Microbiology and Molecular Genetics (MMG)
Program Requirements and Guidelines

2013-2014
MMG Program Requirements and Guidelines 2013-2014

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MMG Leadership

Director: David Steinhauer

Director of Graduate Studies: Martin Moore

Seminar Directors: Shonna McBride and John Steel

Recruiters: David Weiss (Head Recruiter) Tracey Lamb (Co-Recruiter) Elizabeth Wright (Co-Recruiter)

Executive Committee: David Steinhauer, Martin Moore, David Weiss, William Shafer, Charles Moran, Shonna McBride, John Steel, Joanna Goldberg, and Max Schroeder (student representative)

Program Administrator: Shenita Merriweather Bryant

Goal of the Program

The MMG program will provide training in the study of microorganisms as well as in the use of microbial models to investigate basic problems in molecular genetics. Students will take a common curriculum during the first semester. For more advanced training, students will choose among elective courses offered by the participating faculty. The program will offer the Ph.D. degree in Microbiology and Molecular Genetics through the Graduate Division of Biological and Biomedical Sciences of the James T. Laney Graduate School of Arts and Sciences.

Organization

The MMG program is headed by a Program Director. The Director is responsible for the overall administration of the program and will assure student performance to the University in the conferring of degrees achieved within the program. The Director will serve with the assistance of an Executive Committee.

The Director of Graduate Studies (DGS) serves as an advisor for the pre-doctoral students, in addition to their individual advisors and serves on all Qualifying Exam committees. The DGS is the primary source for students in the program. Each student is assigned a pre-research advisor on entering the program until the student selects a research laboratory. At that time, the head of that laboratory serves as the advisor.

The Seminar Director is responsible for organizing the Fall and Spring Seminar Series (MMG 570r/790r) that take place on Mondays at 4:00 pm in the Whitehead Auditorium. The Seminar Director seeks to invite seminar speakers who are interested in speaking about their research and various topics in relation to bacteriology and virology.
The Recruiters are responsible for the screening of application materials. They evaluate applicants primarily on research experience, educational background, Graduate Record Examination (GRE) scores and letters of recommendation. This program is designed only for students seeking to obtain a Ph.D. degree.

The Executive Committee of the MMG program is composed of the Director, Director of Graduate Studies (DGS), Program Recruiter, a graduate student representative and three to four additional faculty members who will rotate among participating faculty. The student representative will serve as a student liaison to relay program issues to the GDBBS Director and the Director of Student Development. The student representative will also serve on the Division Student Advisory Council (DSAC).

The Executive Committee:

- Evaluates the credentials of prospective trainees and decides on offers of positions.
- Makes recommendations to the Director regarding the operation of the program and the development of policies within the program.
- Makes recommendations to the Director concerning the curriculum of the program, including the development of new courses for the program.

The Executive Committee will meet as often as necessary to handle programmatic issues.

The Program Administrator is the point of contact to assist all faculty and students within the program.

The Curriculum Committee evaluates the graduate courses and proposes new ones to the Laney Graduate School when needed.

**Course Requirements**

The following (or their equivalents) are required of all students in the MMG Program:

### Fall Semester 1st Year

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBS 504</td>
<td>Intro Prokaryotic Genetics</td>
<td>6</td>
</tr>
<tr>
<td>IBS 555</td>
<td>Basic Biomedical and Biological Sciences I</td>
<td>6</td>
</tr>
<tr>
<td>IBS 545R</td>
<td>Introduction to Faculty Research</td>
<td>1</td>
</tr>
<tr>
<td>MMG 570R</td>
<td>Introductory Graduate Seminar</td>
<td>1</td>
</tr>
<tr>
<td>MMG 597R</td>
<td>Laboratory Rotations</td>
<td>1</td>
</tr>
<tr>
<td>MMG 792R</td>
<td>Colloquium in Microbiology</td>
<td>1</td>
</tr>
</tbody>
</table>

### Spring Semester 1st Year

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBS 513</td>
<td>Virology</td>
<td>5</td>
</tr>
<tr>
<td>MMG 570R</td>
<td>Introductory Graduate Seminar</td>
<td>1</td>
</tr>
<tr>
<td>MMG 792R</td>
<td>Colloquium in Microbiology</td>
<td>1</td>
</tr>
<tr>
<td>MMG 597R</td>
<td>Laboratory Rotations</td>
<td>1</td>
</tr>
<tr>
<td>PSI 600</td>
<td>Program for Scholarly Integrity*</td>
<td>1</td>
</tr>
</tbody>
</table>

*Choose one additional course from the Elective Course list.*
In the 2nd year students must take a minimum of 2 courses from the Elective Course list.

