SUMMARY OF REQUIREMENTS FOR THE PH.D IN NEUROSCIENCE

Chair, Neuroscience Program:
  Gina Turrigiano

The Graduate Committee:
  Don Katz (Chair)
  Gina Turrigiano
  Sue Paradis

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 with a grade of B- or better, pass a qualifying exam (“First Year Exam”), defend a thesis research proposition (“Inside”), and TA two courses (usually during the second year). In addition, graduate students must register for and attend the following courses/seminars: Neuroscience Proseminar in their first semester (NBIO 250), Responsible Conduct of Science in the first year (Cont 300b, a not-for-credit course), the Graduate Student Research Seminar every semester (Biol 350D, a not-for-credit course), and a Journal Club every semester. 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 is one required/mandatory course for all Neuroscience Ph.D. students: NBIO 140 (Principles of Neuroscience). The remaining five 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. At least one of these courses must focus on quantitative methods or approaches, which must be approved by the graduate committee. These classes can be selected from a number of neuroscience topic areas including cognitive, computational, systems, cellular, and molecular neuroscience. Courses not listed under the Neuroscience program in the Brandeis Bulletin must be approved by the graduate committee. Classes taken in the first year count as four of the six required courses, with the remainder generally taken in their second year. Some students elect to take one or two additional lecture courses in their third year. Transfer credits will not be accepted.

Journal Clubs:
Every student is required to register for and attend the 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, the students should go to the journal club(s) attended by the lab in which they are rotating. Under these circumstances, pick one to register for and don’t worry about any
mismatch between what you register for and what you attend. Students are not required to present an article until their third year.

**Journal Clubs: (See course listings for times)**
- Molecular Genetics: Biol 305
- Neurobiology: Nbio 306
- Computational Neuroscience: Nbio340

**Wednesday Colloquia series:**
All students are required to attend the regular Wednesday Joint Biology/Neuroscience Colloquia at 4:00 pm.

**Graduate Student Research Seminars (Biol 350):**
All students are required to register for and attend Friday “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 attend training on animal care and use.

**TIMELINE OF EVENTS:**

**First Year**

**Courses:**
Students in the first semester of their first year (Fall 2014) should register for Rotations (Neur 300a), Proseminar (Nbio 250), Journal Club (at least Neur 306), the Graduate Student Research Seminar (Biol 350d), Principles of Neuroscience (Nbio 140), and one additional neuroscience course (typically Cellular Neuroscience, Nbio 148).

Students in their second semester (Spring 2015) should register for Rotations (Neur 300a), a Journal Club (at least Neur 306), Ethical Practice in Health-Related Sciences (Cont 300b), the Graduate Student Research Seminars (Biol 350d), and two additional neuroscience courses.

**Graduate Student Research Seminars (BIOL350):**
All students are required to register for and attend “Pizza Talks” each Friday at 12:30 PM. Students do not present until their third year.
Journal Clubs:
Every student is required to register for and attend one Journal Club, which must be or include Nbio 306. Students supported by a Training Grant must choose from Journal Clubs approved by the Director of the Training Grant. Students typically make their first presentations in their third year.

Wednesday Colloquia series:
All students are required to attend the regular Wednesday Joint Biology/Neuroscience Colloquia at 4:00 pm.

Rotations:
All first year students are required to register for the research rotations (Neur 300a,b). 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, Neur301a,b. 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 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 29th 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 and one should be provided to the laboratory head in which the rotation was done.

Rotation Schedule:

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<th>Start</th>
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<th>Written Report Due</th>
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<td>Mon. 9/1/14</td>
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Selection of a Thesis lab:
The thesis lab selection process will occur between Tuesday April 28th, 2015 and Friday May 8th, 2015. 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.

**First Year Examination:**

Neuroscience students will submit and present a research proposal at the end of the first year in the program. The length and formatting requirements of the first year proposition are similar to an NIH grant proposal (R21/R01). Explicit instructions will be explained at a later date, but the written document should synthesize the introductory material relevant to their project, explain the experimental design and results of the project in this context, put the results into context in a discussion, and describe where the experiments could go next.

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. A one-page pre-proposal with an abstract and “specific aims” of the proposal must be submitted to the Graduate Committee in advance (specific dates to be announced later). Following approval by the Graduate Committee, completed papers will be due one week before oral presentations are given (specific dates to be announced later). The written report will be read by two faculty members, one of which will be the PI from the lab in which the rotation was completed, each of which will provide written feedback to the student. The following week, each first year student will give a 10 minute talk with 5 minutes for questions presenting and summarizing their written report. The specific date and schedule of presentations will be announced in the Spring 2015 semester. 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 Brandeis 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. If a student does not pass their first year evaluation they may be re-taken until their performance is satisfactory to the Graduate Committee members. If revisions to the written component or a second oral presentation are required, a second set of written feedback or presentation scores must be submitted indicating acceptance of the revision/re-defense and turned into the graduate affairs office. Students who fail their First Year Examination may be placed on probation for one year.

