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- Admission into our certificate program will require completion of a bachelor's degree from an accredited institution, a grade point average of at least 3.00 on a 4-point scale in all undergraduate work and graduate work already completed.

The application for admission to The Graduate School is accessed online at <https://www.lsu.edu/graduateschool/admissions/apply.php>. Applicants who have questions concerning the application and review process should address inquiries to the Graduate Recruiters, Drs. Alexander N. ...

receive a Teaching Assistantship.

The Department will make every effort to administer funds for stipends and financial assistance as fairly and equitably as possible; however, financial aid is rarely awarded to M.S. or Graduate Certificate students. Graduate students are not permitted to receive additional funds from university employment. Graduate students receive stipends and financial help to allow them to devote all their energy and time to their research and graduate training. Therefore, graduate students receiving stipends are prohibited from seeking outside jobs and/or part-time employment. Students who are in financial difficulty should discuss this matter with their Mentor, The Graduate Advisor, the Department Head, or the Associate Dean of Research and Graduate Studies. Students receiving financial support from the SVM, the School of Graduate Studies, the CBS department, or a research grant are expected to maintain a “B” average (good academic standing) on all coursework, to make constant progress toward their degree, and to follow the recommendations of their Graduate Advisory Committee and Mentor. Financial support may also be withdrawn from students who fail to meet these basic requirements. Applicants admitted on probation and students placed on probation may not be appointed to a graduate assistantship during their period of probation. Departmental evaluation of student progress and the awarding of stipends occur annually.

The Louisiana State University SVM offers residency programs for veterinarians in a number of areas. Some of these programs, such as Pathology and Laboratory Animal Medicine, normally require students to complete a graduate program. Acceptance into the residency programs is separate from acceptance into the graduate program, and potential residents must apply to and be accepted into a graduate program. Residents are encouraged to explore all the options available through the SVM before choosing their graduate program. Following arrival at LSU, students should meet with and discuss the graduate opportunities available with the Graduate Student Affairs Committee (GSAC), the Department Head, or the graduate faculty in CBS. The faculty recognizes that time demands on residents are different from time demands on full-time graduate students who do not carry clinical responsibilities and that the timeline should be adjusted accordingly. The Appendices C and D provide guidelines for students in combined Resident-MS and Resident-Ph.D. programs, respectively.

three-year term. The GSAC oversees the Departmental graduate student admission process. The GSAC membership consists of at least a Graduate Advisor, a Graduate Recruiter(s), and an additional at-large member(s). The Graduate Advisor and the GSAC are responsible for upholding the guidelines outlined below and in the Graduate School catalog, and ensuring uniformity of the graduate program and its standards.

The Graduate Recruiter(s), in conjunction with the members of the committee, acts as the contact for potential students. The GASC determines whether the applicant meets the minimum requirements for acceptance into the program. The GSAC reviews applicants' folders, presents a summary of the potential graduate candidates' folder evaluation to the CBS faculty, and recommends a ranking of candidates. The Department Head adds his/her comments to those of the GSAC and CBS graduate faculty. Then, the list of recommended candidates and ranking are

preparing proposals.

- Reviewing the CBS Graduate Guidelines annually to determine whether adjustments are necessary and if so, to present these changes to the CBS graduate faculty and the CBS Department Head.
- Evaluating and making recommendations on the admission of students under special circumstances.

The student has the ultimate responsibility for the success of his/her graduate program. The student is responsible for initiating contacts to identify a Graduate Research Mentor and the members of the student's Graduate Advisory Committee whose academic interests and research programs coincide with the student's goals. The student is responsible for writing the proposed plan of study and conducting the research necessary to successfully complete the degree requirements. Continued updating of the Mentor and the Committee on the research progress is the responsibility of the student. A checklist of degree requirements that the student should follow is included in the Appendices. Time limits outlined by the LSU Graduate School must be followed.

It is expected that all students will have identified their Graduate Research Mentor after completion of their laboratory rotations, within one year of admission. The Graduate Research Mentor must be a member of the CBS graduate faculty. The Mentor is responsible for guiding the student through the graduate program. The Mentor advises the student on the membership of the student's Graduate Advisory Committee. The Mentor evaluates the student's research, chairs the student's graduate examinations, and acts as a liaison between the Graduate School and the student. It is the Mentor's responsibility, with the cooperation of the student and the Graduate Advisory Committee, to identify and help rectify any coursework deficiencies pertinent to the student's degree. The Mentor will organize a Graduate Advisory Committee meeting on an annual basis to discuss the student's progress. Following this meeting, the Mentor will prepare and submit a written report to the GSAC documenting the student's progress over the previous year and noting where any deficiencies or problems have been identified.

