

SUMMARY OF REQUIREMENTS FOR THE PH.D. IN NEUROSCIENCE

The Graduate Committee:

Eve Marder (Chair)
Leslie Griffith
Avi Rodal

Co-Chairs, Neuroscience Program:

Leslie Griffith
Gina Turrigiano

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Summary of requirements for advancing to candidacy in the Ph.D. program:

All Neuro students must complete four lab rotations (nine weeks each), select a thesis lab by mutual agreement with a faculty member by the end of the first year, pass six lecture courses (including the required courses NBIO 140 and BIOL 200A) with a grade of B- or better, pass a qualifying exam (“Outside Exam”), defend a thesis research proposition (“Inside Exam”), and TA two courses (usually during the second year). Graduate students must register for and attend Responsible Conduct of Science in the first year and again in their fifth year (CONT 300, a not-for-credit course), the Graduate Student Research Seminar every semester (BIOL 350, a not-for-credit course), and a Journal Club (NBIO 306) every semester. Presenting in the yearly Graduate Student Research Seminar is required to remain in good standing in the program. Students must also register for their advisor’s section of Dissertation Research (BIOL 401D) in the second and all subsequent years.

Courses:

Students must take a total of at least six lecture courses during their graduate Program and pass with a grade of B- or better. There are two required/mandatory courses for all Neuroscience Ph.D. students: NBIO 140 (Principles of Neuroscience), and BIOL 200 (Proseminar). The remaining four must have catalogue numbers of 100 or above (signifying graduate-level), be listed or cross-listed in the Neuroscience section of the

Brandeis Bulletin (<http://www.brandeis.edu/registrar/bulletin/index.html>), and be relevant to the student's area of interest. Of these courses, at least one must focus on quantitative methods or approaches and one must focus on critically reading, discussing, and writing about the primary scientific literature. These classes can be selected from a number of neuroscience topic areas including cognitive, computational, systems, cellular, and molecular neuroscience and must be approved by the graduate committee. Normally, classes taken in the first year will count as four of the six required courses, with the remainder generally taken in the second year. Some students elect to take one or two additional lecture courses in their third year or later. Transfer credits will not be accepted.

Journal Clubs:

Every student is required to register for and attend the "Topics in Neurobiology" Journal Club (NBIO 306). Students may also attend the other approved journal clubs listed below, but they must be in addition to NBIO 306. Students supported by a specific Training Grant must choose from Journal Clubs approved by the Director of that Training Grant. In their first year, students should go to the Journal Club(s) attended by the lab in which they are rotating. Under these circumstances, it is fine to register for a particular Journal Club and attend a different one. Students are not required to present an article until their third year.

Journal Clubs: (See course listings for times)

Topics in Neurobiology:	NBIO 306
Systems/Computational Neuroscience:	NBIO 340
Topics in Molecular Genetics and Development:	BIOL 305

Colloquium Series:

All students are required to attend the regular Joint Biology/Neuroscience Colloquia (i.e. talks given by visiting scholars) on Tuesday.

Graduate Student Research Seminars (BIOL 350):

All students are required to register for and attend Friday Graduate Student Research Seminar Pizza Talks (BIOL 350), which are held at 12:30 PM. All Neuro (and MCB) students present their thesis work annually starting in their third year.

Chemical and Safety Trainings:

All students must complete the appropriate chemical and safety trainings before they may begin in the lab. Some of this can be completed on-line prior to your arrival to campus via the "Safety Training Link" found on [Brandeis' Department of Environmental Health and Safety website](#). More information about these requirements will be explained during Orientation. In addition, all neuroscience students are required to complete online Animal Care and Use training, to attend the Foster Animal Facility training, and obtain Occupational Health Clearance. If applicable, students must also complete in-person Virus Training and Controlled Substances Training.

SPECIFIC TIMELINE OF EVENTS:

First Year

Courses:

Students in the first semester of their first year (Fall 2016) should register for Rotations (NEUR 300), Proseminar (BIOL 200), Journal Club (NBIO 306), the Graduate Student Research Seminar (BIOL 350), and Principles of Neuroscience (NBIO 140). Students who may have previously taken NBIO 140 should enroll for NBIO 148.

Students in their second semester (Spring 2017) should register for Rotations (NEUR 300), a Journal Club (NBIO 306), Ethical Practice in Health-Related Sciences (CONT 300), the Graduate Student Research Seminars (BIOL 350), and two additional neuroscience courses.