Requests for exceptions to this schedule must be submitted in writing to the Graduate Committee and are only granted under extraordinary circumstances. Please contact Donald Katz with further questions about the first year exam (dbkatz@brandeis.edu).
Summer, between all years

Courses:
This and every summer, all students must register for Cont 250b (Summer Research). Failure to do so may impact their graduate student stipend pay.

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 are 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).

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 will be held in August 2015 (more details to be announced summer 2015).

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 (ideally 5.5 years). Students must register for their advisor’s section of Neur 401d (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 (BIOL350):
All students are required to register for and attend “Pizza Talks” which are held each Friday at 12:30 PM. Students do not present until their third year.

Journal Clubs:
Every student is required to register for and attend one Journal Club, which must be or include Nbio 306. Students supported by a Training Grant must choose from Journal Clubs approved by the Director of the Training Grant.

Wednesday Colloquia series:
All students are required to attend the regular Wednesday Joint Biology/Neuroscience Colloquia at 4:00 pm.
Thesis Research Proposition (“Inside exam”):
Each student must defend a thesis research proposition (or “Inside exam”), consisting of a written document outlining specific plans for the student’s thesis research and a discussion of the proposed research with a three-member faculty committee. Inside exams may be taken beginning one year after the first year exams (at the end of the second year) and are expected to be completed by the end of the third year. 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 supervisor. Faculty for the examining committee should be selected by the student in consultation with their thesis advisor. The thesis advisor is 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 must remain silent during the process and their input is strictly prohibited). At least one member of the examining committee, the thesis advisor, 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 401d (Dissertation Research) each semester.

Graduate Student Research Seminars:
Each student from their third year on must present a Friday research seminar (“Pizza Talks,” 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). 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 one Journal Club every semester, which must be or include Nbio 306. Students supported by a Training Grant must choose from Journal Clubs approved by the Director of the Training Grant. Students typically make their first journal club presentations this year.
**Wednesday Colloquia series:**
All students are required to attend the regular Wednesday Joint Biology/Neuroscience Colloquia at 4:00 pm.

**Thesis Research Proposition (“Inside exam”):**
Each student must defend a thesis research proposition (or “Inside exam”), consisting of a written document outlining specific plans for the student’s thesis research and a discussion of the proposed research with a three-member faculty committee. Inside exams must be completed by the end of the third year. 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 supervisor. Faculty for the examining committee should be selected by the student in consultation with their thesis advisor. The thesis advisor is 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 must remain silent during the process and their input is strictly prohibited). At least one member of the examining committee, the thesis advisor, and a faculty member from a University other than Brandeis will compose the student’s final thesis committee.

**Thesis Committee:**
Once thesis work has begun, each student is required to meet at least once per year with his/her thesis committee. These meetings should be arranged in advance by the student soon after the student’s presentation at the Friday Research Seminar series. The graduate student should give each committee member a copy of a committee meeting 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. After the meeting, the student will revise their committee meeting progress report to indicate anything that had 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 information must be returned to the graduate affairs office after the committee meeting.

The committee must fill out and sign the annual report of graduate student advisor committee, including and evaluation of their performance in their pizza talk this year and an overall evaluation of their academic progress. Graduating students are required to have all of these yearly 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 right after the annual thesis committee meeting. If a student chooses to combine their inside exam meeting with their thesis committee, they must submit documentation of both at the end of the meeting.

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 a thesis review committee meeting will be held around the time of the student's “pizza talk.”

A Thesis Committee meeting at the end of the student’s fourth year provides a particularly detailed evaluation of the student’s status and progress toward completion of the thesis. Before the meeting, the student submits a brief written report to the Committee outlining progress to this point, including publications accepted, submitted, and in preparation.

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 accepted or published in quality journals at the time of the thesis defense.

Thesis Seminar:
Each student is required to give a thesis seminar upon completion of their dissertation. It is usual to give this prior to the thesis defense.

