Pathobiology Graduate Program

2012

Student Handbook
Introduction

Graduate training in Pathobiology is offered within the Division of Biology and Medicine at Brown University. Pathobiology is defined as an interdisciplinary field of scientific research devoted to characterizing the pathogenic mechanisms of disease. The techniques of molecular biology and biochemistry are applied to characterize structural, functional, and chemical abnormalities occurring at the intercellular and subcellular levels. Knowledge acquired at this basic level is then systematically integrated to provide a fundamental understanding of the disease process.

The Pathobiology program is dedicated to individualized graduate education. Courses are designed to prepare students for interpreting basic research by emphasizing a curriculum based on the analysis of primary literature. In conjunction with a core of required courses, students design an individualized program of study that provides the foundation required to successfully complete an independent thesis project. Pathobiology faculty are involved in a wide range of research projects relevant to human disease with training available in the areas of Toxicology and Environmental Pathology, Cancer Biology, and Infection & Immunity. State of the art facilities that include instrumentation for cell sorting and analysis, laser capture microdissection, confocal microscopy, transgenic mouse production, proteomics and genomics as well as a number of disease models are available to students in the program.

The major requirement for the PhD is the doctoral thesis which describes the student’s original research. This research should make a significant contribution to the student’s respective field of study as evidenced by publication in a peer-reviewed journal. Attainment of the doctoral degree normally requires five years. Funding for the sixth year requires reapplication to the Graduate School for permission to continue. General requirements of the graduate school are listed in the Graduate School Handbook.

Admissions

Students entering the Pathobiology Graduate Program will usually have at least two years of college chemistry (including organic chemistry and physical chemistry) and one year each of calculus and physics, in addition to college courses in biology. These should include courses in cell biology, genetics, molecular biology, developmental biology, and/or biochemistry.

Although this is not required, we recommend that applicants take a subject Graduate Record Examination in one of the following areas: biology, chemistry, biochemistry, molecular biology, genetics, and cell biology. All international applicants whose native language is not English must submit an official Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) score.

Students who are admitted without having sufficient background in all of these topics will be encouraged to take the appropriate introductory level courses at Brown before enrolling in advanced courses in the respective area.
Appointment and Support information
PhD students admitted to the Pathobiology program receive a stipend as well as full tuition, health fee and health insurance. Each graduate student receives an “Appointment” at Brown that stipulates the terms of your stipend and support. Graduate students are paid once monthly, on the last day of the month. There are four possible appointment types:

FELLOW

TEACHING ASSISTANT

TRAINEE

RESEARCH ASSISTANT

Appointment Explanations

- **FELLOW**: A student is appointed as a FELLOW when they are being supported by their own external fellowship OR when they are being supported by the Division of Biology & Medicine prior to being assigned to a lab or research group. Typically, students are DIVISIONAL FELLOWS in their first year (although many first year students receive other types of appointments). Students who are awarded their own Fellowships are also appointed as Fellows. Each granting agency has specific rules and our office will work with you and Grants administration to be sure that your appointment reflects the terms of the grant. Even students who receive grants that pay them directly should receive an appointment at the Grad School. Payroll taxes and income taxes are not withheld from students appointed as Fellows. If your fellowship award is less than the published Brown BioMed stipend, your award will be supplemented so that your stipend level is the same as other BioMed PhD students, as long as the terms of your award do not prohibit supplementation.

- **TEACHING ASSISTANT (TA)**: A student is appointed as a TA when they are assigned to be a Teaching Assistant. Most programs require at least one semester of teaching experience. In general, students are appointed as a TA in their second year although some programs have first year students serving as a TA. In most cases, payroll / income taxes WILL be withheld while a student is a TA. The Associate Dean will work with Graduate Program Directors to determine the best matches for TA assignments. Every effort will be made to pair your skills and training objectives with the needs of the Division, but please note that students are not allowed to select their own assignments.
• **TRAINEE:** A student who is funded through a Program training grant will be appointed as a TRAINEE. These are grants awarded to Brown and administered by a faculty member. The grant is devoted to the training of students. Each training grant is different and has different objectives – the terms of the grant will dictate the selection of students who are appointed. Students who are appointed as TRAINEES will not have income or payroll taxes withheld.