Graduate Student Research Seminars (BIOL 350):

All students are required to register for and attend the Graduate Student Research Seminar Pizza Talk each Friday at 12:30 PM. All Neuro students are required to present their thesis work annually starting in their third year.

Journal Clubs:

Every student is required to register for and attend one Journal Club, which must be or include NBIO 306, Topics in Neurobiology". Students supported by a Training Grant must choose from Journal Clubs approved by the Director of the Training Grant. Students typically present starting in their third year.

Colloquium Series:

All students are required to attend the regular Joint Biology/Neuroscience Colloquia (i.e. talks given by visiting scholars) on Tuesday.

Rotations:

All first year students are required to register for the research rotations (NEUR 300). Every student is required to complete four rotations of nine weeks each in four different laboratories during the academic year (specific dates below). In the event that a student is completing only one rotation in a given term (Fall, Spring, or Summer), the student should register for the half-credit rotations course, NEUR 301. The choice of laboratory rotations is made jointly by the student, the chair of the graduate program, and the faculty member in whose lab the rotation is to take place. Students may choose from Neuroscience program Life Sciences faculty, which includes faculty from the Departments of Biology, Psychology, Biochemistry, and Chemistry.

Rotation Selection:

During orientation week, students will attend a three-night faculty bazaar where faculty members who are accepting graduate students will introduce their work. After, students will turn in a list of three top choices for the first rotation. We will then **assign** students to a first rotation by Friday, August 26th at 5:00pm, doing our best to give everyone their first or second choice.

The remaining three rotations are the responsibility of the student to arrange with the appropriate faculty member ahead of time. We recommend that you arrange your rotations as early as possible. At the end of each rotation, the student will submit a written rotation report. One electronic copy should be sent to the program administrator in the Division of Science Graduate Affairs Office (Jena Pitman-Leung) and one should be provided to the laboratory head in which the rotation was done.

Rotation Schedule:

	Start	End	Written Report Due
1st	Mon. 08/29/16	Fri. 10/28/16	Mon. 10/31/16
2nd	Mon. 10/31/16	Fri. 12/30/16	Mon. 01/02/17
3rd	Mon. 01/02/17	Fri. 03/03/17	Mon. 03/07/16
4th	Mon. 03/06/17	Fri. 05/05/17	Mon. 05/08/17

Selection of a Thesis lab:

The thesis lab selection process will occur between Tuesday April 25th, 2017 and Friday May 5th, 2017. Faculty members are not permitted to commit to any requests to formally join a thesis lab until this point. This policy protects the rights of all first year students in the Life Sciences and creates a level playing field independent of the order in which rotations were performed. Students will begin work in their new thesis lab immediately following the end of the fourth rotation. In exceptional circumstances, students may be permitted to complete a fifth rotation in the Summer following their first year. Students who wish to work on a collaborative project between two labs with two co-advisors may do so with advanced approval.

First Year Examination, “Outside Exam”:

The first year examination is intended as both an introduction to the intellectual skills involved in devising programmatic research and as an opportunity to gain breadth of scientific vision. The subject will be chosen from among the four topics covered by the students’ rotations. **Details on the written portion of the exam will be provided at a later date.**

On May 19th, each first year student will give a 12 minute talk with 8 minutes for questions presenting and summarizing their written report. The talk should follow the usual format for a research presentation: brief introduction, methods, results, and discussion, including a brief discussion of the next steps. All faculty members who are available will attend all talks and will score each talk. All first year Neuroscience PhD students will attend all talks and the talks will be open to the general Neuroscience community. All evaluation forms must be turned in to the Graduate Affairs Office, so that the scores can be evaluated. The Graduate Committee will assign a grade to each student based on their written and oral performance. Students who fail their First Year Examination may be placed on probation for one year (see additional section on Probation below).

Requests for exceptions to this schedule must be submitted in writing to the Graduate Committee and are only granted under extraordinary circumstances. Please contact Eve Marder with further questions about the first year exam (marder@brandeis.edu).

Summer, between all years

Courses:

This and every summer, all students will be registered for CONT 250 (Summer Research).

Thesis Research:

Students will begin work on their thesis research immediately following their fourth rotation. They are expected to perform research through the Summer. Vacations and other absences must be approved by the student's advisor.

