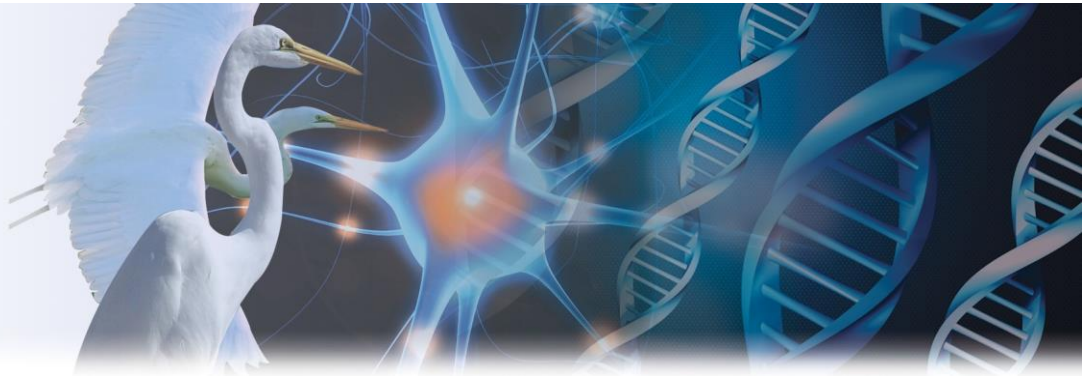


The logo for Florida Atlantic University (FAU), consisting of the letters 'FAU' in a stylized blue font with a red underline.

**CHARLES E. SCHMIDT  
COLLEGE OF SCIENCE**  
Department of Biological Sciences  
Florida Atlantic University



# **Integrative Biology Ph.D. Program**

**Director:**

**Dr. Rod Murphey**

**Associate Director:**

**Dr. Sarah Milton**

**Program Coordinator:**

**Dr. Stacey Caplan**

# Useful Links for Grad Students

- MyPOS Revision Student Training Video:  
<http://www.fau.edu/graduate/forms-and-procedures/student-revision-video.php>
- Graduate Assistantship (GA) Information:  
<http://fau.edu/graduate/tuition-benefits/index.php>
- Research Ethics Resources:  
[http://biology.fau.edu/academics/graduate/research\\_ethics\\_resources.php](http://biology.fau.edu/academics/graduate/research_ethics_resources.php)
- Responsible Conduct of Research (RCR) Training:  
<https://www.fau.edu/research/responsible-conduct.php#collapseTwo>
  - RCR In-Person Workshop Fall 2017:  
[http://www.fau.edu/research/files/RCR\\_Fall2017\\_web.pdf](http://www.fau.edu/research/files/RCR_Fall2017_web.pdf)

# Useful Links for Grad Students

- “What Is Plagiarism?”- Required Reading:  
[http://biology.fau.edu/pdf/what\\_is\\_plagiarism\\_2\\_24\\_2016.pdf](http://biology.fau.edu/pdf/what_is_plagiarism_2_24_2016.pdf)
- Canvas Tour for Instructors:  
<https://canvas.fau.edu/courses/6341>
- Canvas Tour for Students:  
<https://canvas.fau.edu/courses/6269>
- What Is Plagiarism and How Do I Create a TurnItIn Assignment?  
[https://canvas.fau.edu/courses/6269/pages/plagiarism-dont-do-it?module\\_item\\_id=16939](https://canvas.fau.edu/courses/6269/pages/plagiarism-dont-do-it?module_item_id=16939)

# Useful Links for Grad Students

- Thesis and Dissertation Guidelines:  
<https://fau.edu/graduate/forms-and-procedures/degree-completion/thesis-and-dissertation/index.php>
- FAU Graduate College Transmittal Memo:  
<http://www.fau.edu/graduate/forms-and-procedures/originality-reporting/docs/transmittal-memo.pdf>
- Thesis and Dissertation Formatting Workshops:  
<http://fau.edu/graduate/forms-and-procedures/degree-completion/thesis-and-dissertation/formatting.php>
- Thesis and Dissertation Submission Procedures:  
<http://www.fau.edu/graduate/forms-and-procedures/degree-completion/thesis-and-dissertation/submission.php>

# Financial aid

## TA

- Academic year support (1 yr)
- Additional years support possible based on funding, performance in program and TA duties
  - Evidenced in TA eval and fulfilling TA contract obligations
- Must sign TA contract
- ONLY your advisor can request a TA for you (via email to the Lab Coordinator)
- Salary = \$20K/yr + tuition waivers
- Combination of RA/TA Possible
- Must be enrolled in at least 1 credit to be eligible for RA or TA

## RA

- Grant-based (advisor)
- Can go from RA to TA with one semester notice
- \$20K/yr. (min) + tuition waivers

