



UNIVERSITY OF
ARKANSAS

**Cell & Molecular
Biology**



Cell and Molecular Biology Program Orientation Fall 2019

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Please silence all electronic devices



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Program description

- The Cell and Molecular Biology Program (CEMB) is an interdisciplinary graduate program.
- The CEMB program has faculty from 16 departments and 4 colleges:
- You have a department and a degree program.
 - Most people don't know the distinctions! So be wary.

Program description-(cont'd)

- Second largest program in international PhD. students
- Largest PhD program on campus
- “BPOC” for activities and competitions:
 - Three Minutes Graduate Research Competition
 - The INBRE Research Conference
 - Northwest Arkansas Science Fair (NWARSEF)
 - Graduate Student Congress
 - New Graduate Student Orientation
- **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 Major Professor for:
 - Enrollment and Course advice
- Go to the Program website for:
 - Program requirements and courses
- Go to your Program Admin Specialist
 - Forms and records
- Go to your Program Directors for:
 - Signatures for forms (drop/add, committees, theses/dissertations, travel)
 - Problems with your major professor or grades

Updated Immunization Policy

- The University Policy requires two MMRs for ALL incoming students.
- Goes into effect January 2020.
- The Pat Walker Health Center can offer the MMR vaccine to any student interested
 - Assist with any questions you or your students may have.
- Fayetteville policy 519.0
<https://vcfa.uark.edu/policies/fayetteville/vpsa/5190.php>.

CEMB website

- <http://cell.uark.edu/>
- Questions?? Start by checking the CEMB website:
- Use the website to:
 - Save time
 - Find almost everything you need
 - Learn more about your degree program
 - Avoid bad advice

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, :
<http://cell.uark.edu/program-courses.php>
 - Approved by student's Graduate Advisory Committee (6hr rule)
- Research hours
 - 6 hrs CEMB600V
 - 18 hrs CEMB700V

Grade requirement

- Minimum Grade Point Average of 3.0 on all graduate course work.
- May not complete a Ph.D. in the program, but may elect to pursue the M.S. degree if:
 - More than two C grades in graduate courses (2 hours credit or more)
 - Regardless of GPA
- Subject to dismissal following review by the Program Advisory Committee
 - Grade of D or F in any graduate-level course

Candidacy Examination for PhD students

- Written: Original research proposal according to federal post-doctoral fellowship (e.g., NIH, NSF, USDA)
- Oral: over 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
- Failure to complete in allotted time =dropped from the Ph.D. program
 - 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>
- Satisfactory completion: student becomes a candidate for the Ph.D.
- Must maintain continuous enrollment (Fall and Spring) until graduation

72 Hour Rule for PhD Students

- Catalog of Study (underlining added for emphasis):

Program of Study. The objectives of the program of study leading to the degree of Doctor of Philosophy or Doctor of Education shall be scholarly achievement of high order and the development of a fundamental understanding of the major field and its relation to supporting fields of knowledge. The nature of the program of study will vary somewhat, depending upon the major field of study and the objective of the prospective candidate, but will consist of a minimum of 72 graduate semester credit hours beyond the bachelor's degree and 42 graduate-only semester hours beyond the master's degree. Program requirements must balance credit hours for required coursework, research, and dissertation preparation. In addition, a minimum of 50% of the first 30 credit hours and at least 42 of the final credit hours presented for the doctoral degree must be at the 5000 level or above.

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](#)
- [Assistantship Agreement Form](#)

Forms

- Annual graduate student evaluations are due to the director by June 30 every year.
 - [Annual Evaluation Form](#)
 - 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.
- YOU are responsible that your major professor completes and submits the form.

Forms (cont'd)

- Degree Program Forms
 - Committees
 - Advisory vs Thesis/Dissertation
 - Thesis/Dissertation
 - [Graduate Student Forms](#)
 - Not easy to find on the website

Travel School Travel Awards

- Travel grant guidelines:
- [CEMB Specific Instructions](#)
- You can get
 - Graduate School: MS \$600 or PhD \$1000.
 - Your Department: 10%
 - CEMB program: 10%
 - Total: MS \$720, PhD \$1200
- Complete the form (Graduate School website under forms) BEFORE your travel.
 - [Travel Grant Form](#)
 - Include Abstract and acceptance (when available)
 - Get approval signature from your department chair/head
 - Submit to CEMB director for signature and submission to graduate school.
- Travel awards 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/>
 - (479)-575-2885
- Student Support Services: <http://sss.uark.edu/>
 - (479)-575-3546
- Center for Educational Access: <http://cea.uark.edu/>
 - (479) 575-3104
- Quality Writing Center: <http://class.uark.edu/writing-support.php>

Health support:

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

Student Support

- **After-hours Access to Grad Student Lounge (GEAR 206)**
 - Gearhart Hall hours
 - Monday-Friday 6:30am – 8:30pm;
 - Saturday 6:30am – 2:30pm
 - Graduate students can request card-reader access to Gearhart Hall in order to use the graduate student lounge after hours.
 - Graduate students must be enrolled in at least one course and be in good academic standing for the duration of their access.
 - Graduate school may temporarily revoke or suspend access privileges at their discretion, for any reason.
 - To request your ID access, email gradsupport@uark.edu.
- **Free Coffee Fridays**
 - Graduate student lounge Fridays from 8am-5pm

For Faculty

- Faculty Access to Applicant and Student Files
 - Box.com shared folders.
 - Recommend installing box drive in iOS, Win, Android.
 - Access <https://uark.box.com> through a browser
 - Applicants subfolder there is an Excel file of current applicants.
 - Supplementary application materials in same directory.
 - Rest of application materials in UAConnect
 - Student Admissions>UA AD custom>UA Grad>Use
- [Applicant Sponsorship Form](#) - Faculty who wish to sponsor an applicant complete this form and submit to the CEMB Director.
- Training on mentoring or GSIE policies and procedures:
 - Vicky Hartwell: hartwell@uark.edu; 479-575-4327
 - Schedule one-on-one or group training.

Need Help?

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

Recommendations

- Be friendly with your department staff.
- Check the CEMB website.
- Never assume your major professor knows everything (or anything?).
- Be self-reliant: learn, understand and follow the program requirements.
- Stay engaged:
 - Subscribe to UA Daily Newswire
 - Attend departmental seminars, receptions, and activities
 - Become active in CEMBGSA
 - Help judge in INBRE/NWARSEF



time for

questions