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Welcome to the Microbiology Training Program!

Fall 2019

We look forward to helping you obtain your Ph.D. degree in Microbiology. This handbook will hopefully answer some of the questions you may have about the program. Please feel free to contact anyone listed below if you have additional questions or need any type of assistance.

PEOPLE TO CONTACT FOR MORE INFORMATION

**Academic Issues or Questions**
Cathy Davis Gray  
1326 Microbial Sciences/  
265-0689  
coordinator@microbiology.wisc.edu

**Course Advising/Rotations**
Federico Rey, Bacteriology  
Joe Dillard, Medical Microbiology and Immunology

**Payroll**
Kim Besta, Bacteriology  
1312 Microbial Sciences/265-0496  
besta@wisc.edu

SMPH Team, Medical Microbiology and Immunology  
1336 Microbial Sciences

**Program Director**
Garret Suen, Bacteriology  
5159 Microbial Sciences  
890-3971  
gsuen@wisc.edu

**Vice Director**
JD Sauer, Medical Microbiology and Immunology  
4203 Microbial Sciences  
263-1529

**Department Resources:**
Bacteriology Office Staff  
1322 Microbial Sciences  
262-2914  
Medical Microbiology and Immunology Office Staff  
1322 Microbial Sciences  
262-5591

Web Site:  http://www.microbiology.wisc.edu/index.php  
Please check the web site often as updates are posted on a frequent basis.
ORIENTATION AND BASIC INFORMATION

When You Get Here

New graduate students are expected to arrive in time to attend orientation, which is generally held one week before the start of classes. In 2019, this will be August 26th through August 31. You are also invited to attend the annual Kenneth B. Raper Symposium held in the Microbial Science Building by the Department of Bacteriology on Tuesday, September 3, 2019. Classes begin on Wednesday, September 4, 2019.

Orientation Schedule

Orientation begins on Monday, August 26th, in 6201 Microbial Sciences at 8:45 AM. The day starts with breakfast, followed by formal and informal presentations by staff, faculty, and students. Orientation is intended to provide you with grounding in the program, beginning with introductions and an overview of the program. There will be a general presentation by a member of the Advising Committee and an informal advisory panel of current students, who will give you the low-down on the program, professors, Madison, and whatever else you can think of to ask. Faculty trainers will make short, informal research talks to introduce their research programs. The goal of these sessions is to introduce you to the faculty and their research. You may get ideas for rotations, and you will certainly get an idea of the breadth of microbiology research on campus.

There will be Benefits Drop In Sessions throughout the week.

During orientation week, you will be encouraged to make appointments to talk with faculty about doing rotations in their labs and about scheduling specific time frames, both start date and duration. We encourage you to take advantage of the breadth available to you in the Program and not choose rotations based on popularity or a desire to stay or “hang” with the crowd.

Orientation week always involves some informal socializing and something will be planned for new and current students.

Advisors

Each new student is assigned advisors for the rotation period. This advisor can help you determine which didactic classes to take in your first semester, give advice about rotations, or just serve as someone to talk to for general academic advice. Should you wish to change your advisor during the first semester, please contact the Program Coordinator, Cathy Davis Gray, or the Program Director, Garret Suen.
Support

Unless you have received an independent fellowship or traineeship (third-party funding), you will be supported by Program resources until you select a thesis laboratory. After that, the laboratory you join assumes responsibility for your support. Program resources used to support first-year students without independent or University fellowships can include:

- Research Assistant (RA) positions funded by the Graduate School
- Departmental RA positions
- Departmental Fellowships
- Departmental Scholarships
- External Fellowships or Scholarships, e.g., NSF, Howard Hughes, NIH

Unless you have an independent fellowship (third-party funding), responsibility for support of a student rests with the director of the lab you join after the rotation period. The departments that participate in the Microbiology Program have a long history of providing a safety net in cases of temporary interruptions in funding, but the Program cannot provide indefinite support for an unfunded research lab. The funding situation in a lab is one consideration in choosing rotations for the purpose of joining a lab for thesis research. It is reasonable for you to inquire if a lab director has funding available or pending for your long-term support. UW-Madison in general and Microbiology faculty specifically have outstanding funding records from a variety of sources, but individual cases vary at particular times.

Payroll/Welcome Week

Payroll checks are issued once per month on the first day of the month. Your pay is based on an as-earned basis. Thus, work performed in September is paid on October 1, and so on.

The stipend for 2019-20, as stated in your letter of offer, is $28,000 per annum. PLEASE DO NOT FORGET THERE ARE INCOME TAXES ON YOUR PAY! We do not assume responsibility for taxes for Uncle Sam and the State of Wisconsin for your income. If you are supported by a third party (e.g., training grant or fellowship) you may have to file quarterly taxes.

You will have to pay student fees of at least $607.40 for the fall 2019 semester and the designated amount for each semester you are registered. The cost will change depending on the number of credits you take and the fee structure.

Your first, full-month paycheck will be issued on October 1, 2019.

You may have your checks deposited directly into whichever account you set up at a local financial institution in Madison. You will be given forms and additional information on how to do this during orientation.
Health Insurance

You must apply for health care coverage within 30 days of hire in order to avoid any restrictions or waiting periods unless you are currently covered by another insurance program. If you miss the initial 30-day enrollment period and decide to enroll for health insurance later, you will be limited to the standard plan with a 180-day waiting period for any pre-existing conditions, unless you can show loss of your current health insurance and apply within the initial 30-day time period after the loss of health care. The payroll/benefits coordinator(s) will help counsel you and provide all the necessary paperwork for you to register for the various insurance programs available. Even if you decide to not get the UW sponsored insurance you still need to complete the form and indicate you are declining coverage.

If you apply prior to August 31, your coverage will begin September 1; if you wait until after September 1, your coverage will begin October 1 and so on.

Timetable

The actual procedure for registration is done via the MY UW. Web enrollment can be accessed through the My UW portal at http://www.wisc.edu (right-hand side under the photo). You will need your NetID and password to access My UW. Your NetId is the name that appears to the left of the @wisc.edu in your WiscMail address. Your password is the one you use to check WiscMail. See www.doit.wisc.edu (and “Computing Resources,” page 7-8 of this Handbook) for more information.

Click on the “Course Search and Enroll app,” which gives you real-time course listings and the availability to register. It also lists many other important links you may need to access or obtain information.

If you encounter any problems registering or interpreting any instructions, feel free to ask the program coordinator for help.

Registration

All students are expected to meet with their advisor to finalize their registration. Entering graduate students will need to meet with their designated advisor prior to the end of the first week of classes to help determine their first semester core classes.

When changing course credits, try to NEVER exceed a total of 15 credits. You can do this by dropping credits before you add or by using the swap function.

You must be registered for 8 to 15 graduate level credits (numbered 300 and above) to be considered a full-time student for the fall and spring semesters, and 2 credits for the summer session. Dissertators must register for 3 credits during any semester.

Wiscard

When you have registered and that status can be verified through the computer system, you
may obtain a free university photo ID card from Union South. You will be required to show some other form of photo ID, such as a driver’s license or passport.

**Bus Pass**

After you have obtained a university ID you may pick up your free bus pass at the Student Activity Center, 3rd Floor, 333 East Campus Mall 10:00 am until 4:30 pm beginning August 26, 2019 or Union South Box Office 10:00 am to 6:00 pm. The pass should be good starting that day. Schedules, rates, maps, etc., can be accessed on-line at http://www.ci.madison.wi.us/metro/metro.html.

**Passkeys**

Access to the Microbial Sciences Building will require a specially coded passkey. You will be given forms to fill out at orientation so that your id card can be programmed to open the appropriate locks.

**Computing Resources**

UW-Madison provides a free e-mail account, personal web space, and access to the Internet as well as excellent campus libraries, biological databases, and other sites. Resource information can be found at www.doit.wisc.edu/students/.