**Fall Semester 2nd Year**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMG 790R</td>
<td>Advanced Graduate Seminar</td>
<td>1</td>
</tr>
<tr>
<td>MMG 792R</td>
<td>Colloquium in Microbiology</td>
<td>1</td>
</tr>
<tr>
<td>IBS _____</td>
<td>Choose an Elective from the Fall list below</td>
<td>_____</td>
</tr>
<tr>
<td>MMG 597R</td>
<td><strong>Laboratory Rotations</strong></td>
<td>credit hours vary</td>
</tr>
<tr>
<td>or IBS 699R</td>
<td><strong>Advanced Grad Research</strong></td>
<td>credit hours vary</td>
</tr>
<tr>
<td>TATTO 600</td>
<td>****Teaching Graduate School Workshop</td>
<td>2</td>
</tr>
<tr>
<td>TATTO 605</td>
<td>Teaching Assistantship</td>
<td>2</td>
</tr>
</tbody>
</table>

Between course work and Laboratory Rotations or Advanced Grad Research a minimum of 9 credit hours are required per semester to remain a full-time student.

*The Laney Graduate School's Program for Scholarly Integrity (PSI) has been approved by the Laney Graduate School Executive Council. PSI will be required for doctoral students in the biological/biomedical and natural sciences entering the Laney Graduate School in Fall 2012 and later.

The Program for Scholarly Integrity is a comprehensive program to educate doctoral students in all disciplines in the ethical pursuit of scholarly research. Training will take place both within interdisciplinary forums and also within the student's graduate program.

There are three elements to the program:

1. A core course in scholarly integrity, supported by the Laney Graduate School in collaboration with the Emory Center for Ethics. A required core, PSI 600, will be offered in the Fall of 2013.

2. Program-based training in ethics and the responsible conduct of research, which may take place within existing courses or in the form of faculty-led workshops or journal clubs. Sam Speck, Phil Rather and Brian Evavold will arrange these courses throughout the year as MMG and IMP will combine their Ethics courses.

3. A minimum of four topical public workshops, training sessions, or lectures. Please see the following website for a list of workshops.
   http://www.gs.emory.edu/resources/professional.php?entity_id=199

For more information on PSI visit:
http://www.gs.emory.edu/about/announcements.php?entity_id=90

**Register for Laboratory Rotations or Advanced Grad Research last to determine how many credit hours will remain in order to fulfill the 9 credit hour requirement.

***Register for Advanced Grad Research only if you have chosen a Lab and Advisor but you have NOT reached candidacy (see page 5 for candidacy requirements).

****Teaching Assistant Training and Teaching Opportunity (TATTO) is a Laney Graduate School requirement that must be fulfilled before students are allowed to
graduate (refer to page 6 for all MMG teaching requirements). The requirement is usually fulfilled in the fall of your second year by passing TATTO 600 and TATTO 605 (TATTO 605, the actual teaching assignment, can be taken in the fall or spring). The TATTO 600 workshop is usually held the week before the fall semester begins.

All students must contact Monica Taylor (monica.taylor@emory.edu) in the GDBBS office to be registered for TATTO 600 and 605. TATTO 600 and 605 does not count toward your 9 credit hours. Therefore, please be sure to register for 9 additional credit hours.

**Spring Semester 2nd Year**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMG 790R</td>
<td>Advanced Graduate Seminar</td>
<td>1</td>
</tr>
<tr>
<td>MMG 792R</td>
<td>Colloquium in Microbiology</td>
<td>1</td>
</tr>
<tr>
<td>IBS _______</td>
<td>Choose an Elective from the Spring list below</td>
<td>____</td>
</tr>
<tr>
<td>MMG 597R</td>
<td>*Laboratory Rotations</td>
<td>credit hours vary</td>
</tr>
<tr>
<td>or IBS 699R</td>
<td>**Advanced Grad Research</td>
<td>credit hours vary</td>
</tr>
</tbody>
</table>

Between course work and Laboratory Rotations or Advanced Grad Research a minimum of 9 credit hours are required per semester to remain a full-time student.