• **RESEARCH ASSISTANT (RA):** Students who are working in a lab or on a project with a faculty member and are being funded by their professor’s grant or program are appointed as RA’s. Most students in their third year and above are appointed as RA’s. Typically, income and payroll taxes are withheld from RA paychecks.

Appointment types are linked to funding sources. Be aware that the source of your funding can change from year to year and even from semester to semester. This affects your taxes and net pay.

In consultation with your advisor, Program Director, and the Dean, your appointment will be decided prior to the start of each semester and you should expect a letter from the Graduate School that will notify you of each appointment. It is important to keep in mind that any money you receive from Brown may be considered taxable income and it is your responsibility to file appropriate tax returns. The impact of the appointment type dictates only whether taxes will be withheld from your check – NOT whether you owe taxes. You may also contact the Program Director or Coordinator if you have any questions about your appointment.

**Other Aspects of Your Student Support**
TUITION: For students entering PhD study with a Bachelor’s degree, your support includes the remission of tuition. A minimum of 24 tuition units is required for graduation.

HEALTH INSURANCE: Each new student receives insurance coverage through the Brown Student Insurance Program. You will receive your insurance card via campus mail.

HEALTH FEE: All students in residence will have their health fee paid and thus, have access to the Brown University Health Services during the academic year.

STUDENT ACTIVITY FEE: All graduate students are required to pay a student activity fee of $52 per semester.

**Academic Advising and Mentoring**
Two or three faculty members along with the Program Director and Coordinator will primarily serve as the student’s advisory committee. This committee will advise the student twice a year on academic matters and will review the student's progress each semester until the thesis committee is selected.
Proficiency

Pathobiology students must earn a minimum grade of B, or the equivalent performance in a course taken S/NC, in all courses utilized to fulfill the requirements for the doctoral degree. If this level of performance is not attained in a course, the student will be placed on academic probation, and the Director of the Graduate Program, in consultation with the course instructor(s) and the student’s advisory committee, will determine the course of action needed to attain proficiency in this area. If B-level performance is not attained in two courses, the Director of the Graduate Program, in consultation with the student’s advisory committee and the Pathobiology Graduate Program Steering Committee, will determine if the student may continue in the program. If B-level performance is not attained in three courses, the student will be removed from the Pathobiology Graduate Program without further evaluation.

The Director of the Graduate Program in consultation with academic advisors continually assesses not only student academic achievement, but evidence of motivation, aptitude for bench work, and dedication to research, striving for excellence, intellectual engagement, responsibility, maturity, and participation in program activities. Failure to achieve satisfactory progress in areas other than coursework may also be grounds for Probationary Status.

Course of Study

For entering Pathobiology students, the general course of study highlights the following:

- Establishing competence in disciplines essential for the study of disease mechanisms
- Acquiring a foundation in cellular and molecular biology
- Gaining an understanding of the experimental and conceptual structures in the field of biology
- Encouraging diversification of training, while maintaining the flexibility within the framework of formal study

Brown University requires a minimum of 24 tuition credits for the PhD degree, of which a maximum of eight can be transferred from other institutions. During the first two years, students will register for 4 tuition credits through a combination of coursework and graduate research. After the first two years, students will fulfill this requirement primarily through their independent dissertation research, but students may also continue to register for courses that are related to their training throughout their time at Brown.

Students in the Pathobiology Graduate Program are required to take three core courses and two focus area courses. Graduate students are subject to all of the Registrar’s deadlines regarding course registrations.
Core Courses - required

- BIOL 2050  Biology of the Eukaryotic Cell
- BIOL 2860  Molecular Mechanisms of Disease (Pathology I)
- BIOL 2840  Pathobiological Basis of Disease (Pathology II)

Focus Area Courses - choose two

- BIOL 1290  Cancer Biology
- BIOL 1520  Innate Immunity
- BIOL 1560  Virology
- BIOL 1820  Environmental Health and Disease
- BIOL 2010  Quantitative Approaches to Biology
- BIOL 2310  Analysis of Development
- BIOL 2320  The Biology of Aging
- BIOL 2540  Molecular Genetics
- BIOL 2640  Viral Immunology

Focus Area Courses may be substituted with prior approval of the Program Director.

