Training Grant Data Specialist, Graduate Division
Jan Receveur  Administrator, MSTP (MD/PhD Program)

Mailing Address:
IUSM Graduate Division---IBMG Program
635 North Barnhill Drive
Van Nuys Medical Science Building, Room 207
Indianapolis, IN 46202

Telephone:  (317) 274-3441  Fax:  (317) 278-5241  Email:  biomed@iupui.edu

Contact Hours:
Monday – Friday, 8:00 AM – 5:00 PM

Facebook:  https://www.facebook.com/IBMGProgram
Twitter:  https://twitter.com/IUSM_IBMG
Welcome from the Associate Dean

Dear IBMG Students,

It is my sincere pleasure to welcome you to the IBMG Program for Ph.D. study at the Indiana University School of Medicine. This is your student handbook for your first year here. In it, you will find the structure of the Program—along with requirements and policies, some key dates, ideas as to how to spend your time (e.g., study time!), as well as some of the important administrative elements including grades, rotations, committees and professional behavior.

You have many options here in your graduate education, from the choice of nine outstanding PhD programs (with outstanding faculty mentors to match!), as well as a wide breadth of potential minors, ranging from “Life Sciences” to the novel “Business of Biomedical Sciences”. All of these programs are among the best in the country—you will continue to see that as you progress here.

I strongly encourage you to speak with Tara, Brandy, and myself (or anyone in the IUSM Graduate Division), if you have any questions or want to discuss anything about your time here. We see our job as being quite simple—it is to help you be successful!

Again, I welcome you and look forward to hearing about your successes in the classroom and the laboratory! You have begun your training to be a top-notch member of the 21st Century Biomedical Research Workforce!

Sincerely,

Randy R. Brutkiewicz, Ph.D.
Associate Dean for Research and Graduate Studies
Indiana University School of Medicine
About the IUSM Graduate Division

The Indiana University School of Medicine (IUSM), largest medical school in the U.S., offers nine research-based doctoral degree programs; basic and applied science master's degree programs; the NIH designated Medical Scientist Training Program (combined M.D./Ph.D.); and graduate certificates in Clinical Science, Innovation and Implementation Science, Medical Dosimetry, and Translational Science. The IUSM Graduate Division is responsible for administering the graduate programs in close collaboration with each program chair and department.

In addition to administering the IUSM graduate programs, the IUSM Graduate Division provides support to graduate students, the academic programs and departments as well as services for postdoctoral fellows at the IUSM and its associated hospitals and institutions and is accredited by The North Central Association of Colleges and Schools. IUSM postdoctoral researchers receive not only extensive scientific training in state-of-the-art facilities but also services and support to further their career development. The Office of Postdoctoral Affairs strives to enhance the postdoctoral experience and foster the professional development of our postdoctoral researchers through resource development, career-related programming, and advocacy.

Mission Statement

To provide leadership and support to the faculty of the Indiana University School of Medicine to develop the highest quality graduate certificate, M.S. degree, Ph.D. degree, M.D./Ph.D. combined degree, and postdoctoral research training programs. To provide administrative support for academic programs by coordinating and supervising curricular changes, coordinating recruiting, coordinating external funding efforts, distributing funds for graduate education, acting as a resource to help students and faculty meet the academic requirements of the Indiana University Graduate School, maintaining a database of student records, representing the School of Medicine at relevant Indiana University-Purdue University Indianapolis, Indiana University, and national functions, and developing new educational programs for the School of Medicine. Our mission spans both the research and education efforts of the School of Medicine and our constituents are the faculty of the School, the present and future students of the School, and the agencies (state, federal, and other) that fund our programs.

Vision Statement

To develop and maintain internationally – recognized and leading-quality graduate certificate, M.S., Ph.D., M.D./Ph.D., and postdoctoral training programs.
Purpose
To serve and support our trainees and their champions by investing in their development, while building a foundation for the future.

Value Statements
The Indiana University School of Medicine Graduate Division:

1) Innovates with purpose, in response to an/our/the evolving environment.
2) Fosters professional development and growth [for ourselves and those we serve].
3) Encourages and advocates for trainee success.
4) Sets the standard in professionalism and integrity.
5) Believes that collaboration should be the common thread in all we do.

Diversity
The Indiana University School of Medicine - Graduate Division strives to recruit a diverse population of graduate students. Diversity in background, outlook and interest is inherent in the practice of science, and appreciation and understanding of such diversity is an important aspect of scientific training. The IUSM Graduate Division recognizes that the academic and scientific community benefits from diversity through the joining together of ideas brought from different points of view. The IUSM Graduate Division strives to recruit students from diverse backgrounds influenced by such factors as race, ethnicity, religion, national origin, sex, sexual orientation, gender identify, marital status, age, physical ability, veteran status, and socioeconomic status.
II. The Degree:
IBMG Requirements and Policies
Doctoral Student Timeline

<table>
<thead>
<tr>
<th>Academic Year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Core IBMG Curriculum</td>
</tr>
<tr>
<td>☑ 3 Lab Rotations</td>
</tr>
<tr>
<td>☑ Submit <a href="#">Lab Rotation forms</a> to the IUSM Graduate Division</td>
</tr>
<tr>
<td>☑ Modular Program Electives</td>
</tr>
<tr>
<td>☑ Choose your Degree Program, Research Mentor/Lab at the end of the academic year – Submit <a href="#">Program Selection form</a> to the IUSM Graduate Division by April 28th</td>
</tr>
<tr>
<td>☑ Select Advisory Committee at the end of the academic year – submit <a href="#">Advisory Committee form</a> to the IUSM Graduate Division no later than August 15th</td>
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<table>
<thead>
<tr>
<th>Academic Year 2</th>
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</thead>
<tbody>
<tr>
<td>☑ Research</td>
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<tr>
<td>☑ Remaining IBMG Core Fall Curriculum</td>
</tr>
<tr>
<td>☑ Degree Program Curriculum</td>
</tr>
<tr>
<td>☑ Thesis Proposal/Qualifying Exam at the end of the year (varies depending on program)</td>
</tr>
<tr>
<td>☑ Nomination to Candidacy – after passing Qualifying Exam</td>
</tr>
<tr>
<td>☑ Minor Form</td>
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<table>
<thead>
<tr>
<th>Academic Year 3 and beyond</th>
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</thead>
<tbody>
<tr>
<td>☑ Research</td>
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<tr>
<td>☑ Voluntary Community Engagement</td>
</tr>
<tr>
<td>☑ Thesis Draft</td>
</tr>
<tr>
<td>☑ Submit &amp; Defend Thesis – paperwork submitted to MS 207 a minimum of 40 days prior to defense</td>
</tr>
<tr>
<td>☑ Submission of Final Dissertation to Graduate School</td>
</tr>
<tr>
<td>☑ Graduate – Graduation Ceremonies</td>
</tr>
</tbody>
</table>

Forms required by the IUPUI Graduate Office are available online at: [http://graduate.iupui.edu/forms/index.shtml](http://graduate.iupui.edu/forms/index.shtml). All hard copy forms will be routed first through the IUSM Graduate Division in MS 207. Students will initiate eDocs, and the eDocs will be routed through the IUSM Graduate Division before being processed by the IUPUI Graduate Office.
Key Dates to Remember

While this list is updated regularly, it may not be all-inclusive. Please reference the following: reminder emails sent to your IUPUI email account from the IUSM Graduate Division, your class schedule, the University Academic Calendar at: http://registrar.iupui.edu/accal.html, and the Events Calendar at: http://grad.medicine.iu.edu/newsevents/events.

August

17-20 IBMG Orientation  
8:30 AM – 5:00 PM

22 First Day of Classes  
Group Picture & Individual Pictures 2:15 PM in MS Atrium

24 Anatomy Students & Postdocs Welcomes the 1st Year IBMG Students Pizza Party  
12:00 PM – 1:00 PM, Daly 186

26 IUSM Graduate Division Cookout  
Garfield Park, Shelter #2

29 Microbiology Welcomes the 1st Year IBMG Students Luncheon  
12:00 PM – 1:00 PM, Glick 103

29 Pharmacology/Toxicology Welcomes the 1st Year IBMG Students ~ Happy Hour  
3:00 PM – 5:00 PM, R3 303/305

30 IBMG Nuts & Bolts is Mandatory!  
R3 303/305 from 9:00 AM – 12:00 PM  
9:00 AM – 10:00 AM  Tax & Your Stipend– IUPUI Student Taxes  
10:00 AM – 11:45 AM  Research Methods & Experimental Design – Dr. Ron Wek

31 Physiology Welcomes the 1st Year IBMG Students Luncheon  
12:00 PM – 1:00 PM, MS 331

September

1 IBMG Nuts & Bolts is Mandatory!  
IB 225 from 9:00 AM – 9:45 AM and R3 303/305 from 10:00 AM – 12:00 PM  
9:00 AM – 9:45 AM  Financial Responsibility – Patti Holt  
10:00 AM – 10:45 AM  Professionalism: Interviewing for Rotations & Networking  
– Tara Hobson-Prater  
11:00 AM – 12:00 PM  Panel of Faculty & Students: Finding a Mentor and the Right Lab

5 Labor Day – No Classes

6 IBMG Nuts & Bolts is Mandatory!  
R3 303/305 from 1:00 PM – 4:30 PM  
1:00 PM – 2:00 PM  Luncheon with IBMG Advisors and Students  
2:00 PM – 4:30 PM  Research at IUSM – Speed Meetings with PhD Programs
IUSM Graduate Programs Poster Showcase is Mandatory!
IBMG Students must be present for the entire event.
Poster Showcase 2:15 PM – 4:00 PM
Van Nuys Medical Science Building (MS), Atrium
2:00 PM-2:15 PM 1st Year Check-In at the Registration Table
2:15 PM Poster Session (1 hours in length, 40 posters)
3:30 PM Presentation of Awards
4:00 PM Event Ends

After this event, you may start meeting with prospective mentors. They must be on the Open Lab List!

9 Prospective Rotation Form due
14 Exam #1 for Grad G717—subject to change, check the syllabus!
19 Exam #1 for Grad G715—subject to change, check the syllabus!
21 Exam #1 for Grad G716—subject to change, check the syllabus!
30 Rotation 1 Mentor Agreement Form Due
Plagiarism Course Certificate of Completion Due
Biomedical Responsible Conduct of Research, Basic Course Certificate of Completion Due
HavenPlus Module 1 Completion Due

October
3-7 Advising Sessions with Tara in the IUSM Graduate Division in MS 207
6 Rotation 1 Begins
17-18 Fall Break, no classes
12 Exam #2 for Grad G717—subject to change, check the syllabus!
14 Exam #2 for Grad G715—subject to change, check the syllabus!
31 IUSM Graduate Division Visits the Labs!

November
1-4 IUSM Graduate Division Visits the Labs!
2 Exam #2 for Grad G716—subject to change, check the syllabus!
11 Exam #3 for Grad G717—subject to change, check the syllabus!
14 Exam #3 for Grad G715—subject to change, check the syllabus!
IBMG Nuts & Bolts is Mandatory!
IBMG Nuts & Bolts 9:00 AM – 12:00 PM
Van Nuys Medical Science Building (MS), Room B13

17
IBMG Nuts & Bolts is Mandatory!
IBMG Nuts & Bolts 9:00 AM – 12:00 PM
Van Nuys Medical Science Building (MS), Room B13

23-27 Thanksgiving Break

28 Classes Resume

28-30 Advising Sessions with Tara in the IUSM Graduate Division in MS 207

December
1-2 Advising Sessions with Tara in the IUSM Graduate Division in MS 207

2 Spring Advising Form due

7 Rotation 1 Ends; don’t forget to fill out your student evaluation form!

5 Exam #4 for G717 (final exam)—subject to change, check the syllabus!

9 Exam #3 for G716 (final exam)—subject to change, check the syllabus!

9 Rotation 1 Student Evaluation of Faculty Form due
Rotation 1 Grade due (NOT to be submitted by students!)
Rotation 2 Mentor Agreement Form due

12 Exam #4 for G715 (final exam)—subject to change, check the syllabus!

16 IUSM Graduate Division deadline for registering for Spring Courses

16 Last day for finals according to IUPUI (check your syllabi!)

22 Transcripts with fall grades available through the One.IU.edu portal after 12:00 PM

January

6 The University deadline to register for spring courses without a late fee penalty – visit the Registrar website at: http://registrar.iupui.edu/accal.html.

9 Rotation 2 Begins
Module 1 Courses Begin

16 Martin Luther King Day – No Classes

26-28 IBMG Prospective Student Campus Visit, January event
30-31  IUSM Graduate Division Visits the Labs!

February
1-3   IUSM Graduate Division Visits the Labs!
13    Module 1 Courses End
15    Module 2 Courses Begin
16-18  IBMG Prospective Student Campus Visit, February Visit
24    Rotation 3 Mentor Agreement Form due

March
6     Rotation 2 Ends; don’t forget to fill out your student evaluation form!
7     Rotation 3 Begins
10    Rotation 2 Student Evaluation of Faculty Form due
      Rotation 2 Grade due (NOT to be submitted by students!)
13-19 Spring Break
   With the module courses and lab rotation schedule, there is no guarantee this is time off. Please check with your current rotation advisor and professors before planning a trip! If traveling, a Travel Approval Form must be completed and submitted to the IUSM Graduate Division.
20    Classes Resume
27    Module 2 Courses End
29    Module 3 Courses Begin

April
3-5   IUSM Graduate Division Visits the Labs!
14    Notify the IUSM Graduate Division if you are having trouble picking your lab home!
28    Program Selection Form due!
   Register for summer and fall courses! Notify the graduate staff in the program you plan to join that you have registered for summer courses, so that they can apply your tuition scholarship.
28    End-of-the-Year Celebration (tentative, alternative date is May 5th)

May
1     Rotation 3 Ends; don’t forget to fill out your student evaluation form!
      Module 3 Courses End
End-of-the-Year Celebration (tentative, alternative date is April 28th)

Rotation 3 Student Evaluation of Faculty Form due
Rotation 3 Grade due (NOT to be submitted by students!)
Deadline to register for summer (full summer, summer 2, and summer 2) courses!

You might also want to register for fall courses as well! Notify the department staff of the program you have selected to pay your tuition and mandatory fees!

The University deadline to register for Summer 1 courses without a late fee penalty – visit the Registrar website at: http://registrar.iupui.edu/accal.html.