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**Elective Courses Suggested for Fall**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBS 515</td>
<td>Current Topics in Molecular Genetics</td>
<td>2</td>
</tr>
<tr>
<td>IBS 542</td>
<td>Concepts of Immunology</td>
<td>4</td>
</tr>
<tr>
<td>IBS 560</td>
<td>Model Genetic Systems</td>
<td>4</td>
</tr>
<tr>
<td>IBS 777R</td>
<td>Annual Reviews of Immunology</td>
<td>2</td>
</tr>
<tr>
<td>MMG 797R</td>
<td>Directed Study (see requirements below)</td>
<td>credits vary</td>
</tr>
</tbody>
</table>

**Elective Courses Suggested for Spring**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBS 556</td>
<td>Basic Biomedical and Biological Sciences II</td>
<td>6</td>
</tr>
<tr>
<td>IBS 725</td>
<td>Prokaryotic Gene Expression</td>
<td>6</td>
</tr>
<tr>
<td>IBS 742</td>
<td>Regulation of Cell Growth</td>
<td>6</td>
</tr>
<tr>
<td>MMG 797R</td>
<td>Directed Study (see requirements below)</td>
<td>credits vary</td>
</tr>
</tbody>
</table>

**Directed Study**

The purpose of Directed Study (MMG 797R) is to allow advanced students, already into their research projects, the opportunity of specialized training in areas not represented by the current courses offered by either our program or other programs. An outline of the directed study must be submitted to the DGS or the curriculum committee for approval prior to registration. After you have entered into Advanced Standing, which is completing 24 hours of graduate level course work in good standing, one to six credit hours of Directed Study can be counted towards Candidacy.
Seminars, Journals, and Research Clubs

All students will attend the weekly MMG seminar series (MMG 570 or MMG 790r). In addition, there are weekly programs of invited speakers for the Department of Microbiology and Immunology, the Program in Immunology and Molecular Pathogenesis, the Program in Genetics and Molecular Biology, the Infectious Disease Division and Grand Rounds at the CDC, all of which often include topics of interest to training program students. Often, seminar topics at Emory are chosen to correlate with the advanced courses being offered. For example, in IBS 504, at least three visiting speakers lecture in the course as well as presenting public seminars. Additionally, there are less formal research/journal clubs. Students attend an average of two seminars a week and have the opportunity to present their research at least twice a year.

Two students will give a 30 minute presentation of their research during the regularly scheduled seminar time each month. Each student must do 2 oral presentations before graduating. If a student gives an oral presentation at the yearly GDBBS Symposium this talk will count towards the 2 oral presentation requirement.

The Program Administrator will advise each student when they are due to present.

Laboratory Rotations

Students are encouraged to arrive at Emory the summer before their first semester of matriculation in order to begin their laboratory rotations. This provides students the opportunity to become familiar with a laboratory and comfortable with their surroundings before courses begin. The summer rotations are financed by the mentor’s grants.

At the start of the first semester, students attend sessions in which Program faculty describe their research and students who have not spent the summer at Emory begin the first laboratory rotation immediately thereafter. Most students affiliate with a lab and began research that will lead to a dissertation project during the second half of the second semester.

Students are required to perform at least three rotations during the first year and the rotations should be a minimum of at least one-half semester each. One of these rotations may be satisfied by eight weeks of full-time research during the summer prior to matriculation. Some students may decide to do a fourth rotation during the summer after their second semester. There are two major reasons for the rotations: familiarization with a diversity of techniques and scientific approaches and the selection of the lab in which to perform your thesis research. The student files a brief written report of the research they performed in each rotation with the Program Administrator.

The first rotation should begin October 12th and run until Christmas Break. The second rotation will begin after the New Year through March 8th. The third rotation will begin March 9th and run until the end of the semester. Students who have summer rotations should begin their second rotation on October 12th.

Laboratory Rotation forms must be completed for each rotation and can be obtained from the Program Administrator in Suite 314 of the Dental School Building.
Additional Teaching Requirements

The Laney Graduate School has a formal requirement for training in teaching. Graduate students from all programs are required to take a brief (3 day) intensive course, TATTO 600, during the summer that instructs them in teaching techniques and requires them to give a brief presentation to this heterogeneous group. Additional requirements for training in teaching are met within the program. These include IBS 792r (Colloquium in Microbiology), required of all MMG students for two years, as well as training the students receive in the small advanced graduate courses that are based on student presentations of literature reviews.

M.D./Ph.D. Requirements

IBS 504 and IBS 513 are required. It is strongly recommended that these students also take IBS 555 Basic Biomedical and Biology Sciences I.