## Other Aid

- Scholarships/Fellowships available – consult advisor/Prog Coord/email/FAU webpage
- Once in the program, preference for aid if requirements are met

# Registration

- **Full time status = 9 credits in Fall/Spring, 6 credits in the summer (max tuition benefit of 27 credits per year covered by waiver).**
  - Can request full time status with reduced enrollment if enrolled in at least 1 research credit
- **MUST maintain 3.0 GPA for tuition waiver.**
  - 3.0 in each course and overall
- **Full time commitment required.**
- **Continuous registration (at least one credit per year). This is minimum. Need approval.**

# Course Requirements- see web page for courses

## Core courses (9 – 10 credits)

- Integrative Biology (3)
- Scientific Communication (3)
- Statistics (3 or 4)

\* See guidelines for additional core and elective requirements associated with your concentration.

## Electives

- Electives (9 credits) – selected by student and Supervisory Committee
- Three seminar/journal club/colloquium courses (not three credits) before graduation.
- May have to take additional electives (Supervisory Committee's decision)

## Lab Rotations

- Required if you do not have an advisor.

# Program Timeline

**The IB PhD Program defines a *year* as a series of three consecutive semesters (which must include one Fall term, one Spring term and one Summer term). Summer enrollment is not mandatory. However, three consecutive semesters constitutes a *year* regardless of whether or not students enroll during the summer semester within that year.**



# Year 1

## Year 1, Semester 1:

Meet with Advisor, and/or Program Coordinator, and/or Associate Director to:

- Form Supervisory Committee
- Enroll in IB I (BSC 6390)
- Choose electives (Supervisory Committee approval)
- Register for Advanced Research (BSC 7978)
  - IB Lab Rotation (BSC 6905) instead of Adv Research if you do not yet have a confirmed advisor.
- Meet with Program Coordinator to initiate electronic Plan of Study POS
- Obtain required research compliance and safety trainings (EHS, RCR, IACUC, IRB) prior to beginning research

## Year 1, Semester 2:

- Meet with Supervisory Committee and submit milestone checklist to Program Coordinator
- Submit electronic Plan of Study (within first 4 wks)
- Continue to enroll in Advanced Research (BSC 7978) or IB Lab Rotation (BSC 6905) as appropriate
- Complete appropriate electives and or seminar courses

## Year 1, Semester 3:

- Enroll in Advanced Research (BSC 7978) or a course if available

# Committee Composition

## Supervisory committee

- **Purpose:** support the student in selecting courses relevant to the dissertation
- Three member minimum including the PhD Supervisor (Chair), the IB Associate Director, and one other faculty member
- **MUST** be formed before the end of semester 1
- Must consist of Program Faculty (see [http://biology.fau.edu/home/graduate\\_program\\_faculty.php](http://biology.fau.edu/home/graduate_program_faculty.php) for core and concentration-specific faculty participant lists)
- Submit signed supervisory form

## Dissertation committee

- **Purpose:** support the dissertation research and grade the candidacy exam and final dissertation defense
- Four member minimum including the PhD Supervisor (Chair) (all must have PhD)
- Three can be same as supervisory committee
- One member **MUST** be from outside the immediate area of research
- At least 3 members must be members of the IB PhD Program Faculty
- All members must be FAU Graduate Faculty
- Committee **MUST** be in place one semester before candidacy exam

# Years 2 - 3

- **Year 2 Semester 1**
  - Research + Course + Seminar Credits
- **Year 2 Semester 2**
  - Assemble Dissertation Committee
  - Complete remaining core and elective coursework
    - Enroll in Scientific Communication
    - **MUST** complete all core and elective courses in order to be eligible to advance to candidacy
  - Enroll in Research Credits
- **Year 2 Semester 3**
  - Research
- **Year 3 Semester 1**
  - Defend Dissertation Proposal and Advance to Candidacy
    - Failure to propose by end of Year 3, Semester 1 will constitute a failed first attempt
- **Year 3 Semester 2**
  - If advanced to candidacy, enroll in Dissertation (BSC 7980)
    - Failure to propose or successfully pass the proposal defense by end of Year 3, Semester 2 will result in drop from the program.
- **Year 3 Semester 3**
  - Dissertation research

**\*Register in Advanced Research until candidacy is attained.**

**\*Register in Dissertation (BSC 7980 once candidacy is attained.**

# Candidacy Exam

- **The Candidacy Exam consists of:**
  - (A) **The proposal seminar: presentation to the Dissertation Committee and the public (open forum)**
  - (B) **The oral proposal defense: defense of the proposal to the Dissertation Committee (private)**
  - (C) **The written Proposal: preparation of a written grant application of the proposal in NIH/NSF format to be submitted to the Dissertation Committee at least two weeks in advance of Dissertation Research Proposal seminar (see [Ph.D. Program Guidelines](#) Appendix A for proposal formatting guidelines).**
- **These are the MINIMUM requirements (A, B, & C) and the committee MAY ask for additional testing.**
- **Students who do not pass the candidacy exam on the first attempt have one more semester in which to retake the exam. Failure to retake or pass the exam within the subsequent semester will result in administrative withdrawal from the program.**