Summer 1 Courses Start

IUSM Commencement Ceremonies

IUPUI Commencement Ceremonies

Memorial Day – No classes

Transcripts with spring grades available through the One.IU.edu portal– visit the Registrar website at: http://registrar.iupui.edu/accal.html.

Summer 1 Classes End

The University deadline to register for Summer 2 courses without a late fee penalty – visit the Registrar website at: http://registrar.iupui.edu/accal.html.

Summer 2 Courses Start

Independence Day – No Classes

IUSM Graduate Milestone Celebration

Summer 2 Classes End

Appointment of Advisory Committee Form Due to the IUSM Graduate Division
**About the IBMG Program**

In 2007, the Indiana University School of Medicine established the IBMG Program for Ph.D. Study as a collaborative effort bringing together the various degree granting programs under one common core curriculum and educational experience. This interdisciplinary and compressive approach to graduate study enhances research opportunities for biomedical science doctoral students while providing flexibility to identify the best laboratory and program fit.

The IBMG Program provides a shared first year experience for all School of Medicine biomedical science pre-doctoral (Ph.D. program) students facilitating collaborations among students and faculty. Students choose their Ph.D. program, research mentor/lab at the end of their first year.

The Indiana University School of Medicine offers research-based biomedical science Ph.D. programs: Anatomy and Cell Biology; Biochemistry and Molecular Biology; Cellular and Integrative Physiology; Medical and Molecular Genetics; Medical Neuroscience; Microbiology and Immunology; Pathology; Pharmacology; and Toxicology.

As a first year IBMG student, you will take a shared curriculum with core first semester components:

**Fall Semester (year 1)**

- **G715 Biomedical Science I – Biochemical Basis of Biological Processes-** 3 cr. This course will cover molecular and metabolic aspects of cellular functions. It will explore topics in the biochemical basis of biological systems, including biological macromolecules, protein-ligand interactions, cell-signaling, and metabolic processes.
- **G716 Biomedical Science II – Molecular Biology and Genetics –** 3 cr. Topics covered include DNA structure and replication, recombination and repair, genomics and processes of inheritance, gene expression, eukaryotic systems, and molecular genetics and disease.
- **G717 Biomedical Science III – Cellular Basis of Systems Biology -** 3 cr. This course will cover organization and function of cells, tissues and physiologic systems using disease examples. Topics include neurophysiology, musculoskeletal, renal, cardiovascular, gastrointestinal, endocrine and pulmonary.
- **G718 Research in Biomedical Science (1st rotation) –** 2 cr. A laboratory research rotation course held in the last 8 weeks of the fall semester.
- **Biomedical Responsible Conduct of Research, Basic Online Course –** a paid subscription to the Collaborative Institutional Training Initiative (CITI). Many modules are on the CITI site; however, students are only required to take the Biomedical Responsible Conduct of Research, Basic Course. The sections of the module include: Introduction to the Responsible Conduct of Research; Research Misconduct; Data Acquisition, Management, Sharing and Ownership; Publication Practices and Responsible Authorship; Peer Review; Mentor and Trainee Responsibilities; Conflicts of Interest and Commitment; and Collaborative Research. This module should take 3-4 hours to complete, and the certificate of completion should be submitted to the IUSM Graduate Division in MS 207 by September 30, 2016.
- **Plagiarism Tutorial –** this tutorial is divided into sections: The Indiana University Definition; Overview; Plagiarism Cases; Examples; Practice with Feedback; Test; and Resources.
tutorial should take 1-2 hours to complete, and the certificate of completion should be submitted to the IUSM Graduate Division in MS 207 by September 30, 2016.

- Haven Plus – a version of “Haven-Understanding Sexual Assault” that is tailored for graduate and professional students, an online module that graduate and professional students access through One.IU using their existing login and passphrase. The program educates all students on the issues associated with sexual assault and relationship violence, taking into account their unique perspectives and experiences, and takes about 45-60 minutes to complete. The course has two parts, and is not considered complete until both parts are finished. The course launched on July 25. Students will receive an email with instructions for logging in. This is not a "one size fits all" lecture or slide show; this interactive course uses adaptive pathways to tailor the content based on your responses. Haven Plus takes your perspectives into account to deliver the most relevant content possible. You must complete the first part of the course by September 30, 2016. The second part of the course will be sent 45 days after you complete the first component and will take approximately 10 minutes to complete. The IBMG staff will be notified who has and who has not completed the course, so there is no need to submit proof of completion.

Spring Semester (year 1)

In the second semester, you will select courses consistent with your likely Ph.D. program(s) from a modular curriculum. In addition to taking 2 credits from each column in the following table, for a total of 6 credits, students also take:

- G655 Skills - Research Communications Seminar – 1 cr. This course is designed for first year IBMG students, MSTP entering doctoral study, and other IUSM basic science doctoral students and is structured in two halves. The purpose of the course is to introduce basic communication skills and concepts important in preparing scientific research findings for publication and presentation. The first half will enhance your ability to communicate scientific research as a scientist. This half focuses primarily on written and oral communication with others in the discipline. The second half of the course utilizes the IU School of Medicine’s affiliation with the Alan Alda Center for Communicating Science. In this half students will focus on communicating more broadly outside of the discipline, utilizing skills to engage the public, public officials, and the media. Educational Objective: At the completion of the course, students will be able to communicate research findings to diverse audiences through a variety of different media.

- G718 Research in Biomedical Science (2nd and 3rd rotation – course numbers for each section will be provided) – 2 cr. each for a total of 4 cr. – Laboratory research rotations course held the first 8 weeks and the last 8 weeks of the spring semester.
## Curriculum

### Fall - Year 1

<table>
<thead>
<tr>
<th>Nuts &amp; Bolts Sessions</th>
<th>G718 Research in Biomedical Science Rotation 1 (2 cr)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>G715 Biomedical Science I - Biochemical Basis of Biological Processes (3 cr)</td>
</tr>
<tr>
<td></td>
<td>G716 Biomedical Science II- Molecular Biology and Genetics (3 cr)</td>
</tr>
<tr>
<td></td>
<td>G717 Biomedical Science III - Cellular Basis of Systems Biology (3 cr)</td>
</tr>
</tbody>
</table>

### Spring – Year 1

<table>
<thead>
<tr>
<th>First third of semester</th>
<th>Second third of semester</th>
<th>Last third of semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>G718 Research in Biomedical Science Rotation 2 (2 cr)</td>
<td>G718 Research in Biomedical Science Rotation 3 (2 cr)</td>
<td>G655 Research Communication Seminar (1 cr)</td>
</tr>
</tbody>
</table>

*Each block below is one credit unless otherwise noted.*

*Students take 2 credits from each (~5 wk) column for a total of 6 credits.*

<table>
<thead>
<tr>
<th>First third of semester</th>
<th>Second third of semester</th>
<th>Last third of semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>G724 Molecular Cancer Genetics</td>
<td>G852 Concepts of Cancer Biology (2 cr)</td>
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</tr>
<tr>
<td>G749 Introduction to Structural Biology</td>
<td>G848 Bioinformatics, Genomics, Proteomics, and Systems Biology (2 cr)</td>
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</tr>
<tr>
<td>G807 Structural and Chemical Biology (2 cr)</td>
<td>G725 Gene Therapy</td>
<td></td>
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<tr>
<td>G817 Molecular Basis of Cell Structure and Function (2 cr)</td>
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<tr>
<td>G726 Developmental Genetics</td>
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<tr>
<td>G733 Intro to Biological Microscopy (2 cr)</td>
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<tr>
<td>G736 Endocrine and Gastrointestinal Function in Health and Disease</td>
<td>G735 Cardiovascular, Renal and Respiratory Function in Health and Disease (2 cr)</td>
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<tr>
<td>G720 Stem Cell Biology (2 cr)</td>
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<tr>
<td>G743 Fundamentals of Electrical Signaling and Ion Channel Biology (2 cr)</td>
<td>G745 Intracellular Signal Transduction (2 cr)</td>
<td>G744 Neuropharmacology of Synaptic Transmission: Receptors and Ligands (2 cr)</td>
</tr>
<tr>
<td>G747 Principles of Pharmacology</td>
<td></td>
<td>G761 Molecular &amp; Cellular Physiology of Ion Channels</td>
</tr>
<tr>
<td>G748 Principles of Toxicology 1</td>
<td>G754 Principles of Toxicology 2</td>
<td>G755 Principles of Toxicology 3</td>
</tr>
</tbody>
</table>

### Fall - Year 2

| G505 Responsible Conduct of Research (Research Ethics) (1 cr). |
| G855 Experimental Design and Research Biostatistics (1 cr). |

*Department-specific course requirements*  
Research
Adding and Dropping Courses

Dropping courses after the official campus deadlines will not be permitted unless approved by the Associate Dean. Before initiating a class drop, you must speak with the IBMG Program Director. All late fees associated with adding and dropping courses will be the responsibility of the graduate student.

Lab Rotations

Second half of the Fall Semester (year 1) – 2 cr.
- G718 Research in Biomedical Science (1st rotation) – 2 cr.

Each half of the Spring Semester (year 1)
- G718 Research in Biomedical Science (2nd + 3rd rotations) 2 cr. each for total of 4 cr.

A Lab Rotation Mentor Agreement has to be completed and submitted to the IUSM Graduate Division in MS 207 for each rotation. See the Key Dates section for deadlines.

You will have the opportunity to explore research areas by choosing three 8-week rotations from the hundreds of world-class research laboratories associated with the nine School of Medicine Ph.D. programs and many research centers and institutes. It is critical you begin planning for your lab rotations early. You may access the Open Lab List at: http://grad.medicine.iu.edu/degree-programs/ibmg/curriculum-and-rotations/rotations. The Open Lab List indicates those faculty within the IUSM who have self-identified as having both the funding to take a student as well as the desire to take a student, assuming a good fit. It is recommended that you start reaching out to faculty no later than your third week in the program and work to schedule interviews with potential faculty mentors for any time after the IUSM Graduate Programs Poster Showcase Event to ensure completion of all rotation forms prior to the rotation start date.

Before choosing your first rotation laboratory, you will learn about the research opportunities available at the School of Medicine through interactions with the Ph.D. Program Directors, and graduate research faculty in meetings, laboratory visits, program research retreats, poster presentations, and open days.

Program Selection

At the end of the spring semester, you will be required to submit your Program Selection Form. It is your responsibility to obtain all required signatures and to ensure that the faculty mentor, the faculty member’s home department, and the relevant graduate program are all in agreement with the arrangement. The program that you wish to join will have the final decision as to whether your chosen mentor can accept you as a doctoral student in that specific program. It is highly recommended that you begin communicating with all involved several weeks prior to the deadline.
Note that the IBMG Program is responsible for your stipend through July 31st. The PI and/or program will be responsible for your stipend August 1st on. The PI and/or program will be responsible for your tuition scholarship beginning Summer I.

Once you have joined a graduate program and laboratory, we suggest that you organize your working relationship with your faculty mentor as soon as possible. The AAMC has produced a very useful Graduate Compact— you could use this document or pick elements of it to form a working agreement to delineate expectations.

You must contact the IUSM Graduate Division by April 14th if you are uncertain about your program/laboratory selection.

Change of Status in the Program

There are three types of change of status:

- **Leave of Absence** – a temporary withdrawal from the program, see the Leave of Absence section for further details.
- **Withdrawal from Program** – a change in status initiated by the graduate student, considered permanent. Reasons vary and mean an exit from the program by the student.
- **Dismissal from Program** – a change in status initiated by the IUSM Graduate Division or other campus-affiliated department, considered permanent. Reasons for dismissal include, but are not limited to: inability to meet academic standards, inability to make adequate academic progress, inability to secure a permanent lab home, misconduct, and/or a violation in the honor code, which render the student unfit to continue the course of study.

Under all conditions, graduate students are not eligible for unemployment. When a graduate student leaves under the aforementioned circumstances, the graduate student can expect to be billed the portion of their stipend paid in advance, and could be responsible for covering other costs incurred by the institution.

Professional Development

The IUSM Graduate Division has developed an extensive schedule to address graduate student and postdoc needs as they relate to career and professional development. Typically, professional development sessions and workshops will be hosted on Wednesdays. Students are encouraged to follow social media and read the Friday Reminders for the latest scheduling information. The schedule will be promoted via the Key Dates section of this handbook, weekly Friday Reminders, MedTV displays, and social media.

Being involved in student groups on campus can further your leadership and transferrable skills. When considering joining one of the groups below, please exercise caution to avoid over-committing yourself during your first year of graduate study!

- **IUSM Graduate Student Representatives**
  
The IUSM Graduate Student Representatives is a collective of student leaders, one from each Ph.D. program that works to build collaboration among peers and improve student life. The representatives sit on IUSM faculty committees as the student representative, organize
and review submissions for the IUSM Travel Grant, and work closely with the IUSM Graduate Division to carry out their charges.

- **IUSM Toastmasters**
  Toastmasters International is a world leader in communication and leadership development. A Toastmasters meeting is a learn-by-doing workshop in which participants hone their speaking and leadership skills in a no-pressure atmosphere. Meeting participants also give impromptu talks on assigned topics, conduct meetings and develop skills related to timekeeping, grammar and parliamentary procedure. There is an IUSM Toastmasters club (Scientific Toasters @ IUSM) that meets on Thursdays from 5:30-6:30 PM. The location is typically R3 303/305. More participants are welcomed to join the group and learn more about becoming an official member! For more details, please visit: [http://www.scitoasteriusm.toastmastersclubs.org](http://www.scitoasteriusm.toastmastersclubs.org) or [https://www.facebook.com/Scientific-Toasters-at-IUSM-850832368329334](https://www.facebook.com/Scientific-Toasters-at-IUSM-850832368329334).

- **IUSM Student Ambassadors**
The IUSM Student Ambassadors work with the IUSM Graduate Division on specific recruitment activities such as preview days, recruitment fairs, and virtual chat sessions. These individuals also respond to email and social media queries from potential graduate students, and help to advise/inform the IUSM Graduate Division on student outreach strategies.

- **IUPUI SACNAS Chapter**
  SACNAS (Society for the Advancement of Chicanos and Native Americans in Science) is a society of scientists dedicated to fostering the success of Hispanic/Chicano and Native American scientists—from college students to professionals—to attain advanced degrees, careers, and positions of leadership. SACNAS Chapter @ IUPUI began in the spring of 2014 and has placed a call out to IUSM graduate students to get involved! Teamwork makes the dream work! [https://www.facebook.com/SACNASatIUPUI](https://www.facebook.com/SACNASatIUPUI)

- **IUSM Leadership Development Book Club**
  This casual book club is dedicated to the exploration of works related to harnessing your leadership abilities! The idea is to help IUSM graduate students and postdocs recognize skills developed in the lab and how those transferable skills situate you for employment. This bi-weekly book club will be facilitated by Tara Hobson-Prater and will meet every other week for one hour. To get involved in the book club, contact Tara at tlhobson@iupui.edu.