Advisors

On entering Emory, each student is assigned a pre-research advisor. In addition, the Director of Graduate Studies serves as advisor for all students. The pre-research advisor meets with the student several times in the first semester to prevent problems and to help the student choose laboratories for rotation. Most students select a thesis advisor by the end of the second semester. This faculty member then becomes the major advisor for the student. The GDBBS Mentor agreement form must be completed and submitted to the Program Administrator for your files.

Note: Students who choose a thesis advisor at the CDC must have a co-advisor who has an Emory University faculty appointment.

Thesis Committee

The Thesis Committee consists of five faculty members, including the advisor. The constitution of this committee must be approved by the Program Director. Three members of the committee must be MMG faculty members. This committee is to meet with the student at least once a year to monitor progress and offer advice. A report from the committee should be submitted to the DGS. The Graduate School Dissertation Committee form must be completed no later than August 1 before the start of a student’s fifth year of study. This form must be submitted to the GDBBS office and Program Administrator.

Any later Thesis Committee changes (to reflect changed interests of the student) must also be approved and the Change of Dissertation Committee form must be submitted to the GDBBS office and Program Administrator.

In preparation for Qualifying Exams, the Thesis Committee should be selected well in advance of the Abstract Submission date of March 15 for Qualifying Exam Abstracts.
**Qualifying Examination**

The Qualifying Examination Committee consists of the Thesis Committee plus the Director of Graduate Studies. For students in the lab of the DGS, the alternate DGS will serve on the committee.

Written examination: By the end of May in the second year, students are expected to have passed an examination based on a research proposal which might serve for their thesis work. The research proposal should follow the NIH proposal guidelines. The primary purpose of this examination is to give the students the opportunity to develop an original and significant scientific proposal and to defend it before a group of scientists who have relevant expertise. The examination is used as a teaching device and is one of the methods used to follow a student’s academic progress. Recommendations for improving a student’s progress are expected to result from each examination.

1) By March 15 of the second year, the student must submit a 200-300 word written abstract that concisely states the problem, an original testable hypothesis, and an outline of experiments to test the hypothesis. A specific goal of this exercise is to train students to think concisely and to write meaningful short abstracts.

2) The student is responsible for organizing the examination date with the committee and the DGS (generally late April or May). The full research proposal (see the section below regarding developing your proposal) should be submitted to the examining committee and DGS at least 2 weeks prior the oral examination. Please contact the Program Administrator for assistance in obtaining a room for the exam. Immediately after the oral exam, the committee evaluates the student’s performance, determines whether a need exists to retake an additional exam and makes written recommendations pertaining to future training. Students are also encouraged to speak with the faculty examiners after receiving their written comments.

**MMG Research Proposal**

The proposal should follow standard NIH Proposal guidelines; title, abstract, the four main sections described below, and literature cited.

The body of the proposal will consist of the four section headings:

A) Specific Aims - ideally 2 or 3 major goals of the research project. This should be brief - do not to exceed one page!

B) Background and Significance - Basic background and why it is important. As the student may have limited preliminary results, this might constitute the second longest section of the proposal.

C) Preliminary Results – The students should have some results of their own to present here. However, it is not unusual for students to have little or no solid data at this stage. Therefore, this section can include results from others in the PI’s lab, or results from other labs that may be directly relevant to the proposed experiments.
D) Experimental Design and Methods - This section should address each Specific Aim individually and address rationale and design for the proposed experiments, techniques to be utilized, anticipated or possible results, and pitfalls and alternatives for the proposed studies. The examining committee is likely to focus primarily on the Experimental Design and Methods section, so make this the major component of the proposal.

The liberal use of figures, graphs, tables, and flowcharts is encouraged when appropriate to supplement, summarize, or clarify specific topics that are addressed in the text. The entire proposal should not exceed 10 single space typed pages including figures and references. The page limit is not a page requirement; fewer than 10 pages are perfectly acceptable. Contact the DGS for information.

The Examining Committee questions the student on the proposition. The first round of questions is aimed at the technical details of the student’s proposed research. The second round pursues more fundamental and quantitative areas concerned with the proposition and is oriented toward challenging the student’s intellect. The third round concerns more peripheral areas that test the student’s overall background. The student is expected to use the blackboard effectively to present a hypothetical working model.