# Admission to Candidacy

- **Must be admitted to Candidacy by end of the 7th Semester – No exceptions, can lose TA contract.**
- **In order to be eligible to advance to candidacy:**
  - **Must complete core and elective courses (18 credits minimum)**
  - **Must have dissertation committee in place one semester before proposal**
  - **Must successfully defend research proposal to Dissertation Committee**
  - **Must submit signed (by Dissertation Committee) Admission to Candidacy Form (Form 8), copy of Dissertation Proposal, updated Milestones Checklist, updated CV, Annual Progress Report, and Proposal Assessment Evaluation to the Program Coordinator**
- **Note: A student may not defend their final dissertation earlier than 3 semesters after successful advancement to candidacy (must advance to Candidacy at least seven months prior to Dissertation Defense)**
  - **If you propose in summer 2016, the earliest term in which you could defend would be summer 2017**
  - **25 minimum Dissertation credits are required to fulfill IB PhD degree requirements. Students may not enroll in dissertation until after advancing to candidacy. No more than 12 Dissertation research credits may be taken in any one semester.**
    - **Advance in summer, complete 12 dissertation credits in fall, complete 12 dissertation credits in spring, defend while enrolled in final dissertation credit (to equal 25 min) in summer.**

# Years 3 - 5

- **Continue dissertation research (minimum 25 credits)**
- **A minimum of 7 months must elapse between attaining Candidacy and Dissertation Defense**
- **Grant writing**
- **Present results in internal/external meetings, peer reviewed publications**
- **When ready to defend with the Committee's permission, submit manuscript in 1 month, post flyers in 2 weeks and announce defense one month in advance of seminar to Program Coordinator. via email—committee must receive manuscript 1 month in advance of oral defense seminar, with a copy to the Program Coordinator.**
- **Present (seminar) dissertation to the committee and public**

# Yearly requirements

- **Milestones Checklist**
  - Update Milestones checklist once a year (End of first semester and beginning of each subsequent Fall semester)
  - This is student's responsibility
  - Can update more frequently
  - Original is kept in your file
  - Registration for Fall semester- not allowed if checklist is not updated
- **Annual Research Progress Report and updated CV**
  - Starting Year 3, Semester 1
    - Due (End of every Fall Semester)
    - Once a year the research advisor and the student must submit a progress report on research activities.
    - Responsibility of advisor and student to complete report - Both must sign report

# MS Along the Way

- **Can complete MALW in any FAU MS Program that will allow you to do so (e.g. Biomedical Science MS, Environmental Science MS, Marine and Oceanographic Science MS, etc.)**
- **Eligibility requirements for completion of the MALW in Biology:**
  - **Must complete 36 total graduate level credits**
    - **18 credits in 6,000 level (or above) biology coursework**
  - **Must complete 3 courses in which you present a seminar**
  - **May apply up to 3 DIS credits (e.g. completed in Non-Degree or other status prior to entry) OR up to 3 credits of IB Lab Rotation.**
  - **Must successfully advance to candidacy or complete comprehensive exams (one per committee member in approved cognate areas)**
  - **Must submit a MALW Plan of Study and an application for degree**

**\*\*\*Note: the Biology MALW option is a non-thesis option.**



# Best Contacts

- **Basic program related questions, paperwork - contact Dr. Stacey Caplan [scaplan4@fau.edu](mailto:scaplan4@fau.edu)**
- **MS Along the Way Question – contact Dr. Stacey Caplan [scaplan4@fau.edu](mailto:scaplan4@fau.edu) and Becky Dixon ([rdixon@fau.edu](mailto:rdixon@fau.edu))**
- **Pay/contract issues – contact Silvana Jaramillo ([sjarami@fau.edu](mailto:sjarami@fau.edu)) for Jupiter, Lucetta Richards ([lrichard@fau.edu](mailto:lrichard@fau.edu)) for Boca/HBOI, Cathy Rossmell for HBOI ([crossmel@fau.edu](mailto:crossmel@fau.edu)) and copy Dr. Stacey Caplan.**
- **Course related questions- your supervisory committee and/or Dr. Stacey Caplan**
- **TA/RA support- advisor to send request to Program Coordinator (Dr. Stacey Caplan) and Lab Coordinator (Geri Mayer/Sheryl van der Heiden)**
- **TA lab assignment- contact [gmayer@fau.edu](mailto:gmayer@fau.edu) or [svander1@fau.edu](mailto:svander1@fau.edu)**
- **Policy, candidacy and graduation issues-contact Dr. Stacey Caplan or the Associate Director**