TRANSITION FROM MS TO PHD PROGRAM:

Students in our MS Neuroscience program who apply to and are accepted into our 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 would 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 a 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 (BIOL350):**

As with all PhD students, students who transition to the PhD program from the MS program are required to register for and attend “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 one Journal Club, which must be or include Nbio 306. Students supported by a Training Grant must choose from Journal Clubs approved by the Director of the Training Grant. Students typically make their first presentations 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 rotation work that was completed as a MS student. It is expected that these students would have completed one or two rotations in their MS year, leaving between two and 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 300a,b). 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:**

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<tr>
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<td>Mon. 08/31/15</td>
<td>Fri. 10/30/15</td>
<td>Mon. 11/02/15</td>
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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 our 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, during the weeks of May 11-29, 2015. Students who intend to apply to the PhD program should make this decision during the fall, while they are taking the Neuroscience Proseminar, NBIO 250, 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 Donald Katz with further questions about the First Year exam (dbkatz@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 our 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 in August 2015 (more details to be announced summer 2015).

Thesis Research Proposition (“Inside exam”):
MS-> 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 may be taken beginning one year after the first year exams (at the end of the first PhD year) and are expected to be completed by the end of the third year (the second PhD year). 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:

   Don Katz (dbkatz@brandeis.edu)
   Gina Turrigiano (turrigia@brandeis.edu)
   Sue Paradis (paradis@brandeis.edu)

You may also contact our program administrators in the Division of Science Graduate Affairs Office:

   Jennifer LeBlanc (Jenniferleblanc@brandeis.edu)
   Maryanna Aldrich (maldrich@brandeis.edu)
   Catherine Broderick (cbroderi@brandeis.edu)
EVALUATION OF GRADUATE STUDENT PERFORMANCE
IN THE NEUROSCIENCE PROGRAM

YEAR 1:  The students must complete their formal courses with a grade of B- or better. Each of four required lab rotations is evaluated by the supervising faculty member, who then submits a brief written report on the student’s performance to be included in the student’s permanent file. The written lab reports are reviewed by the rotation adviser and by the graduate committee. By the end of the first year students should secure a thesis lab by mutual agreement with a faculty mentor. They must also and successfully write, present, and pass their First Year Examination. 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. If a student does not pass their first year evaluation, it may, at the discretion of the Graduate Committee, be re-taken until their performance is satisfactory to the Graduate Committee members.

The Grad Committee evaluates the progress of each student at the end of the first year. At the discretion of the Graduate Committee, students that perform below the minimum expectations outlined above may not be re-admitted for the second year and may be dismissed from the program or may be placed on probation for one year.

YEAR 2:  Grades in formal courses must be B- or better. The Grad Committee evaluates the progress of each student at the end of the second year. Continuation in the program is decided based on successfully defense of the First Year exam, a grade in all courses of B- or better, satisfactory teaching performance, and progress in thesis research. Students who had been placed on probation for the prior year must have displayed progress and must perform satisfactorily on the second exam/proposal. At the discretion of the Graduate Committee, students that perform below the minimum expectations as outlined above may not be re-admitted for the third year and may be dismissed from the program. Students are expected to have all course and teaching requirements fulfilled before the start of their third year; exceptions should be discussed with the Graduate Committee.

YEAR 3:  By the end of the third year, students submit and defend their thesis research proposals (inside proposal). A panel of three faculty members (not including the thesis adviser) are selected by the student for the oral defense of the inside proposal. Those committee members evaluate the student’s performance and submit a written evaluation to the graduate affairs office. This exam must be successfully passed if the student is to continue in the program. Two of those faculty members will be retained for subsequent service and, along with the thesis advisor, comprise the thesis committee until the student graduates.

Students are expected to have completed all courses by the end of the third year. Beginning this year, each student presents a research talk in the Friday “Pizza Talks.” The student’s thesis committee meets following the talk to evaluate the
student’s progress and submits a brief written report to the graduate affairs office. 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 the thesis committee members and turned into the graduate affairs office by the student.

The Grad Committee evaluates the progress of each student at the end of the third year. Continuation in the program is decided based on successful defense of the First Year and Inside exams, a grade in all six courses of B- or better, satisfactory teaching performance, and progress in thesis research. Students that perform below the minimum expectations as outlined above may not be re-admitted for the following year and may be dismissed from the program, at the discretion of the Grad Committee.

YEARS 4+: Each student presents an annual research talk in the Friday “Pizza Talks” sometime during each year. Students are required to have annual meetings with their thesis committee to evaluate the student’s dissertation progress. Meeting evaluation forms must be returned to the graduate affairs office to remain in good standing with the program.

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.
GRADUATE TEACHING ASSISTANTS IN NEUROSCIENCE

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 experience.

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 are seldom 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 TA’s 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 TA’s 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.