- **Technology in Medicine Student Interest Group (TIMSIG)**
The Technology in Medicine SIG (TIMSIG) is a group for students who want to learn about the cutting edge of the medical field. They explore topics in emerging technology, research and development, medical informatics, websites & apps, electronic records, personalized medicine, ethics or economics of technological advancement, and much more. Throughout the school year, they invite local physicians, health-care workers, researchers, and regional biotech representatives to give presentations and network with students. The TIMSIG has a dual-lecture series that features the clinical and technical perspectives of applying new technologies and techniques to the clinic. They are also embarking on service projects to help educate patients and physicians incorporate personal health management technologies into practice. These events are advertised via the IUSM listserv, event calendar, and IUPUI student involvement. If you would like more information about TIMSIG, or to get involved, email timsig@iupui.edu.
Service Learning at the IUSM

The Office of Medical Student Service-Learning is open to all medical and graduate students at the IUSM. Current projects are listed at: [http://mse.medicine.iu.edu/student-affairs/service-learning/currentprojects.html](http://mse.medicine.iu.edu/student-affairs/service-learning/currentprojects.html). As always, participation in programming outside of the laboratory should be approved by your faculty mentor.

Additional student involvement opportunities outside of the IUSM are listed in the Student Organizations section of this handbook.

2nd Year and Beyond

Summer (year 1)

- Research in chosen Ph.D. Program
- Ph.D. program required coursework

Fall Semester (year 2)

- Skills - Experimental Design and Biostatistics 1 cr. (G855)
- Responsible Conduct of Research – Ethics 1 cr. (G505)
- Ph.D. Program courses (if appropriate)
- Elective/Minor Courses (if required)
- Ph.D. Program Seminar (if required)

On average, it takes approximately 5 to 5.5 years to complete a PhD in the biomedical sciences. As of January 2016, the average time to degree was 5.15 years.

Advisory Committee

In consultation with their research mentor, Ph.D. students will select an Advisory Committee at the end of their first year. The Advisory Committee will include the research mentor, at least two faculty members from the major department, and a representative from an outside (minor) department. In some instances, it might be important to include individuals from other departments or disciplines (i.e., a relevant M.D.) on your committee. At least two members of the advisory committee must be members of the graduate faculty.

In general, the advisory committee shall approve the students’ program of study and counsel the student until they pass the qualifying examination. The Advisory Committee also will recommend for approval by the Graduate School the transfer of academic credits earned at another institution. The Advisory Committee will determine satisfactory completion of the Qualifying Examination. Deadline to submit the Appointment of Advisory Committee Form is no later than one year after admission (Admission on August 15, 2016 would mean the form is due by August 15, 2017). Please note that the primary role and assembly of the advisory committee may vary slightly among the individual departments. See your academic advisor in your department/program for details.
Interdisciplinary Minors & Plans of Study

Ph.D. students are required to have at least one minor subject, which must be taken outside the major department that is granting the degree. The IBMG core courses can contribute to a Life Science minor or you can also choose a minor from the list below. Minors will depend upon degree program and support, thus, you must discuss minors with your advisor to be sure all requirements for the program are met. Currently, the available minors include:

- Bioinformatics
- Biostatistics
- Business of Biomedical Sciences
- Cancer Biology
- Cardiovascular Science
- Clinical Research
- Diabetes and Obesity
- Health Informatics
- Life Sciences
- Translational Science

Details on the minors are available at: [http://grad.medicine.iu.edu/degree-programs/Minors](http://grad.medicine.iu.edu/degree-programs/Minors).

Your [Plan of Study](#) is to be completed as soon as possible, after the general education requirements are met, but no later than the start of year three.

The IUPUI Graduate Office requires that a [Minor Form](#) and [Plan of Study](#) be submitted prior to the Nomination to Candidacy eDoc. These forms are electronic and can be found under “Indiana University Degrees at IUPUI” on the [IUPUI Graduate Office Forms page](#). Once the documents are reviewed and approved, the IUSM Graduate Division will receive an electronic copy of the final document.

Qualifying Examination

The qualifying examination shall cover the major subjects and may, at the discretion of the minor department(s) or the interdepartmental committee, cover the minor subjects as well. Normally, the qualifying examination is taken after the student has completed all course work for the Ph.D. The [Ph.D. Qualifying Exam Report Form](#) should be used to record the result of a qualifying exam. After you pass your qualifying exams, you must enroll for class each semester thereafter.

Nomination to Candidacy

Following the passing of the qualifying examination, and the completion of all course work (including that for the minor), and departmental requirements (if any), the student’s advisory committee will submit a [nomination to candidacy eDoc](#). After the nomination to candidacy eDoc is approved, the [nomination of research committee eDoc](#) will be submitted. These forms are eDocs
and can be found under “Indiana University Degrees at IUPUI” on the IUPUI Graduate Office Forms page. Once the documents are reviewed and approved, the IUSM Graduate Division will receive an electronic copy of the final document.

**Research Committee**

To initiate research for the dissertation, the student chooses a professor who will agree to direct the dissertation and has been endorsed by the University Graduate School. The department shall then recommend to the dean for approval, a research committee composed of the chosen director (who normally serves as chairperson of the committee), two or more additional faculty members from the major department, and a representative for each minor. In some instances, it might be important to include individuals from other departments or disciplines (i.e., a relevant M.D.) on your committee. The members of the committee must be members of the graduate faculty who are best qualified to assist the student in conducting the dissertation research. The committee has the responsibility of supervising the research, reading the dissertation and conducting the final examination. Research Committees are required to meet at least twice a year.

At least 40 days prior to the scheduled defense of the dissertation, the candidate must initiate the Defense Announcement (eDoc) to the IUPUI Graduate Office via the eDoc system. Program approvers and the IUSM Graduate Division must approve the eDoc no later than 30 days prior to the defense date. After reviewed and approved, the IUSM Graduate Division will receive a copy of the document. For details on the required thesis format, see the Theses & Dissertations Formatting Guide found at: [http://graduate.iupui.edu/theses-dissertations/formatting/doctoral.shtml](http://graduate.iupui.edu/theses-dissertations/formatting/doctoral.shtml). Additional guidelines on submission deadlines and revisions can be viewed on the PhD Progression Checklist.

**Travel**

Extensive travel during the fall and spring semester is discouraged. Students should utilize their breaks from school for travel. A Travel Request Form must be completed by all first-year students who plan to travel for an extended period of time (i.e., more than an extended weekend). The form is meant to notify the IUSM Graduate Division of your intent to travel and also provides a timeline for your travel, including an expected date of return. The form is designed to demonstrate traveling students have adequately planned for time away from the lab and instruction, including speaking with mentors, advisors, and instructors to manage their academic and lab responsibilities. Finally, the form requires that students understand that traveling outside of approved travel dates could result in the reduction or forfeit of the stipend during any period of travel that was not approved.

If you plan to travel over the winter holiday you MUST return to Indianapolis prior to the beginning of the spring semester. There will be NO exceptions. Most spring modular courses are only 5 weeks long and thus the material is covered at a rapid pace. Missing just one day of class in a spring modular course can be detrimental to your grade. Please see the Office of the Registrar’s Academic Calendar at:
We strongly recommend that you do not plan any spring/summer travel until you have joined a program / department as you must meet with your program advisor and faculty mentor to discuss program and lab travel guidelines before planning any travel or time away from the laboratory. All time away from the laboratory must be approved by your faculty mentor and program advisor.

Before traveling abroad at any time in the first year, students must contact the IUSM Graduate Division and discuss their travel to avoid any programmatic delays. To being this process, all students will be required to complete a Travel Request Form and submit it to the IUSM Graduate Division in MS 207.

INTERNATIONAL STUDENTS: International Students must have their I-20s signed by the Office of International Affairs prior to travelling. More information, including a checklist specific to International Students may be found at http://iservices.iupui.edu/current-students/visas-travel.

Advising

Students will have three advisors during their first year of study in the IBMG program. The IUSM Graduate Division staff, primarily Tara Hobson-Prater, will help you with the transition to graduate school, guidelines as they pertain to the IBMG program, selecting labs to rotate in, and will provide you with general feedback and support. She will also conduct site visits to labs to assess the student’s experience and to discuss progress and performance. In addition, two faculty advisors will come from your “Program Choice 1” and “Program Choice 2”. Remember that you are not committed to any program – these temporary advisors will help you during your first year. The program advisors will help you select three laboratory rotations, your modular courses for the spring semester; program selection and laboratory selection at the end of the academic year; and general academic direction. Prior to registering for your spring courses you must submit the Spring Advising Form to the IUSM Graduate Division. The form must be signed by at least one of your academic advisors. If, at this point, you are considering two programs, you should see both advisors and have the form signed by both of them. Remember that you are ultimately responsible for your own career – you should cross check all important decisions – that is why you have several advisors.

PhD Program Student Handbooks

Each PhD Program is charged with providing guidance to their students for year two and beyond. This may be done via paper or electronically with most programs posting their handbook, student guidelines, and policies on their website. Please check with your PhD program advisor in the summer of 2017 to receive an updated copy of the latest information on your new PhD program.
Program Advisors

Joe Bidwell Ph.D.

**Anatomy & Cell Biology**  
(317) 278-1142  
jbidwell@iupui.edu

Clark Wells, Ph.D. (1st Year Advisor)

**Biochemistry & Molecular Biology**  
(317) 278-1060  
wells4@iupui.edu

Mark G. Goebl, Ph.D. (2nd Year and beyond advisor)

**Biochemistry & Molecular Biology**  
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mgoebl@iupui.edu

Johnathan Tune, Ph.D.

**Cellular & Integrative Physiology**  
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jtune@iupui.edu
Brittney-Shea Herbert, Ph.D.
Medical & Molecular Genetics
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Andy Hudmon, Ph.D.
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(317) 278-8513
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Margaret Bauer, Ph.D.
Microbiology & Immunology
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mebauer@iupui.edu

Diane Leland, Ph.D.
Pathology
(317) 491-6292
dleland@iupui.edu

Jian-Ting Zhang, Ph.D.
Pharmacology & Toxicology
(317) 278-4503
jianzhan@iupui.edu
Program Staff
These are the contacts for each program when students submit forms to their prospective departments, as well as the person to notify once you have registered for summer courses and subsequent courses after the first year.

Anatomy & Cell Biology
Marthe S. Cadet  
(317) 274-7495  
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Pathology
Diane Leland, Ph.D.  
(317) 491-6292  
dleland@iupui.edu

Pharmacology & Toxicology
Joanna Plew  
(317) 274-7844  
jplew@iu.edu
III. Grading Systems and Standards
Computation of Grade Point Average

IBMG students should refer to the complete regulations of the Indiana University Graduate School bulletin that can be found online at: http://bulletins.iu.edu/gradschool/2015-2016/index.shtml.

Note that the IBMG program and individual Ph.D. programs may have academic rules and requirements in addition to the IU Graduate School rules.

Excerpt from the IU Graduate School Rules:

Grade points are assigned at Indiana University according to the following scale, and grade point averages are computed taking into account any plus or minus accompanying a letter grade.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ or A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Ordinarily a minimum of a B (3.0) average in graduate work is required for continuance in graduate study, and for all graduate degrees. Courses completed with grades below C (2.0) are not counted toward degree requirements, but such grades will be counted in calculating a student's grade point average. Some departments or programs may require an average grade in graduate courses higher than 3.0, whereas others may count no courses completed with grades below B or B- toward degree requirements (see below and Program/Department rules). As courses with a grade of C- or lower do not count towards a graduate degree, the student will need additional credits to complete the degree. For example, a C- in a three credit course will increase the total credits need for a doctoral degree from 90 to 93.

Academic Probation

The dean may review a grade record at any time and may place a student on academic probation if the record justifies such action. When the grade point average of a student falls below 3.0, or the student is not making sufficient progress toward the degree, the department or program will notify the student that he or she has been placed on probation. Unless the student brings this record up to a 3.0 grade point average, or begins making satisfactory progress in the next semester of enrollment, the student will not ordinarily be allowed to continue in the University Graduate School.
Note: The academic GPA is to be computed after the posting of grades each semester during the 1st year (G718 does not count in this GPA). While the School of Medicine will attempt to monitor the GPAs of all IBMG students, it is the student’s responsibility to know what his or her GPA and status are before enrolling in the following semester. No points are assigned for the following grade symbols: I (incomplete), NC (no credit), NR (no report filed by the instructor), S/F (satisfactory/failure), or W (withdrawn).

In the first year, IBMG students are expected to:

a. Complete the full curriculum (G715, G716, G717, G718 [for 3 research rotations], G655 [1 cr version], and 6 credits from the IBMG spring modular course list)
b. Achieve grades of B (3.0) or better in courses (including G718)
c. Achieve an academic GPA of 3.0 or better (the academic GPA does not include G718)
d. Attend the Introduction to Programs course (not for credit)
e. Gain placement into a laboratory and one of the nine Ph.D. programs

Doctoral study at the Indiana University School of Medicine is considered to be full-time. Students receiving financial support from or through the IUSM should not have employment elsewhere.

Students who do not complete these expectations each semester may be subject to placement on academic or progress probation by the Associate Dean for Graduate Studies. Students who fail to make satisfactory progress towards their academic objective risk being ineligible for their stipend and tuition benefit as well as academic dismissal.

Students should also make themselves aware of the course requirements and academic rules of each Ph.D. curriculum as the programs may have different rules that will apply once a student chooses a program at the end of the first year.

Incomplete “I”

An "incomplete" indicates that the work is passing as of the end of the semester but a relatively small part of the course has not been completed. In order to give a grade of “I”, the faculty member must agree with a request for an incomplete.

1. If the work required to remove the "incomplete" is not finished before the beginning of the subsequent semester, enrollment in subsequent courses may not be approved.
2. If an "incomplete" ("I") is not removed within one year from its assignment, an "F" is automatically recorded for the course.
3. A candidate cannot re-enroll in most courses in which a grade of "I" has been received.
4. A candidate cannot be certified for graduation until his or her record is cleared of all "Incompletes" in both elective and required course work.

**Withdrawal “W”**

There are times when the "W" is an appropriate grade. The "W" indicates that the course has not been successfully completed and therefore the student may not progress to the next semester's course work.