- The Department Head must approve all requests for part-time status in the MS and Ph.D. programs.
- If the GSAC (as the first mediator in the resolution of disputes between students and faculty) is unable to mediate an accord, the parties may take their grievance to the CBS Department Head or the Associate Dean of Research and Graduate Studies.

The Graduate Research Mentor and the Graduate Student, together, should propose the membership composition of the Graduate Advisory Committee, which must be approved by the Department Head and the Dean of the Graduate School. The Graduate Advisory Committee will consist of at least four (4) members including the Graduate Research Mentor, two of whom must

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Each graduate student should receive exposure to the basic area of knowledge necessary for his/her future performance as a well-

- CBS 7001 (1 hour) Seminar
- CBS 7004 (1 hour) Journal Club Current Literature in Comparative Biomedical Sciences

The Graduate Advisory Committee can recommend that a graduate student take other courses at the 7000 (and approved 4000) level.

to 3.0 or better. Applicants admitted on probation and students placed on probation may not be appointed to a graduate assistantship.

Upon request, a student may transfer credit hours towards some of the required courses, as described in the Graduate School catalog. This transfer of credit would need the approval of the departmental GSAC, the Department Head, and the Dean of the Graduate School.

The research component of the doctoral program consists of original research, presentations at Departmental seminars and scientific meetings, publication of papers, and preparation and defense of a dissertation. Students are expected to conduct laboratory and library research even when courses are in progress because learning how to apportion their effort is a key element of the training. The emphasis will be on research, however, and the time available for research will increase each year.

During the first year, the new graduate student will take a minimum of three research rotation courses (VMED 8900). Based on the list of faculty members who are, at that time, available to accept students with stipends from the School of Veterinary Medicine in their laboratory, each student must provide the Graduate Advisor with a list of faculty members with whom he or she would like to conduct research rotations, for consideration by the GSAC. If a laboratory already has a graduate student on a School of Veterinary Medicine stipend, this laboratory cannot be on the list. Each of these research rotations should last approximately eight (8) weeks. They provide first-hand knowledge of specific faculty research in areas such as cell biology, cardiovascular disease, environmental toxicology, cancer biology, and neuroscience, and they serve as a basis for choosing a Graduate Research Mentor. At the end of each rotation, the student should expect to prepare a brief report summarizing experiments and results. Each faculty rotation mentor will also prepare a short report for the GSAC about the student's progress during the rotation.

By the end of the spring semester of the first academic year, based on their research rotations, each student should choose a Graduate Research Mentor with whom to conduct dissertation research. The selection is made by listing a first choice and an alternate selection in a letter to the Department Head and the GSAC. Every effort is then made to place the student in the laboratory of his/her first choice, provided that the faculty member is agreeable, and that space and funds are available to support student research.

A Graduate Advisory Committee should be established by Environment (67-116) and (67-116) 4 (to 9-20)

conducts the General Exam and Final Examination.

Each Ph.D. student should receive exposure to the basic area of knowledge necessary for his/her future performance as a well-trained Doctor of Philosophy: adequate knowledge in biomedical sciences and in-depth knowledge in the selected areas of specialization. The research emphasis will be directed towards that encompassed by the expertise of the Graduate Research Mentor and members of the Graduate Advisory Committee. To ensure a timely progression to graduation, a study plan and research outline should be submitted to the student's Committee by the end of the second year. Students must provide an outline of the courses taken, grades received in these courses, future courses, and a short research outline. This plan will be discussed, amended (if necessary), and approved by the student's Committee.

Graduate students are allowed two (2) weeks (10 working days) of vacation during the academic year, including the summer session. Each student must seek permission from their Graduate Research Mentor at least one (1) week b(1) 00616 (r4 (u)-o6 (rTd(7)Tj(.)Tj(9-191Tj0.18 Tw 0.6.53

offered. No more than two weeks after the student submits the written component of the General Exam, the student and Committee should convene a meeting to administer the oral component. This will consist of sequential questioning by the Committee members. The oral part of the General Exam is open only to the members of the Committee. The oral examination will not be limited to the written questions; rather, this component will serve as a basis from which the student's knowledge of their completed curriculum will be examined. The outcome of the General Examination is assessed according to the graduate school guidelines (<https://catalog.lsu.edu/content.php?catoid=27&navoid=2434#general-examination>).

