Integrative Biology Ph.D. Program

Director:
Dr. Sarah L. Milton

Associate Director:
Dr. Xing-Hai Zhang

Program Coordinator:
Dr. Stacee Caplan
IB Ph.D. orientation - Fall 2019
New Student Links

- Newly Admitted Graduate Students: http://www.fau.edu/graduate/admissions/newlyadmitted.php
- Graduate Assistantship (GA) Information: http://fau.edu/graduate/tuition-benefits/index.php
- Research Ethics Resources: http://biology.fau.edu/academics/graduate/graduate_research_ethics.php
- Responsible Conduct of Research (RCR) Training and RCR In-Person Workshop Schedule: https://www.fau.edu/research/responsible-conduct.php#collapseOne
Current Student Links

- myFAU Login: https://myfau.fau.edu/signed_in/selector/index
- Canvas Login: https://canvas.fau.edu/
- FAU Campus Maps: http://www.fau.edu/facilities/maps/maps.php
- FAU Parking/Trans Services: http://www.fau.edu/parking/
- FAU Graduate College: http://www.fau.edu/graduate/
- FAU Student Health Services: http://www.fau.edu/shs/
- FAU International Services: http://www.fau.edu/international/
- Student Resources: http://www.fau.edu/studentresources/
Plagiarism and Canvas Links

• “What Is Plagiarism?” - Required Reading:  

• Canvas Tour for Instructors:  
  https://canvas.fau.edu/courses/6341

• Canvas Tour for Students:  
  https://canvas.fau.edu/courses/6269

• How Do I Create a TurnItIn Assignment?  
  https://canvas.fau.edu/courses/6269/pages/plagiarism-dont-do-it?module_item_id=16939
General IB Student Links

- Biology Scholarships Link: [http://biology.fau.edu/academics/graduate/biology_scholarships.php](http://biology.fau.edu/academics/graduate/biology_scholarships.php)
Graduate College Forms

- Form 1: Graduate Faculty Status Application
- Form 8: Admission to Candidacy for the Doctoral Degree
- Form 10: Request to Waive a University Requirement
- Form 11: Academic Progression Plan
- Form 15: Graduate Program Official Withdrawal
- Application For Degree
- International Student Forms

IB Ph.D. orientation- Fall 2019
Degree Completion Links

• Graduation Deadlines:
  http://www.fau.edu/graduate/forms-and-procedures/student-deadlines.php

• Thesis and Dissertation Guidelines:

• FAU Graduate College Transmittal Memo:
  http://www.fau.edu/graduate/forms-and-procedures/originality-reporting/docs/transmittal-memo.pdf

• Dissertation Formatting Workshops:

• Dissertation Formatting Tutorials:

• Dissertation Signature Page:

• Ready to Graduate:
  http://www.fau.edu/graduate/forms-and-procedures/graduation.php