A grade of "W" is automatically assigned if withdrawal occurs during the first eight (8) weeks of a regular length semester. After that time, it is necessary to petition to withdraw. If the petition is granted, the student may withdraw and a "W" will be assigned for the course. An automatic WF will be assigned if a student does not attend and does not withdraw from the class.

The grade of “W” is not counted toward the cumulative GPA requirement. It should be noted that the number of Ws that a student may receive is limited to five during the degree program.

**R Grades**

IUSM graduate rules state that doctoral degree students should have at least two committee meetings per year. During these meetings it is important to discuss the student’s research, advancement towards degree completion, and individual development plan (IDP). The student should leave with a clear understanding of the next steps and expectations required as they progress towards degree completion. Using your department’s committee meeting report form, the IUSM Graduate Division should be provided with an official update regarding the aforementioned items after each committee meeting. Note, research grades are to be assigned by the advisory/research committee. **No “R” grades are to be assigned.** Instead, the “I” grade will be assigned if a meeting is not held or if the work/discussion will carry forward for completion to ensure a timeline for both the student and faculty to follow. All “I” grades need to be converted to a letter grade within one year from assignment, or they will convert into a grade of “F”, as per University policy.

**Transfer of Credit**

Upon recommendation of the department and with the approval of the dean, work taken for graduate credit at other institutions may be transferred in partial fulfillment of degree requirements. No course may be transferred from another institution unless the grade is B or higher. Candidates for the Ph.D. degree may offer up to 30 hours of graduate credit from other institutions.
Transfer of credit is not an automatic occurrence. Students must obtain the written consent of both their departmental advisor and the dean before credit earned at other institutions will be added to their records.

The Transfer of Credit Form is available online at: http://graduate.iupui.edu/forms/index.shtml.
IV. Benefits
As an IBMG Student, your stipend and billing for tuition and mandatory (general) fees will be processed through the School of Medicine’s Student Financials Services office. You can access your account through the One.IU portal at: https://one.iu.edu. This portal brings an app store experience to IU Services and is very user-friendly. The best way to find what you need is to use the “Search, Click, Done!” feature at the top of the page.

**Stipend**

The stipend for the 2016-2017 school year will be $27,000/year. In order to receive your stipend, you must sign-up for direct deposit.

Assuming enough time lapses between the time you set up your direct deposit and you have notified the IUSM Graduate Division and the first day of classes, your first stipend payment will be posted to your student account by the School of Medicine’s Student Financial Services Office by the first day of classes or a few days prior to this. From September through July, you will be paid at the beginning of the month. On your student account, you will be able to see when your payment has been posted by the School of Medicine’s Student Financial Services Office; usually the last Friday of the month. Once the stipend is posted to your account and indicates a refund, it could take 24-48 hours to be deposited in your bank account. However, you should always be paid by the 5th of the month with the exception of August, when it will be after classes begin. **Please contact our office immediately if this has not occurred.**

In your second year of graduate studies (i.e., beginning in August 2017) and thereafter, you will be supported by the department/program that you have chosen. During this time, you MAY be paid through University Payroll and would be paid at the end of the month instead of the first of the month. Therefore, July 2017 would be your last payment by the IUSM Graduate Division paid at the beginning of the month, and in August 2017, you would be paid at the end of the month by your department/program. If this is the case for you, you will need to plan your finances accordingly. Please note that University Payroll will withhold taxes and you will receive tax forms at the end of the year. In the first year, you are responsible for understanding the tax law and planning accordingly.

If you leave the program, on your own or by probation, you can expect a loss of stipend and benefits.

**Tuition and Fees**

When you register for classes, tuition and mandatory (general) fees will automatically be posted to your student account. As a first year student in the IBMG Program, we require that you notify the IUSM Graduate Division when you register for fall and spring classes so that we can apply your tuition scholarship in a timely manner. **This registration notification policy is**
intended to assist the School of Medicine Graduate Division in protecting your stipend from being used to pay your tuition and fees. The School of Medicine Graduate Division will pay your tuition and mandatory fees electronically once you have completed the **IBMG Notification e-form.** You must adhere to the registration deadlines set by the IUSM Graduate Division (not the university deadlines) in order to ensure that your stipend is protected. **Note, any additional fees beyond tuition and mandatory fees, including parking, late fees, recreation fees, and any other optional fees will be your responsibility.**

Beginning the summer of your first year and thereafter, you should contact the department/program staff that will be supporting you to notify them of your registration for summer classes and beyond, as the PI/program will assume responsibility for your tuition scholarship for Summer I and beyond. They will let you know how your tuition and fees will be paid.

**Special Note for All Students:** Once you have registered for classes, you may begin receiving e-mails from other agencies regarding student loans and financial aid. We are not associated with these loan programs, and it is your business if you decide to take out any loans. PLEASE NOTE that your tuition scholarship (from us) is NOT likely factored into the loan information seen by these agencies and it may appear as if you are eligible for more loan money than you actually are. If you have any questions at all please contact Jose Espada, Director, Medical Student Affairs - Student Financial Services at (317) 274-8568 or jespada@iu.edu. **PLEASE BE CAREFUL, AS YOU MAY END UP HAVING TO RETURN LOAN MONEY ONCE YOUR TUITION SCHOLARSHIP IS FACTORED IN. THIS HAS HAPPENED BEFORE!**

**Income Taxes**

**IBMG Students will not receive a Form 1098-T.** A Form 1098-T form is only issued if the amount of tuition paid is more than the scholarships/fellowships received. The Form 1098-T is used to claim an educational credit on yours or your parent’s tax return. If you received a fellowship greater than your tuition, no Form 1098-T is produced as you are not eligible for an educational credit. Nonresident alien students will not receive a form 1098-T, because they are not eligible to take the US tax credit on their US tax return. If you are eligible to receive a Form 1098-T, the form will be mailed on January 31st for bursar activity in the previous calendar year. You can choose to have this form delivered to you electronically. For more details on the 1098-T form visit: [https://fms.iu.edu/tax/students/form-1098-t](https://fms.iu.edu/tax/students/form-1098-t).

**For Domestic Students Only:** All stipends are taxable income; however, during your first year of study, the stipend is considered a fellowship and taxes are not withheld. You will not receive a 1099 IRS tax form at the end of the year. Graduate students are responsible for paying all income taxes that may become due as a consequence of receiving graduate fellowship stipend payments. It is the student’s responsibility to understand the federal and state income tax implications of receiving a fellowship. The IRS provides general information to assist students in
determining tax liability and reporting obligations. Because tax liability depends on a student’s particular circumstances, students are advised to contact a personal tax advisor or the IRS with any questions or concerns, as the University does not give tax advice. IRS Live Telephone Assistance is Toll-free: 1-800-829-1040. See IRS Tax Publication 970 for more details. For more information, please visit: http://graduate.indiana.edu/admissions/financial-support/taxes.shtml.

For International Students Only: Generally, you should expect all types of income paid by a US source to you to be taxable income and require tax withholding; however, some countries have entered into a tax treaty with the United States. Indiana University’s Financial Management University Tax Services Department has a web page to help answer some questions to set your expectations about tax liability for various forms of payments. You can access that website using the fellowship link https://fms.iu.edu/tax/international/student-payments.

Residents of certain countries may be entitled to reduced tax rates or exemption from tax under a tax treaty between their country and the U.S. Review the appropriate list of tax treaty countries to determine eligibility. Follow the directions at https://fms.iu.edu/tax/international/tax-treaty-countries to apply for treaty benefits with IU.

Please note: there may also be an Indiana State Income Tax return required. If you have any questions please contact the Tax Department at taxpayer@indiana.edu or (812) 855-0375.

Health Insurance

Participation in the Anthem Fellowship Recipient Health Insurance Plan is mandatory unless a waiver is filed each semester. As a Ph.D. student in the IBMG program and a Fellowship Recipient, your insurance will be provided by Anthem, and you will be automatically enrolled in the Anthem Fellowship Recipient Plan. Your premium will be paid for by the program. You may, at your expense, enroll your spouse/same sex domestic partner (residing with the insured student) and unmarried dependent children under the age of 26. For more information please visit http://hr.iu.edu/benefits/fellowship_recipients.html.

For a list of in-network medical providers, please visit the Anthem website at: https://www.anthem.com/health-insurance/provider-directory/searchcriteria.

Dental Insurance

Like your health insurance, dental insurance is also provided by Anthem. Fellowship Recipients who are enrolled in the medical plan will be automatically enrolled in the dental plan. Conversely, those who waive from the medical insurance will also be waiving from the dental insurance. This means enrollment is both or neither. The dental plan is a PPO plan with an
annual deductible of $25. Preventative care, such as annual cleanings, is covered at 100% each year and not subject to the deductible when using an in-network provider. Other services are covered at 50% (i.e., fillings, root canals, crowns, etc.) in-network. Out-of-network benefits are subject to Reasonable and Customary limits. There is a $500 annual benefit maximum. There is no coverage for orthodontics. The provider network can be found online at: https://www.anthem.com/health-insurance/provider-directory/searchcriteria. For more information please visit: http://hr.iu.edu/benefits/fellowship_recipients.html.

**IUPUI Campus Health**

IUPUI Campus Health is available to all IUPUI students on a fee for service basis. Campus Health is in-network with the health insurance policy sponsored by the university. Campus Health has two locations: one on the 1st floor of Coleman Hall (CF on the IUPUI campus map) and one on the 2nd floor of the Campus Center. Appointments are recommended but not required. For more information on hours and services please visit their website at: http://studenthealth.iupui.edu.

In addition to the health centers on campus, Fellowship Recipients also have a second on-campus option. The IU Staff and Faculty Clinic is located on the 3rd floor of IU Health University Hospital, at 550 N. University Boulevard in Indianapolis, in the Adult Outpatient Center. Same-day, call-ahead (317-944-4025) appointments are available Monday through Friday from 7am to 6pm at the IU Staff and Faculty Clinic.

**Leaves of Absence**

Students who wish or need to interrupt their study temporarily may request a leave of absence. There are three types of leave—personal, medical, and family leave—all of which are described below.

**Personal leave of absence:** A student who wishes or needs to interrupt study temporarily because of personal exigencies may request a personal leave of absence. Personal exigencies are those that do not pertain to your own illness/injury, or pregnancy, maternity care, or paternity care.

**Medical leave of absence:** A student who must interrupt study temporarily because of illness or injury may request a medical leave of absence.

**Family leave of absence:** A student who wishes or needs to interrupt study temporarily for reasons of pregnancy, maternity care, or paternity care may request a family leave of absence for parental responsibilities.
For many students, short-term arrangements rather than a leave of absence are possible. Open communication with the IUSM Graduate Division is encouraged in such circumstances to promote student success. Students should schedule an appointment to meet with a member of the IUSM Graduate Division staff to discuss the student’s individual circumstances, the policies related to each type of leave, collect any needed forms, and determine necessary next steps. Depending on the nature of leave requested, students should be aware that their stipend and benefits can be interrupted.

Please note all leaves of absence must be approved by the IUSM Associate Dean for Research and Graduate Studies and the Associate Dean of the IUPUI Graduate Office.

**Counseling & Psychological Services**

A student’s health plays an important role in success in the academic environment. The IUPUI campus offers many resources and opportunities for students to find assistance with health concerns.

Counseling & Psychological Services (CAPS) offers six FREE counseling sessions after payment of an initial $15.00 application fee. If the student wishes to continue beyond six sessions, the standard fee is $10.00 per visit with the opportunity to utilize a sliding fee scale. The professional staff consists of licensed psychologists and counselors as well as graduate students in various levels of training. Services are provided for a variety of clinical and adjustment related concerns. Services are confidential (separate from academic record), available to all IUPUI students, and available weekdays and by appointment during evening hours.

For more information on the program, please visit [http://life.iupui.edu/caps](http://life.iupui.edu/caps) or visit their office in located in the Walker Plaza (on Indiana Avenue), 2nd floor, Suite 220.

The Indiana University School of Medicine also offers counseling through the IUSM Counseling Services and Wellness Office. Visit [http://mse.medicine.iu.edu/student-affairs/mentoring-advising/counseling-wellness](http://mse.medicine.iu.edu/student-affairs/mentoring-advising/counseling-wellness) or contact them at 317-278-4750 for details.

**Student Lounge**

All School of Medicine students have use of a student lounge and computers within the Daly Student Center located at 1001 W. Walnut St. (MF on campus map) in room 179. Students can reserve group meeting areas and small study areas within the IUSM network by emailing medrooms@iupui.edu.
Mailbox

IBMG student mailboxes are located in MS 207, IUSM Graduate Division. The office is open Monday through Friday, 8 AM to 5 PM. Please check your mailbox periodically throughout the semester as course directors often leave graded exams and other important documents in your mailbox. After the first year, your newly selected PhD program will house your new mailbox.
V. University Resources
IUPUI Graduate Office

The Graduate Office at Indiana University–Purdue University Indianapolis (IUPUI) is an office of the Indiana University Graduate School, and serves all graduate programs on the IUPUI campus.

The IUPUI Graduate Office is committed to the academic and professional development of a diverse community of graduate and professional students, faculty, and staff through effective delivery of services and innovative activities by fostering collaborations within and across disciplines, campus, and beyond. Their responsibilities include monitoring electronic applications, admitting applicants based upon the recommendations of graduate programs, and assuring the electronic student record is created properly. They also monitor progression to degree completion and confirm degree requirements are met for all IU Graduate School programs and for Purdue University master’s programs at IUPUI, review the format of submitted dissertations or theses, and mail diplomas to IU graduates. The Graduate Office also monitors the progress of non-native English-speaking graduate students in meeting requirements for English for Academic Purposes (EAP). For additional information on the IUPUI Graduate Office, visit: http://graduate.iupui.edu.

IUPUI Office of Diversity, Equity, & Inclusion

This office directs, supports, and monitors IUPUI’s diversity efforts. They seek to build a more diverse community through strategic hiring and student recruitment. They offer consulting services to IUPUI departments and academic units, develop diversity plans and benchmarks for the university, and administer diversity-related student programs. For additional information on the Office of Diversity, Equity, and Inclusion, visit: http://diversity.iupui.edu.