You may sign up for your free e-mail account from DoIT by activating your net id in My UW (http://my.wisc.edu/). We encourage you to switch to an @wisc.edu domain e-mail as soon as possible. Many professors send large attachments via e-mail and commercial web-based e-mail programs such as Hotmail and Yahoo frequently reject these files or e-mails sent to multiple recipients.

You may download a variety of free software, including a browser, virus protection, internet connection software, etc., from the DoIt web site. Many popular software packages and hardware may be purchased from DoIt at reduced prices. There are extensive university, departmental, and investigator-owned computer resources as well as specialized campus or departmental resources, e.g., for computer graphics, molecular modeling or sequencing. Macintosh computers and PCs are available in many laboratories as shared or individual resources.

**Tuition and Fees**

MDTP graduate students who are supported by a traineeship or fellowship do not pay tuition and fees.

Students supported as Research Assistants also do not pay tuition but must pay segregated fees, which are at least $607.40 for the fall 2019 semester.

The due date for segregated fee payment is the first Friday after the third assistant paycheck of the term. (Friday, December 6, 2019 for the Fall 2019 term and Friday, April 3, 2020 for the Spring 2020 term). A late fee of $100 is deferred and will only be levied if segregated
fees are not paid in full by the first Friday after the third graduate assistant paycheck of the term (December for Fall term and April for Spring term).

Segregated fee bills will continue to show standard campus due dates (September for fall term and February for spring term) due to system limitations. However, the Bursar’s website will provide details of this graduate assistant segregated fee payment policy, including the procedure for requesting hold adjustment for 2/3 payment. In addition, the Office of Human Resources will work with schools, colleges and divisions to include language informing TAs, PAs, RAs and LSAs of this policy in appointment letters.

If you receive a tuition bill that you believe is in error, please contact the program coordinator immediately for assistance.
GETTING STARTED

Rotations

After orientation, you are required to participate in a minimum of three rotations. Typically, rotations are 4-6 weeks in duration. You may set up all rotations at the start of the fall semester, or as the semester proceeds. You may already have one or more labs in mind when you first come to Madison, or you may not. You must keep the program coordinator informed of your rotations as well as informing her of the lab you ultimately choose to do your Ph.D. thesis work.

The rotation dates are as follows:
- Rotation 1: 9/9/19 to 10/4/19
- Rotation 2: 10/7/19 to 11/1/19
- Rotation 3: 11/4/19 to 12/6/19

At the conclusion of each rotation the student will need to submit a laboratory rotation form and return to the program coordinator within a week after the end of each rotation. If a student leaves a lab before the end of a rotation period you will need to indicate that on the form and find a new opportunity for a rotation right away.

Laboratory rotations are designed to provide you with an opportunity to do research in prospective laboratories prior to selecting the one in which you do your thesis work. They provide first-year students, faculty, and other lab personnel a chance to get to know one another in terms of specific lab projects, scientific approaches and thinking, mentoring style, and lab atmosphere and dynamics. Joining a lab at the conclusion of your rotations is a mutual decision between you and the lab director.

Rotations may be performed: a) with the idea of joining a lab for several years of thesis research, b) to gain experience with a particular technique or experimental approach, or c) to get once-in-a-lifetime exposure to a particular field of study or type of work. Any of these rationales for doing a rotation are fine, but should be clearly understood by both the student and the lab director from the beginning. Even if you arrive with a focused idea of which lab you want to join, you should do several rotations for the experience, and because you may find other labs that interest you more.

Choosing a Lab

The deadline for finishing rotations and joining a lab is February 21, 2020. Students with independent fellowship support may choose to do rotations through the first academic year. However, many students choose to make their decision and arrangements by the end of the fall semester (the last day of classes). This decision occurs because many other biological sciences graduate programs on campus provide support for rotations only during the fall semester. This issue is important because Microbiology faculty may also be trainers in other departments and programs where students typically choose a lab by the end of the fall semester. Students from various
programs may rotate in the same lab, and resources (funding support and space) in any particular lab are not infinite.

The best strategy for choosing a lab is to maintain an open line of communication between you and the faculty member. Joining a lab is a mutual decision between a student and a faculty member, and most students are able to join labs that are their first choices. Occasionally, problems do arise, and alternatives should always be considered.
**Potential Questions to Ask Prospective Thesis Advisors**

Choosing a thesis advisor is an important decision that will influence the course of your scientific career. To choose wisely, one needs to be well informed. It is important to think beyond the issue of common research interests and to consider other aspects of your graduate training. To aid you in this process, a list of possible questions to ask prospective thesis advisors is provided below. These questions are intended to stimulate a dialog between you and your potential thesis advisor that will allow you to assess whether your views of graduate education are compatible. The hope is that, by discussing these issues before choosing an advisor, future conflicts will be avoided and you will have a productive and rewarding graduate career.

Questions you may wish to ask of prospective thesis advisors:

1) What thesis projects would be available to me if I were to join your lab?

2) Would these projects expose me to a variety of different experimental approaches?

3) In general, how available will you be (e.g., on a daily or a weekly basis) to answer questions I might have?

4) What is your philosophy regarding the amount of guidance the thesis advisor should provide to a student during preparation of the thesis proposal, literature seminars, thesis, etc.?

5) What are your expectations for the amount of time (and working hours) I should spend each day/week in the lab?

6) What regularly scheduled activities (e.g., group meetings, joint group meetings, research clubs) does your lab participate in that provide an opportunity to get outside input on my research project and to hear about the work of other students and postdocs?

7) Do you encourage your students to attend seminars and journal clubs, including those that may be outside their field of research?

8) Do students in your lab have the opportunity to attend scientific meetings where they can interact with researchers from other institutions?

9) Do you include your graduate students in professional activities that will familiarize them with their field of research, such as reviewing manuscripts and meeting with visiting speakers?

10) What are your former graduate students (if any) doing now?

11) What is your general philosophy of graduate training and what goals do you have for your graduate students?

12) Do you believe that you have or can obtain adequate funding to maintain my stipend throughout the course of my career as a graduate student?
13) How many MDTP students will you accept into your lab this year?

Many of these questions are not simple and may not elicit a quick answer. However, any trainer should be willing to discuss these important issues with you. You may also want to discuss these issues with any students that are currently in the prospective advisor’s lab. This list is by no means complete; you should spend some time thinking about what is most important to you in your graduate training. Most importantly, you want to find a trainer who will nurture your career and encourage you to achieve your full potential.

Policy revisions April 2019

**MDTP DIRECT ADMISSIONS POLICY.**

**Premises** - Every year, the MDTP Admissions Committee (AC) works within the fiscal reality imposed by the limited funds available to support incoming graduate students during the Fall semester. Consequently, the AC cannot extend offers of admission to all qualified applicants.

**Goal** - The Direct Admission (DA) mechanism provides a means to match the interests of faculty with those of qualified students who would not otherwise be accepted into the MDTP for lack of funds. The DA mechanism will expand the services that the MDTP provides to core faculty and trainers of the program.

**Direct Admission Policy.**

- A limited number of qualified students can be directly admitted from the admissions committee’s approved candidate list into the MDTP if an interested MDTP core faculty or trainer meets the requirements for DA, and the student agrees to the conditions imposed by the DA mechanism.

- A potential DA student candidate must have received at least one vote from the admissions committee during their final deliberations and cannot be a student who has received enough votes to be invited to interview for admission into the MDTP. The one vote a DA student receives cannot be from the core faculty or trainer whose lab they would join if the core faculty or trainer are serving on the admissions committee for that year.

- The financial responsibility for a DA student lies entirely on the core faculty or trainer that initiates the DA process. Neither the MDTP, nor its core departments (Bacteriology and Medical Microbiology & Immunology) are responsible for bearing any financial responsibility for DA students at any time during their tenure in the program, nor will they be considered for a predoctoral fellowship (e.g. MBTG, BTP, etc.) at the time of admission.