IB Ph.D. orientation- Fall 2019
### Fee payment Schedule

**9/9/2019**  Last day to pay fees for students with departmental waivers

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 25</td>
<td>Mon</td>
<td>Registration Opens</td>
</tr>
<tr>
<td>Aug 12</td>
<td>Mon</td>
<td>Non-Degree Registration Opens</td>
</tr>
<tr>
<td>Aug 17</td>
<td>Sat</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Aug 23</td>
<td>Fri</td>
<td>Last Day to Drop/Add</td>
</tr>
<tr>
<td>Aug 26</td>
<td>Mon</td>
<td>60+ Audit Registration</td>
</tr>
<tr>
<td>Aug 26</td>
<td>Mon</td>
<td>Last Day to Pay without Late Fees</td>
</tr>
<tr>
<td>Aug 30</td>
<td>Fri</td>
<td>Last Day to Drop w/out Receiving a &quot;W&quot;</td>
</tr>
<tr>
<td>Sep 2</td>
<td>Mon</td>
<td>Labor Day <em>(University closed)</em></td>
</tr>
<tr>
<td>Sep 6</td>
<td>Fri</td>
<td>Last Day to Submit Application for Degree</td>
</tr>
<tr>
<td>Sep 16</td>
<td>Mon</td>
<td>Last Day to Drop w/25% Tuition Adjustment</td>
</tr>
<tr>
<td>Oct 25</td>
<td>Fri</td>
<td>Last Day to Drop w/out Receiving an &quot;F&quot;</td>
</tr>
<tr>
<td>Nov 11</td>
<td>Mon</td>
<td>Veteran’s Day <em>(University closed)</em></td>
</tr>
<tr>
<td>Nov 27</td>
<td>Wed</td>
<td>Classes End</td>
</tr>
<tr>
<td>Nov 28</td>
<td>Thu</td>
<td>Thanksgiving Break Begins <em>(University closed)</em></td>
</tr>
<tr>
<td>Dec 1</td>
<td>Sun</td>
<td>Thanksgiving Break Ends <em>(University closed)</em></td>
</tr>
<tr>
<td>Dec 2</td>
<td>Mon</td>
<td>Reading Days Begin</td>
</tr>
<tr>
<td>Dec 4</td>
<td>Wed</td>
<td>Reading Days End</td>
</tr>
<tr>
<td>Dec 5</td>
<td>Thu</td>
<td>Final Exams Begin</td>
</tr>
<tr>
<td>Dec 11</td>
<td>Wed</td>
<td>Final Exams End</td>
</tr>
<tr>
<td>Dec 12</td>
<td>Thu</td>
<td>Commencement*</td>
</tr>
<tr>
<td>Dec 13</td>
<td>Fri</td>
<td>Semester Ends</td>
</tr>
<tr>
<td>Dec 16</td>
<td>Mon</td>
<td>Final Grades Due</td>
</tr>
</tbody>
</table>

**IB Ph.D. orientation- Fall 2019**
Official Holidays (no classes)

• Fall Holidays
  – Labor Day (Sept 2\textsuperscript{nd})
  – Veteran’s Day (Nov 11\textsuperscript{th})
  – Thanksgiving Break (Nov 28\textsuperscript{th} – 29\textsuperscript{th})
  – Winter Break (Dec 24\textsuperscript{th} – January 1\textsuperscript{st})

• Spring/Summer Holidays
  – MLK Day (Jan 20\textsuperscript{th})
  – Spring Break (Mar 7 – 13\textsuperscript{th}, offices open)
  – Memorial Day (May 25\textsuperscript{th})
  – Independence Day (July 3\textsuperscript{rd} observed)
Required Trainings

• **Environmental Health & Safety (EH&S)**
  – Lab Safety
  – Hazardous Waste
  – Biological Safety
  – Biological Waste
  – Any additional trainings specific to your laboratory/consult PI

• **Responsible Conduct of Research**
  – Required by the NSF and NIH if receiving funding
  – FAU uses the [Collaborative Institutional Training Initiative (CITI)](https://citi.org) RCR training to adhere to the federal training requirements
  – Training must be done every 3 years

• **Anti-Discrimination/Anti-Harassment Workshop**
Student Responsibilities

• Students must use their FAU email: FAU email policy.

• Students themselves are responsible for meeting deadlines and submitting required forms and documentation to the program and the Graduate College.

• Students are expected to maintain satisfactory academic progress for the duration of their enrollment.
  – Penalties determined on a case-by-case basis and range from scholarship ineligibility to loss of TA position to dismissal.

• Students must maintain cumulative GPA of 3.0
Graduate Assistantships

- Assistantships are one way for graduate students to finance their educational studies at Florida Atlantic University.
  - Given on a competitive basis by the department or advisor
  - Includes a stipend and partial or full tuition waiver
  - Typically work a maximum of 20 hours/week

- Types of Assistantships:
  - Graduate Teaching Assistantship
  - Graduate Research Assistantship

- Website:
  http://www.fau.edu/graduate/tuition-benefits/index.php
# Financial Aid

## TA
- Academic year support (first *two* consecutive semesters)
- Additional years support possible based on funding, performance in program and TA duties
  - Evidenced in TA evaluations 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
  - Biology scholarships (fall)
  - Graduate College scholarships (spring)
- Once in the program, preference for financial aid if requirements are met