IUPUI Multicultural Center

The IUPUI Multicultural Center (MC) is dedicated to creating an inclusive atmosphere that embraces diversity and social justice through engaging cultural, diversity and social justice programming such as the Cultural Heritage Month events and Tunnel of Oppression; educational opportunities such as the Multicultural Leadership Empowerment Program and Peer diversity presentations; and student support initiatives such as the Norman Brown Diversity and Leadership Scholars Program and textbook assistance. The MC is open to all students, faculty and staff as a meeting/gathering place, resource hub, or study area. The MC houses several multicultural student organizations providing guidance and support. For more information about the Multicultural Center, please visit www.mc.iupui.edu or call 317-274-2815.

IUPUI LGBTQ+ Center

The LGBTQ+ Center is an inclusive and intersectional space that advocates on the behalf of the LGBTQ+ community by providing resources, trainings, education, and programmatic initiatives that align with
IUPUI’s mission to further diversity, equity, and inclusion throughout the campus and greater Indianapolis community. The center is located on the 1st floor of Taylor Hall next to the Multicultural Center.

**IUSM Office of Diversity Affairs**

The Office of Diversity Affairs aims to create a learning environment reflective of the Indiana University School of Medicine’s dedication to equity, inclusion, and social change. We are committed to a campus climate grounded in cultural competence and cultural humility that encourages, enables, and empowers all members of the IUSM community to positively contribute to and benefit from a diverse learning environment. For additional information on the Office of Diversity Affairs, visit: [http://diversity.medicine.iu.edu](http://diversity.medicine.iu.edu).

**Reporting Unfair Treatment**

When a conflict arises, the parties directly involved should try to resolve the matter informally. Methods to resolve the issue informally may include: direct discussion between parties, involvement of course directors, advisors, department chairs, or the IUSM Graduate Division (Van Nuys Medical Science Building, Room 207, 317-274-3441), for example. If this informal approach is unsuccessful, a more structured process is available within the IUSM for resolving the matter through the Teacher Learner Advocacy Committee (TLAC).

**IU School of Medicine - Teacher Learner Advocacy Committee (TLAC)**

This process is designed to be fair to both the complainant and the respondent. It is designed to be impartial, effective, and avoid retaliation toward the complainant. The following procedures address: 1) channels of communication; 2) privacy and confidentiality concerns; 3) record keeping; and 4) a method of communication to all parties involved throughout the process and at resolution of the process.

Anyone wishing to contact the TLAC can send an e-mail to tlac@iupui.edu or visit the TLAC website at: [http://mse.medicine.iu.edu/student-affairs/mentoring-advising/tlac.html](http://mse.medicine.iu.edu/student-affairs/mentoring-advising/tlac.html).


We also encourage IUSM constituents to report exceedingly excellent treatment/behavior!

**Indiana University-Purdue University Indianapolis Discrimination and Complaint Procedure**


* For additional information on student rights and responsibilities see the Student Code of Conduct: [http://studentaffairs.iupui.edu/student-rights/student-code](http://studentaffairs.iupui.edu/student-rights/student-code)
Guidelines for Evaluation of Students with Disabilities


Committee on Students with Disabilities

The Indiana University School of Medicine Disabilities Accommodations Committee (DAC) reviews all requests for accommodations for a disability. The Committee membership includes the following: the Assistant Dean for Academic Advising and Career Mentoring, the Learning Specialist, the Associate Dean for Medical Student Affairs, a representative from clinical faculty, a neuropsychologist, the IUPUI Director of Adaptive Educational Services, and legal counsel.

DAC determines the following: (a) whether or not a student is to be considered "disabled" at IUSM under the Americans with Disabilities Act; (b) whether or not the student seems otherwise qualified for medical school, based on our standards for capacity; (c) whether or not the student is entitled to accommodation, based on documentation; and (d) what specific accommodations, if any, would be most reasonable. The committee approves policy revisions related to disability issues as necessary. In order to maximize confidentiality, only members of the DAC have access to students' full diagnostic information.

The DAC works in coordination with the IUPUI Office of Adaptive Educational Services. Questions regarding the IUSM Disability Policy and Procedures should be referred to the Assistant Dean for Academic Advising and Career Mentoring, Medical Student Affairs, MS 119, 635 Barnhill Drive, Indianapolis, IN 46202-5120 or 317-274-1965.

Requests for Accommodations

Qualifying

To qualify for accommodation, a student must identify him/herself to the Assistant Dean for Academic Advising and Career Mentoring and to the office of disabilities services on the host campus (see List of Resources at end of this document); declare the disability (or suspected disability) in writing; and request accommodation. It is also the student's responsibility to obtain a thorough written evaluation from an appropriate professional, documenting the presence, extent, and ramifications of the disability. In addition, the documentation must include the specific types of accommodations the appropriate professional believes would be most effective in assisting the student when performing the essential functions of the academic program and meeting the technical standards in a medical school environment. The professional's name, credentials, and contact information must be included with the supporting documentation. Our goal at IUSM is to provide equal opportunity without undermining the integrity of any course, clerkship, or program.
The student must obtain this evaluation at his/her own expense and arrange to have the evaluation form and all supporting documentation forwarded to the Assistant Dean for Academic Advising and Career Mentoring. If an evaluation has already been conducted in the past, the Assistant Dean will determine if it is recent enough. An evaluation performed more than three years earlier may not be acceptable, and there are instances in which an evaluation must have been completed within a few months or even weeks.

Disabilities Accommodations Committee (DAC) Review

Upon receiving acceptable documentation, the Disabilities Accommodations Committee will review the documentation and consider the student's requests. If appropriate, the Committee will approve a plan for accommodating the student. If the DAC determines that the documentation provided does not meet its established standards, additional information will be requested. If further evaluation is required, it remains the student's responsibility to arrange for that evaluation, at his or her expense. DAC meets monthly. Students should allow adequate time for processing requests.

Appeals

If the Disabilities Accommodations Committee denies a request for accommodations, the student has two (2) weeks from Committee action to request in writing a reconsideration of the Committee's action. The request must state why the student believes the prior decision was unfair or unreasonable, and should include any new, substantive information with the letter. DAC will convene as soon as possible. It may be necessary for the student to meet with the Committee to answer questions. After reviewing the case and any new information presented, the Committee will decide whether to uphold its initial denial. The student is immediately notified of the DAC's decision by hard copy letter and e-mail. If the Committee votes to reverse its denial, the letter will dictate the terms for the accommodation(s). If the Committee votes to uphold its initial decision, the letter will inform the student that accommodations will not be granted.

As a final step, the student has the right to appeal to the Executive Associate Dean for Education (EAD). The student has two (2) weeks to submit a letter to the EAD describing the situation and indicating why the DAC's decision does not appear to be reasonable. The student must provide written consent allowing the EAD to review the supporting documentation. The EAD will review all relevant materials, discuss the case with individuals familiar with the situation, and may request to meet with the student. The EAD’s decision is final.

Confidentiality

Disability information is considered private. Faculty, with the exception of those on the DAC, do not have the right to access students' diagnostic information. Ordinarily, faculty members and other
relevant staff need know only the accommodations that are necessary to provide an equal opportunity for students.

There are times, however, when certain faculty members and/or administrators may have a legitimate educational need to know about a student's functional limitations, as well. In such cases, the Assistant Dean for Academic Advising and Career Mentoring may speak directly with those individuals to ensure appropriate planning. This kind of direct communication by the Director happens if the DAC has decided that members of the IUSM community have an educational need to know about a student's limitations, or if an issue arises that may involve the safety and well-being of patients, students, or staff. Students are also encouraged to speak with faculty as openly as possible to facilitate better understanding and support.

Faculty and/or staff to whom accommodation approvals are presented may copy these forms for their records, but they should take care to keep the information private. The accommodation information conveyed should be communicated only to other faculty and/or staff who have an educational need to know (for instance, those who are involved in providing the accommodations, or those who are responsible for the educational environment). If a faculty member or a student has any questions about specific accommodations, he/she may contact the Assistant Dean for Academic Advising and Career. All documentation and correspondence concerning a student's disability are kept in a separate file in the Office of Academic Advising and Career Mentoring.

Clinical faculty (e.g. clerkship directors) who have occasion to write student evaluations at the end of clerkships must be careful not to breach the confidentiality afforded students with disabilities. Written evaluations, which may be excerpted in the Dean's Letter or seen by others outside the IUSM community, should not mention disabilities or accommodations for disabilities in any way. Once a student has been approved for specific accommodations by the DAC, and has subsequently received those accommodations, that student should be held to the same essential performance standards as all other students. Therefore, clinical faculty should focus strictly on the student's performance in all these evaluations. With regard to letters of reference solicited by students, faculty members may mention a disability IF the student gives prior permission for them to do so.

Indiana University School of Medicine does not notify potential residency programs or other employers about student disabilities without specific permission from the student. Because students with disabilities, once accommodated, are held to the same standards as other students, we do not make notation of any kind on the transcript or in the official Dean's letter.

**Resources for Students with Disabilities**

**IUSM Student Handbook**  [http://msa.medicine.iu.edu/studenthandbook](http://msa.medicine.iu.edu/studenthandbook)
Student Records and Changes

All students should report any changes in name, address, telephone number, marital status, and immigration and citizen status to the IUSM Graduate Division (MS 207) immediately. You must also report any changes with the Registrar/Office of Student Accounts Services through the One.IU portal website at https://one.iu.edu using the search term “personal information.” If you make these changes through the One.IU portal, please be sure to also contact the IUSM Graduate Division with these changes for our records.

Electronic Mail and Computer Accounts

After a new student takes the appropriate steps to set up their computing accounts, University Information Technology Services (UITS) issues an IU system computer ID name and password. This ID allows a student to access from home both E-mail and the IU system through a modem. Access will be retained as long as the student is enrolled as a student on an Indiana University campus. Any problems concerning computer accounts should be directed to UITS (317-274-HELP). You can access your computing accounts via One.IU. You can access your IUPUI E-mail account online on the IUPUI website at: http://www.iupui.edu.

Umail and Microsoft Exchange Accounts

All students are eligible to create Umail accounts. Graduate students are eligible to create Exchange accounts instead of or in addition to Umail accounts.

The Umail option is explained within IU’s Knowledge Base at: https://kb.iu.edu/d/avth. The Exchange option is explained within IU’s Knowledge Base at: https://kb.iu.edu/d/agxv.
Ruth Lilly Medical Library

The Ruth Lilly Medical Library supports your research and academic success at the Indiana University School of Medicine by providing access to information resources and services, including:

- Subscription databases, such as MEDLINE and Web of Science
- Electronic journals, including JoVE – the Journal of Visualized Experiments, a peer-reviewed scientific video journal
- Electronic book collections
- Classes, including Endnote Citation Management and Determining Your Research Impact
- Consultation on accessing and searching the biomedical literature

For book chapters and journal articles that are not in the Library’s collections, the Document Delivery Department can often obtain a copy through its access to a national network of libraries.

The Ruth Lilly Medical Library’s physical space at 975 West Walnut Street, IB 100, on the IUPUI campus, provides study space for individuals, small groups, and a collaborative study space called the Nexus. The Nexus also houses a 3D printing makerspace and is in the process of installing an IQ Wall (video wall). For more information, please stop by the Librarians’ offices on the 3rd floor, visit [http://library.medicine.iu.edu](http://library.medicine.iu.edu) or contact medlref@iupui.edu.

University Library

The University Library is located at 755 W. Michigan Street or UL on the campus map. Their website is [http://www.ulib.iupui.edu](http://www.ulib.iupui.edu). Each student can access the holdings of all libraries which are part of the Indiana University Library System through use of their computer account and user ID. For questions about circulation policies and for general library information, please call (317) 274-7182.

IUware

IUware is a software distribution service for Indiana University students, faculty, and staff. IUware offers software for reading email and web browsing, as well as programs such as antivirus and office applications. There are many software programs available from SPSS, Office 2010, 2013, and 2016, to Adobe Creative Cloud, as well as virus protection and operating systems. The university has already paid for the relevant licenses through its many agreements with vendors; thus, students, faculty, and staff may use most of the programs available through IUware for free.

IUware is available via the web using IUware Online. You can access IUware Online at: [http://iuware.indiana.edu](http://iuware.indiana.edu). Note, you will need your login ID to access the system. Software programs are available for purchase as a CD installation at the campus bookstore for a minimal fee.
Computer Training Courses

Free computer training courses are available to all students. These courses, referred to as STEPS and PROSTEPS, are instructor-led hands-on classes that teach beginning, intermediate, and advanced instruction in various program applications. These one-time classes vary in length from 90 minutes to three hours. The courses are subsidized in part by the Student Technology Fee; there is no charge to university students. You will need your student ID but no registration is necessary. Visit their website at: http://ittraining.iu.edu/ or call 317-274-7383 for a list of courses offered.

Student Organizations

IUPUI Graduate and Professional Student Government (GPSG)

The Graduate and Professional Student Government (GPSG) was established in 1990 to improve the quality of graduate and professional student life by relaying the needs of the students to IUPUI administration and the general student body. Graduate and Professional student representatives from each school on campus make up the GPSG. The IUSM GPSG (highlighted in the Professional Development section), is comprised of representatives from each of the nine different Ph.D. programs. The IUSM – GPSG President is the school representative at the IUPUI GPSG.

**IUPUI GPSG**
Campus & Community Life
Campus Center, Room 365
420 University Blvd.
Indianapolis, IN 46202
gradstu@iupui.edu
Phone: 317-278-0615
http://gso.iupui.edu

Underrepresented Professional and Graduate Student Organization (UPnGO)

The Underrepresented Professional and Graduate Student Organization (UPnGO) consists of graduate and professional students from many of the IUPUI graduate programs. UPnGO sponsors programs and activities to foster networks, build collaboration, enhance the graduate school experience, facilitate the transition to graduate school, provide academic support, and recruit and provide opportunities for fellowships.

For more information on UPnGO and upcoming events visit http://www.iupui.edu/~upngo.

Other Student Organizations on Campus
There are several hundred student organizations on campus representing: 1) academic & professional organizations, 2) governance, 3) international & multicultural, 4) performance & media, 5) political & social awareness, 6) religious & spiritual, 7) social fraternities & sororities, 8) special interest, 9) sports & recreation, 10) volunteer & service, 11) honor societies and 12) club sports. Visit http://studentaffairs.iupui.edu/involved/student-orgs/registration1/rso.shtml to learn more about the different organizations.