- If the Committee votes that the student has passed the General Examination, then the student should immediately begin to address the requirement of the doctoral Research Proposal.

The student must submit a written research proposal as soon as possible (i.e., 1 - 2 months) after completing the General Examination and becoming a Candidate for the Doctoral degree.

An important component of a training program is to teach students about the real world of a professional research career. Integral to this is the preparation, presentation, and peer review of a Research Proposal describing the student's research project. Preparation of the proposal allows the student to become aware of the findings of other researchers in his/her field, to learn how to prepare a research grant, to focus on his/her major research aims and the rationale and methods to achieve these goals, as well as to introduce the student to the peer review process. The proposal should represent the student's original research idea and be substantially different from the research proposals/grants of the Graduate Research Mentor.

This proposal is written in an NIH R21 Grant Application format by the student (including a one-page Specific Aims, a six-page Research Strategy, and a References section) to be used to answer the research questions being asked. The purpose of the research proposal is for the student to define his/her doctoral research project, which will be the subject of the doctoral dissertation. The choice of the topic should result from experiments conducted by the student during his/her first two years and from discussions with the student's Mentor and Graduate Advisory Committee.

Since this proposal represents a research plan for the student's dissertation research project, the major role of the student's Committee is to offer suggestions and comments on the proposed research.

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A seminar is the one occasion at which all faculty, post-doctoral researchers, and graduate students meet regularly and discuss research findings and new developments in the disciplines of biomedical sciences. It is a unique opportunity for a graduate student to demonstrate his/her abilities as a teacher and biomedical scientist, to learn how to present and discuss experimental data, and to think on his/her feet. A seminar program in which all researchers within the department participate fosters unity and mutual respect among the participants and provides an atmosphere that promotes research and collaborative investigations. Attendance at scheduled CBS seminars/weekly CBS/PBS seminars and seminars given by visitors to the Department is mandatory. Every student is expected to attend every seminar, and students are expected to participate actively in a seminar by contributing to the discussion. The required seminars include:

- A seminar presenting the proposed dissertation research project.
- A research seminar on work in progress. This seminar should be presented at least one year before the expected date of graduation. It could be presented at the combined CBS/PBS seminar series or the Breakfast and Science seminar series.
- The Dissertation Defense seminar.
- Each graduate student in the CBS program is also expected to make an informal presentation of recent results at the yearly CBS Departmental retreat.

A typical Journal Club seminar will be a presentation of research data from a carefully selected paper and should be presented in a critical and informative manner such that the audience can appreciate the state of the art of the research. The student is expected to read a considerable body of literature so that he/she has a good understanding of the field, techniques, and experimental approaches being used to address the fundamental questions. The seminar, however, is not a lecture or an overview. It is a highly focused presentation of the experimental design and results to further our knowledge about a specific question. During the seminar, the student is expected to discuss the limitations, strong points, and problems of interpretation of the data.

A typical research seminar will start with an introduction to state the questions being asked and to provide background information for the audience. The body of the seminar concerns the

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Journal Club (CBS 7004) and Seminar (CBS 7001) each semester during which they are registered. Attendance is mandatory, and any absence must have prior approval by the instructor. Mentors may also require student participation in other departmental or non-departmental journal clubs. It is expected that every Doctoral Candidate will publish at least one first-author paper on the findings from his/her dissertation research in a national/international journal. All students are expected to attend all guest seminars and guest lectures in graduate courses by visiting faculty.

A day-long Graduate Student Retreat will be an annual event that will focus on graduate student and postdoctoral presentations of proposed research, and progress reports of their thesis and dissertation research. Invited speaker(s) on topics related to graduate student issues (e.g., career opportunities, job search skills) may also be included. Graduate students are expected to participate in this event. The retreat will be organized by the GSAC, and will be open to all faculty, staff, and graduate students. This event will be scheduled annually.

Currently, there are no teaching requirements for obtaining a degree in CBS. However, whenever possible, students are encouraged to obtain teaching experience in one of the professional courses in anatomy, physiology, pharmacology, or toxicology administered by the Department, based on expertise developed during the student's academic training.