After satisfying the academic credit requirement, all students must enroll each semester in either a full-time graduate independent study or thesis preparation to remain an “enrolled student”.

- BIOL 2980  Graduate Independent Study
- BIOL 2990  Graduate Thesis Preparation

Responsible Conduct in Research Training (RCR)

All entering PhD students in the Division of Biology and Medicine are required to take RCR training. RCR training is organized by the Office of Graduate and Postdoctoral Studies during the fall semester of a student’s first year.

Introduction to Research in Pathobiology (‘Faculty on Parade’)

Introduction to Research in Pathobiology is an informal meeting that introduces incoming Pathobiology graduate students to research opportunities available in the laboratories of program faculty. It consists of research presentations by individual faculty members from the program.
Research
Students will be encouraged to work in at least two laboratories for a period of 10-12 weeks each during the fall and spring semester or winter intersession to complete their required research rotations. The rotations are intended to provide familiarity with several research areas so the student can make an informed choice of a laboratory for their thesis research. The choice of the thesis advisor should be made no later than the end of the spring of a student’s first year in the program. Students are expected to dedicate their full effort outside of class and other Program activities to their research projects. Rotation 1: November 1st, Rotation 2: January 15th, Rotation 3: March 15th

Research Seminars
Approximately 25 seminars are offered each academic year. Guest lecturers are invited by program faculty and students, and represent the three thematic areas of the Pathobiology Graduate Program. During the fall semester, the Department of Molecular Microbiology and Immunology (MMI) hosts the seminar series on the main campus. The Program presents the Spring Seminar Series during the second semester at the Laboratories for Molecular Medicine in the emerging area known as the “Knowledge District”. Students are expected to attend every week as a part of their training.

Journal Club
This meeting immediately follows the weekly research seminar throughout the academic year. The expectation is that students present data from their current work and/or critical analyses of recent literature. Each graduate student will present one journal club each year.

Travel Awards
Graduate students who present original work at academic conferences may be eligible to receive travel funding. For those eligible, the Program will assist with travel-related expenses of one professional trip per academic year up to $400. Travel award funding is available only to those students who have passed their preliminary qualifying exam and will be presenting at the conference. This award may be combined with Graduate School funds and other sources, and will be issued in the form of reimbursement with appropriate receipts.

Teaching
Teaching Assistant- All students are required to serve as a teaching assistant for one semester. This teaching requirement will be fulfilled by assisting in courses in which graduate students conduct a discussion or laboratory section and/or present a small number of lectures. The faculty member in charge of the course is responsible for providing feedback and suggestions to the teaching assistants on their performance at least twice during each semester. The program will also request feedback from the course faculty member or the teaching assistant. Teaching assignments are determined by the Associate Dean for Graduate and Postdoctoral Studies, in consultation with the Program Director.
Harriet W. Sheridan Center for Teaching and Learning - Because the development of teaching skills is an important part of the PhD training in Pathobiology, all students are required to obtain a level I teaching certificate from the Sheridan Center. The level I teaching certificate is a yearlong training which is comprised of five lectures and five interactive workshops that build on the lectures. Students should register for the level I teaching certificate in early September of their second year in the program.

The Sheridan Center offers four levels of teaching certificates, and students are encouraged to obtain additional certificates if they so choose. The Center runs a number of programs and workshops including individual teaching consultations. The Sheridan Center’s Teaching Certificate Program serves as the centerpiece of a teaching portfolio and demonstrates commitment to teaching excellence.

Formation of Thesis Committee
During the spring semester of a student’s second year, the student, in consultation with their thesis advisor will assemble a thesis advisory committee. The committee will consist of the student's advisor and three additional program faculty members. One member of the student’s committee may be from outside the program with prior approval from the Program Director. The student is to inform the program in writing once the selection of the thesis committee is complete.

The thesis committee will serve as the examination committee for the preliminary examination. The preliminary examination must be completed by the end of August of the student’s second year in the program. After completion of the preliminary examination, the student will meet with the thesis advisory committee at least once each year to review their progress. A brief written report of progress and proposed work is prepared by the student before each of these meetings. The thesis advisory committee continues to guide the student’s research throughout his/her thesis work and, with the addition of an external examiner, will serve as the student’s final thesis examination committee.