Other Student Resources

Find links to everything from commonly sought out campus departments (e.g., the Graduate Office, Office of Student Accounts Services, etc.) to the Indiana University Graduate School Guide to the Preparation of Theses and Dissertations as well as forms, helpful publications, and event and session materials. Check it out at: http://grad.medicine.iu.edu/resources/for-students and consider bookmarking the site!
VI. Code of Students Rights, Responsibilities, and Conduct
Indiana University Code of Student Rights, Responsibilities, and Conduct

The purposes of Indiana University include the advancement of knowledge, the pursuit of truth, the development of students, and the promotion of the general well-being of society. As a community, we share a dedication to maintaining an environment that supports trust, respect, honesty, civility, free inquiry, creativity, and an open exchange of ideas.

Individual rights are best protected by a collective commitment to mutual respect. A student who accepts admission to Indiana University agrees to:

- be ethical in his or her participation in the academic community,
- take responsibility for what he or she says and does,
- behave in a manner that is respectful of the dignity of others, treating others with civility and understanding,
- use university resources and facilities in appropriate ways consistent with their purpose and in accordance with applicable polices.

Every Indiana University student is responsible for reading and understanding this Statement, as well as other expectations identified by individual schools or organizations relevant to an academic major, professional field, or on-campus residence. This Code of Student Rights, Responsibilities, and Conduct is intended to identify the basic rights, responsibilities, and expectations of all students and student groups to serve as a guide for the overall student experience at Indiana University.

Academic Responsibilities & Misconduct

Academic misconduct is defined as any activity that tends to undermine the academic integrity of the institution. The university may discipline a student for academic misconduct. Academic misconduct may involve human, hard-copy, or electronic resources.

Policies of academic misconduct apply to all course-, department-, school-, and university-related activities, including field trips, conferences, performances, and sports activities off-campus, exams outside of a specific course structure (such as take-home exams, entrance exams, or auditions, theses and master’s exams, and doctoral qualifying exams and dissertations), and research work outside of a specific course structure (such as lab experiments, data collection, service learning, and collaborative research projects). The faculty member may take into account the seriousness of the violation in assessing a penalty for acts of academic misconduct. The faculty member must report all cases of academic misconduct to the dean of students, or appropriate official. Academic misconduct includes, but is not limited to, the following:

1. Cheating
Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.

a. A student must not use external assistance on any “in-class” or “take-home” examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.

b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advance authorization from the instructor to whom the work is being submitted.

c. A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student’s individual work.

d. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.

e. A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.

f. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the work is being submitted.

g. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.

2. Fabrication

A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.

3. Plagiarism

Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered “common knowledge” may differ from course to course.
a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.

b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
   1. Directly quoting another person’s actual words, whether oral or written;
   2. Using another person’s ideas, opinions, or theories;
   3. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
   4. Borrowing facts, statistics, or illustrative material; or
   5. Offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

4. Interference

A student must not steal, change, destroy, or impede another student’s work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student’s grade or the evaluation of academic performance. Impeding another student’s work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

5. Violation of Course Rules

A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.

6. Facilitating Academic Dishonesty

A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

The Indiana University Student Code of Conduct is available online at: http://studentaffairs.iupui.edu/student-rights/student-code. This publication defines student rights and responsibilities, including individual rights in the areas of freedom from unlawful sexual harassment, racial harassment, and harassment based on sexual orientation. This code exists as a guide for students, faculty, and staff and is available from the Office of the Dean of Students to assist students in the conduct of their affairs.

Academic misconduct of any sort will not be tolerated and will be dealt with as outlined in the IU/IUPUI Code of Student Rights, Responsibilities, and Conduct.
IU School of Medicine Honor Code

Embarking on a career in the life sciences and health care professions means accepting the responsibilities and unique privileges of these professions. These include self-monitoring and self-governance, and the responsibilities for these professional duties begin the moment that an individual starts medical school or graduate school.

I understand that it is a great honor and privilege to study and work in the health care profession. As a member of the Indiana University School of Medicine community, I promise to uphold the highest standards of ethical and compassionate behavior while learning, caring for others, performing research, and/or participating in educational activities. I do so according to the following tenets that will guide me through my career. I will strive to uphold the spirit and the letter of this code during my years at Indiana University School of Medicine and throughout my career in the health professions.

Honesty

- I will maintain the highest standards of honesty.
- If I engaged in research, I will conduct these activities in an unbiased manner, report the results truthfully, and give credit for ideas developed and worked on by others.
- If engaged in patient care, I will be considerate and truthful, and will accurately report all historical and physical findings, test results, and other pertinent information.

Integrity

- I will conduct myself professionally.
- I will take responsibility for what I say and do.
- I will recognize my own limitations and will seek help when appropriate.

Respect

- I will respect the dignity of others, treating them with civility and understanding.
- I will contribute to creating a safe and supportive atmosphere for teaching and learning.
- I will regard privacy and confidentiality as core obligations.
- I will not tolerate discrimination.

Please read, sign, and submit the IU School of Medicine Honor Code to the IUSM Graduate Division.
IU School of Medicine Promise

Indiana University School of Medicine promises to create a professional environment that fosters excellence, abhors intolerance, and values each individual’s unique contribution to its learning community.
VII. IBMG Required Forms
Embodying a career in the life sciences and health care professions means accepting the responsibilities and unique privileges of these professions. These include self-monitoring and self-governance, and the responsibilities for these professional duties begin the moment that an individual starts medical school or graduate school.

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Integrity
- I will conduct myself professionally.
- I will take responsibility for what I say and do.
- I will recognize my own limitations and will seek help when appropriate.

Respect
- I will respect the dignity of others, treating them with civility and understanding.
- I will contribute to creating a safe and supportive atmosphere for teaching and learning.
- I will regard privacy and confidentiality as core obligations
- I will not tolerate discrimination

Expectations of the University and your colleagues

Indiana University School of Medicine promises to create a professional environment that fosters excellence, abhors intolerance, and values each individual’s unique contribution to our learning community.

I have read and agree to follow the IUSM Honor Code.

Signature ___________________________ Date ___________________________

Printed Name ___________________________ University ID ___________________________

Can be found through One.IU
BioMedical Gateway (IBMG) Program
Prospective Rotation Form

All fields must be completed.

Student Name
(First Mi Last)

University ID
Can be found through One.IU

Rotation Interest

1st Faculty Name
Ph.D. Program

Why do you want to rotation with this faculty?

Which Rotation?

1 2 3

2nd Faculty Name
Ph.D. Program

Why do you want to rotation with this faculty?

Which Rotation?

1 2 3

3rd Faculty Name
Ph.D. Program

Why do you want to rotation with this faculty?

Which Rotation?

1 2 3

4th Faculty Name
Ph.D. Program

Why do you want to rotation with this faculty?

Which Rotation?

1 2 3

5th Faculty Name
Ph.D. Program

Why do you want to rotation with this faculty?

Which Rotation?

1 2 3

Return form to Med Sci Room 207. See the IUSM - Graduate Division for specific deadlines. Updated 08/2014
BioMedical Gateway (IBMG) Program
Lab Rotation Mentor Agreement Form
All fields must be completed.

Student Name  ________________________________  University ID  ________________________________
(First Mi Last)  Can be found through One.IU

Faculty Mentor  ________________________________
(First Mi Last)

Primary Department  ________________________________

FACULTY MENTOR AGREEMENT
Faculty – Please read and complete the following statement. Then, sign your signature on the appropriate line.

I, ________________________________ representing the ________________________________ Ph.D. Program will act as the faculty mentor for G718 Research in Biomedical Science lab rotation beginning ______ and ending ______

☐ do  ☐ do not  have IU Graduate School faculty endorsement to chair a research committee for the ________________________________ Ph.D. Program, and I  ☐ am  ☐ am not  on the open lab list approved by the 9 Ph.D. Programs.  I have ______ Permanent Lab Openings beginning in May.

By signing below the Faculty mentor, Ph.D. program, and primary department indicates an understanding of the potential financial obligation they will undertake if at the end of the year a commitment is made to train the student. This financial commitment includes payment of a stipend, tuition and mandatory fees, as well as health and dental insurance which is estimated at about $41,568/year. The cost will go down once the student has completed coursework.

SIGNATURES

Student Signature & Printed Name  ________________________________
Date  ________________________________

Faculty Mentor Signature & Printed Name  I understand and will honor the financial obligation stated above in addition to any program/department policy mandated by my Department Chair if I take this student in my laboratory at the end of the academic year.

Date  ________________________________

Ph.D. Advisor Signature & Printed Name  I have read and understand the financial obligation above, and I affirm this faculty member is eligible to take students and should be added and/or remain on the Open Lab List at this time.

Date  ________________________________

Ph.D. Program Chair/Director Signature & Printed Name  I have read and understand the financial obligation as stated above; if the faculty mentor takes the student permanently at the end of the academic year and at some point in the student’s academic career is no longer able to support the above-named graduate student, I agree that my department/Program will be financially-responsible for supporting this student per an agreement with the faculty member.

Date  ________________________________

Faculty Mentor’s Primary Department Chair Signature & Printed Name (if primary Department is not the relevant PhD Program Department)  I have read and understand the financial obligation as stated above, if the faculty mentor takes the student permanently at the end of the academic year, I will submit a letter of agreement for financial responsibility.

Date  ________________________________

Return form to Med Sci Room 207. See the IUSM - Graduate Division for specific deadlines.  Updated 08/2016

For Office Use Only  Confirmed on OLL  Confirmed signatures  NOTES on back
BioMedical Gateway (IBMG) Program
Student Evaluation of Faculty and Self-Assessment–G718 Rotation Form

Student: Please fill out the following rotation evaluation for the named student and return to the IUSM Graduate Division.

Student Name ___________________________ University ID ___________________________
\textit{Can be found through One.IU}

Lab Rotation Mentor Name_________________________ Ph.D. Program____________________

Dates of Rotation_____________________________ Approximate # of hours spent per week in lab______________

Briefly describe the research project assigned for this rotation:

Describe what you believe the goals and duties were for this rotation:

Describe what you accomplished.

Was the mentor available when you needed help? Yes [ ] No [ ]

Were you involved in lab activities, such as lab meetings and journal club? Yes [ ] No [ ]
If yes, please describe. If not, why not?

Were you involved in Department/program activities, such as seminars? Yes [ ] No [ ]
Briefly describe.

Did you meet with the mentor on a regular basis? If not, why? Yes [ ] No [ ]
Is the faculty’s mentoring style one that you would want as a PI/mentor?  

☐ Yes  ☐ No

Have you learned something during this rotation about yourself, professional behavior, or the labor environment?  

☐ Yes  ☐ No

Will this change how you approach things differently with the next rotation or in your future lab?  

☐ Yes  ☐ No

How will you adapt or approach things differently? (briefly describe)

Additional comments

This form is confidential – it will not be shown to the faculty member unless you agree to disclosure.

☐ Yes, the contents of this form can be disclosed.

☐ No, the contents of this form should remain confidential in the IUSM Graduate Division files.

Student Signature ___________________________ Date ___________________________
Faculty member: Please fill out the following rotation evaluation for the named student, review with the named student, and return to the IUSM Graduate Division (Med Sci Room 207). Please note:

- The student MUST sign this form.
- The form should be delivered by the faculty or staff, NOT by the student.

Student Name ________________________________

Lab Rotation Mentor Name ____________________________ Ph.D. Program ____________________________

Under consideration for this rotation

Semester/Dates ________________________________ Approximate # of hours spent per week in lab

Briefly describe the research project assigned for this rotation:

Describe the level of commitment of the student (e.g. time devoted, reliability and conscientiousness, punctuality):

Describe the student’s abilities (self-reliance and independence, intellectual curiosity, communication skills):

How well did the student master the concepts of the research (scientific comprehension, intellectual involvement)?

How well did the student conduct independent research (laboratory skills, ability to organize scientific data, record keeping, and accuracy)?

Achievements of note/Areas for improvement/Additional Comments (use back of page if necessary):

Assigned grade for this rotation: ________________________________

Is this a good fit for your lab?  □ Yes  □ No

Faculty Signature ____________________________________________ Date ____________________________

I have discussed this report with the student.

Student Signature ____________________________________________ Date ____________________________

I have discussed this report with the faculty mentor.
IBMG Travel Approval Form
All fields must be completed.

Student Name ___________________________  University ID ___________________________
(First Mi Last)  Can be found through One.IU

TRAVEL DATES:
Please read and complete the following information. Then, sign your signature on the appropriate line.

Leave Date ___________________________  Return Date ___________________________

DESTINATION INFORMATION:
☐ U.S. Travel  ☐ International Travel

REASON FOR TRAVEL:
Please describe the purpose of your travel (i.e. visit family, vacation, etc.)

MANAGEMENT OF ACADEMIC AND LAB RESPONSIBILITIES:
Will your trip require you to miss any time from courses or your lab? If so, indicate how you plan to manage your academic and/or lab responsibilities if your travel request is approved:

STUDENT SIGNATURE: By signing this document you are indicating that you will only travel during the period outlined above and recognize that travel outside of the indicated dates could cause you to reduce or forfeit your stipend during any period of travel that has not be included on this form.

Student Signature & Printed Name ___________________________  Date _____________

ADVISING & FACULTY SIGNATURES: By signing this document you are indicating that you approve the travel outlined above for the student named in this document.

1st Academic Advisor Signature & Printed Name ___________________________  Date _____________

2nd Academic Advisor Signature & Printed Name ___________________________  Date _____________

Faculty Mentor Signature & Printed Name ___________________________  Date _____________
(If in a lab at the time of travel)

International Students Only: OIA Signatory ___________________________  Date _____________
The following courses are required for the Spring Semester:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>G718</td>
<td>Research in Biomedical Science – 2(^{nd}) Rotation (2 cr)</td>
</tr>
<tr>
<td>G718</td>
<td>Research in Biomedical Science – 3(^{rd}) Rotation (2 cr)</td>
</tr>
<tr>
<td>G655</td>
<td>Skills – Research Communication Seminar (1 cr)</td>
</tr>
</tbody>
</table>

The following modular courses have been recommended in accordance with the possible Ph.D. program(s) under consideration by the student:

<table>
<thead>
<tr>
<th>Module</th>
<th>Credit Hours*</th>
<th>Course Number</th>
<th>Course Name</th>
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<tbody>
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</table>

*Spring course loads should equal 11 credit hours. Any exceptions to this must be approved by your program advisor and the IUSM Graduate Division.

Student Signature ____________________________________________________________________ Date ____________________________________________________________________

Program Advisor Signature ____________________________________________________________________ Date ____________________________________________________________________

Second Program Advisor Signature (if appropriate) ____________________________________________________________________ Date ____________________________________________________________________

This form is to be completed by the student and one of their two academic advisors. Form should be submitted by the student prior to registration for spring classes. IUSM - Graduate Division 8/2014
FACULTY MENTOR AGREEMENT

Faculty – Please read and complete the following statement. Then, sign your signature on the appropriate line.

