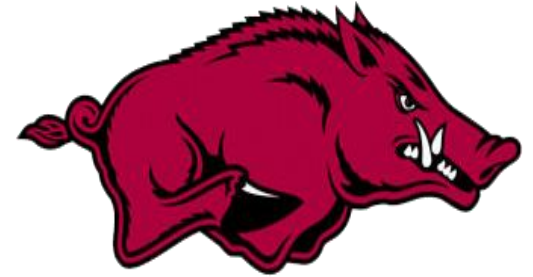




UNIVERSITY OF
ARKANSAS

**Cell & Molecular
Biology**



Cell and Molecular Biology Program New Graduate Students Orientation Fall 2017

Dr. Douglas Rhoads (Director) &
Dr. Adnan Al-Rubaye (Associate Director)
University of Arkansas-Fayetteville



Please turn off or silence all
electronic devices

Contents of the Talk

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Program description

- The Cell and Molecular Biology Program (CEMB) is an interdisciplinary graduate program.
- The CEMB program has faculty from 17 departments and 4 colleges:
 - Biological Sciences, Biomedical Engineering, Biological Engineering, Poultry Science, Animal Science, Chemistry & Biochemistry, Crop Soil and Environmental Sciences, Food Science, Chemical Engineering, Plant Pathology, Entomology, Psychological Sciences, Physics, Horticulture, Health Human Performance and Recreation, Computer Science Computer Engineering.
- You have a department and a program.

Program description-(cont'd)

- The third largest program in international student enrollment
- Largest PhD program on campus
- Students are encouraged to participate in University activities and competitions:
 - Three Minutes Graduate Research Competition
 - The INBRE Research Conference
 - Northwest Arkansas Science Fair (NWARSEF)
 - Graduate Students Congress
 - New Graduate Student Orientation
- **Make sure to use the CEMB logo on your posters and presentations**

Working within the system

- Go to your department office for:
 - Payroll
 - UAConnect issues
 - Keys and office supplies
- Go to your program directors for:
 - Signatures for forms (drop/add, committees, theses/dissertations, travel)
 - Consultation/Advise
 - First check the program website and consult with your major professor

CEMB website

- If you have any questions, please start by checking the CEMB website:

<http://cell.uark.edu/>

- By using the website, you will:
 - Save time
 - Find almost everything you need
 - Learn more about your degree program

Degree requirements

- Complete CHEM 5813 and CHEM 5843, or equivalent
- All candidates who are considered full-time must enroll every fall and spring semester in a CEMB approved seminar course
- Complete 24 hours
 - Includes CHEM 5813 and CHEM 5843
 - Excludes seminar, thesis and dissertation credit hours
 - All courses must be CEMB approved courses, approved by student's Graduate Advisory Committee (6hr rule)
 - CEMB approved courses: <http://cell.uark.edu/program-courses.php>
 - Graduate Advisory Committee may approve substitution of up to 6 hours from other graduate courses.
- Research hours (6 hrs CEMB600V or 18 hrs CEMB700V)

Grade requirement

- Students must maintain a minimum Grade Point Average of 3.0 on all graduate course work.
- Any student receiving more than two C grades (regardless of GPA) in graduate courses of 2 hours credit or more, may not complete a Ph.D. in the program, but may elect to pursue the M.S. degree.
- Any student who receives a grade of D or F in any graduate-level course will be subject to dismissal following review by the Program Advisory Committee.

Candidacy Examination for PhD students

- Write an original research proposal using the guidelines for a federally funded post-doctoral fellowship (e.g., NIH, NSF, USDA)
- Oral examination over the proposal, related subjects, and general knowledge.
- Must be completed within the Ph.D. candidate's first 29 months in this program.
- General Procedure:
 - Submit three abstracts to your Graduate Advisory Committee
 - Committee chooses one
- Students that fail to complete the candidacy examination in the allotted time will be dropped from the Ph.D. program but may choose to become candidates for the M.S.

Candidacy Examination for PhD students (cont'd)

- Candidacy examination slide shows and examples are available through the CEMB website:
<http://cell.uark.edu/current-faculty-students/cadidacy-exams.php>
- Only upon satisfactory completion of the proposal and oral examination, as judged by the student's Graduate Advising Committee, does a student become a candidate for the Ph.D.
- Must then maintain continuous enrollment (Fall and Spring) until graduation

Graduate assistantship paperwork

- Your department office staff are your best friends.
- International students follow a preliminary process with the NonResident Tax Coordinator prior to any employment. Pass the written and SLPT.
- All paperwork=New Employee Paperwork, Voided Blank Check, Copy of Two IDs, & E-Verify.

Graduate assistantship paperwork

- [Request for a Graduate Assistant Position Form](#)
- [Graduate Assistant Application](#)
- [Graduate Assistantship Agreement & Acceptance Form](#)
(MS Word File) (updated 01/22/13)

Forms

- Annual graduate student evaluations are due to the director by June 30 every year. (Graduate School <http://graduate-and-international.uark.edu/graduate/current-students/forms.php>)
 - Fill out your personal information on the form
 - Schedule appointment with your major professor
 - Complete the signatures on the form and send it to the Program Director.
- It is YOUR responsibility to follow up with your major professor and make sure the form is completed, and submitted.

Forms (cont'd)

- Degree Program Forms
 - Committees
 - Advisory vs Thesis/Dissertation
 - Thesis/Dissertation
 - <http://graduate-and-international.uark.edu/graduate/current-students/forms.php>

Travel School Travel Awards

- Travel grants new guidelines :

<http://graduate-recruitment.uark.edu/funding-degree/travel-grants.php>

- You can get
 - From the Graduate School: MS \$600 or PhD \$1000.
 - 10% match from your department.
 - 10% match from CEMB
- Complete the form (Graduate School website under forms) BEFORE your travel.

http://graduate-and-international.uark.edu/_resources/forms/travel-grant-graduate.pdf

- Get approval (signature on the travel request) from your department chair/head
- Get approval signature from the Director of CEMB.
- Travel awards are limited to one per fiscal year (July 1 through June 31).

Academic and health support

Academic support:

- Center for Learning and Student Success: <http://class.uark.edu/>
 - Phone number: (479)-575-2885
- Student Support Services: <http://sss.uark.edu/>
 - Phone number: (479)-575-3546
- Center for Educational Access: <http://cea.uark.edu/>
 - Phone number: (479) 575-3104
- Quality Writing Center: <http://class.uark.edu/writing-support.php>

Health support:

- The Pat Walker Health Center: <http://health.uark.edu/>
 - Phone number: (479)-575-4451
- Counseling and Psychological Services (CAPS) <http://health.uark.edu/departments/counseling-psychological-services.php>
 - Phone number: (479)-575-5276

If you need help

- Check the CEMB website
- Contact your major professor
- Contact the Program Directors
- Contact the Graduate School

Recommendations

- Be friendly with your department staff.
- Check the CEMB website.
- Do not assume that your major professor knows everything (or anything?).
- You are responsible: learn, understand and follow the program requirements.
- Stay engaged:
 - Subscribe to the UA Daily Newswire
 - Attend departmental seminars, receptions, and activities
 - Become a member in the CEMBGSA
 - Help in judge scientific posters in INBRE/NWARSEF



time for **questions**