Second Year

Courses:

Generally students take one lecture course in the Fall and one in the Spring semester. These classes can be chosen from the list of graduate courses (catalogue number of 100 or above) in the Neuroscience section of the Brandeis Bulletin (<http://www.brandeis.edu/registrar/bulletin/index.html>). Students who did not take NBIO 148 in their first year should register for it in their second year.

Teaching:

Each student is required to serve as a teaching assistant (TA) for two semesters, typically both semesters of their second year in the program. Teaching assignments are made in the summer preceding the second year and will be emailed to students (usually in July). Any PhD student who is TA'ing for the first time is expected to attend the Teaching Practicum for teaching fellows, which is held during Orientation events in August.

Thesis Research:

Students will work on their thesis projects starting at the end of their first year, when they join their thesis lab, and continue until completion of their dissertation (typically 5.5 years). Students must register for their advisor's section of NEUR 401 (Dissertation Research) each semester. Specific Ph.D. thesis requirements are set by the student's advisor and the thesis committee (see below).

Graduate Student Research Seminars (BIOL 350):

All students are required to register for and attend the Graduate Student Research Seminar Pizza Talks which are held each Friday at 12:30 PM. All Neuro students are required to present their thesis work annually starting in their third year.

Journal Clubs:

Every student is required to register for and attend NBIO 306, "Topics in Neurobiology", and may register for a second journal club if desired, or depending on funding source. Students typically make their first journal club presentations this year.

Colloquium Series:

All students are required to attend the regular Joint Biology/Neuroscience Colloquia (i.e. talks given by visiting scholars) on Tuesday.

Thesis Research Proposition (“Inside Exam”):

Each student must defend a thesis research proposition (or “Inside exam”), consisting of a written document outlining specific plans (but not necessarily including preliminary data) for the student’s thesis research and a discussion of the proposed research. Length, formatting, and content of the written and oral portions of the Inside Exam should be discussed between the student and their advisor. Inside exams must be taken by the end of May of the second year. For the 2016-2017 Academic Year, this timeframe will be May 15th-26th. Extensions to this timeframe must be approved by the Graduate Committee.

Written proposals should be handed in to the committee members a minimum of one week before the defense date. Inside proposition evaluation forms must be completed by each member of the examining committee and returned to the Graduate Affairs Office once the exam has ended. If revisions to the written exam or a re-defense are required, a second set of evaluations forms must be submitted indicating acceptance of the revision/re-defense and turned into the Graduate Affairs Office.

The examining committee is composed of three faculty members, not including the thesis advisor, or co-advisors for students who are in two labs. Faculty for the examining committee should be selected by the student in consultation with their thesis advisor(s). One of the three faculty members must be chosen as Inside Exam Committee Chair, either by the student or by agreement between the three faculty members. The advisor(s) is/are allowed to be present in the room during the exam, but the proposal must be defended by the student alone in response to questions from the committee (i.e. the thesis advisor(s) must remain silent during the process and their input is strictly prohibited). At least one member of the examining committee, the thesis advisor(s), and a faculty member from a University other than Brandeis will compose the student’s final thesis committee.

THIRD and Continuing Years**Thesis Research:**

Students by this time should be well into their thesis research projects. Students must register for their advisor’s section of BIOL 401 (Dissertation Research) each semester.

Graduate Student Research Seminars:

Each student from their third year on is required to present a Friday Graduate Student Research Seminar Pizza Talk, (BIOL 350). The student should make sure that her/his thesis committee attends the talk and meets with the student very soon afterwards (usually the same afternoon or the following week) for their Annual Thesis Committee

Meeting. All students must register and attend these seminars each semester, which are held on Fridays at 12:30 PM.

Journal Clubs:

Every student is required to register for and attend NBIO 306, “Topics in Neurobiology”, and may register for a second journal club if desired or depending on funding source. Students typically make their first journal club presentations this year.

Colloquium Series:

All students are required to attend the regular Joint Biology/Neuroscience Colloquia (i.e. talks given by visiting scholars) on Tuesday.

Annual Thesis Committee Meeting:

The Thesis Committee is typically composed of two faculty members from the Inside Exam examining committee, plus the thesis supervisor(s). In the event that a student's research advisor leaves for another university or is on a non-resident leave of absence for more than one year, his/her graduate students must have another Neuroscience faculty member as a second mentor. This mentor shall meet with the student no less than once a month and will ensure that an annual thesis committee meeting will be held around the time of the student's Pizza Talk.