I, _______________________________ representing the _______________________ Ph.D. Program will act as the faculty mentor for _______________________________ Beginning summer 20 __________.

I [ ] do [ ] do not have IU Graduate School faculty endorsement to chair a research committee for the above Ph.D. Program, and I [ ] am [ ] am not on the open lab list approved by the nine Ph.D. Programs.

SIGNATURES ---- All signatures are required. Signatures indicate you fully understand the financial obligation for a student matriculating in your lab and department/program.

Financial Obligation: An IBMG student stipend will be paid by the IUSM Graduate Division through July 31st of the 1st year of graduate studies. Summer tuition and mandatory fees for the remainder of the student’s graduate career will be the responsibility of the faculty mentor and/or department/program for which the student enters. This financial commitment includes payment of a stipend, tuition and mandatory fees, as well as health and dental insurance estimated at $41,568/year. The cost will go down once the student has completed coursework.

The faculty member, chair of the program the student will be entering, and the faculty’s primary chair department (if different) will need to be in agreement on financial responsibility if a faculty member is no longer able to support the student or leaves the institution. A letter outlining this agreement should be submitted if the mentor’s primary department and student’s Ph.D. program are different.

SIGNATURES

Student Signature & Printed Name

Date

Faculty Mentor Signature & Printed Name I understand and will honor the financial obligation stated above in addition to any program/department policy mandated by my Department Chair.

Date

Ph.D. Advisor Signature & Printed Name I have read and understand the financial obligation above, and I affirm this faculty member is eligible to take students.

Date

Ph.D. Program Chair (or Neuro Dir) Signature & Printed Name I have read and understand the financial obligation as stated above. If the faculty mentor is no longer able to support the above-named graduate student, I agree that my department/Program will be financially-responsible for supporting this student per an agreement with the faculty member.

Date

Faculty Mentor’s Primary Department Chair Signature & Printed Name (if primary Department is not the relevant PhD Program Department) I have read and understand the financial obligation as stated above, and a letter of agreement for financial responsibility is attached.

Date

Return form to Med Sci Room 207. See the IUSM - Graduate Division for specific deadlines. Updated 06/2016
Ph.D. QUALIFYING EXAM REPORT

This form should be used to record the result of a qualifying exam (i.e. the exam that a Ph.D. program uses to determine transition of a doctoral path student to candidacy). If the program exam format involves several steps, this form should be used to report the final, deciding part of the exam. If there is a retake of the exam, this form should again be used to record the result of the retake exam.

Name of student ___________________ University ID number ___________________
Ph.D. program ___________________ Major Professor ___________________
Date of student first enrollment in IUSM graduate study ___________________
Date of qualifying exam ___________________

Advisory Committee/Qualifying Exam Committee - Signatures and Recommendations

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Signature</th>
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</table>

Exam Result and Recommendation:

☐ Pass and student recommended for candidacy
☐ Fail and student recommended to retake the exam by this date ___________________
☐ Fail and student is not recommended to retake the exam

Comments

Submit this form to the IUSM Graduate Division in MS 207 –
retain a copy for the program student record and give a copy to the student.
VIII. Appendices
G718 Research in Biomedical Science

Syllabus

Grading Policy

FAQs

Forms:

• Rotation agreement form
• Faculty rotation evaluation form
• Student rotation evaluation form
• Program Selection form
Syllabus

Research in Biomedical Science, Course number: G718

Prerequisites: none
Instructor: Randy R. Brutkiewicz, Ph.D.
Indiana University School of Medicine, Graduate Division
Medical Science Building Room 207, 635 N. Barnhill Drive, Indianapolis, IN 46202-5120
Tel: 317-274-3441; Fax: 317-278-5241; Email: rbrutkie@iu.edu

A laboratory research rotation course allowing incoming basic science doctoral graduate students in the School of Medicine (IUSM) to take research rotations in laboratories affiliated with any of the nine IUSM PhD programs. Permission of instructor required.

Specific Objectives for Student

• Understand the research topics under investigation in the laboratory.
• Understand the research methods in use in the laboratory.
• Begin to develop critical thinking skills, the ability to meaningfully design biomedical studies, a work ethic consistent with those of a professional scientist, and to learn appropriate time management skills.
• Understand the typical expectations and the curriculum of the relevant biomedical science graduate program (Anatomy & Cell Biology, Biochemistry & Molecular Biology, Cellular & Integrative Physiology, Medical & Molecular Genetics, Medical Neuroscience, Microbiology & Immunology, Pathology, Pharmacology, or Toxicology).

Time in the Lab

A typical research rotation will be 2 credits and will involve the student spending at least 15 hours per week in the prospective mentor’s laboratory (past rotation evaluations suggest that it is typically substantially more). Course-free days are intended to be spent in the laboratory. Each rotation will be 8 weeks. The student is expected to design and perform experiments, attend any laboratory research meetings, attend any laboratory journal clubs, discuss ongoing projects with laboratory members, etc. The student should also attend research seminars, department/program events, and other activities relevant to the mentor’s laboratory and the graduate training program under consideration.

Choosing a Laboratory

• To begin identifying appropriate labs for rotations, students should consult with their two assigned advisors from their tentative graduate programs soon after they arrive on campus.
• To identify appropriate labs for rotations, students should attend presentations given by the IUSM graduate program directors during Orientation and should also attend any program events such as open days, poster sessions, research retreats, etc.
• Students should consult the open lab list that is maintained by the IUSM Graduate Division using data provided by the Ph.D. programs.
• To identify appropriate labs for rotations, students should interview faculty members whose research is interesting to them during their first few weeks after arrival for the fall semester. Another way to gain insight regarding a mentor and their laboratory is by attending a lab meeting. The purpose of these interviews is to meet as many faculty as practical on a one-on-one basis and to discuss research interests and possibilities for research rotations.
Following these interviews, students will identify faculty members who agree to serve as lab rotation mentors during the first year and then discuss these possible laboratory rotations and dissertation mentors with their advisors.

Possible Topic Areas during the Interview with a Faculty Member

- What projects are available for the student to work on?
- What graduate program is under consideration (many faculty are affiliated with >1 program)?
- What are the requirements of that program for the student and for the faculty mentor?
- The roles and expectations of the mentor and other members of the rotation laboratory (i.e. who – mentor, postdoc, graduate students, technicians – will teach techniques, help with experiments, etc.).
- The amount of time the student is expected to devote to the project and the number of hours per week the student is expected to work in the lab.
- What are the expectations of the student?
- What is the funding situation in the lab?
- How many students will likely do rotations with that faculty member this year?
- How many permanent openings for IBMG students are there in the mentor’s lab?

Rotation Mentor Agreement Form

- When a student and faculty mentor both agree that the student will rotate in this lab, both the student and the mentor complete and sign an IBMG Lab Rotation Mentor Agreement form. It is the student’s responsibility to file this form with the IUSM Graduate Division by the due date.

At the Start of the Rotation

At the start of the rotation, faculty should form a plan with a rotating student to delineate:

- The PhD program that is under consideration (because some faculty have appointments with several programs)
- Schedule for mentor meetings with the student
- The research project assigned for the rotation
- The goals and expectations of the mentor and student for the rotation
- Safety, security, communication, note taking, etc.
- Schedule for student’s time in the lab
- Involvement of the student in lab activities, such as lab meetings and journal clubs
- Involvement of the student in Department/program activities, such as seminars

Rotation Dates 2016-2017

<table>
<thead>
<tr>
<th>Rotation</th>
<th>Fall Semester – last 8 weeks</th>
<th>Spring Semester – first 8 weeks</th>
<th>Spring Semester – last 8 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotation 1</td>
<td>Thursday, October 6, 2016 – Wednesday, December 7, 2016</td>
<td>Monday, January 9, 2017 – Monday, March 6, 2017</td>
<td>Tuesday, March 7, 2017 – Monday, May 1, 2017</td>
</tr>
<tr>
<td></td>
<td>40 weekdays of instruction, 8 weeks</td>
<td>40 weekdays of instruction, 8 weeks</td>
<td>35 weekdays of instruction IF the faculty lets the student have spring break/40 if spring break is not allowed, 7-8 weeks</td>
</tr>
</tbody>
</table>
Forms and Deadlines

- **Lab Rotation Mentor Agreement form** (due prior to each rotation)
  - September 30th – Rotation 1 Mentor Agreement Form due
  - December 9th – Rotation 2 Mentor Agreement Form due
  - February 24th – Rotation 3 Mentor Agreement Form due

- **Rotation Grades/Faculty Evaluation Form** completed by the mentor and returned to Dr. Brutkiewicz (Med Sci Room 207) by the mentor or staff – please review G718 Grading Policy
  - December 9th – Rotation 1 Rotation Grade/Faculty Evaluation Form due
  - March 10th – Rotation 2 Rotation Grade/Faculty Evaluation Form due
  - May 5th – Rotation 3 Rotation Grade/Faculty Evaluation Form due

- **Student Evaluation of Faculty Form** completed by the student and returned to Dr. Brutkiewicz (Med Sci Room 207)
  - December 9th – Rotation 1 Student Evaluation of Faculty Form due
  - March 10th – Rotation 2 Student Evaluation of Faculty Form due
  - May 5th – Rotation 3 Student Evaluation of Faculty Form due

- **Program Selection Form** – due April 28th – completed by the student, faculty mentor, Program Chair / Program Director (and faculty mentor’s primary department chair if it is not the relevant PhD Program Department) to select the permanent laboratory/mentor and PhD program.

Safety

Although the IBMG students have had introductory talks about lab safety, radiation, etc. during orientation, it is the responsibility of the rotation mentor to ensure that students only participate in allowable activities after training and with appropriate supervision in accordance with University policies on safety, radiation use, biohazards, etc. Please reference the Safety Training Summary.

Time Management/Expectations

- It is helpful at the outset of a rotation to develop a tentative work schedule and to set regular meetings with the faculty mentor. The nature of the experiments will help in deciding the schedule. Please understand that it is not uncommon for students to spend time working in the lab on weekends, in addition to the hours spent Monday-Friday outside of class and studying.
- If at any time the student finds that she/he cannot maintain the agreed-upon rotation schedule, due to the demands of their academic coursework or any other reason, they need to inform their faculty mentor of this situation and discuss how they will complete the rotation.
- At or toward the end of each rotation (~final week), students will work with their mentor to determine if the student will prepare a short oral presentation on their work or a two page written report of their work with topic background information on their work. The exact format for either option of this requirement will be determined by the faculty mentor. This requirement is designed to provide summative experiences for the rotation to help the student and mentor consider the rotation experience.
- Students will write a two-to-three page experience paper which will be due at the end of each rotation. Parameters will be sent via email to the students and mentor faculty at the beginning of the rotation.
Note to Faculty
- Please do not end a rotation early – let the rotation take the assigned length of time.
- If there are situations that indicate that the rotation should be terminated early, please contact Dr. Randy R. Brutkiewicz or Tara Hobson-Prater prior to communicating to the student that the rotation has been terminated.
- Permanent offers and lab placement decisions should not be made until late April. The Program Selection Form is due by April 28, 2017.

After the Rotation
FACULTY: Your Rotation Grade/Faculty Evaluation of the Rotating Student is due! The Rotation Grade/Faculty Evaluation Form is to be completed by the rotation mentor, discussed with the student, and then returned to Tara Hobson-Prater (MS, Room 207) by the mentor or via email – please do not give the form to the student to be turned in.

Please also maintain good communication - if your lab situation changes such that you will no longer be able to take an IBMG student, please let the IUSM Graduate Division, the relevant graduate programs, and IBMG students who have rotated through your lab know as soon as possible.

STUDENTS: Your Evaluation of the Faculty Mentor is due! The Student Evaluation of Faculty Form is to be completed at the end of the rotation and returned to Tara Hobson-Prater (MS, Room 207) Please also maintain good communication with your rotation mentors. If you are interested in possibly joining a laboratory, it is good to let that faculty member (or members) know so that they understand your continued interest.

Bibliography

In addition, students should familiarize themselves with recent publications from the laboratory in which the rotation experience is being held.
Cheating and Plagiarism
Students are instructed to make themselves aware of University regulations concerning plagiarism, the maintenance of academic honesty, and the definitions of unacceptable behavior and cheating. Academic misconduct of any sort will not be tolerated and will be dealt with as outlined in the IU/IUPUI Code, which can be viewed at: http://www.iupui.edu/code/

Please also remember that IBMG students have signed the IUSM Honor code: http://medicine.iu.edu/documents/HPP/SOMHonorCode.pdf

Students are also required to complete the online IU Plagiarism course prior to the beginning of the first rotation: http://www.indiana.edu/~istd

Academic misconduct is defined as any activity that tends to undermine the academic integrity of the institution. The university may discipline a student for academic misconduct. Academic misconduct may involve human, hard-copy, or electronic resources.

Policies of academic misconduct apply to all course-, department-, school-, and university-related activities, including field trips, conferences, performances, and sports activities off-campus, exams outside of a specific course structure (such as take-home exams, entrance exams, or auditions, theses and master’s exams, and doctoral qualifying exams and dissertations), and research work outside of a specific course structure (such as lab experiments, data collection, service learning, and collaborative research projects). The faculty member may take into account the seriousness of the violation in assessing a penalty for acts of academic misconduct. The faculty member must report all cases of academic misconduct to the dean of students, or appropriate official. Academic misconduct includes, but is not limited to, the following:

1. Cheating
   Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.
   a. A student must not use external assistance on any “in-class” or “take-home” examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
   b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advance authorization from the instructor to whom the work is being submitted.
   c. A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student’s individual work.
   d. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
e. A student must not steal examinations or other course materials including, but not limited to, physical copies and photographic or electronic images.

f. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom he work is being submitted.

g. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.