Admission to Candidacy

New LGS policies regarding candidacy are being applied for 2013 please see the LGS handbook on pages 1-3 (http://gs.emory.edu/uploads/LGS-Handbook_2013-14.pdf.) Students must apply for candidacy after passing their Qualifying Exam and completing 24 hours of advanced study course work (see # 1 below). This is typically done at the end of the third or fourth year. Failure to apply for candidacy at the appropriate time can delay fellowship continuation and in some cases graduation.

The program requirements for Candidacy are:

1. 24 hours are completed in the first academic year (12 credit hours per semester), at which time students are placed in “Advanced Standing” (at least 24 hours must be in course work at the 500 or 700 level).

2. Once a student is in Advanced Standing, they must complete a minimum of 24 credit hours (12 credit hours per semester), of which 16 must be in coursework.

3. Passing of the qualifying examination.

4. Designation of advisor and complete the Mentor Agreement Form and turn into Program Administrator.

5. Dissertation title approved by designated dissertation committee.

The required credit hours for Candidacy by the Laney Graduate School are:

1. TATTO 600 and 605

2. 48 credit hours in Advanced Standing
3. No incomplete grades

4. 24/16 hours of 500-700 level courses with grades of B or better (4/6 hours may be Directed Study)

5. 24/32 additional hours with grades of B- or better

Once a student completes the above, the Application for Candidacy form must be completed and filed with the GDBBS office. A copy of this form must be given to the Program Administrator as well.

Please Note: The Candidacy form should be completed as soon as all requirements are completed, and no later than August 1 before the start of a student's fifth year of study. The form must also be accompanied by a copy of the student's unofficial transcript.

**Dissertation**

Each student will be expected to submit a written dissertation in compliance with the rules and deadlines of the Graduate School. The dissertation should be approved by the Thesis Committee (stated in writing) and should be made available in final form to all interested faculty of the program at least 2 weeks prior to the oral defense.

In lieu of the traditional Ph.D. Thesis format, the thesis should include an Introduction chapter followed by series of original research manuscripts either published or submitted for publication, and ending with a Discussion chapter. A minimum of one first authorship manuscript is needed, but may, at the discretion of the Thesis Committee, not be deemed sufficient for a thesis. It is expected that the student will have at least one first-author paper in a peer-reviewed journal in press by the time of their oral defense. If there are significant mitigating circumstances that prevent this condition from being met, the committee may possibly waive this requirement. The thesis format should contain:

A) An inclusive (5-10 page) introduction to provide an overall focus for the manuscript(s)

B) The published or to-be-published manuscript(s) (for multi-author manuscripts, the actual contribution of the student to the paper should be summarized)

C) Other unpublished results which can be included as a separate chapter

D) A summary and conclusion section (5-10 pages) in which the contribution of the research to the field is discussed and which also includes a discussion of future directions for research

E) References

Other papers by the students on other topics may be included as an appendix. Your Dissertation must meet all Graduate School requirements (see the Graduate School website for specific requirements).
**Final Defense**

To receive the Ph.D. Degree, the student is expected to have completed an original contribution to research, as demonstrated by publications in leading peer-reviewed journals. The thesis and its presentation should demonstrate the student’s ability to plan, design and interpret experiments independently.

The thesis is submitted to the thesis committee at least two weeks prior to the defense. At that time, the candidate delivers a public seminar. Following the seminar, the thesis committee examines the student further regarding the research and decides on the acceptance of the thesis. Approval of the dissertation by the Thesis Committee should be unanimous. In the event of serious disagreement, the Executive Committee of the Program will review the opinions of the committee members.

**Master’s Thesis**

In certain instances it may be necessary that graduate students complete their course of study with a terminal Master’s degree. The mentor of that student will inform the Director and DGS of the decision and that information will be transmitted to the GDBBS office. To receive a terminal Masters degree, the student must perform a research project and complete an acceptable Master’s Thesis. The organization of the thesis is similar to that of the traditional Ph.D. dissertation, which would include, in order, the following sections: Introduction, Materials and Methods, Results, Discussion and Literature Cited. The student will defend the thesis at a closed meeting with their committee. The student may return to the program but will need to re-apply for admission.

**Review of Student Progress**

Students receiving a grade below a “B” are reviewed by the Executive Committee to determine whether they should continue in the program and to suggest appropriate remedial assistance.

Every summer, the Executive Committee will meet to review progress of all students in the program. For first year students, this is based on grades. For second year students, this is based on successful passage of the Qualifying Examination. For other students, the Thesis Committee will meet at least once a year to review progress and submit a brief (1 page) description of progress, including plans for future work, to the Executive Committee.