- DA students and faculty must sign a contract where they agree to the following stipulations: i) DA students are active members of the MDTP; ii) All policies of the MDTP apply to DA students, with the exception that DA students will not conduct any rotations; iii) DA students clearly understand the conditions and risks imposed by the DA process; iv) DA students will receive funds from the MDTP for relocation, similar to MDTP students who enter through the standard admissions process; v) MDTP core faculty and trainers interested in DA students
will commit, in writing, to providing financial support for the DA student at the yearly rate established by the MDTP for a minimum of 3 years; and vi) If a DA student is asked to leave their DA lab or s/he chooses to leave their DA lab, the student must notify the MDTP immediately, and the MDTP core faculty member or trainer must commit to arranging support for the DA student for a minimum 2-month rotation/transition period. The MDTP core faculty or trainer must obtain a commitment from his or her department chair to support the student for this 2-month transition period in the event that the faculty member is unable to supply the funds. The signature of the faculty member’s department chair on the DA contract will serve to verify this support. The commitment of the MDTP core faculty or trainer will terminate sooner if the DA student finds a new lab before the end of the 2-month period.

**Direct Admission Process.**

1. The AC will decide which students qualify for admission into the MDTP.

Students qualified for DA would be identified by the AC from the pool of individuals applying for general admission to the MDTP. The same admissions standards are applied to DA students as to other students and the list of potential DA students will be determined at the same time that other students are considered for admission. The AC will identify those students that meet the admissions target based on their qualifications. The program coordinator will make available to all MDTP core faculty and trainers, the list of DA candidates shortly after the AC compiles this list, which is no later than December 31 of each admission cycle. Upon request, any MDTP core faculty or trainer can request a copy of a DA student candidates graduate admission file for review

2. Initiation of the DA process

Interested MDTP core faculty and trainers are encouraged to directly contact potential DA students as necessary. To increase the probability of a successful relationship, the MDTP will encourage faculty and students engaged in the DA process to set up a visit by the student. In the case of foreign nationals residing outside the US, a teleconference meeting would be highly desirable to assess the language skills of the student. If an MDTP core faculty or trainer decides to pursue a DA student, it is incumbent upon the MDTP core faculty or trainer to notify the MDTP office by **January 31** of the admissions cycle. The MDTP core faculty or trainer is responsible for keeping the MDTP office informed of the progress of the negotiations. Should a visit to UW-Madison by the student be warranted, the interested MDTP core faculty or trainer, or the DA student will be solely responsible for covering the costs associated with travel to Madison. The MDTP will cover all costs during the student’s visit.

3. Approval process

**Approval required.** Any interested MDTP core faculty or trainer wishing to accept a direct admit student will have to document the ability to support the student for a
minimum of 3 years. The MDTP core faculty member or trainer will apply in writing, having already obtained agreement from the prospective DA student to be considered for direct admission. The packet should include the financial status of the faculty member, and a DA contract signed by the student and the MDTP core faculty or trainer committing to all obligations of the DA mechanism. These materials should be provided to the MDTP office no later than March 1 of the admissions cycle. Upon receipt of these materials, the MDTP director, co-director, and AC Chair will review the packet and either approve or not approve the DA petition. Factors influencing approval of the DA application include consideration of the need for a student in the MDTP core faculty or trainer lab, the MDTP core faculty’s or trainer’s past training record, the fit of the interests and background of the student with the MDTP core faculty or trainer lab, the MDTP core faculty’s or trainer’s participation in MDTP activities, the impact of the student’s admission on the breadth and diversity of the MDTP, and verification of written approval of the MDTP core faculty’s or trainer’s department chair committing to supporting the DA student, as outlined above.

Process and timeline. As noted above, potential DA students are selected from the pool of admissible MDTP candidates, as described above, and submit their application to the MDTP as normal by the usual deadline set by the program (December 1 of the admission cycle). The AC selects students who are deemed admissible to the program and ranks each student by vote to determine the number of students that the MDTP will invite for an interview. All students receiving at least one vote who are not ranked high enough to be invited for an interview are then added to the DA list. This list will be made available to all MDTP core faculty or trainers shortly after the AC makes their final decision.

4. Maximum number of direct admits per class

The MDTP has been highly successful at attracting and training superior students, and therefore it is not advisable to make changes that have the potential to drastically change the character of the program. The MDTP director, co-director and AC chair reserves the right to limit the number of direct admits to any number it deems appropriate to maintain the standards, integrity, and needs of the program.

5. Participation of DA students in MDTP activities

All MDTP students are required to participate in all aspects of the program. The primary difference between students admitted through the standard admission process and DA students is that standard admission students select a lab after undergoing the rotation process, while DA students directly join the lab of their DA sponsor. It should be noted that all DA student are expected to participate in Orientation Week activities, including MDTP core faculty and trainer research talks so as to familiarize themselves with the depth and breadth of research available within the MDTP. Moreover, Orientation Week activities will also allow the DA student to learn about the extensive resources available to all MDTP students at the UW-Madison. DA students are subject to all requirements and deadlines imposed by the MDTP.
6. Limited trial period for direct admit mechanism

   The policy is subject to review every 5 years by the MDTP Steering Committee in order to gauge its success and impact on the program. At any time, the MDTP Steering Committee reserves the right to discontinue or modify the DA policy as required.

Summary - The policy changes included in the current iteration of this DA document are designed to add to the current admissions policy of the MDTP. These changes were made in order to build flexibility into the admissions policy, and to expand the ability of the MDTP to serve its core faculty and trainers interested in training graduate students.
MDTP STUDENT GUIDANCE AND ASSESSMENTS

Goals

1. Ensure students have:
   a. General knowledge pertaining to their chosen area
   b. In depth knowledge of the background and significance of their research project
   c. The ability to think scientifically, independently, critically, and creatively

2. Give students continuing guidance regarding
   a. How to rectify weaknesses in general knowledge
   b. The trajectory and feasibility of their research goals

3. Promote student learning and scientific progress such that upon completion of degree they
   a. Are experts in their fields
   b. Have made significant contributions to scientific knowledge
   c. Have published a substantial portion of their work

Practices to achieve goals

1. Incoming student advising
   An advisory committee comprised of at least two faculty members (appointed by the MDTP Director) will meet with students individually during orientation week, and periodically as needed during the remainder of the student’s thesis work.

   At the introductory meeting the advisory committee will:
   a. Assess if the student lacks any coursework required for entry into the program and devise a plan for fulfilling these requirements.
   b. Provide tailored advice regarding lab selections and coursework.

2. 1st year committee meeting
   By the end of the 1st year (before the start of the Fall semester) the student will have a committee meeting comprised of the PI and at least 3 of the anticipated thesis committee members (chosen by the PI and student).

   For the meeting:
   a. The student will prepare a short 2-page proposal for research
   b. The committee will question the student to probe their general knowledge in areas pertaining to the research.
   c. Any weaknesses or areas in need of improvement will be recorded by the PI and the committee will make recommendations for how the student will improve in these areas (e.g. specific readings or another course).
   d. The committee will outline their expectations for the student with regard to experimental progress and areas of knowledge to be assessed at the preliminary exam.
   e. The committee will discuss coursework requirements and suggestions for courses.
   f. Recommendations and expectations will be described in a report prepared by the PI and provided to the program coordinator for inclusion in the student’s file.

3. Preliminary exam
The preliminary exam will be held by the end of the summer of the 2nd year.

a. The student should meet with individual committee members.
b. The student and committee members should schedule and reserve a minimum of 3 hours for the exam.
c. The student will prepare a written proposal (see guidelines) and distribute it to their committee at least 2 weeks before the exam (unless otherwise agreed upon by the committee). The PI is encouraged to work with the student in development of the proposal, but the proposal should reflect the student’s writing and intellectual skills.
d. A tenured committee member who is not the PI will chair the examination committee.
e. The student will be examined in two rounds of questioning.
   1) In the first, the committee will ask questions pertaining to the proposal, and assessing the student’s ability to pose testable hypotheses, interpret data, recognize potential pitfalls and alternative approaches, and think critically.
   2) In the second round of questioning the student will be examined for their breadth of knowledge, with an emphasis on those areas outlined by the committee in year 1, including those that were perceived as deficiencies.

f. Due to the relatively early timing of the exam students will not be assessed on the amount and quality of data they have accumulated.
g. At the end of the exam the student will be asked to leave the room, and the PI and the committee will discuss their assessments of the student’s performance on the written proposal and oral defense.
h. The PI will then be asked to leave the room and the committee will make a decision regarding the student’s performance. See guidelines for possible outcomes of examinations.
i. The Chair will be responsible for summarizing the committee’s discussion and assessment in a report that will be provided to the student and PI and will be included in the student’s file.