Once thesis work has begun, **each student is required** to meet at least once per year with his/her thesis committee to complete an Annual Progress Report. These meetings should be arranged in advance by the student soon after the student's presentation at the Friday Graduate Student Research Seminar Series Pizza Talk. The graduate student should give each committee member a copy of a committee meeting Annual Progress Report that they will fill out in advance. This form will list any meetings attended or presentations given, publications, or professional activity accomplished in the last year (or since entering graduate school, if it is the student's first committee meeting). It should also contain a short summary of their project, specific progress on their project in the last 6-8 months, and their goals for the next 6-8 months. If the committee requires a more detailed written document, they should communicate this to the student prior to their committee meeting. The committee must fill out and sign the section of the Annual Progress Report reserved for the graduate student advisor committee, including an evaluation of their performance in their Graduate Student Research Seminar Pizza Talk that year, and an overall evaluation of their academic progress.

After the meeting, the student will revise their Annual Progress Report to indicate anything that has changed as a result of discussion during the meeting, particularly in regards to their goals for the next 6-8 months. Both the original and updated Annual Progress Report must be returned to the graduate affairs office after the committee meeting.

Students **are required** to have all of the Annual Progress Reports in their files in order to remain in good standing with the program. It is the student's responsibility to make sure that the report is signed by committee members and hand-delivered to the program

administrator in the Graduate Affairs Office following the annual thesis committee meeting. The annual thesis committee meetings beginning at the end of the student's **fourth** year should provide a particularly detailed evaluation of the student's status and progress toward completion of the thesis. Before the meetings, the student will submit an additional Defense Planning Document to the Committee outlining progress to this point, including chapters that have been completed, are in progress, or are in preparation.

Once the committee agrees that the student has satisfied all thesis requirements set by the graduate program and the student's thesis advisor (see below), the student will be asked to assemble a thesis defense committee. The defense committee typically includes all members of the thesis committee and must also include one "outside reader". The outside reader should be chosen in consultation with the student's advisor several months in advance of the defense.

See the Bulletin for more detailed instructions on choosing a Dissertation Committee:
<http://www.brandeis.edu/registrar/bulletin/2015-2016/registrar/bulletin/provisional/gsas.html>

Thesis Requirements:

Specific Ph.D. thesis requirements are set by the student's advisor and the thesis committee. As a rough guideline, PhD students are expected to have a minimum of two first-author papers or their equivalent accepted or published in quality journals at the time of the thesis defense.

Specific deadlines for thesis submission to the thesis committee should be set by the student's advisor and approved by the entire thesis committee. It is expected that the candidate will ask all members of the committee precisely when they want/need the written document and that the candidate will provide the finished document by whatever date is requested.

Thesis Seminar:

Upon completion of their dissertation work, each student is required to give a public thesis seminar on their research, followed immediately by a private thesis defense. Each member of the defense committee must be present at the talk and the defense.

OPTIONAL "MASTER'S IN PASSING"

When students have completed the requirements needed to satisfy a Master's Degree in Neuroscience, they have the option to apply for a "Master's in Passing". Most Ph.D. students will qualify for a Master's in Passing after completing their second year in the Ph.D. program. Briefly, students must complete and pass six graduate level life science courses with a grade of B- or better, including one laboratory- or research-based course (Rotations count towards this requirement). In addition to these six courses, students must register for and attend the following required courses/seminars: one semester of Responsible Conduct of Science, two semesters of Journal Clubs, and two semesters of Graduate Student Research Seminar. The minimum residence requirement is one year.

TRANSITION FROM MS TO PHD PROGRAM:

Students in the MS Neuroscience program who apply to and are accepted into the Neuroscience PhD program will be transitioned into the program effectively as second year PhD students. These students must complete the same requirements as students who enter directly as PhD students, with the following alterations to their timeline:

Matriculation date:

MS students will enter the PhD program immediately after their MS year and matriculate as PhD students that summer, typically with a start date of June 1st. The start of stipend payments will coincide with their matriculation date. Any exceptions to this timeline must be discussed with and approved by the graduate committee.