IB Ph.D. orientation- Fall 2019
Tuition Benefits Policy

• Graduate assistants are eligible to receive tuition benefits for **up to 27 credit hours** in a given academic year, provided that:
  – Employment period must be continuous
  – The level of tuition benefit is driven by the FTE:
    • i.e. Full-time students = 100% tuition waiver = 20 hours/week
  – All credit hours covered **must be necessary** for degree completion
  – **Maximum tuition benefits set at 10%** above published credit hours
    • IB PhD program (80 credit hours): available tuition benefits = 88 credit hours
  – Must have **approved** Plan of Study (POS) on file
  – Maintain a **cumulative GPA of 3.0**

IB Ph.D. orientation- Fall 2019
Tuition Benefits Rules

• The College of Science has a *tuition waiver budget*

• Deadline: “Last day to add/drop courses”

• *Registration must match the contract* or you will have to pay the remaining balance
  – i.e. Your contract covers 9 credits but you add a course and have 12 credits after the add/drop period = *you will have to pay the tuition for the 3 additional credit hours!!!*

• **Student fees** are not included!

• *If resign/terminate assistantship early, must repay the university the full amount of tuition paid by tuition benefits*
# Tuition and Fees

<table>
<thead>
<tr>
<th>Fees Per Credit Hour</th>
<th>Grad - Resident</th>
<th>Grad - Non Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$303.71</td>
<td>$303.71</td>
</tr>
<tr>
<td>Non Resident fee</td>
<td>$0.00</td>
<td>$623.80</td>
</tr>
<tr>
<td>Tuition Differential</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Capital Improvement Fee</td>
<td>$6.76</td>
<td>$6.76</td>
</tr>
<tr>
<td>Financial Aid Fee</td>
<td>$15.18</td>
<td>$46.37</td>
</tr>
<tr>
<td>Activity and Service Fee</td>
<td>$12.32</td>
<td>$12.32</td>
</tr>
<tr>
<td>Athletic Fee</td>
<td>$17.27</td>
<td>$17.27</td>
</tr>
<tr>
<td>Health Fee</td>
<td>$9.42</td>
<td>$9.42</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$5.16</td>
<td>$5.16</td>
</tr>
<tr>
<td><strong>SubTotal</strong></td>
<td><strong>$369.82</strong></td>
<td><strong>$1024.81</strong></td>
</tr>
<tr>
<td><em>Transportation Access Fee (Fall/Spring $76.90 and Summer $32.04)</em></td>
<td>$76.90</td>
<td>$76.90</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$446.72</strong></td>
<td><strong>$1,101.71</strong></td>
</tr>
<tr>
<td><em>One-Time Graduate Orientation Fee</em></td>
<td><strong>$35.00</strong></td>
<td><strong>$35.00</strong></td>
</tr>
</tbody>
</table>

*IB Ph.D. orientation - Fall 2019*
MS Along the Way (MALW)

- 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 biology)
  - Must complete 2 courses in which you present a seminar
  - Must earn a “B” or better in all coursework
  - 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 one semester before receiving the MALW

***Note: the Biology MALW option is a non-thesis option.***
Plan of Study (POS)

• The Plan of Study outlines the courses and credits to fulfill the requirements of the graduate degree

• Every course for which you receive a tuition waiver must be listed on the POS!

• POS must be approved by the second semester!

• Courses to remove deficiencies can be covered by tuition waivers but must be listed on the POS

• Registration must match the POS each semester!

• Access online via myFAU
MyPOS: How To

• The POS is initiated by the Graduate College and will be blank

• Approval Chain Process: Program Coordinator, Program Administration, College Dean, Graduate College

• The POS can be revised at any time

• All coursework should be completed in first two years with the program

• Revision tutorials:
  – Revision Quick Guide Reference PDF
  – MyPOS Revision: Student Training Video
Registration

• Full time status = 9 credits in Fall/Spring, 1 credit in the summer (max tuition benefit of 27 credits per year covered by waiver).
  – Tuition benefits cover up to 27 credits/year
  – Half time status if enrolled in at least 1 research credit
  – ISS Reduced Course Load (RCL) form required

• **MUST maintain 3.0 GPA for tuition waiver**
  – Minimum of “B” or higher in each course and overall

• IB Program requires full-time commitment

• Continuous registration (at least 1 credit each semester). This is minimum.