4. Individual Development Plan (IDP) and Professional Development
The program requires all students to participate in both the Individual Development Plan (IDP) and a professional development opportunity. Please see the program website for more information about the professional development opportunities.

5. Annual committee meetings
The student will meet with their thesis committee at least once each year after passing the preliminary exam.
   a. The student will prepare a 2-page report including presented talks and abstracts, publications, research progress, and other related activities.
   b. The committee will
      1) Assess the student’s progress toward publications
      2) Provide intellectual and technical advice on the student’s research
      3) Encourage continued learning
      4) Ensure the student is gaining appropriate experience in communicating science

6. Prospectus
Approximately 6 months before the anticipated completion of degree the student will have a prospectus meeting with their committee.

a. The student will prepare a thesis outline, including information for each chapter/appendix regarding complete and planned publications and experiments. Other information to be provided includes future career plans and timeline for completion of experimentation and writing.

b. The committee will:
   1) Assess the quality and quantity of completed research and feasibility of the proposed plan for completion.
   2) Provide advice regarding steps toward completion
   3) Make a recommendation regarding the student’s readiness for defense

7. Defense
The student will provide their written thesis to the committee approximately 2 weeks before the defense date, unless otherwise agreed upon by the committee. The student will present a seminar on their dissertation research, which will be followed directly by the final examination. The final examination will be an oral defense of the thesis to the thesis committee, who will:

a. Assess the student’s command of the research, its implications, and its relevance within a broad context.

b. Provide feedback and recommend changes to the written thesis

TIMELINE TO Ph.D.

Year 1
Fall: Semester I
- Orientation: first week prior to classes. Talk with assigned advisor about course work and rotations.
- Course work: Bacteriology (Micro) 731/MMI 901 student seminar, 1 credit; Current Issues in Microbiology, MMI 810, 1 credit; plus additional didactic course work, including Independent Research, 990 (9 credits max) to total 15 credits, maximum.
- Research rotations, 3 minimum.
- December: may choose a lab after three rotations, but no earlier than the last class day.

Spring: Semester II
- Research rotations continue (if lab not yet chosen).
- Course work: Bacteriology (Micro) 731/MMI 901 student seminar, 1 credit; Current Issues in Microbiology, Micro 811, 1 credit; plus additional didactic course work, including Independent Research, 990 (9 credits max) to total 15 total credits, maximum.
- Note: the number you use to register for research will change when you pick a lab and for each semester thereafter.
- February 21: Final deadline to choose a lab for thesis study (does not apply to MBTG, BTP students).
- June 30: Final deadline for MBTG and BTP students to choose a lab.

Summer
- Coursework: Research 990, 2 credits.
May-June: Form thesis research committee, report selection to program coordinator for assessment and approval by the steering committee.

**Year 2**

**Fall: Semester I**
- Continue thesis research.
- Course work: Micro 731 or MMI 901, 1 credit; research 990, and/or other coursework to 15 credits, maximum.
- Mid-August: Have first-year meeting with thesis committee to approve additional coursework, members sign Form 4 First Year meeting and return to program office.
- Complete teaching practicum.

**Spring: Semester II**
- Continue thesis research.
- Coursework: Micro 731 or MMI 901, 1 credit; research 990, and/or other coursework to 15 credits, maximum.
- Complete teaching practicum.
- Prelims: Prepare thesis proposal and submit to committee 4 weeks prior to exam, which must be held prior to first day of classes of the fall semester.
- Request prelim warrant from program coordinator at least 3 weeks in advance of scheduled exam.

**Summer**
- Continue thesis research.
- Course work: Research 990, 2 or 3 credits
- Complete prelim exam

**Year 3**

**Fall: Semester I**
- Advance to dissertator status.
- Research Professional Development Opportunities
- Continue thesis research.
- Course work: Complete major and minor course requirements. Micro 731/MMI 901,1 credit; research 990 and/or other coursework to 15 credits, maximum.
- Be prepared to make a 30-minute seminar research presentation in Micro 731/MMI 901.

**Spring: Semester II**
- Continue thesis research.
- Course work: Micro 731/MMI 901, 1 credit; research 990, 2 credits, to total 3 credits, maximum if dissertator.
- Be prepared to make a one-hour presentation in Bact 731/MMI 901.

**Summer**
- Continue thesis research.
- Course work: Research 990, 3 credits or a course that does not exceed 3 credits, which must be 300 level or above.
Year 4 and beyond

- Continue thesis research.
- Course work: Research 990, 3 credits.
- Present written (one to two pages) annual progress report to thesis committee at annual meeting, have PI fill out progress report and thesis members sign. Take or send to program office.
- Prepare and defend thesis after requesting thesis warrant from program coordinator at least 3 weeks in advance of defense.
COURSE WORK AND PROGRAM REQUIREMENTS

Major Requirement

Course Requirements for the Doctoral Program. Ten credits are required for the major. All students are required to take two semesters of the 1 credit course, Current Issues in Microbiology (MMI 810/Micro 811). These 2 credits may be used for either the major or the minor, with the approval of the thesis committee. At least three courses must come from the following list.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Micro 526</td>
<td>Physiology of Microorganisms</td>
<td>Fall and Spring</td>
</tr>
<tr>
<td>Micro 612</td>
<td>Prokaryotic Molecular Biology</td>
<td>Fall</td>
</tr>
<tr>
<td>Micro 640</td>
<td>General Virology-Multiplication of Viruses</td>
<td>Fall</td>
</tr>
<tr>
<td>Micro/MMI 655</td>
<td>Biology and Genetics of Filamentous Fungi</td>
<td>Fall</td>
</tr>
<tr>
<td>Micro 657</td>
<td>Bioinformatics for Microbiologists</td>
<td>Fall</td>
</tr>
<tr>
<td>Micro 668</td>
<td>Microbiology at Atomic Resolution</td>
<td>Spring, odd years</td>
</tr>
<tr>
<td>Micro 710</td>
<td>Microbial Symbiosis</td>
<td>Spring</td>
</tr>
<tr>
<td>MMI 740</td>
<td>Mechanisms of Microbial Pathogenesis</td>
<td>Fall, even years</td>
</tr>
<tr>
<td>MMI/Micro 875*</td>
<td>Special Topics</td>
<td></td>
</tr>
</tbody>
</table>

*This is a temporary course number and will change as new courses are established.

The remaining credits may be other Micro or MMI courses approved by the Advising Committee or your thesis committee, excluding Micro 731/MMI 901, MMI 900, and Micro or MMI 699 and 990, or any other research, directed study, seminar or journal club course except as approved by the Steering Committee.

Minor Requirement

Students in MDTP may fulfill the minor requirement under either Option A: a full minor in a single department outside the major (e.g., Biochemistry, Genetics, Population Health) with at least 10 credits, or Option B: a distributed minor between two or more departments with a total of 10 credits. Medical Microbiology and Immunology and Microbiology courses can be used for minor credit rather than major credit, in the Option B minor. All courses must be 300 level or above. No credit will be given for courses taken for pass/fail/audit/credit/no credit. Courses with grades of “S” (satisfactory) are acceptable. Please refer to the Program Guidelines for more specific requirements.
Teaching Requirement

As part of their training, students are required to complete one semester of teaching practicum during their second year in the Program. A request to change the timing of part or all of the teaching practicum (typically to the first year) must be approved by the program director, both department chairs, and the student's advisor. Refer to the end of the Program Guidelines for a copy of the Teaching Practicum.