**Transferring Programs**

Students currently enrolled in other Programs within the Graduate Division of Biological and Biomedical Sciences should send a letter to the Director explaining their reasons for requesting a transfer. Each request will be considered by the Executive Committee, which may require that a transferring student take one or both parts of the Qualifying Examination, as well as specific courses.
Time Frame of Completion

Completion of the total curriculum to obtain a Ph.D. degree normally takes 5 years. Students who continue in training beyond their fifth year will not receive a stipend increase. Seventh year students will receive no stipend support unless approved by special request (see page 25 of the GDBBS Policy Manual). Four months prior to the proposed termination date, the students will receive a letter notifying them of the pending termination of support and outlining the procedure to apply for an extension. If a student wishes to apply for an extension of stipend support, they should write a letter to the Executive Committee stating the reason for the requested extension and the date at which completion is anticipated. This letter must be endorsed by all of the student’s Thesis Committee members.

Attendance at Scientific Meetings

When they have reached an appropriate stage in their research, trainees are encouraged to present their results at both local and national meetings. Attendance at such meetings should help in meeting others engaged in their field of research and to explore future job opportunities. It will also provide them with important experience in communication and presentations skills as they listen to a variety of presentations by others of current research.

Graduate Student Vacation Policy

In addition to those Emory Faculty/Staff-approved holidays, graduate students in the MMG program are entitled to 10 days of paid vacation per year (September 1 - August 31). Students must receive permission from their Ph.D. mentor for these days and transmit the information to our MMG Program Administrator. Days that exceed this 10-day policy will be considered as unpaid vacation days and this information will be transmitted to the GDBBS for appropriate salary reduction. The following special circumstances are also relevant to this policy:

1. First year students must receive permission from the faculty member who is sponsoring their rotation. If a student is not rotating in a laboratory at the time of the vacation request they must obtain permission from the Director of Graduate Studies (Dr. David Steinhauer).

2. Students working in a government laboratory (CDC and VA) are not entitled to government-designated holidays that are not recognized by Emory University.

3. Days away from Emory University due to attendance at local, national or international meetings are not considered vacation days.

Graduate Student Sick Leave Policy

1. Students accrue 8 hours of sick leave per month. Thus, over a 12 month period (September 1 - August 31) students are eligible for 12 days of sick leave. Unused sick leave is transferable to the next year.

2. The student needs to inform their mentor of the sick leave requested and this information will be transmitted to the MMG Program Administrator. If the student
is unable to do so, another person can communicate the illness. First year students must notify the faculty member who is sponsoring their rotation about their sick leave request. If a student is not rotating in a laboratory at the time of the request for sick leave they must obtain permission from the Director of Graduate Studies.

3. If a student is on sick leave for more than 5 days, verification of the illness by a letter from their physician will be required.

4. Students may donate their sick leave days to another MMG student but notification of the MMG Program Administrator is required.

5. The following circumstances are considered as reasons for sick leave:

   a) When the student is unable to perform duties as a result of personal illness or injury, including pregnancy and childbirth.

   b) When the student’s appointment with a health care provider cannot be reasonably scheduled outside of during normal work hours (9 AM - 5 PM). Please note that a fraction of a sick day can be applied in this instance.

   c) When it is necessary for the student to care for an immediate family member who is disabled as a result of an illness, accident or injury, pregnancy* and childbirth requiring the presence of the student. Immediate family shall be the employee’s spouse, same-sex domestic partner, children, parents, legal wards and any other relative residing in the employee’s home.

   *The suggested term of approved paid leave for pregnancy is six weeks. If more leave is required the student may request an unpaid leave of absence.

6. Leaves of absence due to medical or non-medical reasons will be evaluated using guidelines established by the Graduate School (see the LGS handbook) and require final approval of the Dean of the Laney Graduate School.

Parental Accommodation

1. Caregiver designated as having substantial parental responsibility may be relieved of full-time graduate duties and responsibilities for up to 8 weeks after the birth or adoption of a child.

2. Any matriculated doctoral student in good academic standing is eligible.

3. Eligible students who are receiving stipend support would continue to receive this support throughout the accommodation period.

4. PhD students benefitting from accommodation will remain as full-time students.

5. Accommodation is not a leave of absence.

6. Consult the Laney Graduate School Handbook for accommodation principles and procedures.