IB Ph.D. orientation- Fall 2019
Self Service Tools

Student Services

- Admissions
  Pay your tuition deposit (newly-admitted freshmen and transfers only) and review existing admission applications.

- Registration

- Student Records

- Student Account
  Make a payment; view account summaries, payment history, holds and tax information.

- Direct Deposit

- Student Loan Deferment Status & Enrollment Verification

IB Ph.D. orientation- Fall 2019
IB Degree Requirements

Core courses (9 credits)
- Integrative Biology (3)
- Scientific Communication (3)
- Statistics (3)

Research Credits
- Advanced research before candidacy (no minimum)
- Dissertation after candidacy (minimum 25 credits)

Electives
- Electives (minimum 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

* See guidelines for additional core and electives requirements/restrictions associated with your concentration.

IB Ph.D. orientation- Fall 2019
Program Timeline

• The IB PhD Program defines a *year* as a series of three consecutive semesters (Fall, Spring, and Summer)

• Summer enrollment is not mandatory but required for a TA/RA contract

• Three consecutive semesters constitutes a *year* regardless of whether or not students enroll during the summer semester within that year

• Average completion time to date: ~5.5 years
Year 1

Year 1 - Semester 1 (Fall):

- Meet with Advisor and/or Program Coordinator and/or Associate Director to:
  - Form Supervisory Committee
  - Enroll in IB course (BSC 6390)
  - Choose electives (requires Supervisory Committee approval)
- Advanced Research (BSC 7978)
  - IB Lab Rotation (BSC 6905) if you do not yet have a confirmed advisor
- Paperwork for submission:
  - Plan of Study (POS)
- Obtain required research compliance and safety trainings (EHS, RCR, IACUC, IRB) prior to beginning research

Year 1 - Semester 2 (Spring):

- Meet with Supervisory Committee:
  - Submit milestones checklist to the Program Coordinator
- Continue to enroll in Advanced Research (BSC 7978) or IB Lab Rotation (BSC 6905) as appropriate
- Complete appropriate electives and/or seminar courses
- Update POS and milestones checklist as necessary each semester

Year 1 - Semester 3 (Summer):

- Enroll in 1 credit of Advanced Research (BSC 7978) or a course if available

IB Ph.D. orientation- Fall 2019
Committee Composition

**Supervisory committee**

- **Purpose**: support the student in selecting courses relevant to the dissertation
- Three member minimum including the PhD Supervisor (Chair) and Associate Director
- *MUST be formed before the end of first semester*
- Must consist of [Program Faculty](#) (see website 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)
- *Can* include the supervisory committee
- *One member MUST* be from outside the immediate area of research
- *At least 3 members* must be IB PhD Program Faculty
- *All members must be FAU Graduate Faculty*
- *Committee MUST be in place one semester before candidacy exam*
Committee Selection

- **Supervisory Committee**
  - Speak to PhD supervisor and/or Associate Program Director for guidance
  - Should know IB program policies and rules

- **Dissertation Committee Checklist**
  - This guide always you to easily determine if your dissertation committee is acceptable via university policies

- **Graduate College Governance Document**

- **CESCOS Graduate Faculty Policy**
Year 2

Year 2 - Semester 1 (Fall):

• Registration Requirements:
  • Elective(s)
  • Seminar
  • Advanced Research credits

• Begin assembling dissertation committee
  • Ask supervisor for advice/suggestions
  • Arrange meeting with potential committee members

• Update POS and milestones checklist as necessary each semester

Year 2 - Semester 2 (Spring):

• Registration Requirements:
  – Scientific Communication
  – Elective/Seminar
  – Advanced Research credits

• Dissertation Committee **MUST** be selected *one semester prior* to candidacy exam!
  – Updated on the milestones checklist