Professional Development

Purpose: To prepare MDTP students for microbiology related careers.

Background. In order to better train MDTP students for microbiology-related professions, the students need a chance to gain knowledge and experience not just in academic research, but also in other fields where their microbiology education may be put to good use.

The Delta Program in teaching has been a great asset to MDTP students interested in teaching as a career, allowing students to take classes and gain experience in teaching. Successful students are granted a certificate from the Delta Program, and this achievement and experience likely make the students more attractive for teaching positions.

Professional Development Options. With this plan we are expanding professional development opportunities for MDTP students beyond academic research and teaching. Opportunities for professional development can consist of coursework, an internship, a summer workshop, outreach experiences, or a second teaching practicum experience.

Courses. The Graduate School has agreed to allow MDTP dissertator students to enroll in courses from a limited list of classes appropriate for professional development of MDTP students. Students would take one or two courses in an area of interest after they become dissertators. Additional courses may be added to this list if they are appropriate for MDTP students and are approved for this purpose by the Graduate School.

Teaching practicum. A second semester of teaching practicum may be the most appropriate training for students that seek a career in academic research and teaching. If students do not arrange for other professional development activities, the default professional development training would be a second semester of teaching in a teaching practicum.

Summer courses or workshops. For students most interested in continuing in academic research, one or more summer courses or workshops may be the most appropriate training. Examples of such courses are those that cover research areas or methods or scientific writing or grant preparation.

Internship. As an alternative to class work or a second semester of teaching practicum, MDTP students could participate in an internship with a business or other organization. Students doing internships would have to arrange to be paid through the organization, and they would not be paid by their advisors while away from their research.

Requirement. In order to ensure that MDTP students are allowed to participate in the Professional Development opportunities, their participation will be required. Students will be required to perform a second semester of teaching practicum, carry out an internship for as
long as one semester, take at least 2 credits of coursework from the list of approved classes or through the Delta Program, or perform other professional development activities equivalent to 2 semester hours of coursework as judged by the thesis committee. The thesis committee must give approval for the student to participate in the chosen professional development activity. Thesis committees will also determine if each student has met the requirement. Students should complete the professional development requirement by the end of the fourth year. This requirement will go into effect with the MDTP class entering in fall 2011.

Please refer to the Professional Development Opportunities document on the MDTP website: https://microbiology.wisc.edu/cs_forms.php

Seminar Presentations

Students must enroll and participate in Micro 731/ MMI 901 Student Seminar during their first three academic years and are encouraged to attend and participate in the Student Seminar throughout their matriculation in the program. Students are required to make two seminar presentations in Micro 731/MMI 901 during the course of their degree. Throughout their matriculation students are strongly encouraged to present at least one annual seminar in an appropriate venue.

Performance Standards (Grade Point Average)

The Graduate School requires that all graduate students maintain a GPA of at least 3.0 (B average) for all graduate course work (courses numbered 300 or above, excluding research courses). Students with a lower GPA may not achieve dissertator status and are considered to be on academic probation, which involves monitoring and possible action by the Graduate School.

Please contact the program coordinator regarding actions to be taken if you are placed on academic probation.

Procedures for Monitoring Progress

Choosing the Thesis Committee and First-Year Meeting. During the summer semester of the first year, each student will, in consultation with his/her thesis advisor, select a Thesis Committee. The Thesis Committee will consist of the student’s major professor (who will serve as chair) and four other faculty members. At least two of the total members must have their primary appointment in the Department of Medical Microbiology and Immunology or Bacteriology. Before the end of the first year, the student will meet with his or her thesis committee to solicit course recommendations. At this meeting, the student will also very briefly describe his or her research plans for the next year, so that the committee can judge what specialized courses might be most appropriate for the student. The meeting will provide both the student and the faculty early input into the student’s education. If the committee feels that the student is likely to encounter major problems in research or course work, the student will be made aware of this and given advice on how to remedy the deficiencies.
**Yearly Progress Meetings.** The student will meet annually (prior to the end of the calendar year) with his/her thesis committee to discuss thesis research progress, until the thesis is completed. The initial meeting (see above), in the first year and the qualifying/preliminary Exam (see below) in the second year can satisfy this requirement. In all subsequent years, students are to prepare and send a brief (one to two pages), written progress report prior to meeting with their committee. The committee will approve the progress report and return an evaluation form to the Steering Committee. The student will return the committee-approved progress report and signed evaluation form to the program coordinator. The reports will be kept on file in the student’s permanent record.

**Preliminary Examination - Research Proposal.** In the spring semester of the second year, the student will prepare a written thesis research proposal and defend this proposal orally to his/her Thesis Committee before the end of the summer of the second year. The PI will be present during the exam and there will be a tenured faculty member who will act as the chair of the exam committee. Once a student has successfully passed the preliminary exam, completed all required course work and fulfilled the teaching requirement, he or she is considered a dissertator.

You need to request a preliminary exam warrant from the program coordinator 3 weeks prior to the exam date.

1. **The Written Proposal (Part A).**
   The student will write and submit the research proposal to the Thesis Committee. The subject matter of the proposal will coincide with the student's anticipated thesis research. The proposal should be written as a research proposal divided into five sections: 1) Abstract, 2) Specific Aims, 3) Background and Significance, 4) Preliminary Results, and 5) Experimental Plan. The proposal will have an upper limit of 15 double-spaced text pages including embedded tables and figures. Reference are not included in the page limit. The student should consult with others, including the thesis adviser and committee members, before and during the writing process. At least 2 weeks prior to the anticipated oral defense, the student will submit the proposal to the members of the committee. The committee will have two weeks to evaluate the proposal.

   During the second week, the student can meet with each member of the committee if they so choose to learn his/her appraisal. Based on these comments, the student will revise the proposal and resubmit it at least one week prior to the oral defense. The revision must include an Introduction of not more than two pages that summarizes the substantial additions, deletions, and changes. The Introduction must also include responses to the criticisms and issues raised by the committee.

   If a committee member has reservations about the original or the revised proposal that are serious enough to make voting to “pass” unlikely, that member should notify the student and the thesis adviser of his/her concerns immediately. In such cases, the thesis adviser, after consultation with the other committee members, may delay the defense to allow time for corrective actions.

2. **The Oral Defense (Part B)**
The student will give a brief (20-30 min.) oral presentation describing the research proposal and then respond to questions raised by the members of the Thesis Committee. The questions will center around the research proposal, but may include any question relevant to it or to the expected proficiencies in microbiology enumerated by the Steering Committee. The major professor will assign a prelim chair. Following the examination, the Thesis Committee will decide whether the student (i) passes the exam unconditionally and proceeds to candidacy, (ii) passes the exam conditionally and is instructed to complete additional work to satisfy a perceived deficiency, or (iii) fails the exam.

PLEASE NOTE: Please refer to the Program Guidelines for more in-depth descriptions of course work and program requirements. If a conflict is detected between this Handbook and the Program Guidelines, the latter document should always be followed.

Preparation of the Written Proposal or the MDTP Prelim

You must request a preliminary warrant at least 3 weeks prior to your oral defense from the MDTP Program Coordinator.

The student will prepare a written proposal (see guidelines) and distribute it to their committee at least 2 weeks before the exam (unless otherwise agreed upon by the committee). The PI is encouraged to work with the student in development of the proposal, but the proposal should reflect the student's writing and intellectual skills.

The purpose of the following outline is to provide some guidance for students as to the form and function of research proposals. The model for the particular version used below is the NIH F31 Predoctoral Fellowship and is designed to be a "real" grant proposal. Your goals should be to persuade a reviewing group that your research aims are interesting and important, and that you have chosen a plan of experimentation that is highly likely to return interesting and interpretable results in a reasonable time frame. You should also demonstrate that you have the background and understanding to bring this plan to fruition.

In any such proposal, clarity is key. The people who review the proposal will not all be experts in your field and you must therefore provide significant information to document the above goals to this group. In line with this idea, you should avoid unnecessary arguments and information, since they will distract from the essential arguments.