All students will maintain a high degree of ethical standards in their personal conduct toward faculty, staff, and fellow students at LSU. All research data will be maintained in a dated hard copy or electronic notebook with a full explanation of the methods and procedures used. Notebooks should be available for inspection at any time by their Mentor or Graduate Advisory Committee members. Appropriate dress (lab coat and leather shoes with closed toes, gloves, and mask, depending on safety standards) should be worn in the laboratory. No eating or drinking is allowed in research labs at any time. Students should be familiar with and follow all safety regulations of the working environment.

Dissertation research must be a contribution to the field generating original findings addressing a fundamental question. It is expected that the primary substance of the study will be published in a journal of international repute and that the student will present his/her research findings at regional, national, or international meetings.

The dissertation is prepared by the student with guidance and advice from his/her committee. Upon completion of writing the dissertation, the student should provide copies of the dissertation to all members of his/her Advisory Committee. A clear, well-written dissertation based on the student's original research is part of the requirement for a Ph.D. The dissertation must demonstrate a contribution to the student's major field of study and a mastery of research techniques. The format of the dissertation must be in accordance with the instructions available on the LSU website (https://www.lsu.edu/graduateschool/current_students/theses_and_dissertations/index.php).

Once the dissertation research is complete, the student should start preparing a dissertation. Upon approval by the student's Committee, an application for scheduling the Dissertation Defense and Final Examination will be made following the deadlines listed on the graduate school calendar.

The M.S. program in CBS is designed to further develop the scientific knowledge and problem-solving abilities of the student. In this degree program, students expand their knowledge of the Department's emphasis areas and related sciences through advanced courses and seminars while learning to apply the scientific method to the study of a specific research problem.

	YEAR 1			YEAR 2	
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- 2 credit hours of VMED 7004 Introduction to Research
- at least 3 credit hours of experimental statistics at the 7000 level
- A limit of 6 hours of Research Techniques (7002) (any Department) and 8 hours of Special Topics (7003) (any Department) may be used toward any graduate degree.
- Students must fulfill the CBS Basic Core Requirements. Courses taken to correct a deficiency must be graduate-level courses taken at LSU and may be applied to the total hours of credit described above. Students are also required to participate in the following courses in all spring and fall semesters: CBS 7001 (1 hour) Seminar and CBS 7004 (1 hour) Journal Club Current Literature in Comparative Biomedical Sciences. **This will be changed (once a new course is approved) to “Students are required to register and attend CBS XXXX (journal club and seminar series).”** Students lacking attendance at the courses without excused absences will not be eligible to receive funding from the CBS department for conference travel. **The courses available are listed in Chapter 10.**
- In the School of Graduate Studies, Cumulative grade point average is the average based only on graduate work graded “A,” “B,” “C,” “D,” and “F” (“A” = 4, “B” = 3, “C” = 2, “D” = 1, “F” = 0). The letter grades “A,” “B,” “C,” and “D” have the suffix plus (+) or minus (-) included to distinguish higher and lower performances within each of these letter grades, which add or subtract 0.3 points to the letter grade. The letter grade F does not include the plus/minus distinction.
- No letter grade will be given for research or seminar courses but will be allowed for special topics or methods courses. For research or seminar courses, “satisfactory” will be indicated by “S” and “unsatisfactory” by “U.”
- An “I” grade indicates that course performance was satisfactory, but because of circumstances beyond the student’s control, all requirements were not met. Authorization from the Dean of the Graduate School is not required to assign an “I” grade to a graduate student.
- A “W” grade indicates that a course has been dropped between the dates specified on the academic calendar. In extraordinary cases, the Dean of the Graduate School may authorize a resignation and/or course drop after the last date specified.

Graduate students are considered to be in good academic standing, (making satisfactory academic progress), if they maintain a 3.00 cumulative grade point average on all graduate coursework and a 3.00 semester average on all coursework, and earn a grade of “S” in research. A student whose cumulative grade point average is below 3.00 will be placed on academic probation. A graduate student on academic probation must maintain a grade point average of 3.00 or higher for each term on probation with no course grades of “C” or below. If the student scores below a 3.00 average for any semester while on probation, that student may be dropped from the program. Probationary status is removed when the student raises his or her cumulative grade point average to 3.0 or better. Applicants admitted on probation and students placed on probation may not be appointed to a graduate assistantship.