Courses:

Students should have completed all but one or two of the six required PhD courses. The independent research or project lab course taken as an MS student cannot count towards the PhD requirement and they may still have to take a class with emphasis on quantitative methods, depending on the specific courses taken as an MS student. These students are expected to complete the remaining one or two classes in their first year as a PhD student, but no later than the end of their second year.

Graduate Student Research Seminars (BIOL 350):

As with all PhD students, students who transition to the PhD program from the MS program are required to register for and attend Friday Graduate Student Research Seminar Pizza Talks. Students do not present until their third year in the Neuroscience program (the second year as a PhD student).

Journal Clubs:

Every student is required to register for and attend NBIO 306, "Topics in Neurobiology", and may register for a second journal club if desired or depending on funding source. Students typically present in their third year in the Neuroscience program (the second year as a PhD student).

Rotations:

All students who transition from the MS program to the PhD program must complete a total of four rotations, including Master's Research Lab work that was completed as a MS student. It is expected that these students would have performed independent research in one or two labs in their MS year, leaving two-three rotations to be completed as PhD students.

Students will complete two six-week rotations in the summer immediately following their MS year and a third rotation in the first half of the fall semester, if necessary. As summer rotations are shortened and since students will not be taking classes during the summer, students are expected to work in their summer rotation labs full-time. During this time, they will register for the research rotation course (NEUR 300). The choice of laboratory

rotations is made jointly by the student, the chair of the graduate program, and the faculty member in whose lab the rotation is to take place. It is the responsibility of the student to arrange with the appropriate faculty member ahead of time. Students may choose from Neuroscience program Life Sciences faculty, which includes faculty from the Departments of Biology, Psychology, Biochemistry, and Chemistry.

At the end of each rotation, the student will submit a written rotation report. One electronic copy should be sent to program administrator in the Division of Science Graduate Affairs Office and one should be provided to the laboratory head in which the rotation was done. In exceptional circumstances, students may be permitted to complete a fifth rotation.

Rotation Schedule:

	Start	End	Written Report Due
1st	Mon 05/29/17	Fri 07/07/17	Mon. 07/10/17
2nd	Mon. 07/10/17	Fri. 08/18/17	Mon. 08/21/17
3rd	Mon. 08/28/17	Fri. 10/27/17	Mon. 10/30/17

Modifications to this rotation schedule must be approved by the rotation advisors and the graduate committee

Selection of a Thesis lab:

The thesis lab selection process will occur at the end of the fourth rotation, either at the end of the summer following the MS year or half-way through the fall semester of the first PhD year, as applicable. Students are expected to join a lab and begin their dissertation project as soon as possible so that they may be on-track as a second year PhD student.

First Year Examination:

Students who apply to the PhD program in their MS year are expected to complete their first year examination within one month of their formal acceptance into the program. Typically, this will occur at the end of their MS year during the same time as the current first-year PhD students, from **May 15-26th, 2017**. Students who intend to apply to the PhD program should make this decision during the fall, while they are taking the Proseminar course, BIOL 200, which serves as an introduction to the first year exam. Requests for exceptions to this schedule must be submitted in writing to the Graduate Committee and are only granted under extraordinary circumstances. First Year exams absolutely must be completed before the start of the fall semester as a PhD student. All guidelines and requirements are the same as for students who enter the program directly as PhD students. Please contact Eve Marder with further questions about the First Year exam (marder@brandeis.edu).

Teaching:

Each student is required to serve as a teaching assistant (TA) for two semesters. Students who transition into the PhD program from the MS program must complete both of these TA requirements during their first year in the PhD program. Teaching assignments are

made in the summer preceding the first PhD year and will be emailed to students (usually in July). Any PhD student who is TA'ing for the first time is expected to attend the Teaching Practicum for teaching fellows, which will be held during Orientation events in August.

Thesis Research Proposition (“Inside exam”):

MS to PhD students must complete their Inside Exam on the same timeframe as those students who entered the PhD program during their MS year. That is, Inside Exams will be taken beginning one year after the first year exams (at the end of the first PhD year) and are expected to be completed May 15th - 26th, 2017. Extensions to this timeframe must be approved by the Graduate Committee. All guidelines and requirements are the same as for students who enter the program directly as PhD students.