While you will actually be judged on the final version of the proposal and your defense of it, it would obviously be prudent to generate as good an initial proposal as possible for submission to your committee. It is therefore reasonable that you begin the overall outline of the proposal well before the fact and discuss the goals and approaches with colleagues before distributing the initial draft. You are therefore strongly encouraged to obtain input from other students, and particularly from your advisor, prior to distribution of the proposal to your committee.

The proposal description below contains information about the overall structure of the proposal as well as suggestions about each of the individual sections, following the NIH F31 Model. Note that one outcome from the prelim is the ability to submit a corrected version of the document as an NIH F31 for potential funding. If you have further questions concerning
the proposal, contact a MDTP Graduate Advisor. If you intend to submit your prelim for a fellowship application, please be sure to indicate to your thesis committee the agency and fellowship type for which you will be applying. This will allow your committee to provide you with feedback appropriate for that agency on your proposal.

**Overall Format**

The proposal should be limited to no more than 15 **double-spaced** text pages including all tables and figures. References are not included in this page limit.

**Abstract:** This is the critical initial contact with the reader. Distill the necessary parts of your proposal to one-half page or less, stating the problem and what you intend to do about it. Make it understandable to the intelligent, but inexpert, reader.

**Specific Aims:** (2 pages double spaced, 11 point font, 1” margins).

Specific Aims: This 2-page section should concisely state the major goals of the proposed research and summarize the expected outcome(s), including the impact that the result of the proposed research will have on the research field(s) involved.

This section should also list succinctly, the specific aims of the proposed research, including any hypotheses. In short, this section should provide the framework for the Experimental Design section below, so its organization is key to the entire proposal. Try to be realistic and propose an amount of work that you are likely to accomplish in the next 2-3 years; excessively optimistic proposals suggest a lack of critical thought.

**Research Strategy (12 pages double-spaced, 11 point font, 1” margins)**

Background and Significance: Describe the progress you personally have made while in the lab. The goal of this section is to convince the reader that you have made some progress and/or that you have developed skills that will be necessary to complete the proposed work. This section presents an opportunity to discuss any preliminary studies, data and/or experience pertinent to your research plan.

Experimental Plan: Typically the sections in this part will follow in the order laid out in the Specific Aims. The goals of this section are to describe the overall strategy, methodology, and analyses to be used to accomplish described specific aims of the research project. It is important to also include a detailed description of how data will be collected, analyzed, and interpreted. Here, your job is important to convince the reviewer that the approach you have chosen will yield interpretable results and that you really understand those approaches. If there are intermediate goals that are absolutely critical to the whole project, either defend why your single approach must work, or propose alternative "backup" approaches. Provide enough information to make it clear that you understand the technique; this does not mean an abundance of detail, but a terse description of potential problems and shortfalls in the experiment or its analysis. If there are obvious experiments that will not be done, tersely say why.
Finally, be sure to discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve each aim. As a rule of thumb, remember to continually orient the reader by explaining how each aim fits into the overall research plan.

Timetable (up to 1 page double-spaced, 11 point font, 1” margin): While this section is not required for the NIH F31 application, we expect all students to include a section that presents a realistic estimate of when the critical intermediate goals in the proposal will be accomplished. It should also make clear when the primary approaches will be dropped and the alternatives adopted. You will want to convince the reader that, no matter what happens, you will return with a "story" suitable for a thesis in a reasonable time period.

Literature Cited (no page limit, 11 point font, 1” margin): Using a standard format (authors’ names and journal citation, including titles), list the references cited throughout the proposal. This should not only document your understanding of the state of current information, but also that you know the critical sources of information on the methods you have proposed to use.
DISSERTATOR STATUS

Checklist for Meeting the Requirements of Dissertator Status

☐ Satisfied Graduate School requirements of 53 credits, which includes 32 credits in residence.

☐ Completed all minor requirements, 10 coursework credits.

☐ Completed all major requirements, 10 coursework credits, except the final dissertation and MDTP seminars.

☐ Cleared all incompletes, no reports (NR), or grades of “P” in non-research courses.

☐ Have completed one semester of teaching (or obtained a waiver from the Steering Committee)

☐ Passed the preliminary exam, obtained signatures and turned in the signed form to the program coordinator.

☐ Received a e-mail from the graduate school specifically telling you that you have reached dissertator status.

NOTE: As a dissertator, you should register for 3 credits each semester to maintain continuous registration. You must be registered during the semester you earn your degree.
THE FINAL STEPS

- Determine with your advisor that you are ready to start writing your final thesis.

- Arrange a six-month prospectus meeting with your committee to determine that they agree.

- Choose a date and location for the formal presentation of your thesis research.

- Send draft to committee in a timeframe approved by them prior to final defense date

- Request that the program coordinator obtain a final warrant from the graduate school at least three weeks prior to defense. Inform him or her whether you will attend commencement.

- Coordinate pertinent information (title, date, time and location of defense) with program coordinator so that a formal notice of your defense may be sent to participating faculty, departments and program students.

- Pick up warrant from program office when available.

- Inform program coordinator about your future plans (post doctorate, industry job, other).

- Make sure you check in with your payroll office to let them know you will be finishing and when you file your thesis.

- Change your address in MY UW to your new address so you can receive your diploma.

- Keep in touch with us!
Final Oral Exam: Defense

You should not take your final oral exam until all other requirements for the degree have been satisfied. At least three weeks prior to your exam, a warrant request must be submitted to the Graduate School by the Program office for their approval. The form will list the faculty members that have agreed to serve on your Thesis Committee. If you change the membership of the committee before the actual exam, another warrant request must be filled out and requested from the Graduate School. At your prompting, the Program office will file the paperwork for you and hold onto the approved warrant until the day of your exam. Remember to schedule an appropriate conference room for the final defense with the representative of the building where you wish to present and defend.

The final examination is oral and will deal primarily with the thesis: knowledge of the general field of microbiology and the minor must be demonstrated.

Final Thesis and Thesis Abstract

Prior to graduation, every student must submit a thesis based on original and significant observations. Six months prior to the expected defense date, the student will meet with the Thesis Committee and obtain approval of the thesis prospectus. Students are required to present a seminar on his/her dissertation research, which is followed directly by the final examination. The final examination will be an oral defense of the thesis to the Thesis Committee. One month prior to the scheduled oral defense, the student must obtain the Ph.D. warrant from the Graduate School through a request from the program coordinator. For the student to pass the final exam, four of the five-committee members must sign to affirm passage.

To allow everyone adequate time to review your material, your thesis should be handed out to your committee at least 6 weeks in advance of your defense date. You should request a final warrant from the graduate school through the program coordinator at least three weeks prior to your defense date. The presentation and defense of the Ph.D. thesis will follow the usual procedures of the Graduate School. The Graduate School states that the thesis must be the candidate’s own work. It may be the result of research enterprises in which others have collaborated, but in those cases the candidate is required to present a substantial portion that represents his/her own contribution. Any work in the thesis that was completed by someone other than the author must be clearly indicated as such.

Writing and Publishing the Thesis

The formal details for preparing your thesis are outlined in the “Doctoral Dissertation and Degree Completion Requirements” handbook prepared by the Graduate School.

You may schedule an appointment for a precheck or final review by following these steps:

1. Log in to MyUW
2. Search for Starfish
3. Optional: Click “Add to home” to add Starfish to your dashboard
4. Open the Starfish app
5. Search for “Graduate School”
6. Find a date and time, then complete your schedule request

After you pass your oral defense, pay your dissertation deposit fee, and complete the doctoral exit surveys, you can submit your dissertation electronically to the ProQuest/UMI ETD Administrator website. Before you begin the submission steps, please be sure you have the following:

- **Full text of your dissertation in PDF format.** This must be one file. Fonts must be embedded. Security settings must be set to “no security.” Encrypted files cannot be processed for publishing. The maximum file size that can be uploaded is 1000 MB. The PDF file name cannot contain periods (except for the .pdf extension). Instructions for PDF conversion are available at the ProQuest/UMI ETD Administrator site under the “Resources and Guidelines” tab at [http://www.etdadmin.com/cgi-bin/main/resources](http://www.etdadmin.com/cgi-bin/main/resources).