In addition to requirements concerning research, coursework, and a seminar, every graduate student is expected to participate in other scholarly activities. These activities vary among individuals, but students are expected to participate in journal clubs, to keep abreast of major developments in their field and in related biomedical sciences, to present their research findings at meetings of professional societies in their field, by assisting other students and staff in research techniques and in the use and maintenance of instrumentation, to help in the recruitment of graduate students into the program, and to take an active role in maintaining the research environment of the department and university. All students are required to participate in the CBS Journal Club (CBS 7004) and Seminar (CBS 7001) series each semester. Attendance is mandatory, and any absence must have prior approval by the instructor. Graduate Research Mentors may also require student participation in other departmental or non-departmental journal clubs. All students are expected to attend all guest seminars and guest lectures in graduate courses by visiting faculty.

Upon completion of thesis research, the student will submit the completed thesis to his/her committee two (2) weeks before the schedule of the final seminar and defense of the thesis. Following the presentation of data in a seminar to the department, the candidate will undergo an oral defense to the Graduate Advisory Committee. The Committee will assess the student's knowledge of the general area of the thesis and courses that pertain to the research. After the student has answered all questions about the thesis, the committee will discuss the thesis and revisions that may be necessary and vote on whether the student has passed. The outcome of the Final defense is assessed according to the graduate school guidelines (<https://catalog.lsu.edu/content.php?catoid=27&navoid=2434#comprehensive-final-examination>). Voting to accept the thesis (with all recommended revisions) will be by ballot, with no more than one negative vote permitted. When the student has passed the defense of the thesis, he/she will be certified to the Graduate Faculty and Dean for Graduate Studies as having met all requirements for the degree of Master of Science in Biomedical and Veterinary Medical Sciences.

The M.S. student will submit to his/her Committee a well-written, technical thesis based upon original research. The form of the thesis must be in accordance with the instructions available on the LSU website

(<https://www.lsu.edu/graduate/thesis/>)

The Veterinary Medical & Biomedical Sciences G.C. program in CBS is designed to further develop the scientific knowledge and problem-solving abilities of the student. In this non-research certificate program, students expand their knowledge of the physiological sciences that comprise the Veterinary and Department's core curriculum. Related sciences through advanced elective courses complete the program.

beyond the student's control, all requirements were not met. Authorization from the Dean of the Graduate School is not required to assign an "I" grade to a graduate student.

- A "W" grade indicates that a course has been dropped between the dates specified on the

(1) F,S. Arthur Penn & Alexandra Noël. May be taken for a maximum of 8 hours of credit. Reports and discussions on topics of current interest in various scientific disciplines.

(1-4) F,S,Su. May be taken for a maximum. of 8 hours of credit when topics vary. Specialized research techniques related to selected scientific disciplines in the department.

(1-4) F,S,Su. May be taken for a maximum. of 8 hours of credit when topics vary. Specialized coverage of a variety of topics related to selected scientific disciplines in the department. (i.e. Immunotoxicology, Inhalation Toxicology. Taught on an as-needed basis)

(2) F. Shisheng Li. The molecular and cellular basis of animal health and diseases, and how the structure and functions of cells may be inherently related to those of tissues and organs.

(4) F. Hermann H. Bragulla. The histology of the basic tissues of the body and the microscopic anatomy of the organ systems in domestic mammals with consideration of the organ-specific microscopic structures covering the respiratory and urogenital organs, digestive system, defense and sensory organs, and skin.

(1) S. Hermann H. Bragulla. The pre- and postnatal development of tissues, primitive transient and permanent structures, and the organ systems in domestic mammals (primarily cat, dog, horse, and domestic ruminants) starting at fertilization; including applied developmental knowledge of problems the mother and newborn might encounter after birth.

(1) F. Tammy Dugas & Arthur Penn. Permission of Instructor. Instruction in Responsible Conduct of Research (RCR) that focuses on research misconduct.

(1) F, S. Tammy Dugas. Review of recent advances in the scientific literature in air pollution research, with special emphasis on particulate matter, environmentally persistent free radicals (DFPRs) and other forms of air pollution. Students will be expected to make presentations of current literature related to the field of study.