QUESTIONS:

If you have questions you can contact a member of the graduate committee:

Eve Marder (marder@brandeis.edu)
Leslie Griffith (Griffith@brandeis.edu)
Avi Rodal (arodal@brandeis.edu)

You may also contact your program administrator in the Division of Science Graduate Affairs Office:

Jena Pitman-Leung (jpitmanleung@brandeis.edu)
To reach the entire Graduate Affairs Office team, email scigradoffice@brandeis.edu

EVALUATION OF GRADUATE STUDENT PERFORMANCE IN THE NEUROSCIENCE PROGRAM

YEAR 1:

- The students must complete their formal courses and four rotations with a grade of B- or better. To improve students' scientific writing skills, and to help prepare students for the First Year Examination ("Outside" exam) and Second Year Examination ("Inside" exam), at least two of these courses must have a term paper requirement. Any deficits in writing skills, even if the student receives a passing grade in the class, will be communicated in writing to the Grad committee and Grad Affairs Office by the instructor. A demonstrated deficit in writing skills is grounds for being assigned a writing tutor.
- Students must submit a rotation report for each rotation by the indicated due date as established by the Grad committee/Graduate Affairs Office. No extensions will be granted. The written lab reports are reviewed by the rotation advisor and by the graduate committee. Two distinct components of the lab rotations will be evaluated by the supervising faculty member: lab work and written report. The faculty member will submit a grade and a brief written report, on a form provided by the Grad Affairs Office, on the student's performance to be included in the student's permanent file at the end of the rotation. .
- Students must successfully write and present the First Year Examination ("Outside" exam) at the end of the first year. The examination and student's performance will be evaluated by the Graduate Committee members and a written evaluation must be submitted to the Graduate Affairs Office. Students who fail the Outside exam will **not** be allowed to re-take the exam.
- By the end of the first year students must have secured a thesis lab by mutual agreement with the faculty mentor. Note that securing a dissertation advisor is an absolute requirement for continuing in the program, and that failure to do so necessarily requires withdrawal from the program. The Grad Committee evaluates the progress of each student at the end of the first year. Students who perform below the minimum expectations outlined above will be placed on probation (see definition below)

YEAR 2:

- Grades in formal courses must be B- or better. Note that students on probation (see below) must receive a B or better in courses taken in the 2nd year.
- A panel of three faculty members (not including the thesis advisor(s)) are selected by the student for the oral defense of the Second Year Examination ("Inside" proposal). Students submit their proposal in writing and orally defend their written proposal by the end of May of their 2nd year. Those committee members evaluate the student's performance and submit a written evaluation to the Grad Committee /Grad Affairs Office using a form provided by the Grad Affairs Office. Two of those faculty members will be retained for subsequent service and, along with the thesis advisor(s), comprise the thesis committee until the student graduates.
- The Grad Committee evaluates the progress of each student at the end of the second year. Continuation in the program is decided based on successful defense of the First Year Examination ("Outside" exam) and Second Year Examination ("Inside" exam), a grade in

all courses of B- or better (B in the second year if on probation), satisfactory teaching performance, and progress in thesis research. Students who perform below the minimum expectations as outlined above may not be re-admitted for the third year. Students are expected to have all course and teaching requirements fulfilled before the start of their fourth year; exceptions should be discussed with the Graduate Committee.

YEAR 3+:

- Beginning in the third year, each student is required to present a research talk in the Friday “Pizza Talks” and have an Annual Progress Meeting shortly afterward to discuss progress toward the completion of the dissertation. Special attention will be paid to progress on data collection at this and subsequent meetings. Students are required to hold at least one thesis committee meeting per year to remain in good standing with the program, but meetings can be held more frequently at the discretion of the student and thesis committee. These meetings must be documented with a form signed by the thesis committee members and turned into the Division of Science Graduate Affairs Office by the student. Progress will be reviewed by the graduate committee at the end of each year, and a student may be asked to leave the program if his/her progress is found to be unsatisfactory.

THESIS:

- The student submits the completed thesis, gives a seminar, and is examined by a panel consisting of at least three faculty members. The thesis committee must contain one faculty member from outside the university and the thesis advisor.

PROBATION

Students may be placed on probation as early as the end of 1st semester (pending unsatisfactory grades in both course work and rotations), and then asked to leave at the end of Year 1 if sufficient progress (as determined by the graduate committee) is not made in semester 2.

Students may also be placed on probation at the end of the 1st year for failing to satisfactorily complete any of the above requirements.