Preliminary Qualifying Examination
The preliminary qualifying examination is a single examination that consists of two parts, a written exam and an oral exam that are to be completed in one session. The goal of the qualifying exam is to test the student’s ability to think broadly and critically about science. This involves an assessment of the student’s general and specific knowledge base, the student’s ability to formulate testable hypotheses, to predict experimental outcomes based on these hypotheses and to consider alternative interpretations and approaches to specific scientific questions. The written component will consist of the student preparing a detailed and specific thesis proposal written in the format of a grant application. The proposal should not exceed 12 pages in length (excluding references) and should follow these guidelines with respect to content and organization:
a. **Title:** Provide a clear descriptive title.

b. **Hypothesis:** Clearly state a hypothesis. A hypothesis can be a description or model of how you think a particular biological process can occur.

c. **Specific Aims:** List a set of specific aims (usually two or three) that you will undertake to test your hypothesis.

d. **Background and Significance:** Use this section to describe how you derived your hypothesis and to support your experimental approach. State clearly the problem you will try to solve and explain why it is a significant scientific problem. Describe what pertinent information is already known and precisely what gaps in this information will be filled by your proposed research.

e. **Preliminary Findings:** As available to support the proposal.

f. **Experimental Design:** For each specific aim give sufficient experimental details to permit the reader to evaluate the possibilities of success and your knowledge of the problem. It is wise to offer alternative experimental approaches to achieve a given Specific Aim, in case your initial plan does not work. Include in this section possible experimental outcomes and their interpretations. Also include pitfalls and alternative strategies.

g. **References:** Complete list of references cited in proposal. Please include complete titles.

Paper format: 1.5 line-spacing with 2 cm margins (top/bottom and left/right) and 11 point Arial type font.

Page limitations: Title, Hypothesis, and Specific Aims (1 page), Background (4-5 pages), and Experimental Design (4-5 pages): a maximum of twelve pages total (not including References).

The proposal must be distributed to the student’s chosen committee and the Director of the Pathobiology Program at least 2 weeks before the oral defense of the proposal. The oral defense will consist of a 30-minute seminar which overviews the rationale and design of the thesis proposal. The committee will evaluate the written proposal as well as the oral presentation. The student will then answer specific questions from each committee member about the proposal (including any relevant background information). During the oral presentation, the Committee members will interrupt with specific questions. In principle, for every 5 minutes of student presentation, the Committee will ask approximately 30 minutes of questions. During the exam, the committee will offer insights that can aid in developing the thesis project. At the end of the defense, the Chairperson will ask the student to leave the room to allow the Committee to discuss both the written and oral presentation. It is necessary to successfully defend the proposal to be promoted to ‘Candidacy for the PhD’ as recognized by the Graduate School. Students who fail this exam after 2 attempts will be asked to leave the program. This
exam must be completed by August 1 of the second year. Students who need to repeat the exam must do so by the end of the 5th semester at Brown University.

Failure/passing of the preliminary qualifying examination is determined by majority vote.

A poor performance on the written portion of the examination will result in a provisional pass with the expectation that the student undertake a program of remedial writing. Following completion of this writing program, he/she will submit a revised written version of the proposal for re-evaluation by the committee.

Committee Meeting
Once a student is admitted to candidacy, they will meet with their thesis advisory committee at least once each year to review their progress. A brief written report of progress and proposed work is prepared by the student before each of these meetings. The chairperson of the committee will prepare a written report summarizing the meeting, and forward it to the Program Director and Coordinator, and the student. The thesis advisory committee continues to guide the student’s research throughout his/her thesis work and, with the addition of an external examiner, will serve as the student’s final thesis examination committee.

Thesis and Beyond
The Thesis Committee will consist of the thesis advisor, three other members of the Brown faculty and a reader external to Brown. The written thesis should represent a comprehensive summation of the student’s total research effort.

The deadline for submission and approval of a dissertation or thesis in time to receive a degree at Commencement is May 1. Brown has one graduation per year; Commencement exercises and the conferral of all degrees takes place on the Sunday before Memorial Day. However, if a doctoral student completes all of the requirements for the PhD during semester I, the tuition and fees for semester II will not be charged (even though the degree itself will not be formally conferred until the end of semester II). Students must file before the first day of classes in semester II in order to avoid being charged the tuition and fees for semester II.