(1) S. Alexandra Noël. Permission of Instructor. The students will learn about the major lung diseases caused by inhaled environmental pollutants and their physico-chemical properties, allowing for a better understanding of the current methods in inhalation toxicology, including study design and inhalation toxicity assessment. Students will be expected to participate in group activities during class and to take the written exams.

(3) F. Ahmed Abdelmoneim. Prerequisite: CBS 7630 and consent of instructor. Pathophysiology of various clinically important toxicants; prevention, diagnosis, and treatment of common intoxications in domestic animals.

(4) F. Levent Dirikolu. Prerequisite: vertebrate physiology, biochemistry, or equivalent; consent of instructor. 4 hours lecture. Comparative study of the pharmacodynamics, disposition, kinetics, and therapeutic utility of drugs in animals.

ce (3) S. Charles Lee. Prerequisite: consent of instructor. 1 hour lecture; 2 hours lab. Physiological and anatomical mechanisms underlying the nervous system.

(2) S. Jiming Feng. Prerequisite: consent of instructor. System-based physiology course of Endocrinology, GI Physiology,

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Molecular and Cellular Mechanisms of Host Responses to Infection

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Grant Writing (Independent Study) (3)

MATRICULATION DATE: _____
TO MEET CBS GUIDELINES:

BY THE END OF SEMESTER 1

- _____ Choose Graduate Research Mentor
- _____ Written request to the Department Head and Graduate Student Affairs Committee for Graduate Research Mentor assignment.

BY THE END OF SEMESTER 1

- _____ Choose Graduate Advisory Committee
- _____ Written request to the Department Head and Graduate Student Affairs Committee of formal Graduate Advisory Committee assignment.

BY THE END OF YEAR 1

- _____ Identify a research problem
- _____ Prepare a research proposal
- _____ File a study plan with the Graduate Student Affairs Committee
- _____ Have research proposal approved by Graduate Advisory Committee
- _____ Present first seminar

COMPLETION OF CORE REQUIREMENTS:

- VMED 7004 (semester): _____
CBS 7108 (semester): _____
CBS 7104 (semester): _____; _____
SEMINARS (dates): _____; _____

- _____ Set date for final examination with Graduate Advisory Committee
- _____ Set date for final seminar with CBS Seminar Advisor
- _____ File *App i cati t f i D e g r e e* with the Graduate School
- _____ File *R e q u i r e d F i n a l E x a m* with Department Head and the Graduate School
- _____ Complete thesis and distribute to members of Graduate Advisory Committee three weeks before examination
- _____ Present Thesis Seminar
- _____ Defend thesis
- _____ Make all thesis corrections and submit thesis and *C o r r e c t i o n R e p o r t* to the

MATRICULATION DATE: _____

TO MEET CBS GUIDELINES:

BY THE END OF YEAR 1

_____ Choose Graduate Research Mentor

Student sends a written request to the Department Head and informs the Graduate Student Affairs Committee of formal Graduate Research Mentor assignment

BY THE END OF YEAR 1

_____ Choose Graduate Advisory Committee

Student sends a written request to the Department Head and informs the Graduate Student Affairs Committee of formal Graduate Advisory Committee assignment.

BY THE END OF YEAR 2

_____ Identify a research problem

_____ Prepare study and research proposal and have both approved by Graduate Advisory Committee

_____ File a *The Proposal Statement* form with the Graduate School

_____ Present first seminar

_____ Complete course requirements

_____ Submit "*Request for General Examination*" to Department Head 4 weeks before the examination date and have approved.

GRADUATION CHECKLIST:

_____ Complete course work and get approval from Graduate Advisory Committee and the Graduate School

_____ Complete research project

_____ Set date for final examination with Graduate Advisory Committee

_____ Set date for final seminar with CBS Seminar Advisor

MATRICULATION DATE: _____
TO MEET CBS GUIDELINES:

BY THE END OF SEMESTER 1

_____ Choose Graduate Research Mentor (written request to both the Department Head and the
Graduate Student Affan-4 ()-10 (an)()-10 (a)2 (-5 ()-10)5 mmit (d)2 e.53 0 Td()TjE4.75/P ÅMCID 16r

MATRICULATION DATE: _____

TO MEET CBS GUIDELINES:

BY THE END OF THE YEAR 1

- _____ Choose Graduate Research Mentor (written request to both the Department Head and the GA for assignment of a Graduate Research Mentor.)
- _____ Choose Graduate Advisory Committee (inform both the Department Head and the Graduate Student Affairs Committee of the Committee membership in writing.)