Students on probation must pass all of their elective courses with a grade of **B+** or better, **MUST** complete their courses by the end of the 2nd year, and must receive a straight pass on the Second Year Examination (“Inside” exam). In addition, these students must adequately perform their teaching duties, must be in a thesis lab, and must be making acceptable progress on their thesis work. The student’s standing in the program will be reassessed at the end of their second year **and if they have not displayed satisfactory progress they will be dismissed from the program.**

REQUIREMENTS FOR RETURN FROM A LEAVE OF ABSENCE (LOA)

In the event that a student requests and is granted a LOA from the program within their first two years, the following conditions must be met in order for the student to be re-admitted to the program:

- Demonstration of appropriate progress made during LOA (letter from doctor or therapist, description of time spent, etc).
- Demonstration that the student has a thesis lab
- All class work must be successfully discharged within two semesters of re-admittance to the program with a grade of B+ or higher.
- The First Year (“outside) and Second Year (“Inside”) Examinations must be passed without revision required.

GRADUATE TEACHING ASSISTANTS IN NEUROSCIENCE

TRAINING

All students who are scheduled to TA for the first time must attend the Teaching Practicum for teaching fellows, which is held during Orientation events in August.

ASSIGNMENTS

Over the course of the graduate program, usually in the second year, each Ph.D. student is required to serve as a teaching assistant in TWO courses or labs.

Teaching assistant (TA) assignments are decided on by an interdepartmental graduate committee based on faculty request, course enrollment, training grant requirements, and graduate student expertise. . For the 2016-17 academic year, the faculty member in charge of TA assignments in the MCB and Neurobiology programs is Assoc. Prof. Mike Marr (mmarr@brandeis.edu).

In all cases, an attempt will be made to inform graduate teaching assistants of their assignments during the summer prior to the commencement of teaching responsibilities. In cases of unexpected enrollment shifts, cancellations or additions of courses, or inequities in work load, assignments may be changed with short notice. If there is a likelihood that such a change will be made, the TA Committee will notify those teaching assistants as soon as possible to permit ample preparation time.

RESPONSIBILITIES

When the assignment is made or at the beginning of the term, graduate teaching assistants and faculty members will discuss course requirements, attendance policies, and the range of graduate responsibilities (in class, outside the classroom, administrative duties, technical assistance, e.g., running a projector, etc.).

In order to encourage an open, cooperative relationship between the graduate teaching assistant and faculty member, meetings will be held on a regular basis to discuss the progress of the course.

The TA and faculty member will consult each other on any problem arising in the course as soon as possible so that the faculty member and graduate student can cooperate in addressing it.

If TAs are to grade undergraduate papers or exams, the faculty member and TA will discuss the number of assignments, grading procedures and standards (letter grade/pass, fail/comments only, grading in pencil, and expectations for student writing ability), and an expected range of grades.

TAs may be required to hold at least two weekly office hours, usually in the evenings.

TAs may be asked to tutor students requiring additional help. If tutoring is expected and one hour/week is insufficient to address difficulties in the course, the graduate student will refer the problem to the professor and, if necessary (and agreed upon), to the appropriate agency on campus for additional assistance.

Faculty members will advise TAs on policies for academic honesty and sexual harassment at the beginning of the term. At this time, procedures for alerting the proper university officers and dealing with such matters will be agreed upon.

EVALUATION/OVERSIGHT/PROFESSIONAL DEVELOPMENT

TAs are encouraged to discuss teaching with the professor or with a member of the Graduate Committee.

TAs are expected to consult teaching materials available at the Office of the Dean of Arts and Sciences and to attend teaching seminars sponsored by the Graduate School.

Faculty should evaluate the TAs performance and provide written comments documenting the teaching fellow's experience and development over the course of the semester.

Every attempt should be made to resolve any difficulties experienced between a TA and faculty member. If such resolution is impossible, official grievances should be made per the stated procedures in the student handbook.

TAs are encouraged to document teaching experiences for future job searches. Faculty members should agree to provide letters of reference for teaching which will be included in the student's departmental file.

At the end of the semester, students enrolled in courses will complete a "TA evaluation report" where they will provide feedback of several aspects of their TAs performance. After the course is completed, TAs can retrieve these reports from sage. A copy of this record will also be stored in the student's file in the Graduate Affairs Office.