2. Fabrication
A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.

3. Plagiarism
Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered “common knowledge” may differ from course to course.

   a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.

   b. A student must give credit to the originality of others and acknowledge indebtedness whenever:

       1. Directly quoting another person’s actual words, whether oral or written;
       2. Using another person’s ideas, opinions, or theories;
       3. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
       4. Borrowing facts, statistics, or illustrative material; or
       5. Offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

4. Interference
A student must not steal, change, destroy, or impede another student’s work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student’s grade or the evaluation of academic performance. Impeding another student’s work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

5. Violation of Course Rules
A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.

6. Facilitating Academic Dishonesty
A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

Potential consequences for academic misconduct:
If the instructor has information that one of his/her students committed an act of academic misconduct, the faculty member will hold an informal conference with the student. The conference will be prompt and private. If the faculty member concludes that the student is responsible for the
misconduct, then the faculty member will impose an appropriate academic sanction (i.e., lower or failing grade on the assignment, assessing a lower or failing grade for the course). Students are reminded of the code of conduct form that they signed upon joining the IUSM and that their actions may be subject to additional scrutiny by the IUSM Graduate Division. See also:  
http://www.iupui.edu/code/

**Americans with Disabilities Act**  
If you need any special accommodations due to a disability, please contact IUPUI Adaptive Educational Services at (317)-274-3241. The office is located in CA 001E. Students can also contact the IUSM Graduate Division at 274-3441 (MS 207).

**Counseling and Psychological Services**  
If you have a mental health condition or other circumstance that may affect your ability to succeed in this course, please be proactive in receiving help. Our campus offers many services to assist you during such times through Counseling and Psychological Services (CAPS) 274-2548;  
http://life.iupui.edu/caps/.
Grading G718 Research in Biomedical Science (Research Rotations)

- At the end of the rotation, the faculty mentor will provide a written evaluation of each student’s accomplishments and development using the “Faculty Evaluation of an Indiana University School of Medicine BioMedical Gateway (IBMG) Lab Rotation” form (copy below).
- The student will also complete a confidential evaluation form (Student Evaluation of an Indiana University School of Medicine BioMedical Gateway (IBMG) Lab Rotation) - copy below.
- A copy of the faculty evaluation will be given to the student and filed in the student’s record.
- The grade for the rotation will be based on performance in the official 8-week period.
- The grade will be assigned by the faculty member in whose laboratory the student performed the rotation.
- In assigning the grade, the faculty member will consider the overall performance of the student during this rotation. Factors to be weighted will include:
  - the level of commitment of the student (e.g. time devoted, reliability and conscientiousness, punctuality).
  - impressions of the student’s abilities (self-reliance and independence, intellectual curiosity, communication skills).
  - the ability of this student to master the concepts of the research (scientific comprehension, intellectual involvement).
  - the ability of this student to conduct independent research (laboratory skills, ability to organize scientific data, record keeping, accuracy).

Grade Assignment Guidelines

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>A+ or A</td>
<td>Student performed excellently in all four of the above areas.</td>
</tr>
<tr>
<td>A-</td>
<td>Overall, an excellent performance but with a minor concern in one area.</td>
</tr>
<tr>
<td>B+ or B</td>
<td>A satisfactory performance in the laboratory rotation but faculty member has a significant concern in one area or minor concerns in &gt;1 area.</td>
</tr>
<tr>
<td>B-</td>
<td>An unsatisfactory performance due to significant concerns in at least 2 areas.</td>
</tr>
<tr>
<td>C</td>
<td>An unsatisfactory performance with significant concerns in several or all areas.</td>
</tr>
<tr>
<td>D or F</td>
<td></td>
</tr>
</tbody>
</table>

Notes

1. Grades of C and lower are not passing grades in graduate level courses.
2. In the first year, IBMG students are expected to:
   a. Complete the full curriculum (G715, G716, G717, G718 [for 3 research rotations], G655 [1 cr version], and 6 credits from the IBMG spring modular course list);
   b. Achieve grades of B (3.0) or better in all courses (including G718);
   c. Maintain an average GPA of 3.00 or better; and,
   d. Attend the Introduction to Programs course (not for credit).
3. Excerpts from the IU Graduate School Rules:
   Grade points are assigned at Indiana University according to the following scale, and grade point averages are computed taking into account any plus or minus accompanying a letter grade.
Ordinarily a minimum of a B (3.0) average in graduate work is required for continuance in
graduate study, and for all graduate degrees. Courses completed with grades below C (2.0)
are not counted toward degree requirements, but such grades will be counted in calculating
a student's grade point average. Some departments may require an average grade in
graduate courses higher than 3.0, while others may count no courses completed with grades
below 3.0 toward degree requirements (see below and Program/Department rules). No
work may be transferred from another institution unless the grade is a B (3.0) or higher.
Can a faculty member take more than one student in an individual rotation?
Yes, providing that:

- The faculty member is listed on the appropriate Ph.D. program’s list of graduate faculty with lab openings (held by the IBMG program in the IUSM Graduate Division and updated frequently by the graduate program directors).
- All students communicating with the faculty member are aware of the total number of available permanent positions for graduate students in that lab for that cycle and the number of students doing rotations in that lab.
  - i.e. faculty and students operate with complete information.

Can a faculty member take a student for a rotation if that faculty member does not have upfront funding for the student?
Yes, providing that:

- The faculty member is listed on the appropriate Ph.D. program’s list of graduate faculty with lab openings (held by the IBMG program in the IUSM Graduate Division). Because the fiscal responsibility for student support (after the first 12 months) lies with the individual Ph.D. programs, the programs have control over who they deem to be their available graduate faculty. The terms of these relationships varies from program to program.
- The faculty member must have facilities and funding for the research.
- All students communicating with the faculty member are aware of the funding situation
- **Financial Obligation:** An IBMG student stipend will be paid by the IUSM Graduate Division through July 31st. Summer tuition and mandatory fees for the remainder of the student’s graduate career will be the responsibility of the mentor and/or department/program for which the student enters.

Can a faculty member take a student for a rotation if that faculty member does not intend to take any students (or that student) for permanent assignments?
This is generally discouraged. Such rotations may be useful to investigate possible co-mentorship options. However, such rotations should only be entered into when the student understands that the faculty member will not take the student as a full-time permanent assignment. The student should only make such a decision after full consultation with their academic advisors from the Ph.D. programs and the IUSM Graduate Division.

The course syllabus states that, towards the end of the rotation, the student give a lab meeting presentation or writes a short summary of their experience: Is this a requirement?
This is a formal requirement – It is a mechanism to provide summative experiences for the rotation to help the student and mentor consider the rotation experience. Copies of the summary or presentation will be submitted with the student’s Faculty Evaluation Form.
The course syllabus indicates a poster session will be held at the end of the year. What will this entail, and what is expected of faculty and students? Each IBMG 1st year student will present one poster highlighting their research from one of their three rotation experiences at the IBMG Poster Presentation scheduled for Friday, May 8th. Members of the IUSM community (faculty, staff, and students) as well as family of the 1st year students will be invited to the poster session. Members of the IUSM GPSG will serve as judges, and the top 3 posters will be recognized. Faculty are encouraged to both give feedback and guidance on the poster development and attend the poster session.
Compact Between Biomedical Graduate Students and Their Research Advisors

December 2008

www.aamc.org/gradcompact
These guiding principles, known as the Compact Between Biomedical Graduate Students and Their Research Advisors, are intended to support the development of a positive mentoring relationship between the pre-doctoral student and their research advisor. A successful student-mentor relationship requires commitment from the student, mentor, graduate program, and institution. This document offers a set of broad guidelines which are meant to initiate discussions at the local and national levels about the student-mentor relationship.

The Compact was prepared by the AAMC Group on Graduate Research, Education, and Training (GREAT) and is modeled on the AAMC Compact Between Postdoctoral Appointees and Their Mentors, available at www.aamc.org/postdoccompact. Input on this document was received from the GREAT Group Representatives and the members of the AAMC governance. The document was endorsed by the AAMC Executive Council on September 25, 2008.

The Compact is available on the AAMC Web site at: www.aamc.org/gradcompact
Compact Between Biomedical Graduate Students and Their Research Advisors

Pre-doctoral training entails both formal education in a specific discipline and an apprenticeship in which the graduate student trains under the supervision of one or more investigators who are qualified to fulfill the responsibilities of a mentor. A positive mentoring relationship between the pre-doctoral student and the research advisor is a vital component of the student’s preparation to become not only an independent and successful research scientist but also an effective mentor to future graduate students.

Individuals who pursue a biomedical graduate degree are expected to take responsibility for their own scientific and professional development. Faculty who advise students are expected to fulfill the responsibilities of a mentor, including the provision of scientific training, guidance, instruction in the responsible conduct of research and research ethics, and financial support. The faculty advisor also performs a critical function as a scientific role model for the graduate student.

Core Tenets of Pre-doctoral Training

Institutional Commitment
Institutions that train biomedical graduate students must be committed to establishing and maintaining high-quality training programs with the highest scientific and ethical standards. Institutions should work to ensure that students who complete their programs are well-trained and possess the foundational skills and values that will allow them to mature into independent scientific professionals of integrity. Institutions should provide oversight for the length of study, program integrity, stipend levels, benefits, grievance procedures, and other matters relevant to the education of graduate students. Additionally, they should recognize and reward their graduate training faculty.

Program Commitment
Graduate programs should endeavor to establish graduate training programs that provide students with the skills necessary to function independently in a scientific setting by the time they graduate. Programs should strive to maintain scientifically relevant course offerings and research opportunities. Programs should establish clear parameters for outcomes assessment and closely monitor the progress of graduate students during their course of study.

Quality Mentoring
Effective mentoring is crucial for graduate school trainees as they begin their scientific careers. Faculty mentors must commit to dedicating substantial time to graduate students to ensure their scientific, professional and personal development. A relationship of mutual trust and respect should be established between mentors and graduate students to foster healthy interactions and encourage individual growth. Effective mentoring should include teaching the scientific method, providing regular feedback in the form of praise and constructive criticism to foster individual growth, teaching the “ways” of the scientific enterprise, and promoting students’ careers by providing appropriate opportunities. Additionally, good graduate school mentors should be careful listeners,
actively promote and appreciate diversity, possess and consistently exemplify high ethical standards, recognize the contributions of students in publications and intellectual property, and have a strong record of research accomplishments and financial support.

**Provide Skills Sets and Counseling that Support a Broad Range of Career Choices**

The institution, training programs, and mentor should provide training relevant to academic, industrial, and research careers that will allow their graduate students to appreciate, navigate, discuss, and develop their career choices. Effective and regular career guidance activities should be provided, including exposure to academic and non-academic career options.
Commitments of Graduate Students

- I acknowledge that I have the primary responsibility for the successful completion of my degree. I will be committed to my graduate education and will demonstrate this by my efforts in the classroom and the research laboratory. I will maintain a high level of professionalism, self-motivation, engagement, scientific curiosity, and ethical standards.

- I will meet regularly with my research advisor and provide him/her with updates on the progress and results of my activities and experiments.

- I will work with my research advisor to develop a thesis/dissertation project. This will include establishing a timeline for each phase of my work. I will strive to meet the established deadlines.

- I will work with my research advisor to select a thesis/dissertation committee. I will commit to meeting with this committee at least annually (or more frequently, according to program guidelines). I will be responsive to the advice of and constructive criticism from my committee.

- I will be knowledgeable of the policies and requirements of my graduate program, graduate school, and institution. I will commit to meeting these requirements, including teaching responsibilities.

- I will attend and participate in laboratory meetings, seminars and journal clubs that are part of my educational program.

- I will comply with all institutional policies, including academic program milestones. I will comply with both the letter and spirit of all institutional safe laboratory practices and animal-use and human-research policies at my institution.

- I will participate in my institution’s Responsible Conduct of Research Training Program and practice those guidelines in conducting my thesis/dissertation research.

- I will be a good lab citizen. I will agree to take part in shared laboratory responsibilities and will use laboratory resources carefully and frugally. I will maintain a safe and clean laboratory space. I will be respectful of, tolerant of, and work collegially with all laboratory personnel.

- I will maintain a detailed, organized, and accurate laboratory notebook. I am aware that my original notebooks and all tangible research data are the property of my institution but that I am able to take a copy of my notebooks with me after I complete my thesis/dissertation.

- I will discuss policies on work hours, sick leave and vacation with my research advisor. I will consult with my advisor and notify fellow lab members in advance of any planned absences.

- I will discuss policies on authorship and attendance at professional meetings with my research advisor. I will work with my advisor to submit all relevant research results that are ready for publication in a timely manner prior to my graduation.

- I acknowledge that it is primarily my responsibility to develop my career following the completion of my doctoral degree. I will seek guidance from my research advisor, career counseling services, thesis/dissertation committee, other mentors, and any other resources available for advice on career plans.
Commitments of Research Advisors

- I will be committed to the life-long mentoring of the graduate student. I will be committed to the education and training of the graduate student as a future member of the scientific community.

- I will be committed to the research project of the graduate student. I will help to plan and direct the graduate student’s project, set reasonable and attainable goals, and establish a timeline for completion of the project. I recognize the possibility of conflicts between the interests of externally funded research programs and those of the graduate student, and will not let these interfere with the student’s pursuit of his/her thesis/dissertation research.

- I will be committed to meeting one-on-one with the student on a regular basis.

- I will be committed to providing financial resources for the graduate student as appropriate or according to my institution’s guidelines, in order for him/her to conduct thesis/dissertation research.

- I will be knowledgeable of, and guide the graduate student through, the requirements and deadlines of his/her graduate program as well as those of the institution, including teaching requirements and human resources guidelines.

- I will help the graduate student select a thesis/dissertation committee. I will assure that this committee meets at least annually (or more frequently, according to program guidelines) to review the graduate student’s progress.

- I will lead by example and facilitate the training of the graduate student in complementary skills needed to be a successful scientist, such as oral and written communication skills, grant writing, lab management, animal and human research policies, the ethical conduct of research, and scientific professionalism. I will encourage the student to seek opportunities in teaching, if not required by the student’s program.

- I will expect the graduate student to share common laboratory responsibilities and utilize resources carefully and frugally.

- I will not require the graduate student to perform tasks that are unrelated to his/her training program and professional development.

- I will discuss authorship policies regarding papers with the graduate student. I will acknowledge the graduate student’s scientific contributions to the work in my laboratory, and I will work with the graduate student to publish his/her work in a timely manner prior to the student’s graduation.

- I will discuss intellectual policy issues with the student with regard to disclosure, patent rights and publishing research discoveries.

- I will encourage the graduate student to attend scientific/professional meetings and make an effort to secure and facilitate funding for such activities.

- I will provide career advice and assist in finding a position for the graduate student following his/her graduation. I will provide honest letters of recommendation for his/her next phase of professional development. I will also be accessible to give advice and feedback on career goals.

- I will provide for every graduate student under my supervision an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment.

- Throughout the graduate student’s time in my laboratory, I will be supportive, equitable, accessible, encouraging, and respectful. I will foster the graduate student’s professional confidence and encourage critical thinking, skepticism and creativity.