- **UMI abstract text.** This abstract is limited to 350 words and must be in English. You will be asked to copy and paste this text during the electronic submission steps.

- **Optional supplementary files.** These images, data, etc. are an integral part of the dissertation, but not part of the full text.

- **Advisor and other committee members’ names.** These should be listed exactly as they appear on your approved warrant.

- **Subject category.** Please choose one to three subject categories from the Subject Category list that best describe your dissertation subject area.

- **Receipt confirming payment of the dissertation deposit fee.** After you have paid the required $90 dissertation deposit fee, you will receive an e-mail receipt confirming payment.

- **Electronic copy of the signed final warrant.**

Go to [www.etdadmin.com](http://www.etdadmin.com) and choose “Submit my dissertation/thesis.” Select University of Wisconsin-Madison from the list provided. Create an account or login using an existing account.

The ProQuest/UMI ETD Administrator website will walk you through a simple process of accepting the publishing agreement and uploading the files and information about your submission. If you need to finish your submission later, you can save your information and come back to finish. No information will be lost.

At the submission step called Dissertation/Thesis Details, you will be asked to enter the following important information about your dissertation. Accuracy is essential.

- **Title:** Enter the full title of your dissertation, as it appears on the title page. Only some special characters can be used in this field. The title field does not accept
subscript, superscript, or Greek letters; instead, you will need to spell these out. Select the year in which you completed your manuscript.

- **Degree/Department Information**: Select the year in which your degree will be conferred. If you are depositing during the window period and are uncertain, please contact the Graduate School. Select the degree you will receive and your program.

- **Advisor/Supervisor/Committee Chair**: Enter your primary advisor’s name exactly as it appears on your warrant. Do not repeat your advisor in the list of committee members.

- **Committee Members**: Enter your committee members’ names exactly as they appear on your warrant.

- **Description of Dissertation/Thesis**: Select categories and keywords that identify your work.

- **Abstract**: Enter the text of your UMI abstract exactly as it was approved by your faculty advisor. There is a 350-word maximum.

At the submission step called Administrative Documents, you will be required to upload the following items:

- **Dissertation Deposit Confirmation Receipt**: upload a PDF of the email receipt you received from the UW-Madison Graduate School fee payment website.

- **The Survey of Earned Doctorates (SED) certificate of completion**: upload the survey receipt as a PDF.

- **The Graduate School's Doctoral Exit Survey (DES) certificate of completion**: upload the survey receipt as a PDF.

- **Signed PhD Warrant**: upload your final signed PhD warrant as a PDF.

At the submission step called Notes to Administrator, please indicate if you plan to attend the optional Graduate School final review.

You may choose to order additional copies of your dissertation and register copyright of your dissertation – both of these items are optional.

Be certain to complete the **final submit step** at the ProQuest/UMI ETD Administrator website. Your dissertation MUST be uploaded to the ProQuest/UMI ETD Administrator website by 11:59pm CST on the **degree deadline** date in order to receive your degree in a given term. Please keep in mind that submissions are reviewed by the Graduate School Degree Coordinator in the order they were received. After you complete the final submit step, you will receive an email confirming the submission. When you submit your dissertation, it will be reviewed by a Graduate School Degree Coordinator to ensure that you have followed all formatting requirements.

The Graduate School Degree Coordinator will approve and submit your dissertation to ProQuest/UMI Dissertation Publishing for microfilming and binding. The UW-Madison Library will receive a bound copy and an electronic version of your dissertation shortly thereafter. You will receive an official email notification when the Graduate School has
approved your dissertation for publication. Your submission of the dissertation is final and you are not allowed to make changes once it has been approved by the Graduate School Degree Coordinator. Your submission is not completed until you receive the confirmation email from the Graduate School Degree Coordinator.

The Program does not require that degree candidates provide a copy of their thesis. However, it is generally a good idea to provide a bound courtesy copy for your major professor and home department. You may want to check with your lab’s departmental office for up-to-date contract binding vendors. Most students use a local bindery (Grimm Book Bindery, 6880 Gisholt Drive, Madison, WI 53713, 608-221-4443 X 221 or www.grimmbindery.com). The cost for a basic, bound thesis is $45 with additional fees for printing the title on the cover or spine, special accents, etc. An additional economical option is www.lulu.com.

Transcripts and Diploma

Degrees are posted on official transcripts approximately four to six weeks after the end of each session. If you need certification of degree (i.e., proof that you have obtained the Ph.D.), please go the Registrar to get a degree completion letter.

Transcripts may be ordered on-line from the Registrar at http://ordertranscript.wisc.edu/ or by mailing a transcript request form that you may download from the same site and mail to the address provided. You will receive your diploma approximately four months from the end of the semester in which you are awarded the degree. Your name will appear on your diploma as it is recorded on your official records. (Name changes may be filed with the Registrar, 333 East Campus Mall, floors 10 & 11). A UW degree folder may be picked up at the Registrar, 333 East Campus Mall if you do not attend the ceremony. Your diploma will be mailed to the permanent home address you provided at your last registration. Use My UW link to update personal information. International students who need the diploma sent to an address outside of the US must make arrangements in advance at the Registrar’s office.

Commencement

Information will be sent to you regarding commencement procedures. In addition, a recording of dates, times, etc., regarding the event can be accessed by dialing 2-9076. If you meet the submission deadline for the Petition to Graduate, your name will be printed in the commencement program. You may still attend the ceremony if you miss this deadline. Cap and gown rentals are arranged through the University Bookstore.

Appeals and Special Requests: Program Level

You may make special requests or file grievances with the MDTP Steering Committee. This committee is comprised of the director and vice director, professors from Bacteriology and Medical Microbiology and Immunology, and from departments from outside the two core departments, as well as two student representatives and departmental staff.
### Faculty Committee Assignments

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignments</th>
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<tbody>
<tr>
<td>Garret Suen</td>
<td>Bact Director</td>
</tr>
<tr>
<td>JD Sauer</td>
<td>MMI Vice Director</td>
</tr>
<tr>
<td>Jean-Michel Ane</td>
<td>Bact</td>
</tr>
<tr>
<td>Katrina Forest</td>
<td>Bact</td>
</tr>
<tr>
<td>Daniel Amador-Noguez</td>
<td>Bact</td>
</tr>
<tr>
<td>Mark Mandel</td>
<td>MMI</td>
</tr>
<tr>
<td>Caitlin Pepperell</td>
<td>MMI</td>
</tr>
<tr>
<td>TBD</td>
<td>At-Large</td>
</tr>
<tr>
<td>Ophelia Venturelli</td>
<td>At-Large</td>
</tr>
<tr>
<td>Chris Hittinger</td>
<td>At-Large</td>
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### Students

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Andrew Steinberger</td>
<td>Bact</td>
</tr>
<tr>
<td>Charlotte Franceour</td>
<td>Bact</td>
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### Staff

<table>
<thead>
<tr>
<th>Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Kari Straus</td>
<td>Department Administrator, Bacteriology</td>
</tr>
<tr>
<td>John Lawler</td>
<td>Department Administrator, Medical Microbiology and Immunology</td>
</tr>
<tr>
<td>Cathy Davis Gray</td>
<td>Program Coordinator, MDTP</td>
</tr>
</tbody>
</table>

For details about the administrative make-up and rules regarding the MDTP Steering and other standing committees, please refer to the Program Guidelines.
Appeal & Grievance Procedures: University Level

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the university offers several avenues to resolve the grievance. Students’ concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc.). All graduate programs, departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first.