Portions of the student’s work which have progressed to manuscript form can be incorporated into the above format, e.g., a manuscript may form a chapter or part of a chapter within the ‘Methods and Results’ section. For all co-authored manuscripts included in the thesis, the candidate should explicitly state his/her contribution to the work.
The thesis will be submitted to the committee at least two weeks prior to the defense. After submission of the thesis, the student will defend it at an open presentation, following which will be an examination attended by members of the Thesis Committee and other faculty members who choose to participate. Faculty members are encouraged to read each thesis submitted and to participate in the defense and examination. Specific formatting requirements of the manuscript are found on the Graduate School website: [http://www.brown.edu/academics/gradschool/dissertation-guidelines](http://www.brown.edu/academics/gradschool/dissertation-guidelines)

At least two weeks prior to the final examination or defense, the following item must be submitted to the Graduate School by the candidate: Dissertation Defense Information Form.

One important component of the manuscript is the Signature Page. All PhD candidates are required to submit two paper copies of their signature page, both on archival-quality paper, to the Graduate School. However, Pathobiology alumni who have completed their dissertations recommend printing six copies for the Committee members to sign. The specialty paper is available in the Program office.

PhD candidates at Brown must file their final dissertations electronically. Brown's Electronic Theses and Dissertation (ETD) system was developed by the Graduate School and the University Library and launched in 2008. The system is designed to collect and archive final dissertations as a text-based PDF file. Electronic dissertations submitted through the ETD will appear in the Library's discovery service and in the Brown Digital Repository. To complete the electronic submission process, doctoral candidates must have successfully defended their dissertation and had it approved by their committee. To use the ETD system, doctoral candidates must possess a valid username and password for accessing Brown’s computer network.

**SUBMISSION OF THE FINAL COPY**

When the dissertation is presented to the Graduate School electronically, it must be in its final form. Dissertations may require revision after their original presentation if it is determined by the Graduate School that the dissertation does not conform to the standards articulated above. The need for such revisions is not grounds for a deadline extension. If a dissertation is determined to be defective after the deadline, the Graduate School may refuse to confer a student's degree. Doctoral candidates are encouraged to submit their dissertations early, and to send questions not answered by the descriptions above, to ETD@brown.edu.

ALL completing doctoral candidates are required to submit paper copies of the documents listed below directly to Barbara Bennett in the Graduate School. The dissertation will not be accepted and the candidate’s degree will not be conferred if an item from this list is missing or incomplete. The online submission system will send notifications when each document has been received and approved by the Graduate School.
1. A receipt ("Letter of Clearance") from the Bursar indicating that all outstanding debts, the $50 dissertation fee, and the $150 filing fee (if applicable) have been paid.
2. Ph.D. Exit Survey, Brown University Graduate School (must be completed online)
3. Survey of Earned Doctorates, National Research Council
4. Two extra copies of the title page
5. One loose and unnumbered copy of the abstract

THE DIPLOMA
The Office of the Registrar's Application to Graduate provides the candidate with an opportunity to indicate how the diploma name should appear. Otherwise, the name that will appear on the diploma and in the Commencement program, and under which the Library will catalog the dissertation, is the name under which the candidate is officially registered. Any request for a change of registered name should be addressed to the Office of the Registrar and accompanied by legal proof (marriage certificate or court order).

CERTIFICATE OF COMPLETION
If all academic requirements for the degree and all financial obligations have been met before April 1, the Office of the Registrar will issue a certificate of completion within three weeks of the candidate's request.

If you have any questions regarding the submission of your dissertation or thesis, please contact the Graduate School's Academic Manager, Barbara Bennett, 863-2843, ETD@brown.edu.

Commencement
Commencement exercises are scheduled for Sunday, May 26, 2013 and to participate in this event, eligible graduate students need to take several steps:

1. Fill out the Application to Graduate on self-service Banner by May 1 (Registrar’s requirement)
2. Register for Commencement by May 1 (Graduate School requirement)
3. Rent or purchase academic regalia by May 1.
4. Hold the date: Plan to attend rehearsal on Saturday, May 25, at 2:00pm
5. Check the A-Z section for additional information.

Further details are available here: http://brown.edu/about/commencement/graduate-school-commencement.