BY THE END OF YEAR 2

- _____ Identify a research problem
- _____ Prepare a research proposal
- _____ File a Program of Study with the Graduate School
- _____ Have research proposal approved by Graduate Advisory Committee
- _____ Present first seminar
- _____ Complete course requirements
- _____ Submit "Request for General a_____ Prepr

- _____ Set date for final seminar with CBS Seminar Advisor
- _____ File *Application for Degree* with the Graduate School
- _____ File *Request for Final Exam* with Department Head and the Graduate School
- _____ Complete dissertation and distribute to members of Graduate Advisory Committee four weeks before examination
- _____ Present Dissertation Seminar
- _____ Defend dissertation
- _____ Make all dissertation corrections
- _____ Submit dissertation and *Candidate Report* to the Graduate School
- _____ Submit four hard copies of the dissertation to CBS for binding

The study plan, which includes a brief biographical sketch, publications, courses taken and grades, proposed course work, and dissertation research proposal should be presented to the Graduate Advisory Committee as early in the program as possible. The research proposal should follow NIH R21 format. A copy of the study plan should be provided to the Graduate Student Affairs Committee and each member of the Graduate Advisory Committee at least two (2) weeks before the Graduate Advisory Committee meeting and should use the following format:

1. Title page
2. Brief biographical sketch (1 page)
3. Publications and presentations
4. List of courses taken and grades or a copy of transcript(s)
5. Planned course schedule
6. Proposal
 - 6.1. *Project Summary* - The proposal must contain a project summary (abstract). The project summary itself should be approximately 250 words. The project summary should be a self-contained, specific description of the activity to be undertaken and should focus on:
 - Overall project goal(s), hypothesis and supporting objectives
 - Plans to accomplish project goal(s).
 - 6.2. *Specific Aims (1 page)* - State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved. List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.

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- Techniques to be used in carrying out the proposed project, including the feasibility of the techniques
- Results expected
- Means by which experimental data will be analyzed or interpreted
- Pitfalls and limitations of proposed procedures, with alternative procedures identified
- A tentative schedule for conducting major steps involved in these investigations and/or experiments

6.4. *References* – The proposal should contain the complete citations for all references, including titles, and should conforming to an accepted journal format.

Student Name: _____

Research Mentor: _____

Date: _____

Degree

For This Assessment Type:	Complete These Objectives:				
	Objective 1	Objective 2	Objective 3	Objective 4	Objective 5
Lab rotation (LR)	X	X		X	X
General Exam (GE)	X			X	X
Final Exam-Defense of Dissertation (FE)	X	X	X	X	X
Comprehensive Research Plan (CRP)	X	X	X	X	X
Research Discussions (RD)	X	X	X	X	X
Oral Presentation/Seminar (OP)	X	X	X	X	X

Assessment scale: 0=Unacceptable; 1=Below Average; 2=Average; 3=Good; 4=Superior (upper 5%); NA

_____ 1a. Basic background understanding

_____ 1b. Depth of understanding

_____ 1c. Level of critical thinking

_____ 2a. Understanding of technology used

_____ 2b. Mastery of technology used

_____ 3a. Completeness of the background

_____ 3b. Soundness of the rationale for the study

_____ 3c. Uniqueness of the question

_____ 3d. Hypothesis is clear

_____ 3e. Experimental plan is complete

_____ 3f. Statistical analysis is appropriate

_____ 3g. Feasibility of the research

_____ 4a. Oral communication skills

_____ 4b. Written communication skills

_____ 5a. Exhibition of professional courtesy

_____ 5b. Understanding ethical aspects of profession

Comments:

Faculty Evaluator: _____

: The Graduate Advisory Committee will consist of at least four (4) members including the Graduate Research Mentor, two of whom must be full members of the graduate faculty, and two of whom must be from CBS. The Graduate Research Mentor must be a member of the CBS graduate faculty.

: At least one member must be from outside the CBS Department. Non-CBS members of a Committee may be from any Department pertinent to the student's area of concentration. If the student and mentor feel that an individual from outside of LSU would be a valuable addition to a student's Committee, a formal Administrative Approval Request that justifies the selection of the non-LSU member must be made in advance.

Name _____

(must be a member of the CBS Graduate Faculty)

Name _____	Graduate Faculty	Yes	No
Rank	Full		