In addition, the following administrative offices have procedures available for addressing various concerns:

**Division of Student Life** (for all grievances involving students)
75 Bascom Hall
608-263-5700

**Office for Equity and Diversity** (for discrimination or harassment issues)
179A Bascom Hall
608-262-2378

**Employee Assistance** (for conflicts involving graduate assistants and other employees)
256 Lowell Hall
608-263-2987

**Ombuds Office for Faculty and Staff** (for graduate students and post-docs, as well as faculty and staff)
523-524 Lowell Center
608-265-9992

**Ombuds Office for School of Medicine and Public Health** (for graduate students, faculty, and staff in the SMPH)
2262 Health Sciences Learning Center
608-265-9666

**Graduate School** (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
217 Bascom Hall
500 Lincoln Drive
Madison, WI 53706-1380
608-262-2433

**Graduate School Appeal Process**
If a student believes that his/her grievance was not appropriately handled or resolved at the program/department or school/college level or through consultation with other resources listed above, the student may file an appeal with the Graduate School.
If the student wishes to file an official appeal of a grievance decision, s/he should consult with the Graduate School’s Director of Academic Services and send the following information to the Graduate School Office Academic Services:

- A detailed written statement on the events that resulted in the grievance and any efforts to resolve the matter prior to the appeal;
- Copies of any relevant communications regarding the events that resulted in the grievance; and
- Any determinations or actions taken by the program/department/School/College or other resource office on campus regarding the events that resulted in the grievance.

Upon receipt of all of the above materials:

- The Director of Academic Services will forward the formal grievance to an appropriate Associate Dean of the Graduate School for review.
- The student will be notified in writing, within 5 business days after the materials arrive in the Graduate School, acknowledging receipt of the formal appeal and giving the student a time line for the review to be completed.
- If necessary, the Associate Dean will request additional materials relevant to the issues raised in the student’s grievance from the student and/or the program/department (i.e., departmental handbook explaining grievance procedures).
- If necessary, the Associate Dean will arrange a meeting with the student and an appropriate designee of the Graduate School’s Office of Academic Services.
- If necessary, the Associate Dean will arrange a meeting with the student’s advisor and/or program/department chair and the Director of Academic Services.
- The Associate Dean will convene a meeting with the Graduate School Leadership Team to vote on whether to uphold or reverse the decision of the program/department/School/College on the student’s initial grievance. If the student wishes, s/he may present his/her case at this meeting and faculty and/or staff affiliated with the program whose decision is being appealed may also present their case at this meeting, if they wish. Neither the student nor the non-Graduate School faculty and staff may be present when the Graduate School Leadership Team deliberates. The Associate Dean will attend this meeting.
- The Associate Dean will notify the student, the advisor and/or program/department chair, in writing, of the decision, with a copy to the Graduate School’s Office of Academic Services within 45 business days of the submission of the appeal by the student.

Graduate School Final Appeal Process
If a student is not satisfied with the initial appeal to the Graduate School Associate Dean, s/he may make a final appeal to the Dean of the Graduate School within 30 calendar days of date of the above written decision. This process will proceed as follows:
• The student should send a request for a final appeal to the Associate Dean, asking s/he reopen the case. No new information may be submitted at this time.

• The Associate Dean will forward the complete file to the Dean of the Graduate School within 10 business days after receipt of the request to reopen the case.

• The Dean of the Graduate School will bring the appeal to the Graduate School Academic Planning Council (GSAPC) to review the appeal. The GSAPC is a Graduate Faculty Executive Committee (GFEC) subcommittee of five faculty from among its elected members, one from each division and the fifth member at large.

• The Dean of the Graduate School will issue an official charge and an appropriate time frame (30 days within the fall and spring semester; appeals received in the summer may take up to 60 days) for completing a review.

• The GSAPC will review the student’s final appeal, including all materials previously submitted, and will determine if additional information and/or a meeting with the student and/or program/department is needed.

• The GSAPC will report its recommendation at the next appropriate GSAPC meeting. GSAPC meetings occur six times during the fall and spring semesters. The Dean of the Graduate School may call additional GSAPC meetings if review of an appeal is necessary during the summer semester. The full GSAPC, excluding the Dean of the Graduate School and the Associate Dean(s) of the Graduate School, will vote on the appeal and advise the Dean of the Graduate School of its recommendation. The Dean of the Graduate School will then consider the GSAPC recommendation and all other pertinent material provided as part of the appeal. The final decision will be conveyed in writing by the Dean of the Graduate School to the student and the program, with a copy to the Director of Academic Services, within 20 business days after the GSAPC meeting.

• No further appeals will be considered by the Graduate School.
Mental Health Resources

University Health Services (UHS) offers a safe and confidential environment with a variety of support services available free of charge and open to all graduate students.

- **Getting started**: UHS offers drop-in mental health consultations between 9am and 4pm, Monday through Friday. This is the first stop for mental health counseling services, psychiatric services, wellness services, and disordered eating assessments and treatment.

- **24-hour crisis services**: UHS has 24-hour crisis intervention services for students or those who are concerned about a student. Call 608-265-5600 (option 9), 24 hours a day, any day of the year.

- If you're concerned about someone you know, UHS has helpful resources for faculty and friends of students.

- UHS also offers individual, couple/partner, and group counseling, as well as stress management and psychiatry services.

Below are examples of group counseling topics.

- **Dissertators' Group** – A supportive group environment focused on the emotional, behavioral, and organizational challenges associated with the dissertation process. [Click here and open Support-Theme Groups for the schedule.](#)

- **Graduate Students' Group** – This group examines the sources of stress, ways of coping, and the role of peer support in adjusting to a role that often feels like it's 24/7 as a graduate student. [Click here and open Support-Theme Groups for the schedule.](#)

- **Graduate Women's Group** – Through offering support to others and receiving support, group members are challenged to learn about themselves, initiate change, and exercise honesty in a safe space. [Click here and open Support-Theme Groups for the schedule.](#)

- **Graduate Students of Color Support Group** – UHS and the Multicultural Graduate Network will be offering a support group for graduate students who identify as persons of color (African American, African, Caribbean-American, Latino/a, Indian, Asian, Asian American Indian-American, Native American, etc). The group will explore ways in which their identity as a student of color affects their academic, personal, and social experience, through the lens of the unique identity as a graduate student. The group aims to provide a safe and supportive environment for students of color to explore feelings around racially oppressive experiences, strengthen self-concept through activities and discussion, and to help one another navigate academic and social experiences on campus. *Wednesdays 12-1pm (beginning 1/25/17); EcoWell Studio (Room 1107), School of Human Ecology. Please feel free to bring your lunch.*

The groups listed above are just a few examples. Additional groups address relationships, depression, anxiety, and other topics. Groups typically meet one to two hours weekly, and may run from four to 12 weeks per semester.
• **Let's Talk** – UHS offers drop-in consultations at locations around campus. It's free, no appointment is necessary, and students are seen on a first-come, first-served basis. [Click here for the schedule.](#)

• **Support for student military veterans** – Student veterans transitioning to civilian life face unique challenges. UHS tailors support to this population including walk-in access to counselors experienced in working with veterans. [Click here for more information.](#)

• **Sexual Violence Prevention Program** – UHS provides an online violence prevention program, which all incoming graduate students at UW-Madison are expected to complete. [Click here for more information.](#)

• **Graduate Survivor Support Group** – This is a confidential drop-in support group for graduate and professional students who have experienced sexual assault, intimate partner violence, stalking, and/or sexual harassment who want a place to speak with other student survivors. *Tuesdays 5:30-7:00pm starting February 21 through April 18; 319 Educational Sciences.*

• **Victim Advocacy Open Access Hours** – Drop-in support, information, and referral with confidential UHS victim advocates for students who have experienced sexual assault, intimate partner violence, stalking, and/or sexual harassment. Located on the 8th floor of UHS (333 East Campus Mall). Hours: Mondays 1-5pm, Wednesdays 1-5pm, Thursdays 9am-12pm.

• **UWell** – This is a comprehensive wellness initiative aiming to advance the health and well-being of the entire campus community by promoting existing resources. [Visit UWell here.](#)