Year 2 - Semester 3 (Summer):

• Enroll in 1 credit of Advanced Research (BSC 7978) or a course if available

IB Ph.D. orientation- Fall 2019
Year 3

Year 3 - Semester 1 (Fall):
• Defend Dissertation Proposal and Advance to Candidacy
  – Failure to propose by end of Year 3, Semester 1 will constitute a failed first attempt
  – Only 2 attempts permitted

• Registration Requirements:
  • Any outstanding coursework
  • Advanced Research credits

• Written proposal *MUST* be submitted 2 weeks prior to exam date

• All proposal paperwork *MUST* be submitted before the semester ends in order to advance to candidacy

Year 3 - Semester 2 (Spring):
• 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 administrative withdrawal from the program

• Registration Requirements:
  – Dissertation research (BSC 7980)
  – Only seminars may be taken after advancement to candidacy

Year 3 - Semester 3 (Summer):
• Enroll in 1 credit of Dissertation research (BSC 7980)
Candidacy Exam

• The Candidacy Exam consists of three parts:
  – The proposal seminar: presentation to the Dissertation Committee and the public (open forum)
  – The oral proposal defense: defense of the proposal to the Dissertation Committee (private)
  – The written Proposal: preparation of a written proposal submitted to the Dissertation Committee at least two weeks in advance of the Proposal seminar (see Ph.D. Program Guidelines Appendix A for proposal formatting guidelines).

• These are the MINIMUM requirements, the committee MAY ask for additional testing!

• Students who do not pass the candidacy exam on the first attempt have one more semester to retake the exam.

• Failure to retake or pass the exam within the subsequent semester will result in administrative withdrawal from the program.

IB Ph.D. orientation- Fall 2019
Candidacy Paperwork

- Written proposal
- Form 8
- Proposal Defense Rubric
- Milestones Checklist
- Annual Progress Report
- Updated CV
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 all coursework (18 credits minimum)
  – Must have dissertation committee in place one semester before proposal
  – Must successfully defend research proposal to Dissertation Committee
  – Must submit all paperwork to the Program Coordinator

• A student may not defend their final dissertation earlier than 3 semesters after successful advancement to candidacy
  – If you propose in summer 2019, the earliest term in which you could defend would be summer 2020
Candidacy Rules

• **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.
  – i.e. Advance to candidacy in summer semester
  – Complete 12 dissertation credits in fall
  – Complete 12 dissertation credits in spring
  – Defend while enrolled in 1 dissertation credit in summer (to equal 25 minimum credits)
Years 4 - 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 1 month prior to oral seminar defense date
  - Email Program Coordinator 1 month prior to schedule rooms/video conferencing for seminar
  - Post flyers 2 weeks prior to oral seminar defense date and announce defense one month in advance of seminar to Program Coordinator

- Present dissertation to the committee and public (defense seminar)
Yearly requirements

- **Milestones Checklist**
  - Update once a year:
    - End of first semester
    - Before the end of each subsequent Fall semester
  - This is student’s responsibility
  - Can update more frequently
  - Original is kept in your file
  - *Fall registration not allowed until checklist is not updated*

- **Annual Research Progress Report**
  - Starting Year 3, Semester 1
  - Due before the end of every Fall Semester after candidacy
  - 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**

IB Ph.D. orientation - Fall 2019
Best Contacts

• Basic program related questions, paperwork: Dr. Stacee Caplan

• MALW Question – Dr. Stacee Caplan and/or Becky Dixon

• Pay/Contract issues: Always copy Dr. Stacee Caplan
  – Jupiter: Silvana Jaramillo
  – Boca/Davie: Lucetta Richards
  – HBOI: Cathy Rossmell

• Course related questions: Supervisory Committee and/or Dr. Stacee Caplan

• TA/RA Support: Advisor sends request to Dr. Stacee Caplan

• TA Lab Assignment: gmayer@fau.edu or svander1@fau.edu

• Policy, Candidacy and Graduation Issues: Dr. Stacee Caplan and the Associate Program Director Dr. Xing-Hai Zhang

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